

**Report of the Director of the
National Archives
for
2009**

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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).
- 1.3 However, since 1993, most powers conferred on the Taoiseach by the Act have been exercised by the Minister holding the Arts and Culture portfolio, and that Minister has been the member of the Government with responsibility for the National Archives, although some powers relating to Departmental records are still exercised by the Taoiseach. From 2002 until May 2010, the Arts and Culture portfolio was held by the Minister for Arts, Sport and Tourism. Since May 2010, it has been held by the Minister for Tourism, Culture and Sport.

Director of the National Archives

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

National Archives Advisory Council

- 1.5 The Act also provided for the establishment of the National Archives Advisory Council, whose members are appointed by the Minister. The principal statutory function of the Council is to advise the Minister in the exercise of his powers under the 1986 Act, on all matters affecting archives within the scope of the Act, and on the use of the archives by the public.
- 1.6 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

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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 2009.

Annual Reports

- 1.7 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

- 1.8 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.
- 1.9 The Report of the Director of the National Archives for 2008 was submitted to the Minister for Arts, Sport and Tourism on 14 December 2009. In paragraph 1.9 of that report, I referred to my letter of 12 November 2008 to the Secretary General of the Department of Arts, Sport and Tourism, in which I 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.
- 1.10 In February 2009, the Department of Arts, Sport and Tourism established a Consultative Committee to progress the issues associated with the decision to merge the National Archives and the Irish Manuscripts Commission into the National Library. I represent the National Archives on that committee.

NEW LEGISLATION

- 1.11 The implementation of the Government's decision to merge the National Archives into the National Library requires new legislation, which is being prepared by the Department of Arts, Sport and Tourism (now the Department of Tourism, Culture and Sport). In July 2009 I submitted comments to the Department on an early draft of the new legislation.

Opportunity to address deficiencies in the National Archives Act 1986

- 1.12 The enactment of the new legislation will provide an opportunity to address some deficiencies in the National Archives Act 1986.

Records of state agencies

- 1.13 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

- 1.14 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

- 1.15 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.
- 1.16 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

- 1.17 The Freedom of Information Acts 1997 and 2003 (the FOI Acts) are of major importance for the work of the National Archives. The original Act of 1997 became law on 21 April 1997, and has since been extended to additional bodies by regulations made under that Act by the Minister for Finance. As of the end of 2009, the FOI Acts applied to records held by Government Departments, other bodies within the Civil Service, non-commercial state sponsored bodies, local authorities, the health service, publicly funded voluntary hospitals, other public and voluntary organisations in the health and social services sectors, universities, institutes of technology, and other third-level colleges.
- 1.18 The Freedom of Information (Amendment) Act 2003 came into force on 11 April 2003. It introduced a number of important amendments to the Act of 1997, notably in relation to Section 19 (Government Records), Section 20 (Deliberations of Public Bodies), Section 24 (Security, Defence and International Relations) and Section 47 (Fees).

Rights established by the FOI Acts

- 1.19 Under the FOI Acts, every person now has the right of access to records held by Government Departments, local authorities, the health service and the other bodies currently covered by the Acts.
- In cases where records contain personal information about the person applying for access, the right of access applies to all such records regardless of their date.
 - In all other cases, the right of access normally applies only to records created after 21 April 1998 (if the records are held by a Government Department, one of the other public bodies listed in the Acts, or one of the bodies to which the Act has subsequently been extended) or after 21 October 1998 (if the records are held by a local authority or health board).
- In all cases the right of access must be exercised in accordance with the procedures laid down in the Acts, and is subject to any relevant exemption from access provided for in the Acts.
- 1.20 The FOI Acts have also given every person:
- the right to have personal information contained in records held by the above bodies altered, where it is incomplete, incorrect or misleading, and
 - the right to be given reasons for decisions by the above bodies that affect her/him.

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

FOI and the National Archives

- 1.21 The National Archives is itself one of the public bodies listed in the FOI Acts, and records held by the National Archives which are not otherwise available for public inspection are subject to the provisions of the Acts. However, section 46(2) of the FOI Act 1997 states that it does not apply to a record that is available for inspection by members of the public. Consequently, the FOI Acts do not apply to archives in the National Archives that are available for public inspection.
- 1.20 One FOI request was received by the National Archives during 2009.
- 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 information relating to living people that were previously applicable only to “automated data” (i.e. records kept in electronic form). As a result, Data Protection law has much greater implications for the work of the National Archives than it had before.

2. RESOURCES

FINANCIAL ALLOCATIONS

- 2.1 The financial allocations made available to the National Archives from the Vote of the Department of Arts, Sport and Tourism in 2008 and 2009 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 2008 and 2009

Subhead	2008	2009
	€	€
A.1 (Administrative expenses – pay of permanent staff)	1,803,000	2,133,000
A.2 – A.8 (Administrative expenses – current non-pay expenditure)	Nil	Nil
A.2 – A.8 (Administrative expenses – capital non-pay expenditure)	Nil	Nil
D.1 (Grant-in-aid – matching receipts from fees for copies of archives etc. – current non-pay expenditure)	60,000	66,000
D.2 Current (General expenses – mostly current non-pay expenditure, but including the pay of two of our Archivists)	1,804,000	1,515,000
D.2 Capital (General expenses – capital expenditure)	350,000	306,000
D.4 (Census Digitisation Project)	1,000,000	90,000
D.4 (Crowley Bequest Project))	Nil	50,000
TOTAL	5,017,000	4,160,000

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

STAFF

- 2.2 Appendix A below contains a list of the staff of the National Archives as of 31 December 2009 (including vacancies).

Substantial increase in staffing still required

- 2.3 Compared to similar institutions internationally, the National Archives does not have sufficient staffing resources to enable it to discharge effectively the full range of functions of a national archival repository. Indeed, I have stated in previous reports that it is my firm view that the National Archives requires a substantial increase in staff numbers simply to enable us to undertake our statutory responsibilities in full. The increases sanctioned over the last decade have helped to bring about very significant improvements in our capacity to meet some key objectives, but there are still many areas in which we are failing to meet our statutory commitments in a satisfactory manner.
- 2.4 Given the economic and financial crises currently faced by the State, and given the consequent ongoing Moratorium on recruitment to the public sector imposed by the Government in 2009, I appreciate that a substantial increase in staff numbers is not realistically obtainable in the short term. Nevertheless, at the very least, we must retain staffing at its present level if we are to avoid a drastic negative impact on our services to Government and the public.

Retirement of Ken Hannigan, Keeper

- 2.5 Ken Hannigan, Keeper, retired in January 2009. His career as an archivist began in 1976, when he was appointed Surveyor of Business Records with the Irish Manuscripts Commission. In 1977 he was successful in a competition to fill two posts of Archivist in the Public Record Office of Ireland and State Paper Office (now the National Archives), and was appointed to one of those posts. He was promoted to the post of Senior Archivist in the National Archives in 1991, and from that time until his retirement was the second most senior officer in the National Archives. He was promoted to the new post of Keeper in 2001, and served as Acting Director for five months during my absence on sick leave from September 2001 to January 2002.

In the earlier part of his career he carried out a wide range of professional archival duties. Those duties included responsibility for education services. In that capacity, he prepared three travelling exhibitions and edited or co-edited three publications relating to those exhibitions: The Famine - Ireland, 1845 - 51: facsimile documents (1982), The National School System, 1831 - 1924: facsimile documents (1984), and Workers in Union: documents and commentaries on the history of Irish Labour (1988). In a personal capacity, he co-edited the County Wicklow volume of Geography Publications' county-history series: County Wicklow - History & Society (1994).

In the middle and later years of his career, most of his time had to be devoted to the general management of the National Archives, including overall responsibility for maintaining a high level of service to the public in the context of rising demand for our services and constant shortage of staff. For most of this period he also had to lead and manage our steadily expanding use of Information Technology, without any IT staff above the level of Clerical Officer. The little time he could spare from these managerial duties was devoted mainly to stressing the need for action to deal with the rapidly growing problem of electronic or born-digital records, and engaging in several of co-operative ventures to that end (see the sections headed "ELECTRONIC RECORDS" in my annual reports for the years 1997 to 2008).

Resulting staff changes in professional grades

- 2.6 Ken Hannigan's retirement led to a chain of consequential promotions and lateral movements of staff in professional grades:

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- Frances McGee was promoted from Keeper (Acting), to Keeper, with responsibility for Collection Care and Customer Service;
- Thomas Quinlan was promoted from Senior Archivist (Acting) to Keeper (Acting), with responsibility for Records Acquisition and Service Development;
- Helen Hewson was promoted from Archivist in Archives Storage and Preservation Division to Senior Archivist (Acting) in Records Acquisition and Description Division;
- Hazel Menton moved from being one of the Archivists in Records Acquisition and Description Division to replace Helen Hewson as one of the Archivists in Archives Storage and Preservation Division;
- at the same time, responsibility for electronic records was allocated to Micheál Ó Conaire, who is one of the Archivists in Records Acquisition and Description Division

However, the vacancy in the grade of Archivist resulting from Helen Hewson's promotion has not been filled, due to the Moratorium on recruitment.

Staff changes in general service grades

- 2.7 Two Clerical officers left the National Archives during 2009, Paul Carolan on promotion to the Revenue Commissioners, and Fergal Scully on transfer to the Department of Social and Family Affairs. Due to the Moratorium on recruitment, these vacancies in the National Archives remained unfilled at the end of 2009.

