

**Report of the Director of the
National Archives
for
2008**

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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 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.
- 1.5 The terms of office of the persons appointed as members of the Council in late 2002 came to an end in late 2007. In the spring of 2008, the then Minister for Arts, Sport and Tourism (the late Mr Seamus Brennan, T.D.), decided to make six appointments to the Council, but when he resigned due to ill-health shortly afterwards, he had not made any decision concerning the remaining six vacancies on the Council, including that of Chairman. Those vacancies remained unfilled at the end of 2008.

Annual Reports

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

PROPOSED AMALGAMATION WITH THE NATIONAL LIBRARY

- 1.7 In his Budget Speech of 14 October 2008, the Minister for Finance announced that the Government had decided to proceed with a wide range of amalgamations of state agencies, including the merger of the National Archives and the Irish Manuscripts Commission into the National Library.
- 1.8 On 30 October 2008 the Assistant Secretary General in the Department of Arts, Sport and Tourism with responsibility for Arts and Culture, Mr Niall Ó Donnchú, wrote to me concerning issues to be addressed in the context of the Government's decision. In my reply of 25 November, I referred to my separate letter of 12 November to the Secretary General (see next paragraph), but said that my reply to Mr Ó Donnchú was nevertheless based on the assumption that the Government's decision will be implemented, and went on to indicate some of the main points that needed to be addressed in that context.
- 1.9 On 12 November 2008 I wrote to the Secretary General of the Department of Arts, Sport and Tourism, Mr Con Haugh, to put on record the main reasons why the Government decision to merge the National Archives into the National Library should in my view be reconsidered. Those reasons included the following:
- "I see no obvious benefits to be gained from the merger. I know of no savings to be made and no economies of scale to be effected. There is no overlap in our principal functions, and those internal services that are common to both institutions need to be maintained at least at current levels. The archives and library material preserved in the two institutions will still have to be housed and will continue to grow in quantity. No space will be saved."
 - "It is inconceivable that the National Library could be moved from its current historic location, given its unique literary associations and massive tourism potential, yet it would be impossible to accommodate both institutions on that site. If the National Archives and the National Library are merged, they will remain on separate sites. Having to maintain separate, possibly multiple, sites will not enable any reduction in administrative and staffing costs."
 - "The National Archives and the National Library differ radically in their relationship to Government. The National Library has only limited connections with Government, while the responsibilities of the National Archives for Departmental records means that it is in effect part of the machinery of Government. It is difficult to see how staff of the National Archives could perform many of their most important functions were they not themselves Civil Servants."
 - "Libraries and archives may appear to have similar functions, but in practice their core activities are very different. Archival science and records management are highly specialised disciplines and differ widely from the equally specialised discipline of librarianship. In the 1970s this fact was recognised by an Inter-Departmental Committee, which set out in its report of December 1974 the merits and demerits of merging the Public Record Office and the National Library, and made firm recommendations against a merger."

- “I am aware of only one independent state – Canada – where the national archives and the national library have been amalgamated to form a single body. In that case, the national archives and the national library were already in a unique situation, as they had for decades shared a headquarters building. Library and Archives Canada is a branch of the Canadian federal public administration, and the Librarian and Archivist has the rank of a Deputy Minister.”

NEW LEGISLATION

- 1.10 The implementation of the Government’s decision to merge the National Archives into the National Library requires new legislation. The enactment of this legislation will provide an opportunity to address some deficiencies in the National Archives Act 1986

Records of state agencies

- 1.11 The greatest deficiency in the National Archives Act 1986 is that none of its mandatory provisions apply to state agencies outside the Civil Service. In those few cases where records of such agencies have been transferred to the National Archives, this has been done on an entirely voluntary basis.

Electronic records

- 1.12 There is also a need for additional mandatory provisions to ensure more effective legislative protection for records created and retained in electronic format, taking account of the particular difficulties in preserving such records.

RECORDS MANAGEMENT

- 1.13 One notable failing of the Irish public service has been 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.
- 1.14 With a view to improving records management in the Irish public service, the Minister for Finance should exercise his powers under the Freedom of Information Act 1997, Section 15(5), and the National Archives Act 1986, Section 19(3), to make Regulations concerning Records Management, 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.

FREEDOM OF INFORMATION ACTS 1997 AND 2003

- 1.15 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 2008, 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.

- 1.16 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

- 1.17 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.

- 1.18 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

- 1.19 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.
- 1.20 One FOI request was received by the National Archives during 2008 and was dealt with outside of the provisions of the Act.
- 1.21 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.
- 1.22 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

- 1.23 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

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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.

- 1.24 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. A public consultation process concerning the proposed Regulations was undertaken by the Office of the Data Protection Commissioner in 2008.

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 2007 and 2008 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 2007 and 2008

Subhead	2007	2008
	€	€
A.1 (Administrative expenses – pay of permanent staff)	1,742,000	1,803,000
A.2 – A.8 (Administrative expenses – current non-pay expenditure)	382,000*	Nil
A.2 – A.8 (Administrative expenses – capital non-pay expenditure)	30,000*	Nil
D.1 (Grant-in-aid – matching receipts from fees for copies of archives etc. – current non-pay expenditure)	40,000	60,000
D.2 Current (General expenses – mostly current non-pay expenditure, but including the pay of two of our Archivists)	1,800,000	1,804,000
D.2 Capital (General expenses – capital expenditure)	350,000	350,000
D.4 (Census Digitisation Project)	1,170,000	1,000,000
TOTAL	5,514,000	5,017,000

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 2008 saw the appointment of several new members of staff, predominantly in the grade of Archivist, in which five long outstanding vacancies were filled. Appendix A below contains a list of the staff of the National Archives as of 31 December 2008 (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.

Recruitment of Archivists

- 2.4 In the spring of 2008 the Public Appointments Service held two competitions to fill vacancies in the grade of Archivist in the National Archives. The main competition was initially for two permanent posts of Archivist, but that number was subsequently increased to three, when it was decided that the vacancy for an Archivist with duties relating to electronic records should also be filled from that competition. The successful candidates were Kevin Forkan, Niamh McDonnell and Micheál Ó Conaire, all of whom started work in the National Archives in November.

- 2.5 The second competition was for two Archivists to work on the project to digitise the Chief Secretary's Office Registered Papers for the period 1818-52, which is funded mainly from the Crowley Bequest. The successful candidates were Julie Brooks and Nigel Johnston. They started work in the National Archives in September, and have fixed-term five-year contracts.

Staff changes in general service grades

- 2.6 Michael Whelan, Head Services Officer, retired in February. A Confined Competition to fill the resulting vacancy led to the promotion of Ken Martin who had been serving as a Services Officer in the National Archives. Karen McDonnell was assigned to the National Archives as a Clerical Officer in May, on foot of an Open Competition for Clerical Officers in the Civil Service held by the Public Appointments Service. Following a Confined Competition, Ken Robinson was promoted from Clerical Officer to Staff Officer in August. Finally, Tony McLaughlin, Executive Officer and Fergal Scully, Clerical Officer transferred from the Head Office of the Department of Arts, Sport and Tourism to the National Archives in September.

Conservation Intern

- 2.7 Celia Pacquit completed her service as Conservation Intern in August, and Louisa Coles and Marie Carré-Hok were appointed as Conservation Interns for a 12-month period in September. The second Internship is funded from the Crowley Bequest, in order that the Chief Secretary's Office Registered Papers may be conserved prior to their digitisation.

Short-term work placements

- 2.8 Twelve persons worked in the National Archives on voluntary short-term work placements during 2008. They included second-level students in Transition Year, third-level students wishing to obtain relevant work experience prior to assessment for admission to a postgraduate course in archival studies, and five students already enrolled for courses in archival studies at NUI Maynooth (Ireland), University of

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Aberystwyth (Wales), École Nationale des Chartes (France) and Fachhochschule Potsdam (Germany).

- 2.9 The tasks assigned to the students on placement included the routine sorting, listing and boxing of archives, basic research for correspondence enquiries, digital photography for the Documents on Irish Foreign Policy project and assisting with visiting television crews. Where possible, the students were given some experience of the production of archives from and the return of archives to storage areas, as well as participating in seminars and workshops arranged for visiting groups. Transition Year students also undertook research on their own topics of special interest

Performance Management and Development System (PMDS)

- 2.10 The National Archives set aside 3 days in April for the purpose of bringing PMDS up to date in the organisation. All staff participated in the exercise, which will be repeated on designated days in coming years.

Merit Awards

- 2.11 The National Archives continued to participate in the Merit Awards Scheme of the Department of Arts, Sport and Tourism in 2008. One member of staff received an individual award of €750, and another two members of staff shared a team award of €600.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

ICT Unit

- 2.12 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 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 comprises an ICT Manager of Assistant Principal rank and two Clerical Officers.

National Archives network

- 2.13 During the year of 2008, the ICT unit continued its work of maintaining and improving facilities for all staff while, in particular, meeting additional needs resulting from the increase in professional staff numbers towards the end of the year. This increase, together with the refurbishment of facilities carried out in the reading room area, required the installation of additional hardware and networking equipment. The National Archives also undertook a significant upgrade of its connectivity to the Government Network to facilitate its eGovernment and external connectivity requirements. This will help to ensure that our ICT communications systems are kept in line with other public sector agencies and best practice.

Systems

- 2.14 A major review of the National Archives document production and return tracking system was undertaken during the year, and this resulted in proposals to redevelop and enhance the system significantly. This enhancement will enable staff to record all stages of the movement of documents between storage and users and will provide a more comprehensive and easy-to-use audit trail.

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- 2.15 During 2008, the ICT Unit worked with other divisions in a process to identify and procure a collections management software package which is suitable for deployment in the National Archives, and which offers archives-management capability extending from acquisition, through cataloguing, creation of authority files, conservation and storage, to use and exhibition. (See further at 8.3 below.)

