

**Report of the Director
of the
National Archives
for
2011**

29 June 2012

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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 3.2 – 3.4 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 Tourism (the late Mr Seamus Brennan, T.D.), made six appointments to the Council, but did not make appointments to the remaining six vacancies on the Council, including that of Chairman.
- 1.7 In February 2011 three further members of the National Archives Advisory Council were named and Mr Justice Peter Charleton was appointed Chairman. The new Council met four times during the year. National Archives staff provided briefings and visits to our buildings for the Council members.

Annual Reports

- 1.8 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

- 1.9 In the document **Public Service Reform** of 17 November 2011, the amalgamation of the National Archives with the National Library and Irish Manuscripts Commission, proposed in 2008, was included. The document states: 'Merge National Archives and the Irish Manuscripts Commission into the National Library while maintaining separate identities'. There were no further developments in this matter in 2011.

NEW LEGISLATION

Opportunity to address deficiencies in the National Archives Act 1986

- 1.10 New legislation would provide an opportunity to address some deficiencies in the National Archives Act 1986.

Records of state agencies

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

Electronic records

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

Records of North South Bodies

- 1.13 At present, there is no provision to enable the National Archives to take measures to preserve records of North South Bodies established under the auspices of the North South Ministerial Council in the aftermath of the Good Friday Agreement of 1998. The records of these bodies fall outside of the archival remit of both the National Archives and the Public Record Office of Northern Ireland. Both institutions have, however, already received contact from representatives of these bodies with regard to the management and preservation of records.

30-year Rule

- 1.14 Archival law in the United Kingdom has been changed to reduce the 30-year period after which government records become eligible for release to public inspection, to one of 20 years. It is proposed that this reduction in the period of closure be implemented gradually over the next five years. As it becomes effective, releases of records of Irish government under the National Archives Act, 1986, which enshrines a 30-year rule, will no longer be synchronised with the release of those of British and Northern Ireland government, whose records will be released for public inspection earlier than those of Irish government.

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. At present, the FOI Acts applies 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).

FOI and the National Archives

- 1.19 The National Archives is itself one of the public bodies listed in the FOI Acts, and records held by the National Archives which are not otherwise available for public inspection are subject to the provisions of the Acts. However, section 46(2) of the FOI Act 1997 states that it does not apply to a record that is available for inspection by members of the public. Consequently, the FOI Acts do not apply to archives in the National Archives that are available for public inspection.
- 1.20 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.
- 1.21 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.
- 1.22 No FOI request was received by the National Archives during 2011. A request received in 2009 became the subject of an appeal to the Information Commissioner in 2011.

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, affecting a large range of archives accepted into its custody for permanent preservation.

2. RESOURCES

FINANCIAL ALLOCATIONS

- 2.1 The financial allocations made available to the National Archives from the Vote of the Department of Arts, Heritage & the Gaeltacht (formerly Arts, Sport and Tourism and Tourism, Culture and Sport) from 2008 to 2011 are set out in the following Table, in which they are broken down by major subhead.

Financial allocations in respect of the National Archives from 2008 to 2011

Subhead	2008 €	2009 €	2010 €	2011 €
A.1 (Administrative expenses – pay of permanent staff)	1,803,000	2,133,000	1,922,000	1,879,000
B.1 (Grant-in-aid – matching receipts from fees for copies of archives etc. – current non-pay expenditure)	60,000	66,000	66,000	56,000
B.2 Current (General expenses – mostly current non-pay expenditure, but incl. pay for 2 Archivists in 2008/2009)	1,804,000	1,515,000	1,254,000	1,058,000
B.2 Capital (General expenses – capital expenditure)	350,000	306,000	400,000	400,000
B.4 (Census Digitisation Project)	1,000,000	90,000	90,000	30,000
B.4 (Crowley Bequest Project)	Nil	50,000	50,000	50,000
TOTAL	5,017,000	4,160,000	3,782,000	3,473,000

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

STAFF

- 2.2 Appendix A contains a list of the staff of the National Archives as of 31 December 2011 (including vacancies).

Substantial increase in staffing still required

- 2.3 As outlined in previous reports, the National Archives does not have sufficient staff or other resources to allow it to carry out the full range of functions of a national archival repository or the statutory responsibilities set out in the National Archives Act, 1986. 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.

- Short-term work placements**
- 2.4 Three people worked in the National Archives on voluntary three-week work placements during 2011. Two were third-level students wishing to obtain relevant experience prior to assessment for admission to a postgraduate course in archival studies and one from the École Nationale des Chartes in France. Each placement student receives a general induction which enhances their experience of work in the National Archives.
- 2.5 Tasks assigned to the students consisted of the sorting, boxing and basic listing of archives under professional supervision. Where possible, the students were given some experience of the other work and activities.
- Performance Management and Development System (PMDS)**
- 2.6 The National Archives set aside a period of time in 2011 for the purpose of bringing PMDS up to date.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

- 2.7 The main areas of responsibilities for the Information and Communications Technology (ICT) Unit within the National Archives include computer network support and development, database and other application support and development, the management and maintenance of the telephone network, mobile telephony and communications, in-house digital scanning and photography, the maintenance and management of all audio-visual and security recording equipment, and of technical matters in relation to the National Archives websites. The ICT Unit has primary responsibility for the procurement of computer hardware and software and other ICT-related equipment and consultancies, and for managing all relevant maintenance and support contracts. The Unit comprises an ICT Manager at Assistant Principal Officer level, and two full-time Clerical Officers.
- National Archives network**
- 2.8 The National Archives has an ever-growing need for electronic data storage facilities on its local area network to store the increasing amounts of scanned images and digitised data being generated from its collections. To meet this requirement, the ICT Unit has procured and commissioned additional storage array hardware and equipment.
- 2.9 The Census of Ireland online facility is hosted at a commercial data centre, and in recent years the National Archives has upgraded its equipment and connectivity to meet increased traffic usage levels and to provide greater resilience. In 2011, these facilities were used to host newly launched online sites for the 1921 Treaty anniversary exhibition www.treaty.nationalarchives.ie and for the CSORP online records www.csorp.nationalarchives.ie. It is planned to migrate the main National Archives website www.nationalarchives.ie to this hosting facility in early 2012.
- 2.10 The ICT Unit also continued its general role of maintaining and improving information technology and communication facilities for all staff. Additional hardware equipment and software applications were procured and installed as necessary.

- Digitisation**
- 2.11 During 2011, the ICT Unit provided significant input towards digitisation work associated with the online facilities for the 1922 Treaty anniversary exhibition and the registered papers of the Office of Chief Secretary of Ireland, both of which were launched in December 2011.
- 2.12 The ICT Unit also provided support to a number of other digitisation projects under development within the National Archives

- Systems**
- 2.13 In recent years, the National Archives procured a professional-standard collections management software application, called Adlib, which offers full archival collections management. The Adlib package also includes a web module, allowing for the publication online of archive catalogue lists and associated images. This additional package was purchased during 2011, and the required hosting arrangements were put in place with a view to launching online in early 2012
- 2.14 The National Archives uses a bespoke-developed recording and tracking system for the movement of archival documents between its storage and Reading Room areas. As in previous years, a continuous review of the system was in place and necessary maintenance and upgrading was undertaken as required.

- Security**
- 2.15 The ICT Unit has continued to pay close scrutiny to best IT systems security practice, to ensure that all applications in use are more than adequate for its needs. During 2011, a review and upgrade of existing firewall hardware and application was undertaken, as was upgrading of its anti-virus packages. The National Archives also procured an important upgrade to its system and data backup application, and this now provides a higher level of resilience and disaster recovery than previously
- 2.16 As in previous years, the National Archives continuously reviewed its Internet and Email usage policies as well as network connectivity/firewall policies to ensure that they conform to necessary standards. It also continued to review its Closed Circuit TV and door access control systems in order to protect its valuable collections.

URGENT NEED FOR NEW ACCOMMODATION

- 2.17 **New building**
As indicated in previous Reports, our existing premises are both too small and below 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. Each year, in order to deal with the routine statutory transfers from Government Departments and the Courts, the National Archives needs additional shelved storage space for approximately 5,000 standard boxes of archives.
- 2.18 As in previous years, several Departments have been asked to retain records which we are unable to accept. We have continued to accept archives in rescue situations, where they would otherwise be destroyed, but the documents cannot be made accessible.

Assistance received from Office of Public Works

- 2.19 We wish to acknowledge the assistance on all building-related matters provided by OPW: the Dublin Castle Regional Architect's Office and especially Mr Brian Coyle, Ms Gabriella Navas, Mr Dermot Foran and Mr Paul Sherwin; Head Office staff, especially Commissioner John McMahon, Mr Liam Egan, Mr Liam Basquille, Mr Kevin McKenna, Ms Angela Rolfe, Ms Terri Sweeney, Ms Anna Kramarczyk, Mr Tim Kelly and Mr James Hayde ; and, in relation to the Four Courts, the Dublin North Regional Architect's Office, especially Mr Martin Brennan.

PREMISES AT BISHOP STREET

Works to the exterior of Bishop Street building

- 2.20 Works to rectify the most pressing problems of the warehouse roof and perimeter were started in November, funded jointly by National Archives and OPW. The perimeter works were part of the general upgrading of the exterior of the entire building and as part of these works, a new loading bay and new accessions room were created. Some works were still ongoing at the end of the year. New signage was installed on the Bishop Street and Bride Street facades.

