



Report of the Director of the National Archives for 2013

15 May 2014

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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. Since March 2011, the Arts and Culture portfolio has been held by the Minister for Arts, Heritage and the Gaeltacht.

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 In 2013, the National Archives Advisory Council met on six occasions: 22 January, 19 March, 7 May, 27 June, 1 October and 3 December. Two new members of the Council were appointed by the Minister to replace two outgoing members and one member was re-appointed for a further term. The names of serving members of the Council are available on the National Archives website.
- Annual Reports**
- 1.7 Section 21 of the Act provides that the Director shall submit an annual report to the Minister on the work of the National Archives, that the Advisory Council shall submit an annual report to the Minister on the activities of the Council, and that the Minister shall cause copies of those reports to be laid before each House of the Oireachtas.

NEW LEGISLATION

- Opportunity to address deficiencies in the National Archives Act 1986**
- 1.8 There is an urgent need for new legislation to provide an opportunity to address some deficiencies in the National Archives Act 1986 and a detailed submission in this regard was made to the Department of Arts, Heritage and the Gaeltacht during 2013.
- Records of state agencies**
- 1.9 The greatest deficiency in the National Archives Act 1986 is that none of its mandatory provisions apply to state agencies outside the Departmental 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**
- 1.10 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**
- 1.11 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

- 1.12 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. This reduction in the period of closure is being implemented on a phased basis from 2013 until 2021. 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 governments, but will lag behind, eventually by up to a 10-year period. This has serious implications for balanced research and scholarship of the history of Anglo-Irish relations. Similar legislative change may need to be contemplated for the records of Irish government.

RECORDS MANAGEMENT

- 1.13 One notable failing of the Irish public service has been the poor quality of its records or document management. This has been highlighted in the proceedings and reports of several tribunals of enquiry, and has also been referred to in the reports of the Information Commissioner.
- 1.14 With a view to improving records management in the Irish public service, the Minister for Finance should exercise his powers under the Freedom of Information Act 1997, Section 15(5), and the National Archives Act 1986, Section 19(3), to make Regulations concerning Records Management, and the National Archives should issue detailed Records Management Guidelines under those Regulations. When the Regulations and Guidelines are being drafted, they should take as their starting point the international standard for Records Management, ISO 15489, but the Guidelines should go into more detail than is appropriate in an international standard, and should take account of international best practice.

FREEDOM OF INFORMATION ACTS 1997 AND 2003

- 1.15 The Freedom of Information Acts 1997 and 2003 (the FOI Acts) are of major importance for the work of the National Archives. The original Act of 1997 became law on 21 April 1997, and has since been extended to additional bodies by regulations made under that Act by the Minister for Finance. 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.
- 1.16 The Freedom of Information (Amendment) Act 2003 came into force on 11 April 2003. It introduced a number of important amendments to the Act of 1997, notably in relation to Section 19 (Government Records), Section 20 (Deliberations of Public Bodies), Section 24 (Security, Defence and International Relations) and Section 47 (Fees).
- 1.17 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.

- 1.18 One FOI request was received by the National Archives during 2013, but was subsequently withdrawn.

DATA PROTECTION

Data Protection (Amendment) Act, 2003

- 1.19 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.

Draft EU Data Protection regulations

- 1.20 Concern continued to be expressed at meetings of EU archives bodies about the content of the draft EU Data Protection Regulation, as these proposals may mean that records subject to the Regulation will not be retained by creating bodies until the date at which they come under the jurisdiction of the archives in the different countries. This would have serious implications for the holdings of archives in the future. This matter continues to be discussed, with the drafting of a code on data protection for archives being one of the options under consideration.

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 & Tourism) from 2010 to 2013 are set out in the following tables.