Websites and digitisation

- 2.16 In 2008 the National Archives also sought to build on the previous year's development of the online search facility for the 1901 and 1911 Census of Ireland digitised returns. In addition to a further phase of counties data being placed online, an enhanced user feedback facility was developed. This comprised a more user friendly and intuitive online facility for users reporting incorrect and misspelled information on the site. (See further at 8.5 – 8.8 below.)
- 2.17 New equipment and software for the scanning of documents, etc. up to A1 size was installed and commissioned during 2008. A number of scanning projects have since been commenced using this equipment. (See further at 3.21 – 3.23 below.)

Security

- 2.18 Work continued during 2008 to maintain the National Archives security systems to the highest levels. On the IT-infrastructure side, our anti virus package was again upgraded to provide maximum network security, and system usage policies continue to be reviewed regularly. On the physical-building side, the CCTV system and door access control system were also reviewed to ensure optimum performance.

URGENT NEED FOR NEW ACCOMMODATION

New building

- 2.19 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.
- 2.20 As stated in more detail in my report for 2007, the National Development Plan 2007-2013 includes provision for the initial expenditure required for the construction of a new headquarters for the National Archives on our existing site at Bishop Street, which would be undertaken through a Public Private Partnership.
- 2.21 Following the Government decision of October 2008 that the National Archives and the Irish Manuscripts Commission will be merged into the National Library, it remained unclear at the end of 2008 whether the proposed redevelopment of our existing site at Bishop Street would proceed.

Immediate and short-term storage needs

- 2.22 Discussions with the OPW and the Department of Arts, Sport and Tourism continued throughout the year concerning our immediate and short-term storage needs. As all available space was used up by the 2007 transfer, there was no space available for the 2008 transfer, due for release for public inspection on 2 January 2009. The removal of the Land Commission Records Branch from our Bishop Street building, which had been planned by the OPW for 2008, did not take place. (The Land Commission Records Branch is part of the Department of Agriculture, Fisheries and Food, and is to be decentralised to Port Laoise.)

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- 2.23 As in 2007, we had to ask several Departments to retain records due and ready for transfer which we are unable to accept. We have continued to accept records from other sources in rescue situations, where the records would otherwise be destroyed, but they are stored in a loading bay which is unsuitable in many respects, and they cannot be made available to the public.

Archives placed in commercial storage

- 2.24 To enable a limited annual release of 30-year old records of Government Departments to take place, we were obliged to accept a proposal from the OPW that a small amount storage space be rented in commercial premises. After consideration of how best to use that rented space, it was decided that some of the archives of the Department of Foreign Affairs should be moved there temporarily.
- 2.25 The detailed lists of the Department of Foreign Affairs archives now kept in commercial storage are available on the National Archives website. Individual files can be ordered in advance by researchers and are delivered to the Reading Room within 24 hours. Between 28 October and 24 December 2008, a total of 80 boxes of files were recalled from commercial storage so that files ordered by researchers could be made available to them.

Visit to Public Record Office of Northern Ireland storage accommodation

- 2.26 National Archives staff visited new high-quality off-site storage accommodation that had been provided for the Public Record Office of Northern Ireland.

EXISTING PREMISES AT BISHOP STREET

Remodelling of parts of Floors 5 and 6

- 2.27 Work on the remodelling of parts of Floors 5 and 6 at Bishop Street began in May 2008 and was largely complete by December 2008. The purpose of these works was to enhance public services, create more efficient use of staff accommodation and technical areas and to provide appropriate office space for newly assigned staff. The public areas include a new Microfilm Room for self-service microfilm and instant copying, new accommodation for the Genealogy Service, and re-arranged computers for on-line access by readers.

Sprinkler and lighting systems

- 2.28 Discussions continued with the OPW and consultant engineers on the work required on the sprinkler and lighting systems in Bishop Street, and the necessary surveys on both were undertaken by OPW in 2008. It is planned to have the necessary works undertaken in 2009 and 2010.

Mobile phone masts on roof

- 2.29 In 2008, the long-running issue of the outstanding electricity costs for the existing mobile masts on the roof of the Bishop Street building was resolved in respect of arrears and an agreement that henceforth payments would be made quarterly. The National Archives was also instructed in 2008 to facilitate the erection of a second larger installation of mobile phone masts on the building roof, and work on its installation was ongoing at year-end.

Assistance received from Office of Public Works

- 2.30 We wish to record our gratitude for the assistance on 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, Mr Dermot Foran, Ms Gabriella Navas and Mr Paul Sherwin.

EXISTING PREMISES AT FOUR COURTS

Cleaning after electrical works

- 2.31 Discussions with the OPW continued throughout 2008 about the cleaning required to return our building at the Four Courts to a fit condition, following the completion of the electrical works there in March 2007. Cleaning work started in early November and was ongoing at the end of the year.

Productions and return of archives

- 2.32 The high level of productions of archives from our Four Courts building continues to be a cause of concern, because of the risks caused to the documents and the amount of staff time required. The security restrictions imposed by the Courts Service on access to the Four Courts by vehicles in 2007 continued to limit our productions in early 2008, but the latter problem was subsequently resolved through our making new arrangements for the delivery of productions from the Four Courts to Bishop Street. There was further temporary disruption to productions from the Four Courts when the lift there was refurbished in August and September.

FIRE SAFETY AND HEALTH AND SAFETY

- 2.33 In 2008 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.

Emergency Plan

- 2.34 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

- 2.35 Further 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 2.19 – 2.21 above).

Environmental monitoring

- 3.2 Our monitoring system continues to provide high quality data about temperature, relative humidity and light, as it undergoes yearly calibration by a qualified technician. Over the year 2008, it showed that the environment in almost every part of the storage areas in Bishop Street remains outside the ranges recommended for the storage of archival documents. At the Four Courts it also showed an environment that falls short of recommended conditions.

Preservation Assessment Survey

- 3.3 In 2007 and early 2008 staff of the National Archives completed the National Preservation Office Preservation Assessment Survey in respect of our holdings, and the Report on the Survey was returned by the National Preservation Office in May 2008. The Report found that while the National Archives preservation policies are making good use of existing resources, a number of significant areas of collection care need to be addressed in order to ensure continued good care. These require the allocation of significant additional resources to provide an improved level of packing and protection of documents, ongoing preventative care and minor repairs, and solutions to the problem of uncatalogued archives, in addition to the major capital expenditure required to solve the major problem of poor environmental conditions in archives storage areas.

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 2.33 above.)

IMPROVEMENTS IN STORAGE AND ACCESS

Multi-disciplinary approach

- 3.6 Our multi-disciplinary approach to preservation continued and was expanded further in 2008, involving archivists, conservators, reprographic and other staff working together. Using this approach, the long-term needs of the documents are assessed and the work programme is developed based on those needs. In addition to conservation repair work, this can involve listing, re-packing, improved storage and the creation of surrogate copies. These projects will improve the condition of the documents through the conservation work and new storage, as well as providing better access for readers through new databases and making the documents more usable in their surrogate or post-conservation condition.

Work on maps

- 3.7 The work initiated in 2007 on a programme of work of this kind in relation to maps in the Miscellaneous series of documents continued in 2008. 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

- 3.8 We continue to pack all new transfers of records in archival quality boxes. In 2008 the programme of backlog packing was continued in Bishop Street, principally on Petty Sessions archives, the main series of which has now been completely re-boxed and prepared for microfilming. Work was also carried out on the re-boxing of Department of Education archives at the Four Courts, while a major amalgamation of transfers received from the Department of Foreign Affairs since the 1970s was started.
- 3.9 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. A major effort was made to overcome the lack of adequate shelf-lists covering the Bishop Street building. Extra staff resources were allocated to this work in the second half of the year, but a great deal of sustained work will be required before the process will be complete.
- 3.10 A special cleaning operation on all contents of the Front Block of Bishop Street was carried out over the second half of 2008.

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

- 3.11 In 2008 we continued to devote significant time and resources to the facilitation of research by the historian commissioned by the OPW to write their official history.

CONSERVATION WORK

- 3.12 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 other documents (National Commissioners of Education applications, Penal files, Famine Relief Commission records and Chief Secretary's Office Registered Papers). The phase-boxing programme was continued, and in 2008 it focussed on the cleaning, consolidation and boxing of the Government Letter Books. The conservators also dealt with emergency requests arising from public inspection in the Reading Room.

Conservation Interns and placement student

- 3.13 The existing annual Conservation Internship was continued, using funding from our general financial allocations, while a second Intern was engaged using funding from the Crowley Bequest to carry out conservation work on the Chief Secretary's Office Registered Papers. These internships are intended for newly-qualified conservators. They assist both the conservation profession through the provision of paid experience in a large institution and the National Archives by providing additional trained conservators. In addition, a short-term summer placement was made available to an undergraduate student of conservation.

Conservation by contract conservators

- 3.14 In 2008 we continued to make considerable use of contract conservators to carry conservation repair work that could not be carried out by our very small number of permanent and intern staff. Work on the Penal Files and Photographs, Chancery Pleadings, National Commissioners of Education applications (ED 1) and OS 75 continued. Work on the Statute Roll 28 Henry VIII, a document which survived the fire of 1922, was completed.

Preservation Assistance

- 3.15 We also continued the contract placed in 2007 for preservation-assistance work, including dry cleaning, re-housing and preparation for specialist treatment by the conservators.

MICROFILMING

National Archives Microfilming Unit

- 3.16 Microfilming of Ordnance Survey Name books and the Commissioners of National Education applications was continued.

Reference microfilm collections

- 3.17 Microfilms of the following series were added to the reference collection available to readers: Ordnance Survey Name books (Kerry, Kildare, Kilkenny, King's Co., and Leitrim); Petty Sessions order books and Commissioners of National Education, applications (volumes 2 and 3).

Storage of preservation microfilms

- 3.18 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

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

PHOTOCOPYING AND SCANNING

Copying of archives

- 3.20 33,195 pages of photocopies were provided to readers in 2008, approximately one quarter of which were made by the instant copy service.

Certified Copies

- 3.21 In 2008, 1,287 orders for certified copies were fulfilled by National Archives. The fees charged for Certified Copies is undergoing review and are likely to be increased substantially.

New scanning equipment

- 3.22 As part of the building works carried out on Floor 5, a new room for scanning of archives in all traditional formats was provided. Two new overhead book-scanners (A2 and A1, both colour) were acquired and installed in this room.