Planning for long-term accommodation

- 2.21 In early 2011, discussions were initiated with OPW about planning for all of the accommodation needs of the National Archives, both immediate and medium-term. The development of the warehouse space to provide multi-year accommodation from 2013 is under examination in OPW.

Immediate-term storage needs

- 2.22 The perennial problem of space in which to store the annual transfer of records from Government Departments and the Courts was addressed in 2011 by the installation of mobile shelving in one ground floor room, thereby increasing capacity. In tandem with works being carried out in the Four Courts, this should provide sufficient space for routine transfers in 2012 but by early 2013 no space will be available.
- 2.23 Throughout 2011, the National Archives continued to arrange frequent access for telecommunications companies to the site on the roof of the National Archives Bishop Street premises. Works on the installation of separate meters was finally completed in 2011 and final refunds for electricity were obtained by the National Archives.

PREMISES AT FOUR COURTS

Refurbishment

- 2.24 Following the major plan for upgrading the Four Courts developed in 2010, works began in January 2011. Phase 1 included the removal of old shelving, the installation of new custom-made shelving, redecoration and re-numbering of one half of floor 2. The new shelving uses the space to the maximum extent. The redecoration will improve cleanliness and all of the works will improve health and safety. Phase 2, consisting of refurbishment and installation of new shelving in 3 of the 20 vaults in the basement, was carried out in the latter half of the year. OPW also carried out works on the windows, in the workroom and ancillary areas, and painted the basement entrance hall.

- 2.25 It was necessary to move the archives to temporary locations for the duration of the works, during which time they were not accessible. The opportunity was taken to re-organise and rationalise some collections prior to their return to the new storage areas. See 4.4 below for preservation work carried out in preparation for the moves.

FIRE SAFETY AND HEALTH AND SAFETY

- 2.26 In 2011 we continued to build on the progress made in previous years with regard to fire safety, and health and safety. Fire drills were carried out throughout the year and maintenance of all systems was kept up to date.
- 2.27 The Emergency Plan was up-dated and circulated to all staff in December.

3. ACQUISITION

- 3.1 The National Archives acquires archival records of official origin from Departments of State and the Courts, referred to as 'Departmental records', in accordance with its legal mandate under the National Archives Act, 1986. It is also empowered to acquire records and documents of non-official origin where they are considered to be worthy of preservation, or where they complement existing holdings of Departmental records or are in danger of destruction. Through the medium of the Business Records Survey, records of business firms and other organisations and institutions are accessioned for preservation.

MAIN PROVISIONS OF THE NATIONAL ARCHIVES ACT AND REGULATIONS IN RELATION TO DEPARTMENTAL RECORDS

- 3.2 In the Act, 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.
- 3.3 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

- 3.4 Under Regulation 5 of the National Archives Act, 1986, Regulations, 1988, Departments are responsible for the preparation of schedules listing records due for transfer, for the arrangement, numbering, cleaning, packing and labelling of their records, and for their carriage to the National Archives, all in accordance with guidelines issued by the Director, unless alternative arrangements have been approved in advance by the Director.

Guidelines

- 3.5 *Guidelines for the Transfer of Departmental Records to the National Archives* and the *Guidelines for the Transfer of Court and Testamentary Records to the National Archives*, which were revised during 2010, were published on the newly-designed website of the National Archives in November 2011.

Certifying Officers

- 3.6 The names of officers of Departments serving as Certifying Officers on 31 December 2011 are listed in Appendix C below.

ADVICE AND TRAINING GIVEN TO GOVERNMENT DEPARTMENTS AND COURTS SERVICE

- 3.7 Records management advice continued to be provided to the Department of the Taoiseach in the course of 2011, and advice was also given to a range of Departments on issues relating to their compliance with the National Archives Act 1986.
- 3.8 Training of relevant staff of the Probate Office, District Probate Registries, Circuit Court Offices and District Court Offices on obligations under the National Archives Act continued in 2011 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. There was extensive engagement with staff of the Courts Service in relation to the development of a retention schedule for records of the District Courts.

APPRAISAL OF DEPARTMENTAL RECORDS PROPOSED FOR DESTRUCTION

- 3.9 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.

- 3.10 One application from the Office of the Comptroller and Auditor General for permission for the destruction of records was authorised in 2011.
- 3.11 Guidelines for the retention and disposal of FOI request case files are at an advanced state of preparation.

TRANSFER OF DEPARTMENTAL RECORDS

- 3.12 Shortage of accommodation has meant that the National Archives has never been able to accept the full range of Departmental records due for transfer. The records accessioned during 2011 are summarised in E.1.

Media Preview of records released by Government Departments

- 3.13 As usual, a selection of the records to be released by Government Departments in January 2012 was made available to representatives of the media at a preview running from 7 to 9 December 2011.
- 3.14 Records from a range of departments and offices were consulted by journalists representing national newspaper and broadcast organisations, including records of the Department of the Taoiseach, the Department of Foreign Affairs, the Department of Justice and Equality, the Office of Secretary to the President and the Office of the Attorney General. 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 2011. See 7.17 below regarding coverage of released records by the media.

Records relating to Northern Ireland

- 3.15 Meetings with Certifying Officers from Departments holding records relating to Northern Ireland (Department of the Taoiseach, Department of Foreign Affairs, the Department of Justice and Law Reform and the Office of the Attorney General) took place prior to the media preview of records for 1981 due for release in January 2012. I am very grateful to the Certifying Officers and staff of these Departments for the effort made in ensuring that such records are examined to facilitate release for public inspection.

Met Éireann

- 3.16 A considerable quantity of records was accessioned from Met Éireann consisting of records of the Irish Meteorological Service, established in 1936, and of its successor bodies. These records were transferred from Met Éireann headquarters in Glasnevin and from a weather station in Rosslare, County Wexford. I am very grateful to the Director and staff of Met Éireann for the considerable amount of work undertaken in collaboration with staff of the National Archive to effect the transfer and, in particular, for the assistance of Mairead Treanor, Librarian of Met Éireann.

TRANSFER OF DEPARTMENTAL RECORDS BY THE COURTS AND PROBATE OFFICE

- 3.17 Under the National Archives Act, Court and probate records are, like other categories of Departmental records, due for transfer when they are 30 years old, but under the legislation repealed by that Act, most records of the Supreme, High and Circuit Courts were due for transfer when they were 20 years old. As many court offices and probate offices do not have the space required to store more than 20 years of records, and as probate records in particular have for many years been transferred when they are 20 years old, the policy of the National Archives has as far as possible been to accept court and probate records when they are 20 years old.
- 3.18 During 2011, 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 2012. Due to efforts in recent years, serious attempts have been made to address the backlogs of records due for transfer from many Circuit Court Offices, with the result that many have been eliminated. However, a considerable backlog of records of Dublin Circuit Court remains to be transferred. Space constraints in the National Archives and insufficient staffing resources prevent completion of this work, and also the initiation of similar large-scale work in respect of the records of District Court Offices.
- 3.19 The position at the end of 2011 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 2011 are summarised in Appendix E.3.

TRANSFER OF DEPARTMENTAL RECORDS BY SCHEDULED BODIES

- 3.20 The National Archives remains unable to accession large quantities of records due for transfer from many of the 61 Bodies listed in the Schedule to the National Archives Act, pending the provision of additional accommodation.
- 3.21 In 2011, records accessioned included those 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**
- 3.22 The National Archives remained in contact with Ordnance Survey Ireland regarding our concern about the conditions in which the very large collection of 25” mapping records is kept. Various solutions were discussed with staff of Ordnance Survey Ireland. The documents are stored in a situation where they are at risk of damage or loss. Extensive work needs to be carried out on the documents in preparation for transfer and National Archives needs to have appropriate space in which to accommodate this large collection. This work will take several years.

Valuation Office

- 3.23 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, was further discussed during the course of 2011 with staff of the Valuation Office. There continues to be a considerable demand for access to these documents, but National Archives is not in a position to carry out the work required to make the documents available for research.

RECALLS SYSTEM

- 3.24 Under the National Archives Act and Regulations, Departments of State and the courts are permitted to recall records transferred to the National Archives where an official business need arises. In 2011, 323 documents were recalled by Departments including Education & Skills; Foreign Affairs; Finance; Jobs, Enterprise and Innovation; Justice, Equality and Law Reform; the Taoiseach; Áras an Uachtaráin; Attorney General's Office; Director of Public Prosecutions; Office of Public Works; Probate Office; Commissioners of Charitable Donations and Bequests; Irish Prison Service and Circuit Court Offices.

NON-DEPARTMENTAL RECORDS

- 3.25 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 relating to 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.
- 3.26 Under sections 2(1)(c) and 4(1)(e)–(f) of the National Archives Act, the National Archives may:
- 1 acquire records from state-sponsored bodies; and
 - 2 give advice to state-sponsored bodies on the management, preservation and reproduction of records under their control.
- 3.27 State-sponsored bodies are not obliged to preserve their records and make them available for public inspection, or to transfer records to the National Archives. Very few have either transferred their older records to the National Archives or made other arrangements for their preservation and availability for public inspection. No records were acquired by the National Archives from state-sponsored bodies during 2011.

- 3.28 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. 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
- 3.29 During 2011 contact continued with the Department of the Environment, Community and Local Government on matters relating to the implementation of section 80 of the Local Government Act 2001.

HOSPITAL RECORDS

- Peamount Sanatorium Archives: project funded by Wellcome Trust**
- 3.30 As described in the reports from 2008 to 2010, the Wellcome Trust funded a project in the National Archives entitled 'Peamount Sanatorium Archives (including the Women's National Health Association of Ireland Archives) – Preservation and Access Project'. Work on these archives was completed in late 2011, including preservation work on documents and a large collection of X-rays. We are grateful to Peamount Healthcare for providing assistance for completion of the preservation work.