Breakdown of the National Archives financial allocations from 2010 to 2013 as recorded in the annual Revised Estimates for Public Services

Subhead Description	2010 €	2011 €	2012 €	2013 €
A.1 (Administrative expenses – pay of permanent staff)	1,922,000	1,879,000	2,110,000	2,110,000
A.3 Current (Grant-in-aid – matching receipts from fees for copies of archives etc.)	66,000	56,000	56,000	53,000
A.4 Current	1,254,000	1,058,000	1,000,000	910,000
A.4 Capital	400,000	400,000	409,000	370,000
TOTAL	3,642,000	3,393,000	3,575,000	3,443,000

Breakdown of other funding made available to the National Archives from 2010 to 2013

Purpose of Funding	2010 €	2011 €	2012 €	2013 €
Census Digitisation Project	90,000	30,000	-	-
Crowley Bequest Project	97,000	106,000	72,000	67,000
Tithe Applotment Project	-	-	10,000	-
‘Who Do You Think You Are’ Exhibition	-	-	10,000	-
Genealogy Project	-	-	-	29,000
Archival Boxes	-	-	-	30,000
TOTAL	187,000	136,000	92,000	126,000

STAFF

- 2.2 See Appendix A for list of serving staff (and vacancies) in the National Archives on 31 December 2013.

- 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 areas in which the National Archives cannot carry out work include transfer, processing, cataloguing of backlogs, surveys of records in the custody of Departments, provision of enhanced access through digitisation and appraisal of Departmental records which would allow authorised disposal.
- Retirement of Mary Carney**
- 2.4 Mary retired from the National Archives in December 2013 having served for almost 14 years. In this time she worked in the Reading Room and the Microfilm Room and more recently at the reception desk. She was therefore the initial point of contact for all visitors to the National Archives and she took great pride in the role of welcoming them and making sure their needs were addressed. We wish Mary a very happy retirement and we will miss her friendly warmth at the reception desk.
- Short-term work placements and JobBridge**
- 2.5 Four people worked in the National Archives on voluntary three-week work placements during 2013. All were third-level students wishing to obtain relevant experience prior to assessment for admission to a postgraduate course in archival studies.
- 2.6 Each placement student receives a general induction which enhances their experience of work in the National Archives. Tasks assigned to the students and volunteers included sorting, boxing and data entry under professional supervision.
- 2.7 In 2013 the National Archives availed of the FÁS JobBridge scheme and 1 person completed the full 9 months of work providing assistance in preparation and listing. Two other persons completed some weeks of work.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

- 2.8 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, Anthony Murphy, at Assistant Principal Officer level, and two full-time Clerical Officers.
- National Archives network**
- 2.9 The National Archives IT network comprises 2 distinct elements. Its local area network (LAN) is housed at the Bishop Street headquarters, and comprises the various hardware

and equipment required to operate and run its in-house systems, applications and services. The Bishop Street LAN also houses its electronic data storage facilities.

- 2.10 The second element comprises a network of servers which are hosted at a commercial data centre. These servers host the National Archives suite of websites which comprise the main website www.nationalarchives.ie, the CSORP online records www.csorp.nationalarchives.ie and the 1921 Treaty anniversary exhibition www.treaty.nationalarchives.ie. These servers also host the online Genealogy records from the Census of Ireland for 1901 and 1911, the Tithe Applotment Books, the Soldiers' Wills and the Calendars of Wills and Administrations. These can be accessed at www.genealogy.nationalarchives.ie.
- 2.11 Due to the ongoing growth of these facilities, a review had been undertaken during 2012 which identified the need for a major hardware and system upgrade to meet current and future needs. This upgrade was undertaken during 2013, in addition to the migration of the services to the Revenue Data Centre in Dublin 8, and will result in significant savings to ongoing hosting charges.
- 2.12 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, and a major upgrade has been commenced to ensure that the National Archives is in a position to meet with the April 2014 deadline for end of support for Windows XP and MS Office 2003 products, the currently used platforms.

Digitisation

- 2.13 The ICT Unit provided significant input towards digitization work during 2013. This work was associated with the online facilities for the Soldiers' Wills project, which was initially launched in November 2012, and also the Calendars of Wills and Administrations. The ICT Unit also provided support to a number of other digitization projects under development within the National Archives

Systems

- 2.14 The National Archives staff use ADLIB, a professional-standard collections management software application which offers full archival collections management capability. The staff also use 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 is very aware of the need to pay close scrutiny to best IT systems security practice, to ensure that all applications in use are more than adequate for its needs. In 2013, all firewall and anti-virus facilities were examined and reviewed to ensure that they were in keeping with best practice.

Similarly, Internet, Email and Telephone usage policies as well as network connectivity/firewall policies have been kept up to date.

URGENT NEED FOR NEW ACCOMMODATION

2.16 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.