- 3.23 The book-scanners are currently used to provide hard copies ordered by researchers, and to carry out in-house digitisation as part of preservation programmes of work. It is

envisaged that our scanning services will be developed in the future to provide colour prints and digital copies (the latter on disc or by email).

Soldiers' Wills scanning project

- 3.24 Work began on a project to make the collection of 9,000 Soldiers' Wills available digitally. These documents date mostly from World War 1, but with a few dating to early 20th century. There is considerable interest from researchers in these documents, but their frail format and poor condition makes inspection and security difficult. They have been re-packed, with conservation carried out as necessary, re-listed on database and are being scanned by National Archives staff. The first year scanned was 1915 and work on the initial digitisation of that year was almost complete at the end of 2008. Further editorial work is required, and it is hoped to make the digital images available year by year as completed.

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, and some are also online, while microfilms of some archives are available on a self-service basis. However, the original archives are kept in secure storage areas and are produced by a member of staff when ordered by a reader.
- 4.2 In 2008, the total number of visits to the Reading Room during opening hours was 17,694 and the number of readers' tickets issued was 5,500. 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 2008. The average number of visits per day in 2008 was 71, but on several days the number of visits exceeded 100.
- 4.3 The number of archives consulted by readers during 2007 was 50,273, which was 559 more than in 2007. The table in Appendix B.4 compares these figures with those for 1971, 1981, 1991, 1996, 2001 and 2006. They include both original archives (28,497 consulted in 2008) and microfilmed copies of archives (21,776 consulted in 2008). The number of original archives consulted again increased over the previous year (2,266 more in 2008 than in 2007). However, there was a slight decrease in the number of microfilms consulted (1,363 less in 2008 than in 2007), which may have been due to the fact that some 1911 Census Returns were now available on the web. In 2008 the average number of archives consulted per visit was 2.84, compared to 2.95 in 2007.

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 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, while occasional after-hours visits are organised for specialist groups on demand.

Digital photography by members of the public

- 4.5 Members of the public have for some years been permitted to take photographs of documents with prior permission of staff. Because traditional photography required lighting and stands, it was closely supervised by staff and permitted after 5.00 p.m. and by prior arrangement only. As digital cameras are less intrusive and generally require fewer peripherals, digital photography is now generally permitted during specified 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 paragraphs 3.20 – 3.23 above.

GENEALOGY SERVICE

- 4.7 The Genealogy Service remained extremely popular with readers in 2008, and 4,252 consultations were given during the year. This was an increase when compared with the figure for 2007 (4,192). The service is provided by members of the Association of Professional Genealogists of Ireland (APGI).
- 4.8 There was a noticeable increase in consultation with the Genealogy Service during September (453) and October (525), following the broadcast on RTE Television of the Irish series of "Who Do You Think You Are?" October was the second busiest month for attendance since the Genealogy Service began in 2003.
- 4.9 During March a student from Dublin Institute of Technology, Cathal Brugha Street (School of Hospitality Management and Tourism) requested permission to leave a questionnaire for those attending the Genealogy Service to gauge the provision of genealogical services within Ireland. The genealogists and the users of the Genealogy Services proved to be happy to facilitate this research.

CORRESPONDENCE, CUSTOMER CHARTER AND USERS' GROUP

Correspondence

- 4.10 While we are unable to count the number of telephone enquiries which are answered each day, week, month or year it is possible to quantify the amount of correspondence received annually. There has been a noticeable rise in correspondence from members of the public since 2005, but the number of items received in 2008 (8,883 items) far exceeds that received in previous years. The probable explanation for this increase is greater awareness among the public of the value of archives held in the National Archives for family history.

Customer Charter

- 4.11 The Customer Charter, 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 was printed in English and Irish and made available on our website in 2008.

Users' Group

- 4.12 In April 2007 the 20 most frequent visitors to the Reading Room over the three years 2004 to 2006 and the 20 most frequent visitors to the 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.
- 4.13 The membership of the group remained unchanged in 2008, as follows:

Linda Clayton
Catherine Cox
Caitríona Devane
Thomas Ennis (deceased, August 2010)
Diarmaid Ferriter
Steven ffearry-Smyrl
Seán Magee
Justin Martin
Eve Morrison
William Murphy

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- 4.14 Sadly, Thomas Ennis died in August 2008. I wish to take this opportunity to express our sympathies to his family and friends.
- 4.15 One meeting of the group was held in 2008. Amongst the issues raised were the need for extended opening hours for the Reading Room, the use of mobile-phones, a request for extended hours for use of digital cameras with the preference expressed for a special room for use for photography, as well as the non-availability of finding-aids to certain collections of archives.
- 4.16 The Users' Group was also up-dated on the temporary move of some archives of the Department of Foreign Affairs from our Bishop Street building to commercial storage, and the announcement by the Minister for Finance in his Budget speech that the National Archives and the Irish Manuscripts Commission would be merged into the National Library of Ireland.

GROUP VISITS AND LECTURES

Group visits

- 4.17 Among those who visited the National Archives for seminars or tours in 2008 were groups of third-level and fourth-level students from the following institutions (and subject areas):
- Dublin Institute of Technology (investigative journalism);
 - NUI Maynooth (archives, local history);
 - St Patrick's College Drumcondra (women's history);
 - Trinity College Dublin (history);
 - University College Cork (archaeology);
 - University College Dublin (archives, history, history of medicine, legal history, urban and building conservation).
- 4.18 Other visiting groups included members or participants from:
- Celtic Quest, Michigan, USA;
 - Dales Man Group, Yorkshire, England;
 - Glasnevin Cemetery Management Committee;
 - Public Affairs Ireland (course on managing compliance with information laws);
 - Robert Peel Society, Tamworth, Staffordshire, England;
 - The Irish Ancestral Research Association (TIARA), Boston, USA.

Lectures

- 4.19 As in previous years, members of staff gave lectures and talks to a large number of outside bodies, including:
- Cork Archaeological and Historical Society;
 - International Conference on Archives, Kuala Lumpur, Malaysia;
 - Master in Archives and Records Management course, University College Dublin;
 - Print Culture Symposium, University College Dublin;
 - The Irish Ancestral Research Association (TIARA), Boston, USA.

ARCHIVE AWARENESS CAMPAIGN, OPEN DAY, CULTURE NIGHT, AND “WHO DO YOU THINK YOU ARE?”

Archive Awareness Campaign

- 4.20 In 2008 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 Fintan O’Toole of the Irish Times took place in our Reading Room on Thursday 21 August.

Open Day

- 4.21 Our 2008 Open Day took place on Saturday 13 September, when members of the public attended the National Archives for a day of seminars, tours and practical demonstrations. A total of 177 persons attended, which was a substantial increase over the attendance of 105 in 2007. 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 the Archive Awareness Campaign questionnaire showed high levels of satisfaction with the event.

- 4.22 Our travelling exhibition “Lovers of Liberty” dealing with the history of Local Government in Ireland was put on display on the Open Day, as were a number of original documents. Some of the latter were chosen in to commemorate the establishment of the Women’s’ Irish Franchise League in 1908, including a scrapbook of Anna Haslam, one of Ireland’s best-known campaigners for female suffrage as well as a minute book of meetings of the Dublin Women’s Suffrage Association. Other items exhibited included a selection of photographs held by the National Archives: photographs relating to the Glenlara murder, in County Cork, 1894; police photographs of John Devoy, a leading member of the Irish Republican Brotherhood; a photograph of a group gathered at Charles Stewart Parnell’s grave in Glasnevin Cemetery on the first anniversary of his death, 1892; prison photographs of Michael Cleary, convicted of the manslaughter of his wife, Bridget Cleary, in Tipperary in 1895, allegedly because he thought she was a changeling; and photographs from the Department of External Affairs Travel Permit series (the Permits were issued to Irish citizens working in Britain during World War II to enable them to travel home).

Dublin’s Culture Night

- 4.23 On Friday 19 September the National Archives joined about 100 other Dublin-based cultural institutions 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 services. Original documents were on display, demonstrations were given of our website, and visitors were able to consult microfilms of some of our most popular holdings. Members of APGI provided their consultation services on a voluntary basis.
- 4.24 In all, 144 members of the public visited us on Culture Night (more than twice as many as in 2007, when the number of visitors was 66). Of these, 34 applied for Reader’s Tickets and 50 microfilms were consulted. Feedback from participants elicited by means of the Temple Bar Cultural Trust questionnaire showed high levels of satisfaction with the event.

“Who Do You Think You Are?”

- 4.25 For the second year running, the National Archives participated in the “Who Do You Think You Are? Live” at the National Hall, Olympia, London, England. Two of our Senior Archivists and one member of APGI were in attendance from 2 to 4 May. They were continuously busy over the three days answering questions relating to Irish family history, sources, survival of records, civil registration as well as more complex issues relating to adoption and fosterage.

INFORMATION BOOKLETS, LEAFLETS AND MARKERS

Information booklets and leaflets

- 4.26 The information booklet Sources for Family History and Genealogy was completely rewritten and updated during 2008, and the information booklet Some Facts about the National Archives was reprinted during the year. As with our other booklets these are available both in paper and electronic format. The paper list of county-based genealogical centres was completely revamped and considerably expanded, and the list of genealogists and genealogical centres continues to be up-dated on our website.
- 4.27 An information leaflet was prepared for those attending the “Who Do You Think You Are? Live” show in London. Entitled Concise Guide to the National Archives, it aims to answer most of the questions posed by those attending and provides information on useful websites and relevant addresses.

Table-markers and bookmarks

- 4.28 The two types of table-markers in use in the Reading Room advising best handling practices were reprinted. Two new bookmarks were produced dealing both with photocopying and photography regulations and procedures.

WEBSITE

- 4.29 The decision to move the hosting of the main National Archives Website (www.nationalarchives.ie) to a different web host provider involved a necessary migration to a different web-traffic statistical package. The number of visits recorded on the main National Archives Website in 2008 was 852,013, and the number of hits was 26,481,104, compared to 762,366 visits and 22,797,465 hits in 2007.
- 4.30 Although our Census Website is held on a separate server with its own URL (www.census.nationalarchives.ie) and separate statistics are compiled for traffic on that website, 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
- "Document of the Month"**
- 4.31 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.