Short-term work placements

- 2.8 Twelve persons worked in the National Archives on voluntary short-term work placements during 2009. They included seven second-level students in Transition Year, two third-level students wishing to obtain relevant work experience prior to assessment for admission to a postgraduate course in archival studies and two students already enrolled for courses in archival studies at the University of Aberystwyth (Wales) and École Nationale des Chartes (France). Finally, a graduate student on a FÁS scheme in the Allen Library was given a six-week placement in the National Archives.
- 2.9 The tasks assigned to the students on placement included the sorting, boxing and basic listing of archives under professional supervision; assisting in the Business Records Survey; undertaking routine research for correspondence enquiries, and assisting with visiting groups and television crews. Where possible, the students were given some experience of the production of archives from and the return of archives to storage areas, and participated in seminars and workshops arranged for visiting groups. Transition Year students also undertook research on their own topics of special interest, generally family or house history.
- 2.10 During 2009, a new programme of general induction was drawn up for students on placement, which now includes some time spent working with the archivists and genealogists assisting readers, and presentations on the work of each Division in the National Archives. There has been a positive response to this initiative which, though time-consuming from the point of view of staff, enhances each placement student's experience of work in the National Archives.

Performance Management and Development System (PMDS)

- 2.11 The National Archives set aside two days in March for the purpose of bringing PMDS up to date in the organisation.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

ICT Unit

- 2.12 The main areas of responsibilities for 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 at Assistant Principal Officer level, and two Clerical Officers.

National Archives network

- 2.13 In 2009, management in the National Archives identified the replacement and upgrading of network-server equipment and the availability of sufficient capacity to meet current and medium-term data-storage requirements as being of critical importance for business continuity. In order to meet these needs, new server equipment and software was procured and commissioned, which greatly enhances the resilience and scalability of the National Archives local area network. The ICT Unit also continued its general role of maintaining and improving information technology and communication facilities for all staff.

Systems

- 2.14 Following on from an earlier review of the document production and returns tracking system, a number of significant improvements were planned and implemented during the year. The enhanced system facilitates comprehensive recording and tracking of the movement of documents between storage areas and the Reading Room.
- 2.15 Additionally, having previously identified a collections-management software package offering full archives management, this new system was commissioned, tested and rolled out to certain staff during 2009. This collections-management system has full capability to allow the recording of archival management information ranging from acquisitions through cataloguing, creation of authority files, conservation and storage, to use and exhibition. (See further at 8.4 – 8.5 below.)

Websites and digitisation

- 2.16 During 2009, the National Archives continued its work on development of the Census of Ireland online facility. Publication of all of the counties for 1911 was completed, in parallel with the addition of all of the remaining category data (religion, occupation, etc.) from the census returns. The search application was further developed and improved to allow for searching and filtering of all of the additional categories of data, while a new “look and feel” was developed to augment the enhanced facility. (See further at 8.8 – 8.12 below.)
- 2.17 The ICT Unit also provided support to a number of other digitisation projects under development within the National Archives.

Security

- 2.18 Work continued during 2009 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 2009 whether the proposed redevelopment of our existing site at Bishop Street will proceed.

Immediate and short-term storage needs

- 2.22 Discussions with the Office of Public Works (OPW) and the Department of Arts, Sport and Tourism about our short-term and medium-term storage needs continued throughout the year. As in previous years, one of the matters discussed was the removal of the Land Commission Records Branch from the Bishop Street building. (The Land Commission Records Branch is part of the Department of Agriculture, Fisheries and Food. Its decentralisation to Port Laoise has been planned for several years, and finally took place early in 2010.)
- 2.23 When it became clear in the latter half of 2009 that the removal of the Land Commission Records Branch would not take place in time to allow any of the space vacated to be used to store archives transferred from Government Departments for release to public inspection in January 2010, the OPW agreed to adapt rooms in Bishop Street previously used for the storage of stationery and publications to make those areas available for the storage of archives. This necessitated the re-housing of the stationery and publications in the warehouse, and also required considerable movement of archives within the warehouse.
- 2.24 As in previous years, several Departments have been asked to retain records which we are unable to accept. We have continued to accept records from other sources in rescue situations, where they would otherwise be destroyed, but they are stored in a loading bay which is unsuitable in every respect, and cannot be made available to the public.

Archives placed in commercial storage

- 2.25 The detailed lists of the Department of Foreign Affairs archives moved to commercial storage in late 2008 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. During 2009, 392 boxes of those archives were ordered for use by readers in our Reading Room. The retrieval of documents is carried out efficiently by the company, but a great deal of extra work is generated for National Archives staff over and above the normal work of tracking productions and returns within our own premises.

EXISTING PREMISES AT BISHOP STREET

Remodelling of Floor 5

- 2.26 The remodelling of floor 5 which began in late 2008 was completed and came into public use in 2009. This provided improved facilities for all public services adjoining the Reading Room, and made possible the re-organisation of staff working areas. 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 system and electrical work

- 2.27 Following lengthy discussions with the OPW and their consultant engineers, work on the sprinkler system started late in the year. This work consisted of a large-scale project to bring the sprinkler system into conformity with the highest standards, and as this affected the placement of light fittings, considerable works on the lighting system were also required. The opportunity was taken to upgrade the lighting in the storage areas and also to install energy-efficient measures which will assist in meeting overall targets for energy reduction in state-run buildings.
- 2.28 Stringent protective measures were planned in advance of these works to ensure that no damage was caused to any of the archives stored within the building. In order to minimise disruption to researchers, the works took place floor by floor. The archives stored on each floor were not accessible during the works for a period of approximately four weeks per floor.
- 2.29 This work required a great deal of advance organisation by the National Archives. Notification to readers was provided through notices in Bishop Street and on our website, which were regularly up-dated. In addition, indexes giving ready reference to the archives closed at any one time were created and made available on the website.

Mobile phone masts on roof

- 2.30 During 2009, work continued on the erection of telecommunications equipment on the roof of the National Archives, with plans for the installation of 10 additional microwave dishes on the roof of the National Archives in 2010. At the end of 2009, the National Archives sought to have all outstanding issues addressed in relation to both the original installation and the second larger installation, and secured agreement to address all of the following issues early in 2010: safety signage, exclusion zones marked around antennae, safety railings on roof, access to cabin on roof, cabin on roof connected to the fire alarm system, Radio Frequency monitoring, and outstanding refunds due to the National Archives for electricity etc.
- 2.31 The National Archives obtained one refund for electricity in 2009 in respect of the larger installation on the roof. Problems still exist in relation to refunds in respect of the smaller installation. However, it has been agreed that each installation will have its own independent power-supply installed in 2010.

Assistance received from Office of Public Works

- 2.32 We wish to record the assistance on all Bishop Street building-related matters provided by the Dublin Castle Regional Architect's Office of the OPW, and especially by Mr Brian Coyle, Ms Gabriella Navas and Mr Paul Sherwin. We are grateful to Mr Ian Wolfe for providing structural engineering assistance on the installation of large pressing-equipment in our Conservation Workshop.

EXISTING PREMISES AT FOUR COURTS

Cleaning after electrical works

- 2.33 The cleaning of our building at the Four Courts, following the electrical works carried out in 2007, was finally completed in early 2009. Shelving was re-instated in parts of the basement and archives were returned to storage.

Increasing density of use

- 2.34 In conjunction with the Collins Barracks Regional Architect's Office of the OPW, a scheme was developed which would increase density of use and improve health and safety in our Four Courts building. This scheme was submitted to the OPW for consideration in December 2009.

Productions of archives

- 2.35 The high level of productions of archives from our Four Courts building continues to be a cause of concern, because of the potential risks to archives during transit and the amount of staff time required.

FIRE SAFETY AND HEALTH AND SAFETY

- 2.36 In 2009, 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

- 2.37 The Emergency Plan was up-dated and circulated to all staff in December. (For our Disaster Plan, see 3.4 below.)

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. During the year 2009, it showed that the environment in almost every part of the storage areas at 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 training

- 3.3 Training of all staff in the preservation handling of documents was continued.

Disaster Plan

- 3.4 The National Archives Disaster Plan was up-dated. There were 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 November. (For our Emergency Plan, see 2.37 above.)

IMPROVEMENTS IN STORAGE AND ACCESS

Multi-disciplinary approach

- 3.5 Our multi-disciplinary approach to preservation continued, 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, this can involve listing, re-packing, improved storage and the creation of surrogate copies. These measures will improve the condition of the documents through conservation work and new storage, as well as providing better access for readers through new databases and by making the documents more usable in their surrogate or post-conservation condition.

- 3.6 In 2009 the archives worked on in this way included 1911 Census returns, Down Survey tracings, Commissioners of Education applications (ED 1) and Soldiers' Wills.

Installation of map cabinets

- 3.7 The new map cabinets acquired in 2008 were installed. These are designed to accommodate very large flat maps. As a result, work on some of the map collections, for which there was previously no storage available, can now proceed. Some of our standard map cabinets were also reconfigured and stacked to a greater height than previously, in an effort to create space.

Preservation packing

- 3.8 We continue to pack all new transfers of records in archival-quality boxes. In 2009, the programme of backlog packing was continued in Bishop Street, principally on OPW

archives, with in excess of 3,000 volumes cleaned, boxed and re-labelled. These volumes were returned to their place of storage in the Four Courts, and are now shelved in a manner compatible with their preservation and ease of retrieval. The interpolation of transfers from the Department of Foreign Affairs was completed and these documents were also re-boxed.

Shelf-listing

- 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. Additional resources were devoted to the work involved in the complete capture of all of the holdings of the National Archives in standardised databases. This work was well advanced by the end of the year but still requires up to another year of work.
- 3.10 The shelf-listing work was also extended to our Four Courts building in 2009.