RECORDS ACCESSIONED FROM OTHER PUBLIC AND PRIVATE SOURCES

- 3.31 The National Archives may also acquire records from other sources, both public and private, by purchase, donation, bequest or loan, in accordance with sections 2(1)(c) and 4(1)(f) of the National Archives Act.

Accessions from private sources

- 3.32 The more important accessions from private sources received during 2011 (including those accessioned through the Business Records Survey) are summarised in Appendix E.4 below.

Solicitors' records

- 3.33 The Law Society of Ireland deposited copies of pre-1922 testamentary records from the firm of P.J. O'Flaherty and Sons, Solicitors, Dublin and Enniscorthy, the originals of which were destroyed in the burning of the former Public Record Office of Ireland in 1922.

BUSINESS RECORDS SURVEY

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

CHURCH OF IRELAND RECORDS

- 3.35 During 2011 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. The National Archives continues to co-operate with the Representative Church Body Library regarding permission to photograph or reproduce these documents.

ELECTRONIC RECORDS

Our digital heritage

- 3.36 In the annual reports since 1997, attention has repeatedly been drawn to the pressing need for action to ensure the long-term preservation of records in electronic form. Much of the business of Government is now transacted electronically and it is essential that a legal and regulatory framework, and resources and systems be put in place to ensure that the electronic records generated can be managed and preserved into the future, thereby facilitating Government accountability and preservation of the national memory.

Electronic Records Unit

- 3.37 The National Archives has been unable for several years to build on modest developments made between late 2003 and 2004 towards the establishment of a viable digital preservation programme when it had a dedicated post of Archivist (Electronic Records) within an Electronic Records Unit. The Archivist (Electronic Records) resigned in late 2004 to take up alternative employment and the vacant post remains unfilled. In 2008, responsibility for aspects of electronic records work was assigned part-time to an Archivist whose time is largely taken up with other core duties. This cannot be seen as an adequate means of addressing work which needs several qualified staff on a full-time basis.
- 3.38 The secondment of a member of staff from the Department of Finance to the National Archives, agreed in 2008, did not take place and consequently no progress has been made on the preparation of guidelines for the management of electronic records.

- 3.39 In previous reports, the importance has been set out of the exercise by the Minister for Finance of powers under Section 19(3) of the National Archives Act, 1986 and Section 15(5) of the Freedom of Information Act, 1997 to make regulations concerning the management of records. Guidelines on the management of electronic records would contribute significantly to facilitating compliance with such regulations by Government Departments. It is clear that the absence of such regulations and related guidelines continues to pose difficulties for government departments who are struggling to manage their electronic records effectively. Between 2010 and 2011, the National Archives was contacted by the Department of Transport, Tourism and Sport, Department of the Environment, Heritage and Local Government, the Houses of the Oireachtas, Department of Foreign Affairs, Department of Social Protection, Office of the Director of Public Prosecutions, all of whom sought guidance in relation to the management of electronic records.
- 3.40 Apart from the allocation of adequate human resources and the making of regulations and associated guidelines, any progress towards the development of a digital preservation programme in the National Archives will require significant investment in the necessary technological resources. Until these are available, the most that the National Archives will be able to achieve in the short term is to continue to monitor international standards and best practice guidance.

4. PRESERVATION

PRESERVATION OF ARCHIVES

- 4.1 Preservation is one of the main statutory functions of the National Archives. It affects the work of all of the staff, takes a great deal of staff time and requires resources.

- 4.2 All new transfers of records are packed in archival quality acid-free boxes and checked before placement on shelves in order to avoid the creation of future backlogs. Minor elements of re-packing and re-boxing take place on a continuous basis. Special preservation work, including boxing, is also carried out on existing holdings. Some of this work is complex and involves archivists, conservators, reprographic and other staff working together and will result over time in particular collections being digitised or microfilmed and having improved finding aids. Other projects involve entire collections which are checked, placed in new enclosures and boxes. Further tasks involve preliminary boxing of documents, assessment of the work required and capture on database with a view to rational planning of future work

Preservation work in Bishop Street

- 4.3 Work carried out in 2011 includes Down Survey tracings, ED 1 files and Soldiers' Wills, re-organisation of testamentary documents and re-packing testamentary grants. The latter is a very large task which will take several years to complete.

Preservation work in the Four Courts

- 4.4 The large-scale work of preservation packing of archives in the Four Courts, initiated in 2010 in conjunction with the refurbishment of the building, was continued and in 2011 over 8,000 boxes of archives were re-packed in archival quality, acid-free boxes. This work included documents which were previously loose, in parcels or in non-archival quality boxes. In addition to boxing, documents were checked, cleaned and re-ordered where necessary: Documents re-packed include pre- and post-1926 High Court, Court of Criminal Appeal, Landed Estates Court, Land Commission, Dairy Disposal Company, Board of Guardians, Department of Justice and Valuation Office.

Preservation work on business records in the Four Courts

- 4.5 The programme of preservation packing of business records, including extensive boxing, was continued and was still on-going at the end of the year. These collections were mapped and entered in a database which will be used to establish priorities in archival work and conservation. This work has brought about great improvements, but without more staff and resources it will be impossible to carry out the further work required.

Environmental monitoring

- 4.6 Our monitoring system continues to provide high-quality data about temperature, relative humidity and light. During the year 2011, it showed that the environment both buildings falls short of recommended standards. A partial upgrade of the system was carried out in 2011.

Preservation training

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

- Disaster Plan and training**
- 4.8 The National Archives Disaster Plan was up-dated and in-house disaster training sessions were carried out with the teams in December 2011.

- Shelf-listing**
- 4.9 The shelf-listing work was continued in both Bishop Street and the Four Courts.

CONSERVATION WORK

- Conservation work**
- 4.10 Conservation repair work was carried out on a wide variety of documents, including maps (Down Survey tracings, maps from the Miscellaneous series, Boundary Survey maps, Pembroke Estate maps, OPW plans of St Stephen's Green and Valuation Office Town plans) and other documents (Chancery Pleadings, ED 1, Chief Secretary's Office Registered Papers, Soldiers' Wills, Department of Foreign Affairs files, Education salary books and OPW Howth Harbour documents). In addition minor repairs are undertaken on damaged items notified by the Reading Room or items for copying or photography.
- 4.11 The phase-boxing programme was continued, with the cleaning, consolidation and boxing was carried out on Office of Public Works registers, books of Survey and Distribution, Chief Secretary's Office Government Letter books and Chancery Bill books. Assessments of a range of collections were carried out with a view to planning future work.
- 4.12 We continued to rely heavily on work by contract conservators because of the very small number of permanent staff.

- Conservation scholars**
- 4.13 The Conservation Scholarships were continued in 2011. Two scholarships were awarded, one for general conservation work and one for work on the Crowley Bequest documents. This is an important programme for the National Archives and functions very successfully. The scholarships are intended for newly-qualified conservators and both assist the profession by providing paid experience in a large institution and the National Archives in providing trained conservators

MICROFILMING

- National Archives Microfilming Unit**
- 4.14 Microfilming of Ordnance Survey Name Books and the Commissioners of National Education grant applications was continued. Duplication of films for security purposes and repairs to films in use in the Reading Room were also carried out as required.
- Storage of preservation microfilms**
- 4.15 The master copies of National Archives preservation microfilms are sent to the UK national microfilm storage facility situated in the National Library of Wales in Aberystwyth.

Reference microfilm collections

- 4.16 Microfilms of the following series were added to the reference collection available to readers: Ordnance Survey Name Books (Monaghan) and Commissioners of National Education grant applications (vols. 12-13). A number of miscellaneous volumes from the Petty Sessions archives were microfilmed and have now been added to the collection.

5. SERVICES TO THE PUBLIC

READING ROOM

- 5.1 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 and the three-day media preview of 30-year old Departmental records in December.
- 5.2 The archives are kept in secure storage areas and are produced by a member of staff when ordered by a reader. Finding aids to the archives are available on open access in the Reading Room, and microfilms are available on a self-service basis,

Number of visits

- 5.3 In 2011, the total number of persons visiting the Reading Room during opening hours was 13,356 (including 45 accredited journalists at the annual media preview). The number of new Readers' Tickets issued was 3,935; the total number of Readers' Tickets issued, including renewals, was 4,649. The charts in Appendixes B.1 and B.2 compare these figures with those for previous years and the chart in Appendix B.3 shows the number of visits to the Reading Room per month in 2011.

Archives inspected in the Reading Room

- 5.4 In 2011, 24,402 documents were inspected by readers in the Reading Room. 6,360 microfilms were inspected by readers. Because of shortage of staff we were unfortunately obliged to continue the restrictions on the hours of service to readers in the Reading Room. In the circumstances, the number of productions of documents was relatively high.

Production of archives stored in commercial storage

- 5.5 In 2011, 527 boxes of archives stored off-site in a commercial facility were ordered by researchers in the Reading Room.

Copying of archives

- 5.6 40,304 pages of copies were provided to readers in 2011, almost 5,000 of which were made by the instant copy service. There were 754 orders for research copies. In addition approximately 15,000 pages of copies were provided at the media preview in December 2011.

Certified copies

- 5.7 In 2011, 1,425 orders for certified copies, consisting of 4,097 pages, were completed.

Charges for copying

- 5.8 Our fees were revised in 2011 and the proposed changes forwarded to the Department. Under the National Archives Act, a Statutory Instrument is required for the new fees to come into effect.