5. DEPARTMENTAL RECORDS

MAIN PROVISIONS OF THE NATIONAL ARCHIVES ACT AND REGULATIONS

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

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

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

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

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

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

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

- **under Section 8(2)**

to the effect that they are in regular use in that Department or are required in connection with its administration and that their transfer to the National Archives would seriously interfere with the administration of that Department;

- **or under Section 8(4)**

to the effect that to make them available for inspection by the public:

- (a) would be contrary to the public interest, or
- (b) would or might constitute a breach of statutory duty, or a breach of good faith on the ground that they contain information supplied in confidence, or
- (c) would or might cause distress or danger to living persons on the ground that they contain information about individuals, or would or might be likely to lead to an action for damages for defamation.

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

Preparation of Departmental Records for Transfer

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

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

Guidelines

- 5.4 The updated Guidelines for the Transfer of Departmental Records to the National Archives and the new Guidelines for the Transfer of Court and Testamentary Records to the National Archives, which were issued in draft form in 2004, remained in use in 2008.

Certifying Officers

- 5.5 The names of officers of Departments serving as Certifying Officers on 31 December 2008 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 2008, 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. Two 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. In addition, two training sessions were provided for staff of the Department of Social and Family Affairs.
- 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.
- 5.10 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.”
- 5.11 During 2008, as a result of the work of the Archives Advisory Group, 1,000 intelligence and crime and security records of the Department were examined and approved for

release for public inspection. It is anticipated that these files will be made available to the public in 2009.

APPRAISAL OF DEPARTMENTAL RECORDS PROPOSED FOR DESTRUCTION

- 5.12 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.
- 5.13 In 2008, five authorisations for the destruction of records were granted in relation to records of the Department of Education and Science, the Department of Foreign Affairs, the Department of Social and Family Affairs, the Department of the Taoiseach and the Valuation Tribunal.

TRANSFERS OF RECORDS BY GOVERNMENT DEPARTMENTS

- 5.14 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 2008 is summarised in Appendix C below, while the records accessioned during 2008 are summarised in Appendix E.1.

Media Preview of records released by Government Departments

- 5.15 As usual, a selection of the records to be released by Government Departments in January 2009 was made available to representatives of the media at a preview running from 10 to 12 December 2008. 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 30 December 2008.
- 5.16 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 1978.

Records relating to Northern Ireland

- 5.17 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 records for 1978 due for release in January 2009. I am extremely grateful to these Departments for the effort made in ensuring that such records are examined to facilitate release for public inspection.

Department of Education and Science

- 5.18 The Department of Education and Science continued to tackle the backlog of its non-current records. Listing of records in off-site storage continued, with the creation of database catalogues to more complex records, and work on other records in the National Archives was undertaken to make them accessible to public inspection.

TRANSFER OF COURT AND PROBATE RECORDS

- 5.19 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.
- 5.20 During 2008, 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. 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
- 5.21 The position at the end of 2008 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 2008 are summarised in Appendix E.3.

TRANSFER OF RECORDS BY SCHEDULED BODIES

- 5.22 The National Archives remains unable to accession large quantities of records due for transfer from the District Court and many of the 61 Bodies listed in the Schedule to the National Archives Act, pending the provision of our proposed new building.
- 5.23 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: 25-inch mapping records

- 5.24 National Archives continued to express concern to Ordnance Survey Ireland about the conditions in which the very large collection of 25-inch mapping records are kept, including the poor condition of the building and the need for extensive archival work to be carried out on these documents in preparation for transfer. This work will take several years.

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, has not changed. There continues to be a considerable demand for access to these documents, including representations to Ministers in 2008, but National Archives is not in a position to carry out the work required to make these documents available for research.

RECALLS SYSTEM

- 5.26 The new Recalls system, in place since August 2007, continues to operate to our satisfaction. Special new boxes, designed to minimise the risk of documents going astray while in the custody of the recalling Department, were acquired. During 2008, a total of 520 documents were recalled by Departments.

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;
 - health service and hospital records
 - records acquired from other public and private sources;
 - business records;
 - Church of Ireland records.

RECORDS OF STATE SPONSORED BODIES

- 6.2 Under sections 2(1)(c) and 4(1)(e)–(f) of the National Archives Act, the National Archives may:
- acquire records from state-sponsored bodies; and
 - give advice to state-sponsored bodies on the management, preservation and reproduction of records under their control.
- 6.3 However, state-sponsored bodies are not obliged to preserve their records, to transfer records to the National Archives, or to make records available for public inspection when they are 30 years old. Very few have either transferred their older records to the National Archives or made other arrangements for their preservation and availability for public inspection.
- Commissioners of Irish Lights**
- 6.4 In 2006, the Commissioners of Irish Lights commenced the deposit of its records with the National Archives. Work continued during 2008 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

- 6.5 Under section 80 of the Local Government Act 2001 (which re-enacted the provisions of section 65 of the Local Government Act 1994), local authorities are responsible for the management, custody, care and conservation of their own records, and for making them available for public inspection when they are more than 30 years old. As provided for in subsection (3) of that section, Guidelines for local authority archives services were issued to local authorities by the Department of the Environment in 1996, after consultation with the National Archives. Also, under section 4(1)(e) of the National Archives Act, the National Archives may give advice to local authorities on the management, preservation and reproduction of records under their control.
- 6.6 During 2008 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.

HOSPITAL RECORDS

Peamount Sanatorium Archives: project funded by Wellcome Trust

- 6.7 In December we received the good news that the Wellcome Trust had approved an application by the National Archives for a grant for a project entitled “Peamount Sanatorium Archives (including the Women's National Health Association of Ireland Archives) – Preservation and Access Project”. The grant that has been awarded to us will be used mainly to cover the costs of engaging an experienced Archivist on contract for 24 months.
- 6.8 The project will involve arranging, packing and cataloguing the archives of Peamount Sanatorium, the most important sanatorium and tuberculosis hospital in Ireland, which functioned between 1912 and 2004, and the archives of the Women's National Health Association of Ireland, founded in 1907 by Lady Aberdeen, wife of the Lord Lieutenant, to promote public health. The Women's National Health Association was instrumental in founding Peamount Sanatorium. Both collections are presently stored on the Peamount Hospital site near Dublin, which continues to operate as a medical facility.

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 2008 are summarised in Appendix E.4 below.
- Accessions from private sources**
- 6.11 The more important accessions from private sources received during 2008 (including those accessioned through the Business Records Survey) are summarised in Appendix E.5 below.
- Solicitors' records**
- 6.12 Small quantities of records continued to be accessioned from solicitors' firms, mostly of testamentary records.

BUSINESS RECORDS SURVEY

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

carried out by one of the permanent Archivists. We are very grateful to all who deposited records or assisted the Survey in other ways.

CHURCH OF IRELAND RECORDS

- 6.14 During 2008 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 Because of our inability to fill the vacancy resulting from the resignation of our first Archivist (Electronic Records) at the end of 2004, we have been unable to build 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). However, I am happy to report that, as a result of discussions with the Department of Finance, a member of its staff with expertise in electronic records management issues is to be seconded to the National Archives in 2009 to assist in the preparation of guidelines for the management of electronic records.

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 Since 1999, the National Archives has been 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. It proved impossible in 2008 to remain active in InterPARES. However, Tom Quinlan, Head of Acquisition and Description, continued to represent the office at meetings of the European Commission's DLM Forum, serving as chair of the DLM Network for the year ending in April 2008. In the same month, the DLM Forum published the second edition of its Model Requirements for the Management of Electronic Records (MoREQ2).

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. FINDING AIDS AND DIGITISATION

FINDING AIDS

- 8.1 Work continued in 2008 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 private sources (1000 series) is ongoing, as is the rebinding of finding aids to Departmental records 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.

Finding aids standards

- 8.2 Our Records Acquisition and Description Division 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. During 2008, this work was brought to a further stage of development as a result of participation of two members of staff on a Society of Archivists, Ireland working group to develop national guidelines for the listing of archival collections. The work of this group has benefited from input from a representative from the Public Record Office of Northern Ireland and the Society of Archivists, United Kingdom. This working group is due to complete and present its report during 2009.

Collections management software

- 8.3 Several archival repositories and manuscript libraries in the United Kingdom and Ireland make use of specially developed collections management software packages with a range of features that permit the management of archival collections in an integrated manner from acquisition, through cataloguing, conservation work, and digitisation, to publication of the catalogues on the web. During 2008, the National Archives obtained on trial versions of the two commercially available software packages on the market. An in-house team was assembled to use both packages for a trial period and, following evaluation, the product Adlib was chosen and purchased. Training for staff and preparations for deployment of Adlib will take place during 2009.

Digitisation of finding aids

- 8.4 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. Initial digitisation was completed and editing of the digitised lists commenced during 2007. When fully edited, the new finding aid will be made available on the National Archives website, 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 editing, the unedited lists were made available for consultation on the National Archives website during 2008.

DIGITISATION OF THE 1901 AND 1911 CENSUS RETURNS

- 8.5 Since 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 have worked intensively on all aspects of the digitisation of the 1901 and 1911 Census Returns for the whole of Ireland, in order that they may be published in instalments on our new Census website. As recorded in my

2007 report, the first instalment comprising Dublin City and County Census Returns for 1911 was launched on 3 December 2007.

Launches in 2008, 2009 and 2010

- 8.6 The 1911 Census Returns for Counties Antrim, Down and Kerry (including those for Belfast City) were launched online by Dr Martin Mansergh T.D., Minister of State with responsibility for the Office of Public Works and the Arts, on 22 December 2008. The 1911 Census Returns for the remaining counties will be launched in 2009, while the 1901 Census Returns for all 32 counties will follow in 2010.

Content of website

- 8.7 The website contains images of the forms for each household and institution, which are currently searchable by personal name, townland or street, age and sex. For the larger cities and neighbouring counties there is also extensive and heavily illustrated contextual information on what life was like in Ireland in the early years of the last century, some of which is provided by our Associate Project Participants, which include the National Library of Ireland and the Public Record Office of Northern Ireland. The site is free to access, with no charge for making searches or viewing images.