- 2.17 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

- 2.18 We wish to acknowledge the assistance on all building-related matters provided by OPW: the Dublin Castle Regional Architect's Office and especially Ms Gabriella Navas and Mr Dermot Foran; Head Office staff, especially Commissioner John McMahon, Mr Liam Egan, Mr Ian Kelly, Mr Kevin McKenna, Ms Angela Rolfe and, in relation to the Four Courts, the Dublin North Regional Architect's Office, especially Mr Martin Brennan.

PREMISES AT BISHOP STREET

Works in Bishop Street

- 2.19 Minor works were carried out in Bishop Street. A proposal to create additional workroom and office space was not proceeded with because of the high cost of the some of the technical requirements.

Planning for long-term accommodation

- 2.20 Discussions with OPW about planning for all of the accommodation needs of the National Archives, both immediate and medium-term, were continued. Extensive discussions took place during 2013 on the provision of new accommodation in the warehouse and a Cost Benefit Analysis was carried out by a consultant engaged by the Department of Arts, Heritage and the Gaeltacht. The matter is still under consideration at the end of 2013

Immediate-term storage needs

- 2.21 For a number of years the perennial problem of space in which to store the annual transfer of records from Government Departments and the Courts was addressed by adaptation of areas within the Bishop Street building. All of these options have now been exhausted. In 2013 the possibility of installing mobile shelving on one floor of Bishop Street was considered but was not proceeded with because it was judged to create very little gain in relation to the high cost. It was agreed with OPW that the 2014 releases would be stored in commercial storage, and that this arrangement would be continued until space becomes available through development of the warehouse in Bishop Street.

Flood in warehouse

- 2.22 During a heavy rainstorm late in the afternoon of Friday 26 July 2013, water penetrated into the warehouse at several points. Serious damage was averted through the prompt action of staff, assisted by contractors who were in the building at the time. No documents were damaged and while boxes were wetted on the outside, their design and good quality board protected the contents.

PREMISES AT THE FOUR COURTS

Refurbishment

- 2.23 The refurbishment of the National Archives Four Courts premises continued in 2013. The 3 large rooms of floor 1 were painted and new labels were installed. Work on these rooms was particularly difficult because the contents include wills and administrations, for which there is a high level of demand. The staff arranged temporary location of the 15,000 boxes concerned so that service to the public was disrupted to a minimum extent. In the basement 7 vaults were refurbished and fitted with modern steel shelving. These works result in greater density of use and major improvements in the working and storage environment because of the increased level of cleanliness.
- 2.24 It was necessary to move the archives to temporary locations for the duration of the works. Work of cleaning, repacking and rationalising storage will be carried out in advance of return of documents to the refurbished areas. The 7,000 metal boxes in which wills were stored were replaced by acid-free archival quality boxes. See 4.4 below for preservation work carried out in conjunction with the moves.

FIRE SAFETY AND HEALTH AND SAFETY

- 2.25 In 2013 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 and maintenance of all systems was kept up to date.
- 2.26 The Emergency Plan was up-dated in December and circulated.

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.

Certifying Officers

- 3.5 The names of officers of Departments serving as Certifying Officers can be found on the National Archives website.

ADVICE AND TRAINING GIVEN TO GOVERNMENT DEPARTMENTS AND COURTS SERVICE

- 3.6 Records management advice continued to be provided to the Department of the Taoiseach in the course of 2013, and advice continued to be given to a range of Departments and offices on issues relating to their compliance with the National Archives Act 1986.
- 3.7 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 2013 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.

APPRAISAL OF DEPARTMENTAL RECORDS PROPOSED FOR DESTRUCTION

- 3.8 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 many 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.
- 3.9 A total of four authorisations for the disposal of records issued in 2013 in relation to records of the Department of Education and Skills and the Department of Social Protection.

TRANSFER OF DEPARTMENTAL RECORDS

- 3.10 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 2013 are summarised in Appendix C.3.

Media Preview of records released by Government Departments

- 3.11 As usual, a selection of the records to be released by Government Departments in January 2014 was made available to representatives of the media at a preview running from 4 to 6 December 2013.
- 3.12 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 27 December 2013. See 7.25 below regarding coverage of released records by the media.

Records relating to Northern Ireland

- 3.13 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 1983 due for release in January 2014. 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.