- Photography by members of the public**
- 5.9 Readers are permitted to take digital photographs, without flash, during specified hours under staff supervision and with the permission of the Archivist on Duty. Other photography can take place after 5pm by special arrangement.
- Genealogy Service**
- 5.10 The Genealogy Service remained popular with readers during 2011 and 3,051 consultations were given. Due to budgetary constraints the Service was reduced to 3,5 hours per day from 3 October. Additional on-line resources, including www.findmypast.ie were made available to the Genealogy Service during the year.

CORRESPONDENCE, COMMENTS BY USERS AND USER GROUP

- Correspondence**
- 5.11 The number of items of correspondence received from members of the public in 2011 was 5,203
- Comments by users**
- 5.12 The National Archives takes account of the opinions of users by means of comment cards, available in the locker room, and through the customer service feedback facility on our website. We are grateful to the readers who provide us with feedback on the services and we endeavour to pay attention to the comments made.
- User Group**
- 5.13 The National Archives User Group did not meet during 2011, but its members were kept informed of developments within the National Archives by e-mail.

INFORMATION AND WEBSITE

- 5.14 The National Archives list of county-based genealogical centres was expanded, as was the list of genealogical researchers, and the updated lists are available in hard copy and on our website.
- Website**
- 5.15 The National Archives website recorded 949,212 site visits and 32,249,284 site hits.
- Document of the Month**
- 5.16 Since October 2003, our website has featured the 'Document of the Month', in which a digital image of a different document is displayed each month, accompanied by a short commentary.

EXHIBITIONS

Treaty exhibition

- 5.17 The Taoiseach, Enda Kenny, TD, visited the National Archives on 30 November to launch an online exhibition on the Anglo-Irish Treaty of 1921 to mark the 90th anniversary of its signature on 6 December 1921. A new website was designed to host the exhibition, <http://treaty.nationalarchives.ie/>, which has at its centre a digitised copy of the original Anglo-Irish Treaty document. The site includes a gallery of documents relating to the Treaty negotiations, information on the delegates, a historic time-line of the negotiations, British Pathé newsreel footage of the Treaty delegates, a video on conservation work on the Treaty, as well as the fully searchable finding aid to the archives of the Dáil Éireann administration that are preserved in the National Archives. The website also includes a section 'Treaty Reflections' (<http://treaty.nationalarchives.ie/treaty-reflections/>) which consists of short essays by a range of Irish people on the Treaty. During the month of December 2011 the Treaty site had 9,737 unique visitors, 13,897 site visits, 170,359 pages viewed and 957,663 site hits.

Co-ordination of Exhibition on Hilda Tweedy

- 5.18 The Head of Special Projects co-ordinated an exhibition on the life and work of Hilda Tweedy, founder of the Irish Housewives' Association, who donated her papers to the National Archives in 2004. The exhibition was mounted in the Long Room Hub in Trinity College, Dublin, during September 2011, and is currently travelling to different locations in Ireland, the US and the UK.

OUTREACH: LECTURES AND VISITS

Lectures given by staff

- 5.19 Lectures given by members of staff to groups, conferences and meetings play a significant role in promoting the holdings of the National Archives. See Appendix F.

Group visits

- 5.20 A large number of group visits was made to the National Archives, see Appendix F. These visits are an important means of promoting knowledge about the documents held and the possibilities of research, and form an introduction for many new readers. Unfortunately it is not possible to accommodate groups on Saturdays.

'Who do you think you are? Live'

- 5.21 For the fifth year running, the National Archives took part in the 'Who Do You Think You Are? Live' show at the Exhibition Centre, Olympia, London on 25 - 27 February. It is estimated that over 15,000 visited the exposition over three days.

'Back to our Past Experience'

- 5.22 For the second year running, the National Archives was invited to participate at the 'Back to our Past Experience' in the 'Over 50s Show' at the Royal Dublin Society from 21-23 October. It is estimated that 500 people per day visited the National Archives stand.

OFFICIAL VISITS TO THE NATIONAL ARCHIVES

- 5.23 The National Archives was visited in 2011 by An Taoiseach, Enda Kenny TD on the occasion of the launch of the on-line exhibition on the Anglo-Irish Treaty of 1921. The Minister for Arts, Heritage and the Gaeltacht, Jimmy Deenihan TD, also attended and also visited the building and viewed the work earlier in the year. Other visits included the Attorney General, the Secretary General and other staff of the Department of Arts, Heritage and the Gaeltacht. A tour of the Four Courts premises for senior members of the judiciary also took place.

6. FINDING AIDS, SPECIAL PROJECTS AND DIGITISATION

FINDING AIDS

- 6.1 A significant activity of the National Archives involves the creation of finding aids to provide descriptive information on archival records to facilitate searching and retrieval by users and staff. These finding aids are made available in both hard copy format in our Reading Room and online on our website at <http://www.nationalarchives.ie/search-the-archives/>.
- 6.2 During 2011, finding aids work comprised activities ranging from the creation of finding aids to previously uncatalogued collections of archives, adapting schedules of records transferred by Departments and the courts to create new finding aids, and digitising legacy hard copy finding aids. All of this work was carried out in accordance with the International Council on Archives' international descriptive standard, ISAD (G), Irish Guidelines for Archival Description, and the National Archives own editorial style guide.
- 6.3 The report for 2010 described the deployment of the Adlib Archive collections management and cataloguing software in the National Archives. It also treated of the issuing of new guidelines and templates for Departments and courts transferring records that now require them to provide schedules of records to the National Archives in electronic format and in a more standardised manner. This has ensured a more efficient transfer of records and related information to the National Archives; a more seamless and faster process for the preparation of finding aids through the editing and upload of these record schedules to Adlib for better management of finding aids; and enhanced search and retrieval of records.
- 6.4 During 2011, the National Archives purchased the Adlib Archive internet module, which permits delivery of archival finding aids directly from the cataloguing system to the National Archives website. This development occurred in conjunction with a redesign of the website, which was launched in November. Considerable efficiencies have now been achieved in the preparation and delivery of finding aids to users via the website.
- 6.5 The task of retrospectively inputting older accessions into the Adlib Archive collections management system continued. This is time-consuming as the format and quality of older catalogue lists in the National Archives varies greatly. Before each list is uploaded to Adlib Archive, it is checked and, if necessary, amended, to ensure that it conforms to ISAD (G). In this manner, we are systematically ensuring that the finding aids produced by the National Archives adhere to international standards. As of December 2011, 1,887 accession entries had been added to Adlib Archive in 2011, comprising approximately 181,500 individual catalogue entries.

- 6.6 An additional benefit of Adlib Archive is that all data in the system is available as fully portable XML files, therefore ensuring that the data can be extracted at any future date without incurring any loss or large expense. This portability ensures not only that the data can be migrated to alternative systems in the future should the need arise, but also allows for the easy exchange of data, enabling the National Archives to participate in initiatives such as the European Union's APENet Project, see 7.8 below.

Some specific finding aids projects and upgrade work

- 6.7 In addition to the regular work of adapting schedules of records being transferred on an annual basis by Departments and the courts to create finding aids, further work on the arrangement, listing and boxing of records already in the National Archives was undertaken as below:

Name of department/office	Records for which finding aids were upgraded
Combat Poverty Agency	CPOV/1 and CPOV/2
Commissioners for Intermediate Education	ED/CIE/1 to ED/CIE/4
Commissioners for National Education	ED/2 and ED/4
Customs and Excise	REV/1 to REV/9
North-Eastern Boundary Bureau	NEBB/1 to NEBB/4
Office of Public Works	OPW/4 and OPW/5
Quit Rent Office	QRO/4

- 6.8 Work is ongoing in the checking of finding aids to annual transfers of testamentary records prior to upload to Adlib Archive for availability on the website. At present, this work entails both keeping abreast of work to check annual transfers of approximately 25,000 individual testamentary files, combined with validation of similar transfers of testamentary files received for the period 1983 to 1988. Although extremely time-consuming, it is essential that this work is carried out in order to ensure that accurate information is available in our online catalogue.
- 6.9 During 2011, all transferred backlogs of records of the district courts for processing were cleared, with the creation of finding aids to the records of district courts for counties Sligo, Monaghan, Waterford and Tipperary (South).

SPECIAL PROJECTS

1901 and 1911 digitisation

- 6.10 A large number of corrections to the Census website needs to be carried out but has been delayed by lack of staff. It is hoped that some mechanism can be found to remedy this situation but it is ongoing at the end of 2011.
- 6.11 The book, *Dublin 1911*, based on the census records and site, was edited by Catriona Crowe and published in partnership with the Royal Irish Academy in November, launched by Minister Jimmy Deenihan. It had sold 7,000 copies by the end of the year.
- 6.12 The census website won an eGovernment award in April. The award is now on public display in the National Archives.

Census Website

- 6.13 During 2011, the Census website received in excess of 183 million hits and over 3 million visits. The total figures for use of the Census website from its inception in 2007 to December 2011 is 698,259,738 hits and 14,115,060 visits.

Crowley Bequest project – Chief Secretary’s Office Registered Papers, 1818-22.