Visits and hits

- 8.8 By 31 December 2007 our Census Website had received more than 900,000 visits and more than 14 million hits. During 2008, it received a total of more than 2.25 million visits and almost 32 million hits. Taking 2007 and 2008 together, the number of visits exceeded 3 million and the number of hits was approaching 50 million.

CROWLEY BEQUEST PROJECT – Chief Secretary’s Office Registered Papers, 1818-52

Professor Crowley’s Bequest

- 8.9 The late Professor Francis J. Crowley was born in New Haven, Connecticut, was educated at Yale and Princeton, and became a Professor of French at the University of California at Los Angeles. Both his parents were born in Ireland, and in his will he bequeathed most of his estate to the Republic of Ireland to be used for the preservation of records of the history of the Irish people.

Listing, microfilming and digital publication of the Chief Secretary’s Office Registered Papers, 1818 - 1852

- 8.10 The Irish Government and the Executor of Professor Crowley’s will agreed that the bequest should be used to fund a project proposed by the National Archives for the listing, microfilming and digital publication of the Chief Secretary’s Office Registered Papers for the period 1818-1852, with the published version of the papers being known as the “Francis J. Crowley Edition of Irish State Papers, 1818-1852”.
- 8.11 The Chief Secretary was the member of the British Cabinet responsible for the government of Ireland, and the Chief Secretary’s Office in Dublin Castle was the centre of British administration in Ireland. The “Chief Secretary’s Office Registered Papers” is the name now given to the main series of records kept by the office, and are the single most important series of archives concerning Ireland in the 19th century.
- Public announcement and value of the bequest, and original project timetable**
- 8.12 The allocation of the bequest to the National Archives was publicly announced by the Executor of Professor Crowley’s will and the Minister for Art, Heritage, Gaeltacht and the Islands on 10 December 1998. When converted to Irish currency the bequest was worth IR£540,000 or €686,000. In 1998 it was expected that work on the project would start in 1999 and be completed within a period of five years.

Industrial relations and recruitment difficulties, 1999 - 2004

- 8.13 Due to industrial relations difficulties, it proved impossible to begin the project in 1999. The trade union representing Archivist grades in the National Archives objected to the post of manager of the project being filled as a temporary post, in the absence of any improvement in the long-term promotion opportunities for the Archivist staff. (At that time most of the Archivist staff had little hope of any promotion during their career, partly because there were only two promotion posts, the Directorship and one post of Senior Archivist, and also because the six most senior members of our Archivist staff were very close in age. These objections were overcome only in 2001, when three new promotion posts were filled (one post of Keeper and two Senior Archivist posts).
- 8.14 In March 2002, the post of manager of the Crowley Bequest Project was filled through the assignment to the post of a permanent Senior Archivist, with an Archivist being promoted to fill the temporary Senior Archivist vacancy arising from the assignment. However, as a competition for vacancies in ordinary Archivist posts in the National Archives in early 2003 failed to fill all of those vacancies, it was decided that it would be unwise to proceed immediately to hold a competition to fill the vacancies for Archivists to work on the Crowley Bequest Project.

Census Digitisation Project, 2005 - 2008

- 8.15 The Crowley Bequest Project was further delayed by the decision to enter a joint project with the Library and Archives of Canada for the digitisation of the Irish Census Returns of 1901 and 1911. The census records are by far the most popular records in the custody of the National Archives, and are in constant use by people tracing their Irish ancestors, as well as being used by scholars interested in Ireland's social and economic history. Because of the crucial importance of ensuring that the Census Digitisation Project was satisfactorily initiated, it was reluctantly decided that work on the Crowley Bequest Project should not commence at the same time.

Appointment of Archivists and Conservation Intern in 2008

- 8.16 A competition for two Archivists to work on the Crowley Bequest Project resulted in the appointment of Julie Brooks and Nigel Johnston. They started work in the National Archives in September 2008, and have fixed-term five-year contracts. In addition, a new annual Conservation Internship was established to carry out conservation work on the Chief Secretary's Office Registered Papers. The salaries of the Archivists and the Conservation Intern are paid from the Crowley Bequest. (See also 2.5 and 2.13 above.)
- 8.17 Following an initial period of assessment, numbering and preparation of papers for conservation, full archival processing by the Archivists commenced at the start of November. By 31 December, about 3,000 registered files of papers for the years 1818 – 1821 had been processed by the Archivists, while slightly less than 2,000 registered files had been conserved by the Conservation Intern.

Advisory Board

- 8.18 Five professional historians with relevant research experience and expertise have accepted our invitation to serve as members of an Advisory Board which will advise us on all matters relating to the Crowley Bequest Project. The first meeting of the Advisory Board took place on 9 September 2008, and its members are:

Dr. Fergus D'Arcy, University College Dublin (retired);
Professor David Dickson, Trinity College Dublin;
Professor Roy Foster, Oxford University;
Professor James Kelly, St Patrick's College Drumcondra;
Professor Maria Luddy, Warwick University.

9. CO-OPERATION AND TRAINING

COUNCIL OF NATIONAL CULTURAL INSTITUTIONS

9.1 The Council was established by the Minister for Arts, Heritage, Gaeltacht and the Islands in October 1998. Its terms 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)
- Culture Ireland (since 2008)

9.2 Following consultation with the Council and with the approval of the Minister for Art, Sport and Tourism, the Department of Art, Sport and Tourism decided that the Chief Executive of Culture Ireland should be a member of the Council with effect from March 2008.

9.3 The Council is chaired by one of its members, who holds office as Chair for approximately 12 months. I was the Chair for the period running from Summer 2007 to Summer 2008. The Director of the Arts Council, Ms Mary Cloake, is the Chair from Summer 2008 to Summer 2009.

Working groups

9.4 The Council has established a number of working groups, comprising staff members from the member institutions. As of 31 December 2008, 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

9.5 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

- 9.6 In 2008 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

- 9.7 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 one occasion in 2008. 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.
- 9.8 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.

CO-OPERATION WITH THE ROYAL IRISH ACADEMY

Documents on Irish Foreign Policy

- 9.9 During 2008 the National Archives continued to co-operate with the Royal Irish Academy and the Department of Foreign Affairs in the Documents on Irish Foreign Policy project, which is led and managed by the Academy and funded by the Department. The Executive Editor of the project, Dr Michael Kennedy, is based in the National Archives, and Ms Catriona Crowe, Senior Archivist, is a member of the Editorial Advisory Board. Volume 6 of the series, covering the years 1939-1941, was published in November 2006.

Origins of the Irish Constitution

- 9.10 In 2007 the National Archives agreed to co-operate with the Royal Irish Academy and the Office of the Attorney General in the Origins of the Irish Constitution project. The principal aim of the project is to publish a comprehensive selection of key documents

relating to the development and drafting of the Constitution of 1937. It is directed by Dr Gerard Hogan on behalf of the Academy, and its Research Assistant, Eoin Kinsella, is based in the National Archives.

Our War, Ireland and the Great War

- 9.11 Our Reader Services Division co-operated extensively with the Royal Irish Academy in providing access to and copying documents relating to Irish participation in World War 1 for the book Our War, Ireland and the Great War, which was edited by John Horne and published by the Academy and RTÉ in November. Reproductions of archives held in the National Archives figure prominently in the book.

REPRESENTATION ON OTHER BODIES

- 9.12 In 2008 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 Arts, Sport and Tourism, Advisory Group, Irish Genealogical Project: Director and Catriona Crowe
 - Department of Arts, Sport and Tourism, Church Records Scoping Group: Catriona Crowe
 - 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
 - Digital Research Infrastructure for the Arts and Humanities (DARIAH), Irish Steering Committee: 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
 - Irish Architectural Archive, Board: Aideen Ireland
 - Irish Genealogy Limited: Director (as observer)
 - Irish Manuscripts Commission: Director
 - National Archives of the United Kingdom, Public Service Quality Group, and access subgroup: Aideen Ireland
 - National Preservation Office (UK and Ireland): Director and Frances McGee
 - Origins of the Irish Constitution steering committee: Catriona Crowe
 - 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

- 9.13 In the course of 2008 members of the staff of the National Archives attended the following conferences and seminars:

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- APENET working group meeting (Ljubljana, Slovenia)
- DLM Forum members' meeting (Ljubljana, Slovenia)
- International Council on Archives (Kuala Lumpur, Malaysia))
- International Year of Intercultural Dialogue (Dublin)
- National Preservation Office conference, 'Mould and Dust in Libraries, Archives and Museums' (London)
- Royal Irish Academy, Historic Towns Atlas conference (Dublin)
- Society of Archivists annual conference (York)
- Society of Archivists, Ireland, AGM (Dublin)
- The Irish Ancestral Research Association (Boston, USA)

PARTICIPATION IN TRAINING COURSES

9.14 During the course of 2008 members of the staff of the National Archives took part in the following training courses:

- Energy awareness
- Induction training for new members of staff (in-house)
- Microsoft Access course
- Society of Archivists, Ireland, Digitisation demonstration and training (Dublin)
- Society of Archivists, Ireland, Disaster Planning and Business Continuity (Dublin)

MEMBERSHIP OF OTHER ORGANISATIONS

9.15 The National Archives was an institutional or associate member of the following organisations in 2008:

- 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

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- 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

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

TELEVISION PROGRAMMES

Television and newspaper Interviews

- 9.17 On 6 June the Capital D programme on RTÉ Television was devoted to the publication of the 1911 Dublin Census Returns on the web, and featured an interview with Catriona Crowe, Senior Archivist. The 'Getaway' television programme on Australia's Channel Nine also featured the 1911 census returns and an interview with Catriona Crowe.
- 9.18 Based on the success of the "Who Do You Think You Are?" (Ireland) television series Aideen Ireland gave interviews both to the *Irish Examiner* (Richard Fitzpatrick) and the *Evening Herald* (Michael Lavery). Both newspapers carried articles on the popularity of family history research during the Autumn.

