



## **NATIONAL ARCHIVES OF IRELAND**

### **Temporary move of some Department of Foreign Affairs files off-site**

In order to accommodate the Departmental records due to be transferred to the National Archives for release in January 2009, it has been necessary to move some series of archives temporarily off-site. The archives in question will be moved to a storage facility from where they may be retrieved speedily using a bar-coded retrieval system. Normal retrieval will take place within 24 hours of the items being ordered, but in exceptional cases, if the item is required urgently, retrieval within 2 hours will be possible.

For this level of retrieval to function efficiently, it has been necessary to identify coherent series of archives which have been fully listed and whose lists are available on our website. This will facilitate the most efficient and convenient system of advance ordering of these archives by researchers and will minimise the inconvenience to researchers. The archives selected for movement off-site comprise the following Department of Foreign Affairs files:

DFA/1 – all files with reference numbers beginning D, EA, GR, LN, P and PP files

DFA/2 – all files in pre-100 series with reference numbers in range 1/1 – 93/32

DFA/3 – all files in 100 series with reference numbers in range 101/1 – 148/32

DFA/5 – all files in 300 series with reference numbers in the range 301/1 – 311/62; 314/2 – 314/88 and 315/4 – 320/11

We have selected these series because of the quality and comprehensiveness of the lists available on our website, by the coherence and discrete nature of the series and by the fact that typically the researchers who use these files, use them consistently over a long period of planned research, rather than randomly at short notice, and are the researchers who are most familiar with the use of the internet for research purposes. We will be happy to discuss with researchers who

intend using these files in the coming months how we can best ensure that the flow of files to them can be maintained and organised in a way that will not disrupt their research schedule.

We very much regret the inconvenience caused to researchers by this movement of archives, but we are confident that with co-operation on all sides the inconvenience can be kept to the minimum. It is our intention to move these files back to Bishop Street at the earliest opportunity.

The movement of the DFA files specified above off-site is due to commence on Monday 6 October and will be completed by Tuesday 21 October. Consequently, it will not be possible for researchers to have access to those files in the National Archives during this period. In addition, we have been advised that it is likely to be Friday 24 October before all of those files are fully shelved in the off-site storage facility and are fully retrievable.

**David V Craig**  
**Director of the National Archives**

**2 October 2008**