- 6.14 The background to the Crowley Bequest Project was explained in the 2009 Report. 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 (CSORP) 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 Scholar for 12 months.
- 6.15 Full archival processing of the Chief Secretary’s Office Registered Papers by the Archivists commenced at the start of November 2008. By 31 December 2011, close to 16,000 registered files of papers for the years 1818–24 had been processed by the Archivists, while 14,680 registered files for the years 1818–24 had been conserved by the Conservation Intern or Scholar.
- 6.16 The Crowley Bequest Project website was officially launched on 21 December 2011 (<http://www.csorp.nationalarchives.ie/>). It is a stand alone publication which permits users to access the database catalogue for the years 1818–1822 via a flexible search engine. The catalogue is accompanied by information on various aspects of the collection, as well as the work of the project, together with document images and contextual information. An Image Gallery displays some of the more colourful items such as maps and drawings as well as thumbnail images of selected original documents from the collection. Use of original documents has formed the basis for the historical pieces written on some of the most dominant themes of the period; these are arranged chronologically for each year, 1818–1822, and hyperlinks are inserted for many of the documents referred to. The website also contains over 2,000 individual entries on persons recorded in the biographical database.

Partnership with the Genealogical Society of Utah

- 6.17 A partnership agreement with the Genealogical Society of Utah (GSU), signed in 2009, provides for the GSU to digitise and index some of the National Archives’ most valuable genealogical holdings from microfilms already made by the GSU. In 2011 work was completed on digitising and indexing the Tithe Applotment Books, 1823 – 1837, the most important surviving national genealogical source available for the pre-Famine period. The resulting images and nominal database will be placed on the GSU website, FamilySearch.org, and on the National Archives website, free to access on both sites, once funding is available to build the relevant section of the National Archives site.
- 6.18 Also under the terms of this agreement, Landed Estates Court Rentals, 1848 – 1885, and Prison Records, 1798 – 1900, were digitised and indexed by Eneclann, a company given permission to charge subscriptions for access to the online records for a period of five years, after which time they will be made available free on the National Archives website. During the five-year period, the website is available free in the National Archives Reading Room. The same arrangement will apply to the Petty Sessions records, 1853 – 1922. The digitised Landed Estates Court Rentals were launched in the National Archives by Minister Jimmy Deenihan in June 2011.

- 6.19 This partnership will greatly increase access to important genealogical records in the custody of the National Archives.

Documents on Irish Foreign Policy

- 6.20 This series of volumes is produced in partnership with the Department of Foreign Affairs and the Royal Irish Academy. The Project is based in the National Archives, and Catriona Crowe is an Editor of the series. Seven volumes have been published to date covering the period 1919 – 1945, focus overwhelmingly on material in the custody of the National Archives. Volumes 1 – V are available free to access at www.difp.ie.
- 6.21 In 2011, work continued on selection, transcription and contextualising of documents for Volume VI, covering the period 1945 – 48, which will be published in November 2012.

Bureau of Military History digitisation

- 6.22 Funding was secured from the Department of Arts, Sport and Tourism for digitisation of some of the records of the Bureau of Military History, in partnership with the Military Archives. The Military Archives holds the original records, but the National Archives has stored and made available duplicate statements since the release of the material in 2003. They have been one of the most popular documents requested by researchers since the census went online.

Soldiers' Wills and other digitisation

- 6.23 Work by National Archives staff on the scanning of the Soldiers' Wills continued and the initial capture of documents up to 1919 is now complete. Some other small-scale digitisation projects were carried out also by staff, including the indexes to the Dublin City Coroner's registers.

7. CO-OPERATION, TRAINING AND MEDIA

COUNCIL OF NATIONAL CULTURAL INSTITUTIONS

- 7.1 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:

Working groups

- 7.2 The Council has established a number of working groups, comprising staff members from the member institutions. As of 31 December 2011, 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

- 7.3 The Council also meets as a statutory body to make recommendations to 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

European Board of National Archivists

- 7.4 In 2011 the National Archives remained actively involved in co-operation on archives within the European Union (EU). The European Board of National Archivists (EBNA) is a voluntary body made up of the National Archivists of EU Member States, which meets once or twice a year in the state then holding the EU Presidency. The National Archives was represented at the meetings of EBNA held in Budapest in May 2011 and in Krakow in October 2011 by Frances McGee, Acting Director who gave a presentation to the latter meeting about access to Census records.

European Archives Group

- 7.5 The European Archives Group (EAG) 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. EAG meetings took place immediately following the EBNA meetings above.

- European Heads of Conservation**
- 7.6 This is an informal group comprising the heads of preservation and conservation in the National Archives of the EU Member States and which now meets once a year. A meeting was held in Budapest following EBNA and EAG above.
- DLM Forum Foundation**
- 7.7 In 2011, the National Archives remained fully engaged in the work of the DLM Forum Foundation. Originally established as the DLM Forum in 1997, its role is to explore how to engage public administration and the ICT industry in a collaborative way to facilitate the preservation of digital records. The work of the DLM Forum Foundation is supported by the European Commission and public archives in European Union member states. 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. Thomas Quinlan and Micheál Ó Conaire continue jointly to represent the office at members' meetings of the DLM Forum Foundation. Micheál Ó Conaire attended meetings of the DLM Forum Foundation in Budapest, Hungary in May, and in Brussels, Belgium in December.
- EU APEnet Project**
- 7.8 Since 2009, the National Archives been one of 17 member states of the European Union participating in the APEnet (Archives Portal Europe) project, which is a Best Practice Network project supported by the European Commission with the objective of creating a common access point to the catalogues of European archival institutions. This project is due to conclude in January 2012. During 2011, Elizabeth McEvoy edited and proof-read a range of documents emanating from the project and Micheál Ó Conaire prepared and submitted the National Archives' finding aids contribution and associated data to the APEnet pilot portal (see <http://www.apenet.eu/>).

CO-OPERATION

- Department of Justice and Equality Archives Advisory Group**
- 7.9 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 Thomas Quinlan, Keeper (Acting). The Group met once during 2011 and was engaged in work to oversee the release of approximately 1,000 crime and security files for the period 1939 to 1943.
- 7.10 The National Archives co-operated with the following:
- UCD School of History and Archives
 - Irish Historic Towns Atlas, Royal Irish Academy
 - Universities of Edinburgh, Florence and Munich project on prison archives
 - Trinity College Dublin, History Department, scanning of Down Survey maps
 - John Crowley, William J. Smyth, Mike Murphy (eds.), *Atlas of the Great Irish Famine* (Cork University Press, 2012)

- 7.11 Advice and assistance was given to individuals and to a wide range of bodies, including:
- Registry of Deeds
 - Met Éireann
 - Irish Distillers Ltd
 - Sligo County Library
 - St Brendan's Hospital Grangegorman
 - St Brigid's Hospital, Ballinasloe
 - St Davnet's Hospital, Monaghan
 - Archive Unit, National Monuments, Department of the Environment, Heritage and Local Government

Loan for exhibition: Kilmainham Gaol

- 7.12 Since 1996 one prison register from the National Archives has been on loan to Kilmainham Gaol for exhibition. The National Archives monitors the volume while on loan.

Certificate of Irish Heritage

- 7.13 The new official Certificate in Irish Heritage was inaugurated in 2011 by the Irish Government as a means of acknowledging the connection to Ireland that is felt by in excess of 70 million of people of Irish descent around the world. A formal presentation of the first Certificate of Irish Heritage awarded was made by Tánaiste and Minister for Foreign Affairs and Trade, Eamon Gilmore, TD, on 30 June. The National Archives was pleased to be able to provide genealogical information for the Certificate of Irish Heritage website and to link to this website from the census website.

PUBLICATIONS

- 7.14 The following articles by staff and scholar were published:
- Eileen Walsh, 'Irish Watermarks identified in the Chief Secretary's Office Registered Papers, 1818-1853', *The Quarterly* (Journal of the British Association of Paper Historians), July 2011.
 - Zoë Reid, 'Conservation of part of the 1911 Census', *Conservation Activities in Ireland II, (Postprints of Irish Professional Conservators' and Restorers' Association, December 2011)*.
 - 'Conservation of the CSORP', Online publication on <http://www.csorp.nationalarchives.ie>.

MEMBERSHIP AND ATTENDANCE

- 7.15 Membership of organisations and representation of the National Archives on bodies and attendance at conferences and working groups, other than matters outlined in the text of the report, are listed in Appendix H.

PARTICIPATION IN TRAINING

- 7.16 During 2011 members of the staff of the National Archives took part in the following training courses or sessions
- Induction training, across Divisions, for all new staff and placement students
 - Emergency Preparedness Training for Disaster Teams
 - Fire Safety training provided for all National Archives staff by OPW
 - First Aid Training, including defibrillator training, provided for all First Aid Officers in the National Archives
 - Manual Handling training provided for all National Archives staff by OPW
 - Family History Genealogy Course provided for one staff member by Independent Colleges, Dublin
 - Archives and Records Association registration scheme (Archivist)

MEDIA COVERAGE AND TELEVISION PROGRAMMES

- Media coverage of annual release of archives**
- 7.17 Newspapers published on 30 and 31 December 2011 carried extensive coverage on several pages based on the content of the records relating to 1981 made available at the media preview (see 3.13 and 3.14 above). The documentary ‘Behind Closed Doors’, which was broadcast on RTÉ in December 2010, featured documents made available during the course of the preview.
- Media coverage of other events**
- 7.18 Arising from the media interest in the digitisation of the Anglo-Irish Treaty documents, a large number of radio, television and print media interviews were given by staff.
- 7.19 During the period before the 2011 census was taken, Catriona Crowe co-operated extensively with the Central Statistics Office to popularise the census and encourage people to complete it. This included broadcast events, both radio and television and discussion of the census of 1901 and 1911. She was also a frequent guest on RTE radio’s *History Show*, on a variety of topics.
- 7.20 In the print media, the National Archives featured in a number of articles including the January 2011 issue of the BBC *Who Do You Think You Are? Magazine*, the *Irish Daily Mail*, the *Irish Independent* and the *Irish Times*.
- 7.21 National Archives staff participated in or assisted in the making of a number of television programmes, and filming for an art installation. Details are listed in Appendix G.