Filming for television programmes

- 9.19 During 2008 the National Archives facilitated a number of organisations with regard to filming for television programmes, including:
- **Animo Productions for Who Do You Think You Are?** The programme "Where was your Family during the Famine?" was broadcast on 8 September on RTÉ 1. The session with Eddie Hobbs was filmed partly in the National Archives.
 - **Dublin Community Television's** programme on Dublin diaries. Some of the short presentations were devoted to the Kilmainham gaol registers in the National Archives.
 - **Midas Productions for the Ceart is Coir series:** The second series was broadcast on TG4 during 2008.
 - **RTÉ 1, Nationwide:** Programme for broadcasting in January 2009, dealing with members of the public undertaking family history research and highlighting the work of the Genealogy Service in the National Archives.
 - **RTÉ 1, "Behind Closed Doors":** During late 2008 we facilitated filming of documents in the National Archives to be released under the 30-year-rule in January 2009 for the "Behind Closed Doors" series. The programme was broadcast on RTÉ 1 on 30 December 2008.
 - **Wall to Wall Productions for Who Do You Think You Are?** Programme for broadcasting in 2009 dealing with a British celebrity.

Television programmes broadcast in 2008 which were filmed in 2007

- 9.20 A number of television programmes broadcast in 2008 incorporate material that had been filmed in the National Archives in 2007:

- **Blinder Films:** The three-part documentary “Striapacha: Tri Chead Bliain Duailcis” (Prostitutes: Three Hundred Years of Vice) was broadcast on TG4 on 1, 8 and 15 May 2008.
- **Leargas:** The programme relating to case of Noel and Marie Murray was aired in 2008 by RTÉ.
- **Midas Productions:** The programmes were broadcast as part of the “Ceart is Coir” series relating to murder trials. on TG4 beginning on 20 March 2008.
- **Mint Productions:** The “Who Do You Think You Are ?” (Ireland) featuring Charlie Bird and Pamela Flood were broadcast by RTÉ 1 on 15 September and 13 October 2008.

LOANS FOR EXHIBITIONS

- | | |
|------|---|
| 9.21 | <p><u>Kilmainham Gaol:</u>
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.</p> |
|------|---|

Appendix A: Staff of the National Archives as of 31 December 2008

<u>GRADE</u> (and key responsibilities of senior staff)	<u>NAMES</u> (within each grade, names given In alphabetical order of surname)	<u>TOTAL</u>
<u>Director</u>	<u>David Craig, PhD</u>	<u>1</u>
<u>Keeper</u> (Archival Policy & Business Coordination)	<u>Ken Hannigan, BA, H Dip Ed</u>	<u>1</u>
<u>Keeper (Acting)</u> (Archives Storage & Preservation, & New Building)	<u>Frances McGee, M ès Lettres, H Dip Ed</u>	<u>1</u>
<u>Assistant Principal</u> (Head of Administration)	<u>Fergus Walsh</u>	<u>1</u>
<u>Assistant Principal</u> (ICT Manager)	<u>Anthony Murphy</u>	<u>1</u>
<u>Senior Archivist</u> (Special Projects)	<u>Catriona Crowe, BA</u>	<u>1</u>
<u>Senior Archivist</u> (Reader Services)	<u>Aideen Ireland, MA, Dip Archival Studies</u>	<u>1</u>
<u>Senior Archivist (Acting)</u> (Records Acquisition and Description)	<u>Thomas Quinlan, BA, Dip Archival Studies</u>	<u>1</u>
<u>Archivists (Higher)</u>	<u>Brian Donnelly, BA, Dip Archival Studies</u> <u>Gregory O'Connor, MA, Dip Legal Studies</u>	<u>2</u>
<u>Archivists</u>	<u>Kevin Forkan, PhD, MA (Archives & Records Management)</u> <u>Helen Hewson, BA, Dip Archival Studies</u> <u>Mary Mackey, MA, Dip Archival Studies</u> <u>Niamh McDonnell, MA, H Dip Archival Studies, Dip Legal Studies</u> <u>Elizabeth McEvoy, M Phil, Dip Archival Studies</u> <u>Hazel Menton, BA, Dip Archival Studies</u> <u>Jennifer Moran, [MA], Dip Archival Studies</u> <u>Micheál Ó Conaire, M Litt, MA (Archives & Records Management)</u>	<u>8</u>
<u>Archivist</u> (Electronic Records)	<u>Vacancy</u>	<u>1</u>
<u>Archivists on fixed-term contract</u> (Crowley Bequest Project) *	<u>Julie Brooks, PhD, MA (Archives & Records Management)</u> <u>Nigel Johnston, MA, H Dip Archival Studies</u>	<u>2</u>

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<u>GRADE</u> (and key responsibilities of senior staff)	<u>NAMES</u> (within each grade, names given In alphabetical order of surname)	<u>TOTAL</u>
<u>Conservator</u>	<u>Zoë Reid, BA, Dip Conservator-Restorer</u> (work-sharing – 2.5 days per week)	<u>1</u>
<u>Higher Executive Officer</u> (Corporate Services)	<u>Noreen Lynch</u>	<u>1</u>
<u>Executive Officers</u>	<u>Mary Chaney (work-sharing – 4 days per week)</u> <u>Pauline Dunne</u> <u>Tom Gilsean</u> <u>Tony McLaughlin</u> <u>Angela Mennella</u>	<u>5</u>
<u>Staff Officers</u>	<u>Christopher Allen</u> <u>Philip Doyle</u> <u>Ken Robinson</u>	<u>3</u>
<u>Clerical Officers</u>	<u>Paul Carolan</u> <u>Robert Coffey</u> <u>Brendan Crawford</u> <u>John Delaney</u> <u>Breda Devereux</u> <u>Gemma Harkin (work-sharing – 3 days per week)</u> <u>Bernadette Kelly</u> <u>Enda Lowry</u> <u>Tom McBride</u> <u>Karen McDonnell</u> <u>Eamonn Mullally</u> <u>David O'Neill</u> <u>Patrick Sarsfield</u> <u>Fergal Scully</u> <u>Mary Toolis</u>	<u>15</u>
<u>Head Services Officer</u>	<u>Ken Martin</u>	<u>1</u>
<u>Services Officers (with allowance for Clerical Officer duties)</u>	<u>Mary Carney</u> <u>Michael Flood</u> <u>Brendan Martin</u> <u>1 Vacancy</u>	<u>4</u>
<u>Services Officers</u>	<u>Patrick Byrne</u> <u>Senan Lowe</u>	<u>2</u>
<u>TOTAL</u>		<u>53</u>

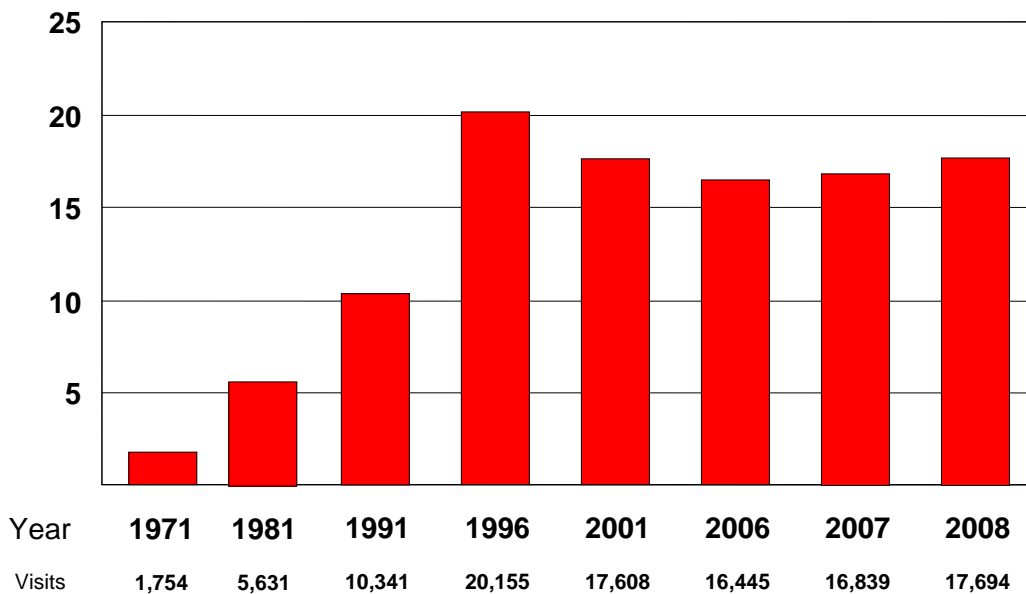
Note:

- * Two posts of Archivist on fixed-term contract are payable from the Crowley Bequest for the duration of the project funded by the bequest.