Preservation cleaning of warehouse

- 3.11 Following the works and moves involved in accommodating the archives transferred from Government Departments for release to public inspection in January 2010 (see 2.23 above), a thorough cleaning of the warehouse at Bishop Street was carried out towards the end of 2009. (Routine cleaning is carried out in the warehouse, but it is extremely difficult to maintain any kind of reasonable standard of cleanliness in the warehouse because of the ingress of external air and the poor sealing of the perimeter.)

Re-organisation of some storage areas

- 3.12 Work was carried out on a major rationalisation of some of the storage areas on floors 3 and 4 at Bishop Street, and shelf-listing of these areas can now be carried out. Because of the very serious shortage of shelved space, some archives were moved in order to make the best possible use of the available space.

CONSERVATION WORK

- 3.13 Conservation work was carried out on a wide variety of documents, including maps (Down Survey tracings, maps from the Miscellaneous series (M series), Boundary Survey maps, Pembroke Estate maps and Valuation Office town plans), photographs (General Prisons Board Penal File photographs) and other documents (Chancery Pleadings, National School applications for funding, General Prisons Board Penal Files, Chief Secretary's Office Registered Papers, Soldiers' Wills and Ordnance Survey sheets of Dublin city revisions). The conservation of the Rebellion Papers was completed after many years of work.
- 3.14 The phase-boxing programme was continued, with the cleaning, consolidation and boxing of part of the Chief Secretary's Office Government Letter Books. In addition minor repairs were undertaken on damaged items notified by the Reading Room staff.
- 3.15 A major repair project was carried out on a very badly damaged file of 1911 Census documents, which has hitherto never been used by researchers because it was unreadable. These documents were separated and prepared for microfilming and were subsequently digitised (see 8.9 – 8.10 below).

Contract conservators

- 3.16 As we have only one permanent Conservator on our staff, much of the conservation work outlined above has to be done by contract conservators engaged to carry out specified conservation tasks.

Conservation Interns / Scholars

- 3.17 We also rely heavily on the work done by the holders of two Conservation Internships / Scholarships. These are intended for newly-qualified conservators, and assist both the profession through the provision of paid experience in a large institution and the National Archives by providing us with trained conservators. The two Internships referred to in my report for 2008 ended in mid-2009, and were succeeded by two Scholarships awarded from September 2009. One Scholar carries out general conservation work, while the other carries out work specific to the Crowley Bequest Project (see 8.13 below).

MICROFILMING

National Archives Microfilming Unit

- 3.18 Microfilming of Ordnance Survey Name Books and the Commissioners of National Education applications for funding was continued.

Reference microfilm collections

- 3.19 Microfilms of the following series were added to the reference collection available to readers: Ordnance Survey Name Books (Limerick, Londonderry, Longford and Louth) and Commissioners of National Education applications for funding (volumes 4 to 6).

Storage of preservation microfilms

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

Microfilming by the Genealogical Society of Utah

- 3.21 Microfilming by volunteers and staff from the Genealogical Society of Utah continued. Filming of the Petty Sessions order books was completed and that of Petty Sessions dog licence registers was started.

PHOTOCOPYING AND SCANNING

Archives copying

- 3.22 Overhead scanners are now used, both to provide photocopies of archives ordered by researchers, and to carry out in-house digitisation as part of preservation programmes of work.

Copying of archives

- 3.23 A total of 37,112 pages of photocopies were provided to readers in 2009, approximately one quarter of which were made by our instant copy service. There were 1,239 orders for research copies.

Certified Copies

- 3.24 In 2009 we fulfilled 1,561 orders for certified copies of archives, comprising 5,092 pages in all.

Charges for copying

- 3.25 Our current charges for copies ordered by members of the public were set in 1988. Since that time the range of copies and media available have changed greatly, due to the introduction of new technology. Accordingly, during 2009 we undertook a review of our copying services, with the intention of revising our charges in 2010.

Soldiers' Wills scanning project

- 3.26 The Soldiers' Wills date mostly from the First World War, although a few date from the early 20th century. There is considerable interest from researchers in these documents, but their frail format and poor condition makes inspection and handling difficult. They have now been re-packed (with conservation carried out as necessary), re-listed in a database, and are being scanned by National Archives staff. The initial capture of scans of wills from 1915, 1916 and part of 1917 is now complete, but further work is required before the digital images can be made available to the public.

GUIDELINES FOR PLACES OF DEPOSIT

- 3.27 In August 2009, a revised version of our Place of Deposit Guidelines was issued to the Geological Survey of Ireland, which is an approved place of deposit for its own older records under the National Archives Act 1986.

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 Bishop Street. 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.

Number of visits

- 4.2 In 2009, the total number of visits to the Reading Room during opening hours was 17,527 and the number of readers' tickets issued was 6,071. 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 2009. The average number of visits per day in 2009 was 71, but on 11 days the number of visits exceeded 100. The busiest week in the year was that following the autumn public holiday (Monday 26 October), when 490 readers attended over four days and 230 Readers' Tickets were issued.

Number of archives consulted

- 4.3 The number of archives consulted by readers during 2009 was 44,910, which was 5,363 less than in 2008. The table in Appendix B.4 compares these figures with those for previous years. They include both original archives (26,915 consulted in 2009) and microfilmed copies of archives (17,995 consulted in 2009). The number of original archives consulted was slightly less than in 2008 (1,582 less), but there was a larger fall in the number of microfilms consulted (3,781 less). It seems likely that the reason for the latter fall is that all 1911 Census Returns became available on our Census Website in the course of 2009 (see 8.10 below).

Restriction of productions due to shortage of staff

- 4.4 Unfortunately it became necessary to restrict productions of archives to the public early in 2009. This arose as a consequence of the non-replacement of staff leaving the National Archives to move to other Departments. To minimise confusion for readers, and to provide some service in both mornings and afternoons, it was decided to keep the Reading Room open between 10.00 a.m. and 5.00 p.m. as normal, but to restrict the times during which archives would be produced from storage. This allowed us to continue to function in a manner than provided service to readers while allowing staff to complete all of the behind-the-scenes operations associated with productions, thereby ensuring the safety of the documents produced to the public.
- 4.5 Our notice of 7 April giving details of the restrictions in place since 14 April 2009 is reproduced in Appendix F below.

Closure of Reading Room due to industrial action

- 4.6 Due to nationwide strikes by the Civil and Public Services Union on 26 February and by all unions with members in the National Archives on 24 November, the Reading Room was closed to the public all day on both those days

Reading Room opening hours

- 4.7 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.
- 4.8 The late opening for Dublin's Culture Night (Friday 25 September, when 125 visitors were in attendance – a slight decrease on 2008) and the annual Open Day as part of the Archive Awareness Campaign (Saturday 3 October, when 194 visitors were in attendance – an increase on 2008) went a little way towards introducing the work and services of the National Archives to members of the public unable to visit during normal opening hours.

Digital photography by members of the public

- 4.9 Members of the public have for some years been permitted to take photographs of documents with the prior permission of the Archivist on Duty. Because traditional photography requires lighting and stands, it is closely supervised by Archivists and permitted only after 5.00 p.m. and by prior arrangement only. As digital cameras are less intrusive and no flash-photography is allowed, digital photography is now permitted during specified Reading Room opening hours under staff supervision and with the permission of the Archivist on Duty. During the Media Preview in December the use of digital cameras was also permitted and one journalist availed of this facility.

Copying of archives by staff

- 4.10 For information concerning copying of archives for members of the public by staff, see paragraphs 3.22 – 3.25 above.

GENEALOGY SERVICE

- 4.11 The Genealogy Service remained extremely popular with readers during 2009, and 4,708 consultations were given during the year. This was the busiest year for the Genealogy Service since it began in 2003. The service is provided by members of the Association of Professional Genealogists of Ireland (APGI).
- 4.12 There was a noticeable increase in consultations in the Genealogy Service during August, September and October following the broadcasting on BBC 1 of the Chris Moyles episode of 'Who Do You Think You Are? 2009' on 22 July, and the broadcasting on RTE 1 of the second Irish series of "Who Do You Think You Are?" which ran from 14 September until 19 October.
- 4.13 During the year, the computers used by the Genealogy Service were upgraded and extra databases added. In this context, we are most grateful to Brian Donovan of Eneclann for making the website www.irishorigins.com freely available in the Genealogy Service. (The website includes not only Griffith's Primary Valuation but also the contents of many CD-ROMS published by Eneclann.)

CORRESPONDENCE, COMMENTS BY USERS, AND USERS' GROUP

Correspondence

- 4.14 As stated in my report for 2008, the number of items of correspondence received from members of the public in 2008 (8,883 items) far exceeded that received in previous years. The number of items of correspondence received in 2009 was significantly lower (5,549 items).

Comments by users

- 4.15 The National Archives gauges the opinions of users through comment cards, through a customer service feedback facility on our main website, and through questionnaires produced for open days.
- 4.16 The most popular means of commenting on the services offered by the National Archives is through the use of comment cards. Since January 2008, two types of comment cards have been in use. One permits a general response to the experience of researching in the National Archives, while the other allows a direct response to the National Archives website, its content and usefulness. Both types of comment card are available in the Public Locker Room, together with a Comment Card Box. Persons making comments are free to choose to do so anonymously or to give their name and address. Some comments draw our attention to particular faults, but most praise the service received.
- 4.17 All comments submitted receive a reply or acknowledgement, if this is requested. In 2009, a total of 58 free-text comments were received, of which 26 received a reply.

Users' Group

- 4.18 The National Archives' Users Group did not meet during 2009, but its members were kept informed of developments within the National Archives by email.