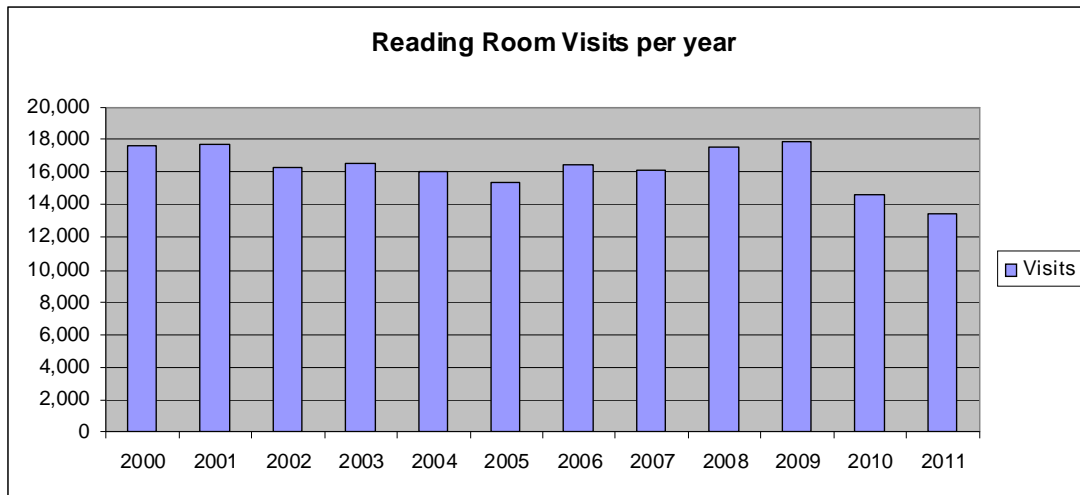
Appendix A

Staff of the National Archives as of 31 December 2011

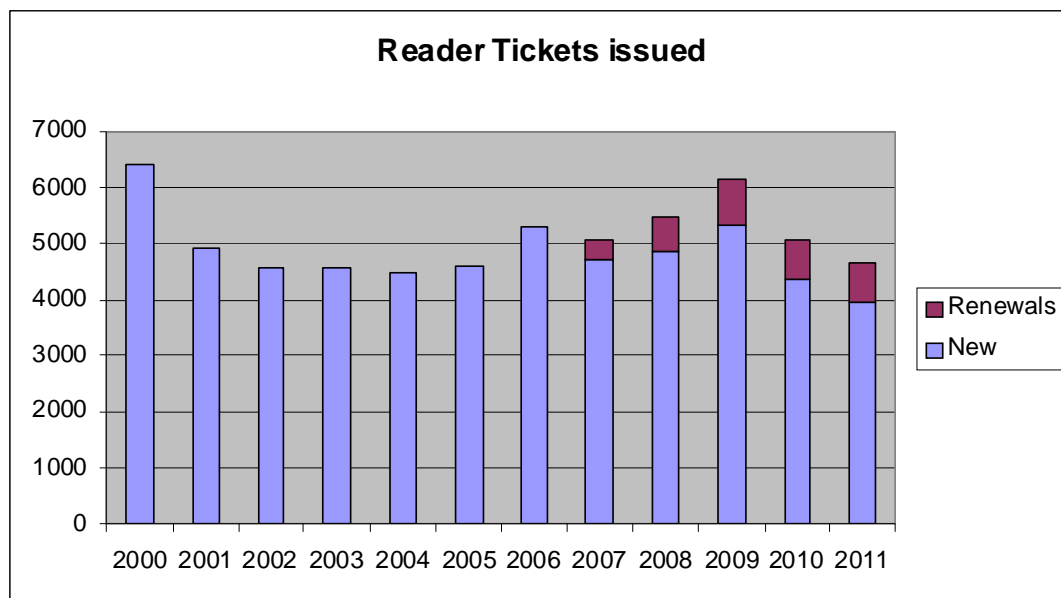
<u>GRADE</u> (and key responsibilities of senior staff)	<u>NAMES</u> (names, within each grade, in alphabetical surname order)	<u>TOTAL</u>
Director	David Craig, PhD	1
Keeper & Acting Director (Collection Care and Customer Service)	Frances McGee, M ès Lettres, H Dip Ed	1
Keeper (Acting) (Records Acquisition 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	Jennifer Dunne, MA, Dip Archival Studies 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, MA (Archives & Records Management) 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 (Two fixed-term contract posts payable from the Crowley Bequest for the duration of the Crowley Bequest project)	Julie Brooks, PhD, MA (Archives & Records Management) Nigel Johnston, MA, H Dip Archival Studies	2
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>) Tony McLaughlin Angela Mennella <i>2 Vacancies</i>	5
Staff Officers	Christopher Allen Philip Doyle (<i>work-sharing – 4 days per week</i>) Ken Robinson	3

Clerical Officers	Robert Coffey Brendan Crawford Breda Devereux Gemma Harkin (<i>work-sharing – 3 days per week</i>) Bernadette Kelly (<i>work-sharing – 4 days per week</i>) Sabrina 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)	Denis Callanan Mary Carney Patrick Ellard Michael Flood Michael Mahony Brendan Martin	6
TOTAL (incl. vacancies):		53

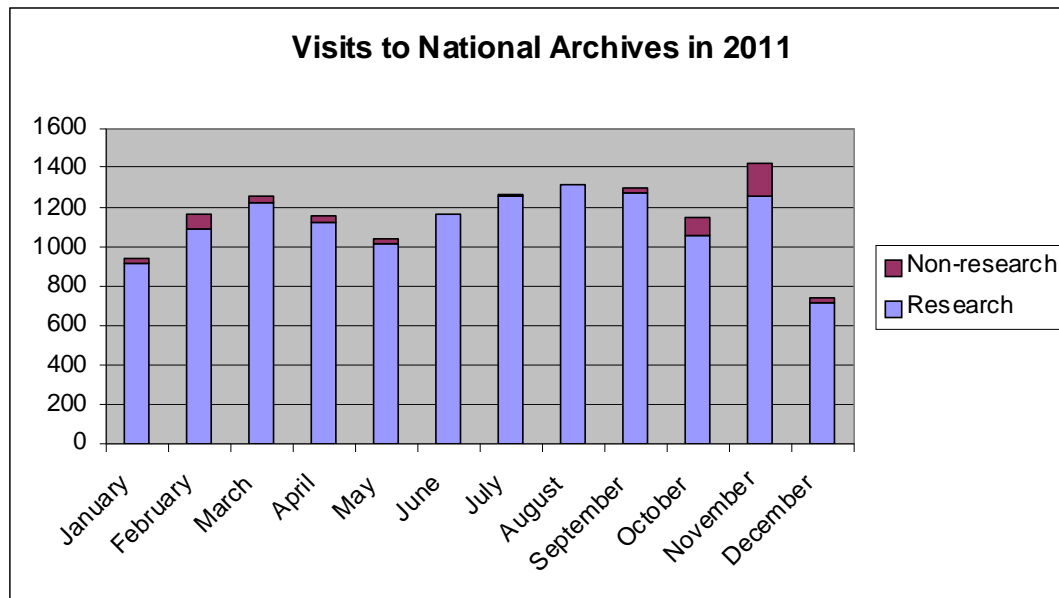
Appendix B.1: Visits to Reading Room per year, 2000 – 2011



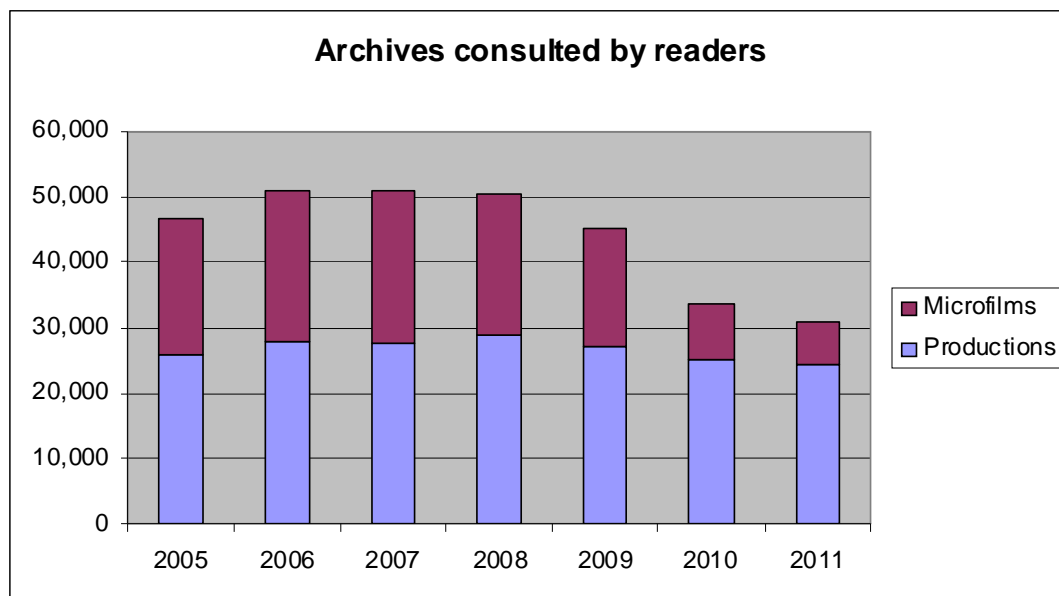
Appendix B.2: Reader tickets issued per year, 2000 – 2011