Appendix B: Use of the Reading Room by the Public, 1971 – 2008

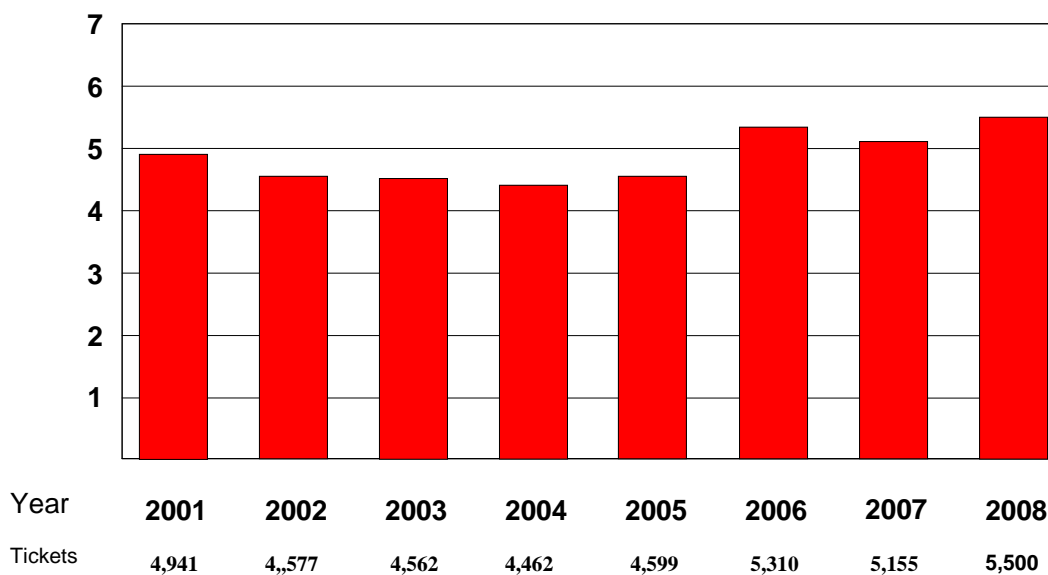
Appendix B.1 Visits to Reading Room per year, 1971 – 2008

Thousands



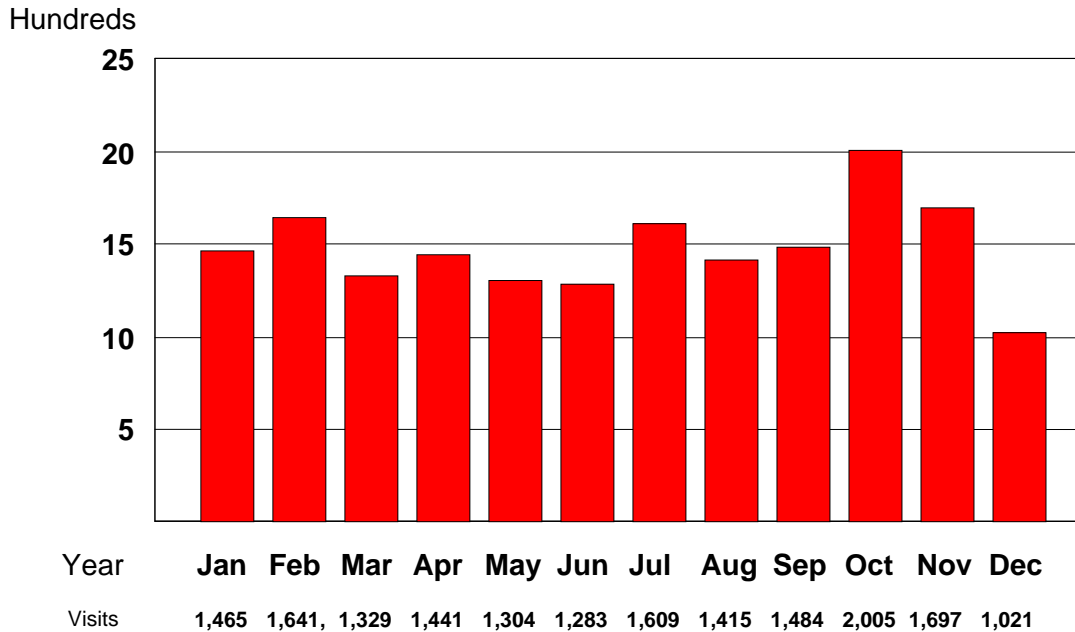
Appendix B.2 Readers' tickets issued per year, 2001 – 2008

Thousands

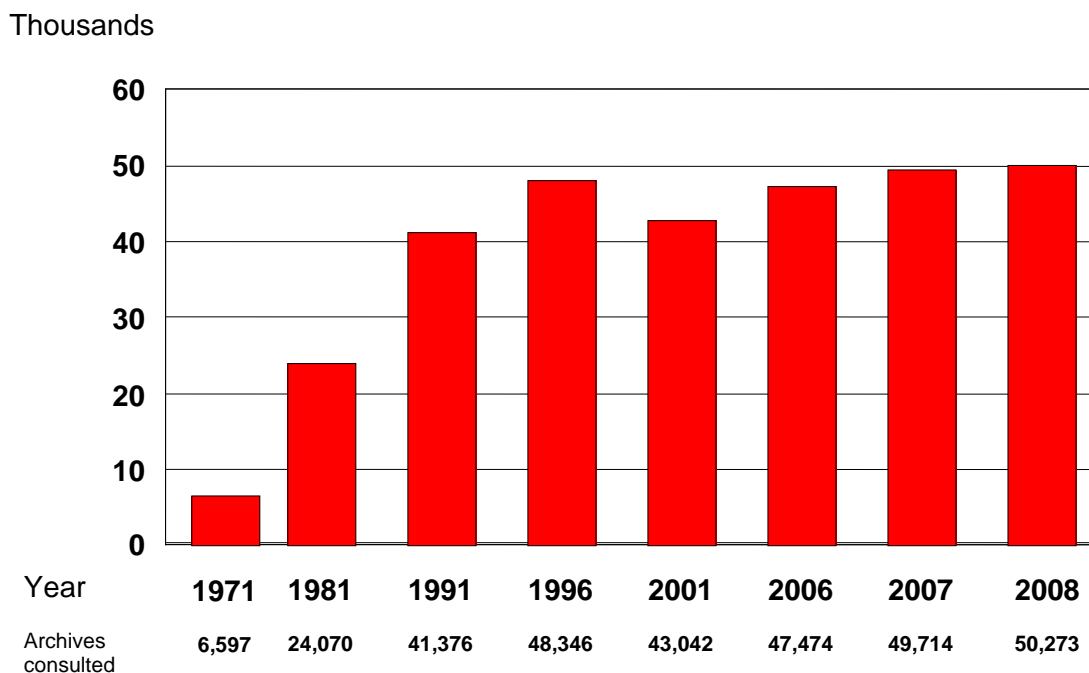


Appendix B: Use of the Reading Room by the Public, 1971 – 2008 [continued]

Appendix B.3 Visits to Reading Room per month in 2008



Appendix B.4 Archives consulted by readers 1971 – 2008



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 2008

DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2008	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2008
the Taoiseach	Philip Hamell Aileen Healy John Kennedy Paul McGarry (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.)	1919–78	None
Agriculture, Fisheries and Food	Brendan McInerney	1899–1980s	Circa 1950–1978
Arts, Sport and Tourism	Susan McGrath	circa 1922–1962	1963–78
Communications, Energy and Natural Resources	Denis Maher Neasa Lehane	1845–1970s	1964–78 (and some older records)
Community, Rural and Gaeltacht Affairs	Mary Hurley	1929–89	1967–78

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2008	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2008
Defence	Eilis O'Connell Col. Behan	1922–78 (The records are held in the Military Archives, which has been approved as a place of deposit under the National Archives Act.)	1963–78
Education and Science	Christine Tiernan	1831–1980s	Circa 1922–1978

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2008	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2008
Enterprise, Trade and Employment	Ciarán Ó Cuinneagáin Ann Webster Eamonn Carey Damien White Eugene Forde Vincent Madigan Freda Nolan Paul Farrell Frank Rochford Pat Hayden Michael Cunniffe Sean Ward Thomas Tobin Clare Tiernan Fiona Flood Helen Curley Clare Dunne Vincent Landers Lorraine Benson William Parnell Billie Mathews Jack Thompson Michael English John Newham Maureen O'Sullivan Kieran Mulvey Gerry Monks Paul Appleby Helen Nugent Pat Nolan Aidan Hodson Ronnie Sheehan Margo Monaghan Kierran Grace John P. Kelly Helen Dixon Ann Coleman-Dunne Eamonn McHale	1922–76	Circa 1960–78
the Environment, Heritage and Local Government	Martin Condon Ríona Ní Fhlanghaile Maria Graham Terry Allen Joe Allen Kevin Cullen Michael McCarthy	1838–1970s	Circa 1960–1978
Finance	Judith Brady	1922–76	1975–78

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2008	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2008
Foreign Affairs	Ciarán Madden	1919–78	None
Health and Children	Kevin Conlon	1920s–1980s	1964–78
Justice, Equality and Law Reform	Martin McDonald Marion Walsh Brian Ingoldsby Oonagh McPhilips Sandra Smith Brendan Callaghan John Garry Gerry Hickey Richard Fennessy Niall McCutcheon Ken Bruton Garrett Byrne Eugene Banks Michael Kirrane Pauline Moreau Tim Maverley John O’Callaghan Frank Boughton Walter Johnson Michael Kelly John Ryan Noel Synnott Gerry Moloney Kevin O’Sullivan Maura Hynes Margaret O’Connor Henry Mitchell Sean Murphy David Fennell John Laffan Thomas Maguire Mary Burke Greg Heylin Noel Dowling Martin Power Gerry McDonagh Michael Rigney	1922–1978	circa 1970–1978

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2008	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2008
Social and Family Affairs	Tim Quirke Helen Faughnan Patricia Murphy Siobhán Lawlor Máire O'Neill Catherine Hazlett Darragh O'Connor Teresa Leonard Tony Kieran Richard Shine Brendan Friel Paul Carroll Joan McMahon Sean McGarry Dermot Condon Denis Galvin Geraldine Gleeson Don Watts Celine Moore Ursula Gilhawley Victor Galvin Mary Kennedy	1919–1978	1970s
Transport	Daniel Commane John Browne Andy Cullen Maurice Carey Liam Daly John Fearon Doreen Keaney Robin McKay Eamonn Molloy Fintan O'Brien Tom Ferris Matthew Benville Peter O'Neill Brendan Toomey Tom Kennington Kevin Humphreys	circa 1922–1970s	circa 1960–1978
OFFICE OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2008	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2008
the Secretary to the President	Loughlin Quinn	1937–78	None

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2008	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2008
the Attorney General	Padraig McMahon	1922–79	None
the Comptroller and Auditor General	Maureen Mulligan	1920s–1962	1963–78