GROUP VISITS AND LECTURES

Group visits

- 4.19 Among those who visited the National Archives for seminars or tours in 2009 were groups of second-level, third-level and fourth-level students from the following institutions (and subject areas):
- Independent Colleges (genealogy)
 - Institute of Archaeologists of Ireland (archaeology)
 - NUI Maynooth (archives, local history)
 - St Patrick's College Drumcondra (history)
 - University College Cork (archaeology, local history)
 - University College Dublin (archives and records management, history, urban and building conservation)
 - University of Dundee, Scotland (archive and records management)
- 4.20 Other visiting groups included members or participants from:
- Celtic Quest, Michigan, United States of America
 - Irish Historical Studies Publications Ltd
 - National Print Museum
 - North Tipperary Genealogy
 - Royal Society of Antiquaries of Ireland
 - South Kilkenny Historical Society
- 4.21 On Saturday 19 February a tailored visit and society-hosted reception was organised for the Royal Society of Antiquaries of Ireland, in celebration of its 160th anniversary.

Lectures

4.22 As in previous years, members of staff gave lectures and talks to a large number of outside bodies, including:

- Association of Church Archivists of Ireland
- Centre for Contemporary Irish History, Trinity College Dublin
- Clogher Historical Society
- Institute of Archaeologists of Ireland
- Irish Conference of Historians
- Irish Genealogical Research Society
- Kilkenny Liberal Studies
- Local Studies Course group, Gort, Co. Galway
- Records Management Society, Ireland

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

Archive Awareness Campaign

4.23 In 2009, 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 events in Ireland organised by the Society of Archivists, Ireland.

4.24 This year, the e-exhibition on the main National Archives website as part of our contribution to Archive Awareness Month in September was devoted to the online exhibition of a note book of Anna Haslam (1829–1922), who was a key figure in the 19th and early 20th-century women's movement in Ireland. An introduction was provided by Dr Mary Cullen.

Open Day

4.25 Our 2009 Open Day took place on Saturday 3 October, when members of the public attended the National Archives for a day of seminars, tours and practical demonstrations. A total of 194 persons attended, which was a substantial increase over the attendance of 173 in 2008. Members of the Association of Professional Genealogists in Ireland (APGI) again provided their consultation services on a voluntary basis. Feedback from participants showed high levels of satisfaction with the event. Book-stalls were provided by the National Archives, the Council of Irish Genealogical Organisations, the Irish Family History Society, the Representative Church Body Library and the Society of Australian Genealogists.

4.26 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.

Dublin’s Culture Night

4.27 On Friday 25 September the National Archives joined 124 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. Demonstrations were given of our website while another session was devoted to the 1911 Census Returns and the expanded research facilities in the digitised returns online. Members of APGI provided their consultation services on a voluntary

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basis. Book-stalls were provided by the National Archives, as well as by the Council of Irish Genealogical Organisations, the Irish Family History Society and the Representative Church Body Library.

- 4.28 In all, 125 members of the public visited on Culture Night. Of these, 43 applied for Reader's Tickets, while 49 microfilms were consulted. Feedback from participants showed satisfaction with the event.

"Who Do You Think You Are? Live"

- 4.29 For the third 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 27 February until 1 March. They were continuously busy over the three days answering questions relating to Irish family history, sources, survival of records and civil registration, as well as more complex issues relating to adoption and fosterage. There was also a demonstration of the 1911 Census Online. It is estimated that over 12,000 visited the exposition over three days.

INFORMATION BOOKLETS AND LEAFLETS

- 4.30 The list of county-based genealogical centres was expanded as was the list of genealogical researchers, and the updated lists of genealogists and genealogical centres continue to be made available in hard copy and on our website.
- 4.31 The information leaflet entitled Concise Guide to the National Archives was updated in time for the 2009 "Who Do You Think You Are? Live" in London.

WEBSITE

- 4.32 The number of site visits recorded on the main National Archives website in 2009 was 1,063,361 and the number of site hits was 41,254,028, compared to 852,013 site visits and 26,481,104 site hits during 2008.
- 4.33 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 (see 8.11 below), it is clear that large numbers of visitors to that site also visited the main National Archives Website, many probably to find a link to the Census Website.
- ### **"Document of the Month"**
- 4.34 Since October 2003, a regular feature on our website has been the "Document of the Month", in which a different digital image of a document is displayed each month, accompanied by a short commentary.

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 2009. It is planned to make minor revisions during 2010 to reflect changes necessitated by the introduction in 2009 of new collections-management software in the National Archives.

Certifying Officers

- 5.5 The names of officers of Departments serving as Certifying Officers on 31 December 2009 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 2009, and advice was also given to a range of Departments on issues relating to their compliance with the National Archives Act 1986.
- 5.7 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 2009 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

- 5.8 In 2006 the then Minister for Justice, Equality and Law Reform, Mr Michael McDowell, T.D., established an Archives Advisory Group to advise him on matters relating to the historic archives of his Department. The National Archives is represented on the Group by Mr Thomas Quinlan, Keeper (Acting).
- 5.9 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.”

Release of files to public inspection

- 5.10 The Minister for Justice, Equality and Law Reform, Mr. Dermot Ahern, T.D., visited the National Archives on Wednesday 4 February 2009 to announce the opening to public inspection of some 1,000 intelligence and crime and security files of the Department which, as a result of the Group’s work, had been examined and approved for release during 2008. Following a media preview of the records on Saturday 7 February 2009, the files were made available to the public on Monday 9 February. The files span the years 1934 to 1939, and are of particular interest for the study of the

development and operation of security policy in Ireland in the period before the declaration of the Emergency in 1939.

APPRAISAL OF DEPARTMENTAL RECORDS PROPOSED FOR DESTRUCTION

- 5.11 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.
- 5.12 In 2009, three authorisations for the destruction of records were granted in relation to records of the Department of Education and Science, the Department of Foreign Affairs, and the Department of Social and Family Affairs.
- 5.13 Appraisal work was undertaken on records that are generated in all Departments in the course of responding to requests for access to other records under the Freedom of Information Acts, 1997 and 2003. As a result of this work, certain draft disposal recommendations were prepared and agreed by the Director in late 2009. Consultation in relation to these recommendations will take place with the Information Commissioner in 2010 and guidelines for the retention and disposal of FOI request case files will then issue to all Departments.

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 2009 is summarised in Appendix C below, while the records accessioned during 2009 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 2010 was made available to representatives of the media at a preview running from 9 to 11 December 2009. 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 2009.

- 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 Justice, Equality and Law Reform, and files of the Office of the Secretary to the President and the Office of the Attorney General, all relating mainly to 1979.

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 1979 due for release in January 2010. 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 work on the identification and preparation of records eligible for transfer, with the result that by the end of 2009, considerable progress had been made in reducing the substantial backlog of records due for transfer. Listing of records in the Department's off-site storage continued to be done by staff of the Department. In addition, work on records already held by the National Archives was undertaken by staff of our Records Acquisition and Description Division to make them accessible to public inspection. In particular, work was completed on the arrangement, listing and packing of the registers of abstracts of administrative decisions for the period 1902 to 1965 (ED/2 records) and on the National School teacher salary books for the period 1921 to 1965 (ED/4 records).

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 2009, 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 2010. Due to efforts in recent years, backlogs of records due for transfer from many Circuit Court Offices have been almost eliminated. Space constraints prevent completion of this work and the initiation of similar large-scale work in respect of the records of District Court Offices.
- 5.21 The position at the end of 2009 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 2009 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 The 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 about 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, did not change in 2009. There continues to be a considerable demand for access to these documents, but the 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 and put into use. During 2009, a total of 261 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.

Combat Poverty Agency

- 6.4 On foot of the amalgamation of state agencies announced by the Minister of Finance in his Budget Speech of 14 October 2008, the Combat Poverty Agency has been integrated with the Office for Social Inclusion to form the Social Inclusion Division within the Department of Social and Family Affairs. Following the Minister's announcement, the Combat Poverty Agency contacted us with a view to depositing its records in the National Archives. Work on the transfer of this very important body of records commenced in January 2009 and was completed by August. I am extremely grateful to the Chairman of the Combat Poverty Agency, Mr Barry Duncan, and to the members of its staff, Ms Ann Riordan and Ms Jean Cassidy, who initiated contact with our staff and worked in close co-operation with us in transferring the 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 2009 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 my report for 2008, I conveyed 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”. Peamount was the most important sanatorium and tuberculosis hospital in Ireland, and functioned as such between 1912 and 2004. The Women’s National Health Association of Ireland was founded in 1907 by Lady Aberdeen, wife of the Lord Lieutenant, to promote public health, and was instrumental in founding Peamount Sanatorium.
- 6.8 The grant made by the Wellcome Trust is being used mainly to cover the costs of engaging an Archivist on a contract for services for 24 months to arrange, pack and catalogue the archives. Following a tendering competition, the contract was awarded to a very experienced Archivist, Ms Rena Lohan, who began work on the project in October 2009. The archives have been transferred to the National Archives, and the work on them is being carried out in our premises.

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. Records of Saint Joseph’s National School, Carlow, were deposited in 2009 (see Appendix E.4 below).

Accessions from private sources

- 6.11 The more important accessions from private sources received during 2009 (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 2009 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.