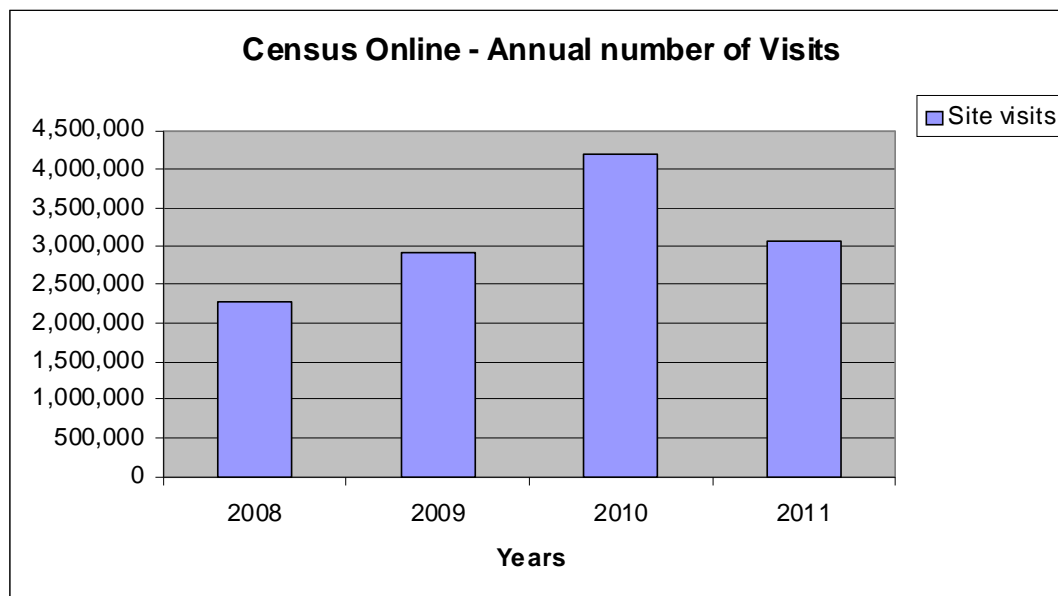
Appendix B.3: Visits to Reading Room, by researchers, per month in 2011



Appendix B.4: Archives consulted by readers, 1971 – 2011



Appendix B.5: Census 1901 & 1911 statistics



Appendix C

Names of Certifying Officers as notified to the National Archives by 31 December 2011

DEPARTMENT	CERTIFYING OFFICER(S)
Taoiseach	Philip Hamell 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.)
Agriculture, Food and the Marine	Brendan McInerney
Arts, Heritage and the Gaeltacht	Mary Hurley
Communications, Energy and Natural Resources	Denis Maher Neasa Lehane
Defence	Jim Blighe Col. Derry Fitzgerald
Education and Skills	Christine Tiernan
Jobs, Enterprise and Innovation	Anne Coleman Dunne
Environment, Community and Local Government	Martin Condon Ríona Ní Fhlanghaile Maria Graham Terry Allen Joe Allen Kevin Cullen Michael McCarthy
Finance (including Public Expenditure and Reform)	Judith Brady
Foreign Affairs and Trade	Tim Mawe
Health (including Children and Youth Affairs)	Kevin Conlon
Justice and Equality	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
Social Protection	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

Transport, Tourism and Sport	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
OFFICE OF	CERTIFYING OFFICER(S)
the Secretary to the President	Loughlin Quinn
the Attorney General	Padraig McMahon
the Comptroller and Auditor General	Maureen Mulligan

Appendix D
Records of higher Courts and the Circuit Court
– statement of position as of 31 December 2011

COURT	MAIN RECORD SERIES	LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2011	YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE
Supreme Court	Books of Appeal	1970	1971 – 1981
Court of Criminal Appeal	Files	1972	1973 – 1981
Central Criminal Court	Files	1968 (Wicklow, 1969)	1969 – 1981
High Court, Central Office	Plenary, Summary, Special Summons and State Side files	1970	1971 – 1981
HIGH COURT, PROBATE:			
Probate Office, Dublin	Testamentary papers	1988	None
Castlebar District	Testamentary papers	1990	None
Cavan District	Testamentary papers	1990	None
Clonmel District	Testamentary papers	1988	None
Cork District	Testamentary papers	1990	None
Dundalk District	Testamentary papers	1987	None
Galway District	Testamentary papers	1985	None
Kilkenny District	Testamentary papers	1985	None
Letterkenny (formerly Lifford) District	Testamentary papers	1989	None
Limerick District	Testamentary papers	1988	None
Mullingar District	Testamentary papers	1989	None
Sligo District	Testamentary papers	1987	None
Tralee District	Testamentary papers	1989	None
Waterford District	Testamentary papers	1990	None
Wexford District	Testamentary papers	1989	None
CIRCUIT COURT OFFICES (County Registrars):			
Carlow	Civil and criminal files	1977	1978 – 1981
Cavan	Civil and criminal files	1990	None
Clare	Civil and criminal files	1975	1976–81
Cork	Civil and criminal files	1986	None
Donegal	Civil and criminal files	1986	None
Dublin	Civil files	1960	1961–81

	Criminal files	1972	1973–81
Galway	Civil and criminal files	1985	None
Kerry	Civil and criminal files	1980	None
Kildare	Civil and criminal files	1975	1976–81
Kilkenny	Civil and criminal files	1990	None
Laois	Civil and criminal files	1945	1946–81
Leitrim	Civil and criminal files	1962	1963–81
Limerick	Civil and criminal files	1982	None
Longford	Civil and criminal files	1987	None
Louth	Civil and criminal files	1985	None
Mayo	Civil and criminal files	1985	None
Meath	Civil and criminal files	1984	None
Monaghan	Civil and criminal files	1987	None
Offaly	Civil and criminal files	1983	None
Roscommon	Civil and criminal files	1985	None
Sligo	Civil and criminal files	1987	None
Tipperary	Civil and criminal files	1986	None
Waterford	Civil and criminal files	1961	1962–81
Westmeath	Civil and criminal files	1988	None
Wexford	Civil and criminal files	1988	None
Wicklow	Civil and criminal files	1982	None

Appendix E

Summary of records accessioned by the National Archives in 2011

Appendix E.1: Records accessioned from Government Departments

Accession number	Department of	Description
2011/127	the Taoiseach	Central Registry S files relating mainly to 1981
2011/38	Foreign Affairs	Files of the Secretary's Office relating mainly to 1981
2011/39	Foreign Affairs	Files of the Central Registry of the Department relating mainly to 1981
2011/40	Foreign Affairs	Files of the Permanent Diplomatic Representation of Ireland to the European Community, 1981
2011/41	Foreign Affairs	Files of the Embassy of Ireland to the Federal Republic of Germany, Bonn, 1981
2011/42	Foreign Affairs	Files of the Consulate General of Ireland at Boston, USA, 1973 – 1981
2011/43	Foreign Affairs	Files of the Embassy of Ireland to Australia, Canberra, 1966 - 1981
2011/44	Foreign Affairs	Files of the Irish Diplomatic Consulate in Chicago, United States of America, relating mainly to 1981
2011/45	Foreign Affairs	Files of the Embassy of Ireland to the Holy See relating mainly to 1981
2011/46	Foreign Affairs	Files of the Embassy of Ireland to the United Kingdom of Great Britain and Northern Ireland, London, 1981
2011/47	Foreign Affairs	Files of the Embassy of Ireland to the Union of Soviet Socialist Republics, Moscow, 1981
2011/48	Foreign Affairs	Files of the Consulate General of Ireland, New York, USA, 1981
2011/49	Foreign Affairs	Files of the Permanent Diplomatic Representation of Ireland to the United Nations, New York, 1981
2011/50	Foreign Affairs	Files of the Embassy of Ireland to Canada, Ottawa, 1981
2011/51	Foreign Affairs	Files of the Embassy of Ireland to France, Paris, 1981
2011/52	Foreign Affairs	Files of the Consulate General of Ireland, San Francisco, USA, mainly relating to 1981
2011/53	Foreign Affairs	Files of the Embassy of Ireland to the United States of America, Washington, 1981
2011/54	Foreign Affairs	Files of the Embassy of Ireland to the Netherlands, The Hague, 1981
2011/117	Foreign Affairs	Treaty Series Documents: original signed treaties

		concluded 2009 to 2010
2011/118	Foreign Affairs	Irish duplicates of EU multilateral agreements
2011/125	Roinn na Gaeltachta	Files of the former Roinn na Gaeltachta, 1928 - 1981
2011/108	Justice and Equality	Registered files of the Criminal Law Reform Division Division, 1977 – 1981
2011/55	Social Protection	Registered files from the PLAN series, 1977 – 1980
2011/56	Social Protection	Registered files of the Department of Social Welfare and successor Departments in the Year/6/No series, 1975 – 1977
2011/58	Social Protection	Registered files of the Department of Social Welfare and successor Departments in the IA series, 1968 – 1979
2011/59	Social Protection	Department of Social Welfare and successor Departments: registered files in the Inf.no/Year series, 1980
2011/122	Social Protection	‘EB’ series files, 1930s – 1950s
2011/63 – 2011/81 inclusive	Met Éireann	Weather observations: ‘Anemo’ series, c 1940s - 1980
2011/82 – 2011/99 inclusive	Met Éireann	Weather observations: ‘7441’ series, c 1940s – 1980
2011/114	Met Éireann	Files held by the Director of the Irish Meteorological Service/Met Éireann on administrative matters, originally classified as 'Secret', 1935 – 1980