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

— statement of position as of
31 December 2008

COURT	MAIN RECORD SERIES	LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2008	YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE
Supreme Court	Books of Appeal	1970	1971–78
Court of Criminal Appeal	Files	1972	1973–78
Central Criminal Court	Files	1968 (Wicklow, 1969)	1969–78
High Court, Central Office	Plenary, Summary, Special Summons and State Side files	1970	1971–78
HIGH COURT, PROBATE:			
Probate Office, Dublin	Testamentary papers	1986	None
Castlebar District	Testamentary papers	1986	None
Cavan District	Testamentary papers	1987	None
Clonmel District	Testamentary papers	1987	None
Cork District	Testamentary papers	1987	None
Dundalk District	Testamentary papers	1986	None
Galway District	Testamentary papers	1985	None
Kilkenny District	Testamentary papers	1985	None
Letterkenny (formerly Lifford) District	Testamentary papers	1987	None
Limerick District	Testamentary papers	1987	None
Mullingar District	Testamentary papers	1987	None
Sligo District	Testamentary papers	1987	None
Tralee District	Testamentary papers	1987	None
Waterford District	Testamentary papers	1986	None
Wexford District	Testamentary papers	1987	None

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COURT	MAIN RECORD SERIES	LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2008	YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE
CIRCUIT COURT OFFICES (County Registrars):			
Carlow	Civil and criminal files	1977	1978
Cavan	Civil and criminal files	1987	None
Clare	Civil and criminal files	1975	1976–78
Cork	Civil and criminal files	1982	None
Donegal	Civil and criminal files	1987	None
Dublin	Civil files Criminal files	1960 1972	1961–78 1973-78
Galway	Civil and criminal files	1985	None
Kerry	Civil and criminal files	1980	None
Kildare	Civil and criminal files	1975	1976-78
Kilkenny	Civil and criminal files	1990	None
Laois	Civil and criminal files	1945	1946–78
Leitrim	Civil and criminal files	1962	1963–78
Limerick	Civil and criminal files	1982	None
Longford	Civil and criminal files	1987	None
Louth	Civil and criminal files	1978	None
Mayo	Civil and criminal files	1978	None
Meath	Civil and criminal files	1986	None
Monaghan	Civil and criminal files	1987	None
Offaly	Civil and criminal files	1983	None
Roscommon	Civil and criminal files	1986	None
Sligo	Civil and criminal files	1984	None
Tipperary	Civil and criminal files	1986	None
Waterford	Civil and criminal files	1961	1962–78
Westmeath	Civil and criminal files	1987	None
Wexford	Civil and criminal files	1987	None
Wicklow	Civil and criminal files	1983	None

Appendix E: Summary of records accessioned by the National Archives in 2008

• Appendix E.1 Records accessioned from Government Departments

Accession number	Department of	Description
2008/148	the Taoiseach	Central Registry S files relating mainly to 1978
2008/64	Communications, the Marine and Natural Resources	Files of the Broadcasting Division, relating to the 1970s
2008/69	Education and Science	School registers, 19th to 20th centuries
2008/78	Foreign Affairs	Secretary's Office files, relating mainly to 1978
2008/79	Foreign Affairs	Central Registry files, relating mainly to 1978
2008/81	Foreign Affairs	Files of the Irish Embassy to the Holy See relating mainly to 1978
2008/82	Foreign Affairs	Files of the Irish Embassy to the United Kingdom relating mainly to 1978
2008/61	Foreign Affairs	Files of the Irish Embassy to Luxembourg relating mainly to 1978
2008/85	Foreign Affairs	Files of the Irish Embassy to Spain relating mainly to 1978
2008/89	Foreign Affairs	Files of the Irish Embassy to Portugal relating mainly to 1978
2008/90	Foreign Affairs	Files of the Irish Embassy to Australia relating mainly to 1978
2008/95	Foreign Affairs	Files of the Irish Embassy to Germany relating mainly to 1978
2008/96	Foreign Affairs	Files of the Irish Embassy to Nigeria relating mainly to 1978
2008/97	Foreign Affairs	Files of the Irish Embassy to Denmark relating mainly to 1978
2008/98	Foreign Affairs	Files of the Irish Embassy to India relating mainly to 1978
2008/101	Foreign Affairs	Files of the Irish Embassy to Russia relating mainly to 1977

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Accession number	Department of	Description
2008/104	Foreign Affairs	Files of the Irish Embassy to Egypt relating mainly to 1978
2008/105	Foreign Affairs	Files of the Irish Embassy to Greece relating mainly to 1978
2008/108	Foreign Affairs	Files of the Irish Consulate, Chicago, United States of America, 1970s
2008/109	Foreign Affairs	Files of the Irish Consulate, Boston, United States of America, 1970s
2008/111	Foreign Affairs	Files of the Permanent Mission to the United Nations (New York, United States of America) relating mainly to 1978
2008/112	Foreign Affairs	Files of the Permanent Mission to the United Nations (Geneva, Switzerland) relating mainly to 1978
2008/24	Health and Children	Accounts Branch ledgers recording sums allocated to hospital and health institutions for capital projects, 1922 to 1980s
2008/33	Justice, Equality and Law Reform	Registered files (H Series), 1920s-1930s
2008/134	Justice, Equality and Law Reform	Registered files of the Employment Equality Division, 1970s
2008/147	Justice, Equality and Law Reform	Registered files of the Civil Law Reform Division relating mainly to 1978
2008/150	Justice, Equality and Law Reform	Registered files of the Mutual Assistance and Extradition Division, 1970s
2008/154	Justice, Equality and Law Reform	Crime and security registered files relating mainly to 1978
2008/155	Justice, Equality and Law Reform	Registered files of the Courts Policy Division relating mainly to 1978
2008/153	Justice, Equality and Law Reform	Registered files of the Crime 1 Division relating mainly to 1978
2008/152	Justice, Equality and Law Reform	Registered files of the Garda Síochána Administration Division, 1920s to 1978, but primarily relating to 1978
2008/156	Justice, Equality and Law Reform	Registered files of the Criminal Law Reform Division relating mainly to 1978

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Accession number	Department of	Description
2008/135	Social and Family Affairs	Series IA registered files relating to the formulation and enactment of legislation, 1973 - 1978
2008/136	Social and Family Affairs	Series PLAN registered files relating to policy formulation, 1978No./Year re policy
2008/137	Social and Family Affairs	Information Section registered files containing memoranda regarding policy, 1970s
2008/138	Social and Family Affairs	Series AB registered files, 1970s
2008/146	Social and Family Affairs	Series INF registered files, 1970s
2008/28; 2008/66	Transport	Registered files of the Civil Aviation Division of the Department, 1970s

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

Accession number	Scheduled body	Description
2008/149	Office of Secretary to the President	Registered P files relating mainly to 1978
2008/17	Office of the Attorney General	SR files, relating mainly to 1978
2008/18	Office of the Attorney General	PC files, relating mainly to 1978
2008/77; 2008/129	Office of Public Works	Registered files relating mainly to 1978

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

- **High Court**

Accession number	Office	Description of records
2008/75	Central Office	Plenary and summary files, 1954-65

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

Accession number	Probate Office or District Probate Registry	Description of records
2008/3	Cavan District	Wills and administration papers, 1987
2008/4	Clonmel District	Wills and administration papers, 1987
2008/5	Cork District	Wills and administration papers, 1987
2008/6	Letterkenny (formerly Lifford) District	Wills and administration papers, 1987
2008/10	Limerick District	Wills and administration papers, 1987
2008/11	Mullingar District	Wills and administration papers, 1987
2008/13	Tralee District	Wills and administration papers, 1987
2008/15	Wexford District	Wills and administration papers, 1987

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- **Circuit Court**

Accession number	Circuit Court Office	Description of records
2008/114-2008/161	Kilkenny	Civil bill files, 1985-90
2008/16	Tipperary	Civil bill files, 1986
2008/20	Wexford	Civil bill files, 1986-87

- **District Court**

Accession number	District Court Office	Description of records
2008/22	Monaghan	Minute books and files, 1970s - 1988

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

Accession number	National School	Description of records
2008/25	Rathfarnham Village	Registers and roll books, 19th to 20th centuries
2008/29-32	Rutland Street, Dublin	Registers and roll books of the Pro-cathedral Boys' and Girls National Schools and the Infant National Schools, 20th century
	Inchicore Model School	Registers and roll books, 19th to 20th centuries

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

— including records accessioned through the
Business Records Survey

Accession number	Source	Description of records
2008/27	Ventnor and District Local History Society, Isle of Wight	Document issued by the office of the Auditor- General of Ireland, 14 November 1735
2008/73	Petra Coffey	Marriage settlement, 18th century
2008/140-143	Sean Heffernan	Farm Account Book, 1825 – 67; abstract of proceedings book of Smithfield Hay and Straw market, 1881 – 82; minute book, 1905 - 13, private ledger, 1914 - 44, expenses ledger, 1942 - 46, and antiques purchased book, 2005 of the Mary Street Warehouse Ltd; leases, rentals, testamentary documents and correspondence of the Ellard family, Galway, 1790s - 1920s
2008/68	Whyte's Auctioneers (purchase)	Early Irish passports, 1851-71
2008/26	Paul Cullen	Two letters of reference from the Central Model School, Dublin in respect of John P. Cullen, school monitor, 1896; also printed form 'Advice of Grant of Salary to Paid Monitor', 1896
2008/67	Dalkey Swimming Club	Minute books, accounts and correspondence of the Dalkey Swimming Club, early 20th century
2008/115	TG Morton	Central Midwives Board certificate in midwifery from the Coombe Hospital, conferred on Charlotte Champ, 29 September 1904 and three letters of reference for Charlotte Champ, 1901
2008/21	Brendan Dunne	Personal and family papers relating to the Murphy family of County Tipperary, including letters from Thomas Murphy, Royal Irish Rifles, to family members written from military hospital and from barracks in Co. Tipperary, 1916; and certificate of discharge from Irish Free State Army for James Murphy, 1923
2008/72	Thomas R Ticher	Increment to papers of Dr Kurt Ticher, 1968-85
2008/121	John Cassidy	Diary transcripts and financial records of family, 20th century
2008/19	Commissioners of Irish Lights	Further increment of administrative records, 20th century

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Accession number	Source	Description of records
2008/118	Marie Feore	Drapery shop account books, 20th century
2008/76	Irish Kennel Club	Registration and transfer books, 20th century
2008/74	Linguistics Institute of Ireland	Archives of the Linguistics Institute of Ireland, including survey questionnaires, reports and administrative files, largely 20th century
2008/157	Salters Sterling	Papers relating to research for Irish Manuscripts Commission publications, 20th century