Scanning of records for publication on the website www.irishgenealogy.ie

- 6.15 The state company responsibility for coordinating the Irish Genealogical Project, Irish Genealogy Limited, was wound up in 2009. The Department of Arts, Sport and Tourism took over responsibility for the hosting of the website www.irishgenealogy.ie, and commenced work on a programme to make Church records of baptisms, marriages and burials available to view free of charge on that website. The National Archives has assisted in this work in various ways. In particular, we provided the accommodation required in late 2009 for the scanning of records held in the Representative Church Body Library by Eneclann on behalf of the Department.

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 For a number of years, because it had proved impossible to fill the vacancy resulting from the resignation of our first Archivist (Electronic Records) at the end of 2004, we were unable to build on the progress made in 2003 and 2004 towards the development of a digital preservation programme. However, as said in my report for 2008, it was decided in 2008 that the vacancy for an Archivist with duties relating to electronic records should be included among the vacancies that were filled from the main competition for Archivists held in that year.
- 7.3 Early in 2009, as part of the chain of promotions and movements of staff resulting from Ken Hannigan's retirement (see 2.6 above), responsibility for electronic records was allocated to Micheál Ó Conaire, who is one of the Archivists recruited from the main competition in 2008. This is now his principal responsibility, but he also undertakes some other duties.
- 7.4 As a result of discussions with the Department of Finance in late 2008, agreement was reached on the secondment to the National Archives in 2009 of a member of its staff with expertise in electronic records management issues. It was intended that this seconded staff member would work with National Archives staff in the preparation of guidelines for the management of electronic records. However, the promised secondment did not take place in 2009, with the result that there is no progress to report on the preparation of guidelines for the management of electronic records.

INTERNATIONAL PROJECTS

- 7.5 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.
- 7.6 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 DLM (Document Lifecycle Management) Forum and InterPARES (International Research on Permanent Authentic Records in Electronic Systems).
- 7.7 The DLM Forum was created through an initiative of the European Commission in 1997 with support from the public archives of European Union member states, but since 2002 it has been an independent body with members from both the public and private sectors in Europe. It sets standards and guidelines within the disciplines dealing with archives, records and document-lifecycle management. InterPARES is an interdisciplinary research project co-ordinated by the University of British Columbia.

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- 7.8 Because of shortage of resources and other more pressing demands on staff time, it proved impossible for the National Archives to be active in InterPARES during 2009. However, Thomas Quinlan, Keeper (Acting), and Micheál Ó Conaire, Archivist, continued jointly to represent the office at members' meetings of the DLM Forum, in Prague in the Czech Republic in April, and in Härnösand in Sweden in November.

8. FINDING AIDS AND DIGITISATION

FINDING AIDS

- 8.1 Work continued in 2009 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.

Finding aids standards

- 8.2 Our Records Acquisition and Description Division continued its activity of examining the existing system of finding aids, and developing policies and procedures to facilitate the development of a new network of finding aids compliant with the International Standard for Description, ISAD(G). Work had commenced in 2007 to set standards for the presentation of information on the various series of archives held by the National Archives, and was taken further during 2008 and 2009 through the participation of two members of staff on a Society of Archivists, Ireland sub-committee, which was established to develop national guidelines for the listing of archival collections.

Irish Guidelines for Archival Description

- 8.3 The work of the sub-committee resulted in the publication of the Irish Guidelines for Archival Description in March 2009. The Guidelines were formally launched by Dr Garret FitzGerald in the National Archives on 30 April 2009, at a reception which also marked the 30th Anniversary of the foundation of the Irish Region of the Society of Archivists (now the Society of Archivists, Ireland). The Guidelines can be found at <http://www.learnaboutarchives.ie/archivists/categories/pdfs/irishguidelinesarchivaldescriptiondraft.pdf;jsessionid=2A454A07C157675EF9EF7225014FFD54>

Collections-management software

- 8.4 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, and after evaluation, the product Adlib was chosen and purchased. In 2009, following in-house training, the Adlib system was deployed for use by several members of staff in the National Archives.
- 8.5 The provision of training for staff and preparations for deployment of Adlib occupied a considerable amount of staff time during 2009, as existing systems for the acquisition and cataloguing of archives had to be examined and, in many cases, re-engineered.

ARCHIVES PORTAL EUROPE

- 8.6 In December 2009, the National Archives of Ireland was formally accepted as a member of the APEnet (Archives Portal Europe) project, the objective of which is to build an Internet Gateway for Documents and Archives in Europe. It is a Best Practice Network project, supported by the European Commission, and running from January 2009 to January 2012. The national archives of 14 member-states of the European Union are participating in the project. It is divided into six work-packages, each involving several

participants. The National Archives of Ireland is a member of the work-package relating to project dissemination and awareness.

- 8.7 A task force has been established within the National Archives to ensure timely delivery of our commitments to the project, and its co-ordinator is Elizabeth McEvoy, Archivist. In that capacity, she attended meetings in Brussels, Lund and Madrid during 2009.

DIGITISATION OF THE 1901 AND 1911 CENSUS RETURNS

- 8.8 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.

1911 Census

- 8.9 As recorded in my previous annual reports, the 1911 Census Returns for Dublin City and County were launched online in December 2007, while the 1911 Census Returns for Counties Antrim, Down and Kerry (including those for Belfast City) were launched online in December 2008.
- 8.10 The publication of the 1911 Census Returns for the remaining 28 counties on our Census website was completed on 28 August 2009, at which stage it included images of the forms for each household and institution, and transcripts searchable by personal name, townland or street, age and sex. The website was enhanced on 30 December 2009, when searchable transcripts of all data in the forms were added, including religion, occupation, relationship to head of family, literacy status, county or country of origin, Irish language proficiency, specified illnesses, and child survival information. The site is free to access, with no charge for making searches or viewing images.

Visits and hits

- 8.11 During 2009, the Census website received in excess of 2.9 million visits and 144 million hits, and over the whole of the period from its initial launch in December 2007 to the end of December 2009, it had received more than 6 million visits and more than 193 million hits.

1901 Census

- 8.12 By the end of 2009, preparations for the publication of the 1901 Census Returns on our Census website were far advanced.

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

- 8.13 The background to the Crowley Bequest Project was explained in my report for 2009. The project is funded principally from a bequest made by the late Professor Francis J. Crowley, and will result in the digital publication of the Chief Secretary’s Office Registered Papers for the period 1818 – 1852. In particular, the fund is being used to pay the salaries of two Archivists (who have fixed-term five-year contracts) and one Conservation Intern or Scholar (the scholarship has replaced the internship, and is awarded annually for a 12-month period beginning in the autumn).
- 8.14 Full archival processing of the Chief Secretary’s Office Registered Papers by the Archivists commenced at the start of November 2008. By 31 December 2009, close to 9,000 registered files of papers for the years 1818–22 had been processed by the

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Archivists, while slightly less than 5,000 registered files for the years 1818–21 had been conserved by the Conservation Intern or Scholar.

- 8.15 Work has commenced on the preparation of the project's website. It is expected that the website will be launched in late 2010.
- 8.16 An article by Marie Carré-Hok on the conservation aspects of the project was published in Irish Archives, Vol. 16, Winter 2009, under the title 'The Chief Secretary's Office Registered Papers : the Crowley Bequest Project'.

FAMINE RELIEF COMMISSION, 1845–47

- 8.17 The Relief Commission oversaw famine relief during the years 1845–47. Several of the larger series of the Commission's papers were scanned by Ancestry.com in 2009, with a view to their digital publication in 2010. Before they were scanned, necessary conservation work was organised by the National Archives and funded by Ancestry.com.

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 The Council is chaired by one of its members, who holds office as Chair for approximately 12 months. The Director of the Irish Museum of Modern Art, Enrique Juncosa, is the Chair from Summer 2009 to Summer 2010.

Working groups

9.3 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:

- Conservation: Frances McGee and Zoë Reid
- Education, Community and Outreach: Catriona Crowe
- Information Technology: Anthony Murphy
- Marketing: Catriona Crowe

Heritage Fund

9.4 The Council also meets as a statutory body to make recommendations to the Minister for Arts, Sport and Tourism (now the Minister for Tourism, Culture and Sport) 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

9.5 In 2009 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

- 9.6 As explained in previous annual reports, 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 consists of one representative from each Member State and one representative from each of the five EU Institutions. It is chaired by the European Commission, and its secretariat is provided by the Secretariat General of the Commission.
- 9.7 As Ireland's representative on the Group, Ken Hannigan, Keeper, National Archives, had recently retired, I represented Ireland at the meeting of the Group in Brussels on 30 January 2009. Due to other pressing commitments, we were unable to send a representative to the meeting of the Group in Lund in Sweden on 14 October 2009, but Frances McGee, Keeper, National Archives, has now succeeded Ken Hannigan as Ireland's representative on the Group.
- 9.8 On foot of its Progress Report of 2008, which the Commission presented to the European Council in the autumn of that year, the Group has identified five challenges for archives to be considered further by the Group, as follows:
- The relationship between on-site and on-line access to archives;
 - Digital record-keeping: the consequences for administration and society and the changing role of archives;
 - The European Directive for the re-use of public sector information;
 - The creation of a European expertise network;
 - A plan for a centre of excellence for European archivists.

CO-OPERATION WITH THE ROYAL IRISH ACADEMY

Documents on Irish Foreign Policy

- 9.9 During 2009 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 Catriona Crowe, Senior Archivist, is a member of the Editorial Advisory Board.

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.

Judging Lemass, the measure of the man

- 9.11 Our Reader Services Division co-operated extensively with the Royal Irish Academy in providing access to and copying documents relating to the political career of Seán

Lemass for the book Judging Lemass: the measure of the man, which was edited by Professor Tom Garvin. Extensive use was made of files from the Department of Foreign Affairs and the Department of the Taoiseach for illustrative and textual materials, and reproductions of archives held in the National Archives figure prominently in the book. The launch of the book took place in September 2009.