Appendix E.2: Records accessioned from scheduled bodies

Accession number	Scheduled body	Description
2011/126	Office of Secretary to the President	Registered P files relating mainly to 1981
2011/16	Office of the Attorney General	PC files relating mainly to 1981
2011/17	Office of the Attorney General	SR files relating mainly to 1981
2011/21	Office of the Chief Justice	Files from the Office of the Chief Justice of Ireland, 1920 – 1980
2011/121	Office of the Revenue Commissioners	Miscellaneous items from Revenue Office in Drogheda Port, 1848 – 1976

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

1 High Court: Probate Office and District Probate Registries

Accession number	Probate Office or District Probate Registry	Description of records
2011/2	Castlebar District	Wills and administration papers, 1990
2009/3; 2010/3; 2011/3	Cavan District	Wills and administration papers, 1988 – 1990
2010/5 & 2011/5	Cork District	Wills and administration papers, 1989 – 1990
2011/11	Mullingar District	Wills and administration papers, 1990
2010/13	Tralee District	Wills and administration papers, 1989
2008/14; 2009/14; 2010/14; 2011/14	Waterford District	Wills and administration papers, 1987 – 1990
2010/15	Wexford District	Wills and administration papers, 1989

2 Circuit Court

Accession number	Circuit Court Office	Description of records
2010/51; 2010/52; 2011/18	Cavan	Civil bill files, 1988 – 1990
2009/63; 2009/64; 2009/65	Mayo	Civil bill files, 1983 – 1985
2011/34	Wexford	Civil bill files, 1989

Appendix E.4: Records accessioned from other sources

- including records accessioned through the Business Records Survey

Accession number	Source	Description of records
2011/22	Miss Carr's Children's Homes	Minute books, case registers and case files, 1887 - 1971
2011/26	Adams Auction, 2008	Assorted official documents, c1797 - 1925, including RIC summonses, 1897 - 1901; holograph letter by General Ralph Abercromby, Commander-in-Chief in Ireland, 1797 - 1798 regarding the invasion of Ireland; Boundary Commission press cuttings; Department of Justice file relating to the National Army, 1922 - 1923
2011/27	Mealy's Auction, 2009	Documents relating mainly to twentieth century rural sporting activities in Ireland, 1901, 1911 - 1946
2011/28	Whyte & Sons Auction, 2009	Legal documents, 1751 - 1929
2011/29	Mealy's Auction, 2009	Primarily legal and estate papers, c1760 - 1932
2011/30	National Library of Ireland	Chaloner Smith papers relating to the Custom House, Dublin, c1890 - 1926
2011/31	Margaret Rabbitts	Poem entitled 'The Battle of Tel el-Kebir' by Bishop Ussher, 1882
2011/32	Debra Goggin	Photocopy of Public Record Office of Ireland certified copy of a census return for Harrington family, Kilcaskin, County Cork, 1851
2011/33	Jennifer Lipsett	Lipsett family papers: photocopies, 1772 - 1889
2011/35	Business and Professional Women, Howth and District	Records of the Business and Professional Women, Howth and District, including records of the National Federation of Business and Professional Women, comprising minute books, financial records and correspondence files, 1970s - 1990s
2011/36	Cork City & County Archives	Public Record Office of Ireland certified copy of probated will of Mary Sarsfield, 1802
2011/106	Claremont Institute, Glasnevin, County Dublin	Private deposit: School for the deaf register of pupils, 1836 - 1975
2011/107	Digby family, Moylough, County Galway	Papers of Digby family, landowners and clergymen, mainly from Moylough, County Galway, 1690 - 1900

Appendix F

Outreach: lectures and visits

Lectures given

Members of staff gave lectures and talks to outside bodies including:

- Clare Roots Conference
- Clifden Society
- European Seating Symposium
- Irish Genealogical Research Society
- Leeson Street Residents Association
- TCD, First-Year History class
- UCD Masters in Archives and Records Management
- History Teachers' Association of Ireland Annual Conference (Killarney)
- Douglas Hyde Conference (Ballaghadereen, Co. Roscommon)
- Science Foundation Ireland Annual Conference (Athlone)
- Women's History Society of Ireland Annual Conference (Cork)
- Oral History Network Of Ireland Conference (Kilkenny)
- CNCI ECO Conference (Kilkenny)
- Conference on Landed Estates at NUIG (Galway)
- Cork Local Archives Conference (Cork)
- Digitisation Conference in PRONI (Belfast)
- Digitisation Lecture in UCG (Galway)

Lectures on the Census included the following:

- Cardinal O'Fiach Library, Co. Armagh
- Mater Dei Institute, Irish Studies MA students
- National Library of Ireland genealogy seminar
- NUI Maynooth, An Foras Feasa, Digital Humanities MA students
- UCD Women's Education and Resource Centre: census and women's history
- Galway Historical Society
- National Museum of Ireland, Turlough Park, Castlebar
- Clare Roots, Ennis
- Science Foundation Ireland Annual Conference
- Glasnevin Cemetery Museum
- Launch of Skerries 1911 week
- Douglas Hyde School, Roscommon
- Dublin Adult Learning Centre
- Kilkenny Arts Festival (Kilkenny)

Group visits

Visits by groups during 2011 included the following:

- An Comhairle Leabharlanna
- GMIT (Heritage Studies)
- Independent Colleges (Diploma in Family History)
- NUI Galway (archaeology, and Irish Studies)
- NUI Maynooth (local history certificate and diploma courses)
- University College Cork (archaeology)
- University College Dublin (archives and records management, Centre for Criminology, history)
- Charles Close Society
- Adult Education, Dundrum
- Celtic Quest (family history)
- Dundalk Genealogy groups
- Freshford Genealogy group
- Kilbarrack College, Adult History Group
- Kilkerrin Heritage Society
- National Gallery of Ireland, Friends group
- New Zealand genealogy
- North Tipperary Genealogy Services
- Dundrum and Kiltiernan VECs (family history)

Appendix G

Filming: participation and co-operation

- A four-part series on TV3, *The Tenements*, was inspired by the census website. Catriona Crowe acted as a consultant to the producers, and appeared in two of the programmes.
- Midas Productions: the series *Ceart agus Coir 4*, relating to murder trials, was filmed for TG4.
- Midas Productions: a film on Fr McDyer was filmed during December for the TG4 series *Anam Nocht*.
- RTÉ: *Scannal, Sceal Noel Brown* was broadcast on RTÉ 1.
- RTÉ: *Behind the Walls*, a series on mental hospitals in Ireland with Brian Donnelly taking part was broadcast on RTÉ 1.
- RTÉ: Reabhlóid, a programme entitled 'The Man in the Locket' was broadcast on RTÉ 1 with Micheál Ó Conaire taking part.
- RTÉ: clip on the National Archives for broadcast prior to the launch of the Anglo-Irish Treaty web-site.
- Sideline Productions: *Behind Bars* was filmed for TV3.
- Tile Films: *Cé a Chónaigh i mo Theachsa? / Who Lived in my House?*, 2nd series, a series on house histories for TG4 and featuring Kilruddery House, Bray with Micheál Ó Conaire taking part.
- Tocht Films: 'Sceal Patrick Walsh', for the TG4 series *Anam Nocht*.
- Filming in the repository of the National Archives for an installation by Colin Martin, contemporary Irish artist.
- Hardy Pictures: documentary about the Belfast Blitz for BBC Northern Ireland was broadcast on BBC 1.
- Midas Productions: *Coiscéimeanna* for TG4.
- Nemeton TV: documentary *Ó Cogadh go Síocháin - Saol George Lennon*, TG4.

Appendix H

Membership of organisations and attendance at conferences and working groups

The National Archives is an institutional or associate member of the following organisations:

- 1 Association of Canadian Archivists
- 2 British Cartographic Society
- 3 British Library Preservation Advisory Centre, Advisory Group
- 4 British Records Association
- 5 Charles Close Society
- 6 DLM Forum Foundation
- 7 Economic and Social History Society of Ireland
- 8 Eighteenth Century Ireland Society
- 9 ICON Institute of Conservation
- 10 IIC International Institute for Conservation
- 11 Information and Records Society of Great Britain
- 12 International Council on Archives
- 13 Irish Genealogical Research Society
- 14 Irish Historical Society
- 15 Irish Labour History Society
- 16 Irish Legal History Society
- 17 Irish Professional Conservators and Restorers Association
- 18 Military History Society of Ireland
- 19 Records Management Society
- 20 Society of American Archivists

In addition, most members of the professional staff are members in a personal capacity of the Archives & Records Association, Ireland.

Conferences and working groups attended included the following:

- ARA / NAI / PRONI (Belfast)
- British Library Preservation Advisory Centre, Advisory Group (London)
- British Library Preservation Copying Group (Cambridge)
- DIFP VII launch at the Irish Embassy in London
- DLM Triennial Conference (Brussels)
- Empires & Bureaucracy Conference in TCD (Dublin)
- Ireland's eGovernment awards (Dublin)
- PSQG Access meeting (Belfast)
- PSQG Public Service Quality Group 16th Annual Forum Event in the National Archives in Kew for Archives & Local Studies (London)
- University of Limerick meeting on Irish Ancestry Research Centre (Limerick)