REPRESENTATION ON OTHER BODIES

9.12 In 2009 members of the staff of the National Archives served in their official capacity on the following bodies:

- Abbey Theatre, Archives Committee: Catriona Crowe
- 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, 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 Humanities Observatory Cultural Liaison Committee: 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 and Micheál Ó Conaire
- Irish Architectural Archive, Board: Aideen Ireland
- Irish Genealogy Limited: Director (as observer)
- Irish Manuscripts Commission: Director
- National Preservation Office (UK and Ireland) / Advisory Group for British Library Preservation Advisory Centre: Director and Frances McGee
- Preservation Copying Group: Frances McGee
- Public Service Quality Group, and Access Subgroup: Aideen Ireland
- Selection Committee under the Taxes Consolidation Act, 1997, section 1003 (Donations of heritage items to approved bodies): Director
- Society of Archivists' External Qualifications Sub-committee: Mary Mackey

ATTENDANCE AT CONFERENCES AND MEETINGS

9.13 In the course of 2009 members of the staff of the National Archives attended the following conferences and seminars:

- APEnet, Archives Portal Europe (Brussels, Belgium; Lund, Sweden; Madrid, Spain)
- DLM Forum members' meetings (Prague, Czech Republic and Härnösand, Sweden)
- European Board of National Archivists (Prague, Czech Republic)
- European Union Conference, 'Improving Access to European Cultural Heritage – goals, ways, and means' (Lund, Sweden)
- Irish Conference of Historians (Limerick)

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- Irish-Scottish Women's History Conference (Dublin)
- Records Management Society, Ireland (Cork)
- Seminar on web statistics methodologies (National Archives of Scotland, Edinburgh)
- Society of Archivists, Ireland, AGM (Dublin)
- The Irish Ancestral Research Association, TIARA (Genealogy Cruise)

PARTICIPATION IN TRAINING

Internal training

- 9.14 During 2009 members of the staff of the National Archives took part in the following internal training courses or sessions:
- Induction training, across Divisions, for new staff and placement students
 - Adlib training for archivists
 - Court records
 - Records relating to the transportation of convicts to Australia in the late 18th and 19th centuries and records on emigration to the United States of America
 - Upgraded order docket system

External training

- 9.15 Also during 2009 members of the staff of the National Archives took part in the following external training courses or events:
- DPI /Aetopia, 'Digitisation, online archiving and web hosting' (Dublin)
 - Encoded Archival Description workshop (Lund, Sweden)
 - Institute of Archaeologists in Ireland, 'Archaeological archiving - new archaeological requirements on planning developments in Dublin and wider implications for the archaeological profession' (Dublin)
 - Irish Internet Association, 'Demystifying WCAG 2.0 & Web Accessibility' (Dublin)
 - Public Affairs Ireland, 'Freedom of Information and Data Protection in Ireland in 2009: an update for challenging times' (Dublin)
 - Public Affairs Ireland, "Legal Professional Privilege and the Public Sector" (Dublin)
 - Society of Archivists, Ireland, training day, 'Introduction to Encoded Archival Description' (Dublin)
 - Society of Archivists, Ireland and Records Management Society, Ireland, 'Ensuring the integrity of Electronic Records' (Dublin)

MEMBERSHIP OF OTHER ORGANISATIONS

- 9.16 The National Archives was an institutional or associate member of the following organisations in 2009:
- 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
- Institute of Paper Conservation
- International Council on Archives
- International Institute for Conservation of Historic & Artistic Works
- Irish Genealogical Research Society
- Irish Historical Society
- Irish Labour History Society
- Irish Legal History Society
- Irish Professional Conservators and Restorers Association
- Irish Society for Archives
- Military History Society of Ireland
- National Preservation Office (UK and Ireland)
- Records Management Society of Great Britain
- Scottish Society for Conservation and Restoration
- Society of American Archivists

- 9.17 In addition, most members of the professional staff are members of the Society of Archivists and its Irish region, the Society of Archivists, Ireland, in a personal capacity.

MEDIA INTERVIEWS AND TELEVISION PROGRAMMES

Media Interviews

- 9.18 Catriona Crowe, Senior Archivist, gave several media interviews in connection with the digitisation of the 1901 and 1911 Census Returns.
- 9.19 Arising from the "Who Do You Think You Are?" (Ireland) television series, Aideen Ireland, Senior Archivist, was interviewed by Louise Hogan for the Irish Independent in April and by Geraldine Gittens for the Evening Herald in October.

Filming for television programmes

- 9.20 During 2009, the National Archives facilitated several organisations in filming for television programmes, including:
- **DoubleBand Films:** The programme 'Lemass: The Man Who Made Modern Ireland' was broadcast on RTE 1 on 30 June.
 - **Dublin Community Television:** The programme 'Dublin Diaries'. Some of the short presentations were devoted to the Kilmainham Gaol registers in the National Archives.
 - **Midas Productions:** The series 'Ceart agus Coir 3' relating to murder trials, for broadcasting in 2010 on TG4.
 - **Midas Productions:** The series 'Idir Mná 2' on women and crime, for broadcasting in 2010 on TG4.
 - **Mint Productions:** The second Irish 'Who Do You Think You Are?' series. The programme on Ivan Yates, which was broadcast on RTE 1 in September, was partially filmed in the Reading Room of the National Archives in March.

- **RTÉ:** The programme ‘Behind Closed Doors’ which featured documents to be released under the 30-year-rule in January 2010, and was broadcast on RTÉ 1 in December 2009.
- **RTÉ:** The ‘CSÍ’ series’ relating to murder cases, such as the Maamtrasna murders, Co. Galway, broadcast on 28 September and the “Missing Postman” murder, Stradbally, Co. Waterford, broadcast on 14 September.
- **RTÉ:** The ‘Hands On’ programme for the deaf community on census returns, which was broadcast on RTÉ 1 on 6 December.
- **RTÉ:** Programmes in the ‘Scannal’ series relating to the case of the Mayo County Librarian, Letitia Dunbar Harrison, which was broadcast on 8 June, and the destruction of the Nelson Column, Dublin, for broadcasting in 2010.
- **South Wind Blows Productions:** The series ‘The Limits of Liberty’ for RTÉ, for broadcasting in 2010.

LOANS FOR EXHIBITIONS

Kilmainham Gaol:

- 9.21 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.

Appendix A: Staff of the National Archives as of 31 December 2009

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

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

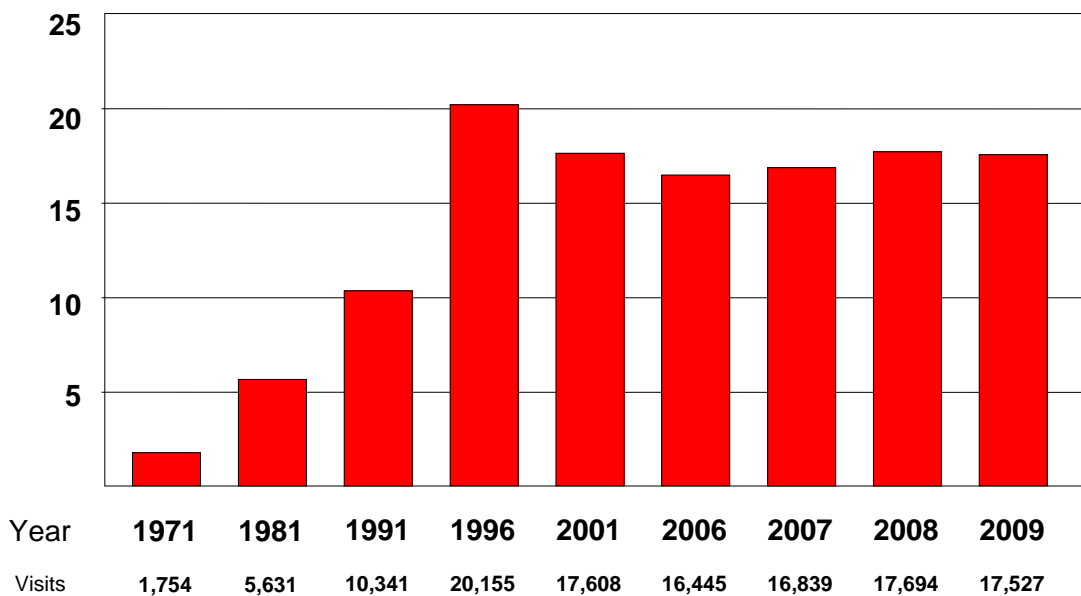
Note:

- * 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 – 2009

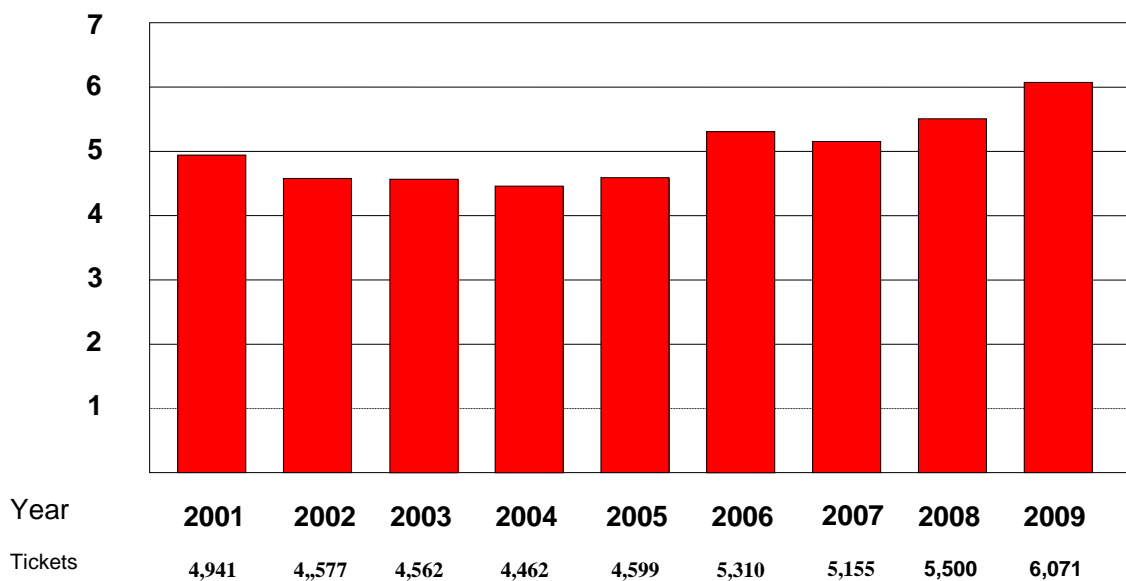
Appendix B.1 Visits to Reading Room per year, 1971 – 2009

Thousands



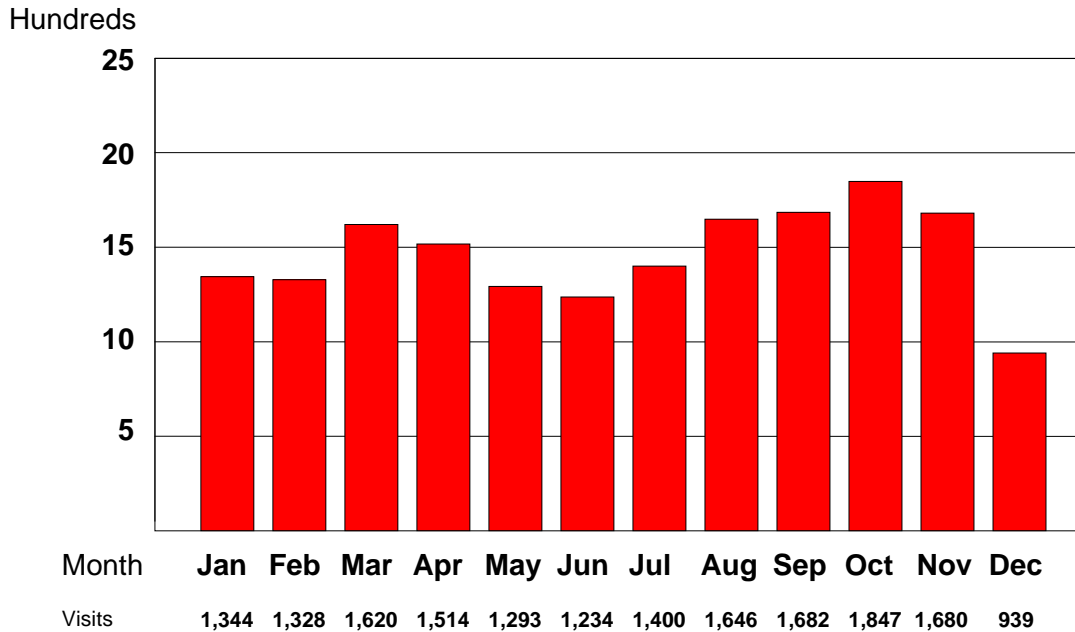
Appendix B.2 Readers' tickets issued per year, 2001 – 2009

Thousands

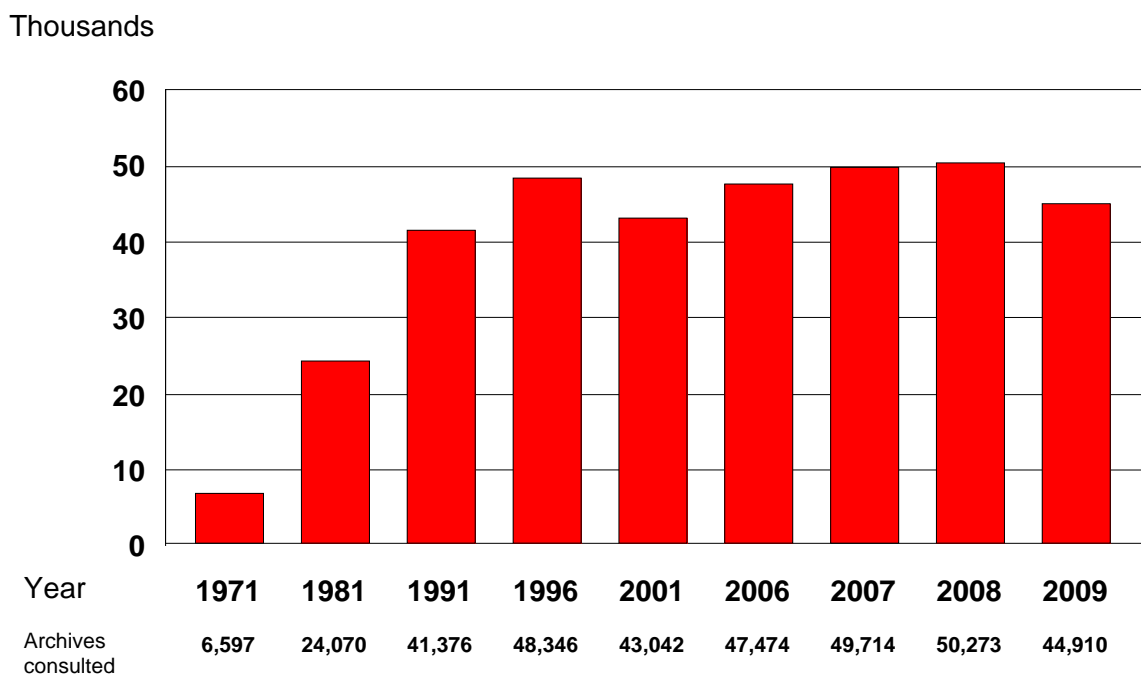


Appendix B: Use of the Reading Room by the Public, 1971 – 2009 [continued]

Appendix B.3 Visits to Reading Room per month in 2009



Appendix B.4 Archives consulted by readers 1971 – 2009



Appendix C: Transfer of records pre-dating 1980 from Government Departments and Offices of State for release to public inspection under the 30-year rule

– statement of position as of 31 December 2009

DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2009	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2009
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.)	1919–79	None
Agriculture, Fisheries and Food	Brendan McInerney	1899–1980s	circa 1950–1979
Arts, Sport and Tourism	Susan McGrath	circa 1922–1962	1963–79
Communications, Energy and Natural Resources	Denis Maher Neasa Lehane	1845–1970s	1964–79 (and some older records)
Community, Rural and Gaeltacht Affairs	Mary Hurley	1929–89	1967–79

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2009	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2009
Defence	Jim Blighe Col. Derry Fitzgerald	1922–78 (The records are held in the Military Archives, which has been approved as a place of deposit under the National Archives Act.)	1963–79
Education and Science	Christine Tiernan	1831–1993	circa 1922–1979

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2009	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2009
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 1960–79
the Environment, Heritage and Local Government	Martin Condon Ríona Ní Fhlangaile Maria Graham Terry Allen Joe Allen Kevin Cullen Michael McCarthy	1838–1970s	circa 1960–1979
Finance	Judith Brady	1922–76	1975–79

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2009	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2009
Foreign Affairs	Tim Mawe	1919–79	None
Health and Children	Kevin Conlon	1920s–1980s	1964–79
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	1922–1979	circa 1970–1979

Report of the Director of the National Archives for 2009

DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2009	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2009
Social and Family Affairs	Tim Quirke Mary Kennedy Anne McManus Patricia Murphy Siobhán Lawlor Marie O'Neill Catherine Hazlett Darragh O'Connor Teresa Leonard Tony Kieran Nadine Mangan Brendan Friel Paul Carroll Joan McMahon Paddy Doherty Dermot Condon Denis Galvin Geraldine Gleeson Deirdre Shanley Celine Moore Ursula Gilhawley Victor Galvin Kieran Feely Brian Flynn	1919–1978	1970s

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2009	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2009
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 1960–1979
OFFICE OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2009	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2009
the Secretary to the President	Loughlin Quinn	1937–79	None
the Attorney General	Padraig McMahon	1922–79	None
the Comptroller and Auditor General	Maureen Mulligan	1920s–1962	1963–79

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

— statement of position as of
31 December 2009

COURT	MAIN RECORD SERIES	LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2009	YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE
Supreme Court	Books of Appeal	1970	1971–79
Court of Criminal Appeal	Files	1972	1973–79
Central Criminal Court	Files	1968 (Wicklow, 1969)	1969–79
High Court, Central Office	Plenary, Summary, Special Summons and State Side files	1970	1971–79
HIGH COURT, PROBATE:			
Probate Office, Dublin	Testamentary papers	1988	None
Castlebar District	Testamentary papers	1988	None
Cavan District	Testamentary papers	1988	None
Clonmel District	Testamentary papers	1988	None
Cork District	Testamentary papers	1988	None
Dundalk District	Testamentary papers	1988	None
Galway District	Testamentary papers	1988	None
Kilkenny District	Testamentary papers	1988	None
Letterkenny (formerly Lifford) District	Testamentary papers	1988	None
Limerick District	Testamentary papers	1988	None
Mullingar District	Testamentary papers	1988	None
Sligo District	Testamentary papers	1988	None
Tralee District	Testamentary papers	1988	None
Waterford District	Testamentary papers	1988	None
Wexford District	Testamentary papers	1988	None

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COURT	MAIN RECORD SERIES	LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2009	YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE
CIRCUIT COURT OFFICES (County Registrars):			
Carlow	Civil and criminal files	1977	1978–79
Cavan	Civil and criminal files	1987	None
Clare	Civil and criminal files	1975	1976–79
Cork	Civil and criminal files	1985	None
Donegal	Civil and criminal files	1987	None
Dublin	Civil files Criminal files	1960 1972	1961–79 1973–79
Galway	Civil and criminal files	1985	None
Kerry	Civil and criminal files	1980	None
Kildare	Civil and criminal files	1975	1976–79
Kilkenny	Civil and criminal files	1990	None
Laois	Civil and criminal files	1945	1946–79
Leitrim	Civil and criminal files	1962	1963–79
Limerick	Civil and criminal files	1982	None
Longford	Civil and criminal files	1989	None
Louth	Civil and criminal files	1978	None
Mayo	Civil and criminal files	1986	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	1962–79
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 2009

• Appendix E.1 Records accessioned from Government Departments

Accession number	Department of	Description
2009/135	the Taoiseach	Central Registry S files relating mainly to 1979
2009/28	Education and Science	Records relating to endowed schools, 1894 - 1993
2009/75; 2009/123	Education and Science	Correspondence files and other records of the Commissioners for National Education and Department of Education, 1852-1982
2009/76	Education and Science	Commissioners for National Education and Department of Education records relating to the training of teachers, mid-19 th to late 20 th centuries
2009/120	Foreign Affairs	Files of the Central Registry of the Department relating mainly to 1979
2009/121	Foreign Affairs	Files of the Secretary's Office relating mainly to 1979
2009/61	Foreign Affairs	Files of the Irish Embassy to Luxembourg, 1979
2009/78	Foreign Affairs	Files of the Irish Embassy to the Holy See relating mainly to 1979
2009/79	Foreign Affairs	Files of the Irish Embassy to the United Kingdom, 1968 - 1979
2009/80	Foreign Affairs	Files of the Irish Embassy to Canada, 1976 - 1979
2009/81	Foreign Affairs	Files of the Irish Embassy to Spain, 1968 - 1979
2009/84	Foreign Affairs	Files of the Irish Embassy to Portugal relating mainly to 1979
2009/85	Foreign Affairs	Files of the Irish Embassy to Australia, 1971 - 1979
2009/87	Foreign Affairs	Files of the Irish Embassy to Nigeria relating mainly to 1979
2009/89	Foreign Affairs	Files of the Irish Embassy to India, 1976 - 1979
2009/90	Foreign Affairs	Files of the Irish Embassy to Russia, 1971 - 1979
2009/91	Foreign Affairs	Files of the Irish Embassy to Egypt relating mainly to 1979

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Accession number	Department of	Description
2009/92	Foreign Affairs	Files of the Irish Embassy to Greece relating mainly to 1979
2009/93	Foreign Affairs	Files of the Irish Embassy to the United States of America, 1973 - 1979
2009/96	Foreign Affairs	Files of the Irish Permanent Mission to the United Nations, New York, United States of America, 1971 - 1979
2009/97	Foreign Affairs	Files of the Irish Permanent Mission to the United Nations, Geneva, Switzerland relating mainly to the 1970s
2009/98	Foreign Affairs	Files of the Irish Embassy to Italy, 1951 - 1979
2009/100	Foreign Affairs	Files of the Irish Embassy to Sweden, 1962 - 1979
2009/101	Foreign Affairs	Files of the Irish Embassy to Austria, 1970 - 1979
2009/102	Foreign Affairs	Files of the Irish Embassy to Switzerland, 1950 - 1979
2009/103	Foreign Affairs	Files of the Irish Permanent Representative to Europe, 1969 - 1980
2009/104	Foreign Affairs	Files of the Irish Embassy to Saudi Arabia, 1974 - 1979
2009/106	Foreign Affairs	Files of the Irish Embassy to Tanzania, 1971 - 1979
2009/111	Foreign Affairs	Files of the Irish Embassy to the Netherlands relating mainly to 1979
2009/112	Foreign Affairs	Files of the Irish Embassy to Japan, 1978 - 1979
2009/132	Foreign Affairs	Original treaty documents
2009/124	Justice, Equality and Law Reform	Registered files of the Civil Law Reform Division, 1960 - 1978
2009/133	Justice, Equality and Law Reform	Registered files of the Diversity and Equality Law Division, 1970s
2009/136	Justice, Equality and Law Reform	Registered files of the Criminal Law Division relating mainly to 1979
2009/139	Justice, Equality and Law Reform	Registered files of the Crime and Security Division relating mainly to 1979
2009/126	Transport	Ordnance Survey maps annotated to indicate planning for national roads network, also road sign design drawings, late 19 th century to late 20 th century

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

Accession number	Scheduled body	Description
2009/115	Office of Secretary to the President	Registered P files, 1938 - 1979
2009/16	Office of the Attorney General	PC files relating mainly to 1979
2009/64	Office of the Attorney General	SR files relating mainly to 1979

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

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

Accession number	Probate Office or District Probate Registry	Description of records
2009/1	Probate Office	Wills and administration papers, 1988
2009/2	Castlebar District	Wills and administration papers, 1988
2009/3	Cavan District	Wills and administration papers, 1988
2009/4	Clonmel District	Wills and administration papers, 1988
2009/5	Cork District	Wills and administration papers, 1988
2009/7	Dundalk District	Wills and administration papers, 1988
2009/8	Galway District	Wills and administration papers, 1988
2009/9	Kilkenny District	Wills and administration papers, 1988
2009/6	Letterkenny (formerly Lifford) District	Wills and administration papers, 1988
2009/10	Limerick District	Wills and administration papers, 1988
2009/11	Mullingar District	Wills and administration papers, 1988
2009/12	Sligo District	Wills and administration papers, 1988
2009/13	Tralee District	Wills and administration papers, 1988
2009/14	Waterford District	Wills and administration papers, 1988
2009/15	Wexford District	Wills and administration papers, 1988

• **Circuit Court**

Accession number	Circuit Court Office	Description of records
2009/138	Longford	Civil bill files, 1989
2009/62-66	Mayo	Civil and criminal files, 1980-86

• **District Court**

Accession number	District Court Office	Description of records
2009/125	Fermoy	Minute books of Fermoy, Lismore, Mitchelstown and Tallow district courts, 1956 - 1996

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

Accession number	National School	Description of records
2009/117	St Joseph's National School, Carlow	Registers, roll books and attendance books

• **Appendix E.5** **Records accessioned from other sources**
 — including records accessioned through the Business Records Survey

Accession number	Source	Description of records
2009/127	British Records Association	Deeds and solicitors papers, predominantly 18th–20th centuries
2009/137	Brendan Smith	1813 lease relating to the Balbriggan Gas Company, Dublin
2009/116	Annetha Ahern	Copy 1841 census, Noone family, Ahascragh, Co. Galway
2009/68	Diarmuid Ó Cathain	Copy 19th century testamentary documents
2009/119	Sheila Nally (née Reilly) and John Reilly	Farm account book/farm diary of the Geoghegan family of Mullingar, Co. Westmeath
2009/67	Brendan McMahon	Shipped contracts relating to Morgan McMahon and Company, 20th century
2009/24	Mrs Maureen Gough	Portrait photographs of Captain George Duggan and Lieutenant John Duggan, c.1915
2009/128	Peamount Hospital	Archives of the Women's National Health Association and of Peamount Hospital, including the archives of Peamount Tuberculosis Sanatorium, 20th century
2009/131	Sligo Mental Health Services	Case books and files, 20th century
2009/23	Combat Poverty Agency	Administrative, programme and policy records, 1970s to early 2000s
2009/77	National Forum on Europe	Administrative records of the National Forum on Europe, late 1990s to 2009

Appendix F: Notice of 7 April 2009 concerning restrictions on productions

NATIONAL ARCHIVES

Restrictions on productions of original documents

This notice replaces our previous notice of 27 February 2009 concerning restrictions on productions. Due to shortages of staff, as stated in our notice of 27 February, we very reluctantly decided that, with effect from Monday 2 March, the production of original archives to readers would have to be restricted.

With effect from Tuesday 14 April, the restrictions on productions will be as follows:

1. The Reading Room and the Microfilm Room will remain open as normal, Monday to Friday, excluding public holidays, between 10.00 am and 5.00 pm.
2. Original documents may be ordered by readers from 10.00 am to 3.15 pm.
3. Original documents will be produced to readers from 10.00 am to 12.30 pm and from 1.30 pm to 3.45 pm.
4. However, no documents will be produced between 12.30 pm and 1.30 pm, or after 3.45 pm.
5. Documents ordered on dockets entered in our computerised tracking system after 12.15 pm will be produced after 1.30 pm, and documents ordered on dockets entered before 3.15 pm will normally be produced before 3.45 pm. No order dockets will be entered after 3.15 pm.
6. A reader may have up to 3 documents on order or held out at the same time.
7. Every effort will be made to minimise delays in productions, but it is inevitable that:
 - documents ordered during lunchtime will not be produced until some time after 1.30 pm;
 - some documents ordered in the late morning will not be produced until some time after 1.30 pm.

It is hoped that the imposition of these restrictions on productions will be sufficient to enable the National Archives to maintain its existing levels of service to the public in other respects.

David V. Craig
Director of the National Archives

7 April 2009