TRANSFER OF DEPARTMENTAL RECORDS BY THE COURTS AND PROBATE OFFICE

- 3.14 Under the National Archives Act, Court and probate records are, like other 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 20 years old. In recognition of the fact that court offices and probate offices did not have storage space and as probate records in particular have for many years been transferred when they are 20 years old, the National Archives continued to accept annual transfers when 20 years old. However, due to constraints on suitable accommodation, I was obliged to write to the Probate Officer in October 2012 and advise that the National Archives would suspend accepting annual transfers of such records when 20 years old and would implement incrementally the 30-year rule, commencing in 2013.
- 3.15 During 2013, advice continued to be given to the Courts Service. Several Circuit Court Offices transferred backlogs of older records, work which was facilitated by suspension in 2013 of the practice of accepting 20-year old probate records referred to at 3.14 above. Serious attempts have been made in recent years 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 remains to be transferred, including records of the Dublin Circuit Court. Space constraints in the National Archives and insufficient staffing prevent completion of this work, and also the initiation of similar large-scale

work in respect of the records of District Court Offices. During 2013, District Court records for County Galway, County Sligo, County Leitrim and County Mayo, ranging in date from the early 1900s to the 1990s were transferred. It is hoped that this work can continue in a limited manner during 2014.

- 3.16 The position at the end of 2013 with regard to the transfer of the records of the higher Courts and the Circuit Court is summarised in Appendix C.2 below and the records accessioned in 2013 are summarised in Appendix C.5.

TRANSFER OF DEPARTMENTAL RECORDS BY SCHEDULED BODIES

- 3.17 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.

- 3.18 In 2013, 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 C.4 below.

Ordnance Survey

- 3.19 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. 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 by Ordnance Survey Ireland in preparation for transfer and National Archives needs to have appropriate space in which to accommodate this large collection comprising mostly large-format documents. This work will take several years.

Valuation Office

- 3.20 In 2013 the parts of the Field books and Tenure (or Perambulation) books which had remained in the custody of the Valuation Office were transferred to the National Archives. This completes the collection of documents originally part-transferred in the 1940s and means that the related documents are now held in one location. These documents are now listed and available for inspection. For progress on the Valuation Office maps, see 4.15 below.

RECALLS SYSTEM

- 3.21 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 2013, 215 documents were recalled by Departments including Education & Skills; Foreign Affairs and Trade; Finance; Justice, Equality and Law Reform; the Taoiseach; Áras an Uachtaráin; Attorney General’s Office; Courts Service including Circuit Court Offices and the Probate Office; Director of Public Prosecutions; Office of Public Works; Commissioners of Charitable Donations and Bequests.

NON-DEPARTMENTAL RECORDS

- 3.22 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.
- 3.23 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.
- 3.24 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. Only a small quantity of such records, those of the Irish Sugar Company, were acquired by the National Archives in 2013.
- 3.25 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

HOSPITAL RECORDS

Grangegorman Hospital Archives: Wellcome Trust project, years 1 and 2

- 3.26 Two grants awarded by the Wellcome Trust in 2012 fund work on the archives of Grangegorman Hospital. The work is carried out by a project team consisting of an Archivist, a Conservator, a Project Assistant and a Preservation Assistant. Good progress was made in the cleaning, arrangement, listing and conservation of the collection by the end of 2013.
- 3.27 Grangegorman Hospital was founded as the Richmond Asylum in 1814 and became the largest and most important psychiatric hospital in Ireland. The archives are the most voluminous collection of hospital archives known in Ireland. We are grateful to the Wellcome Trust and to the management team in Grangegorman Hospital (St Brendan's) for their support.

RECORDS ACCESSIONED FROM OTHER PUBLIC AND PRIVATE SOURCES

- 3.28 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

- 3.29 The more important accessions from private sources received during 2013 (including those accessioned through the Business Records Survey) are summarised in Appendix C.6 below.

BUSINESS RECORDS SURVEY

- 3.30 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. For a description of preservation work carried out on business records in 2013 see 4.5 below.

Records of Irish Distillers Limited

- 3.31 Arising out of the establishment by Irish Distillers Pernod Ricard of their company archives in Midleton, Co. Cork, it was agreed that the National Archives would return the large collection of records which were deposited for safekeeping in the early 1970s. The archives will be accommodated in a new purpose-built archives building in the distillery and heritage centre complex and will be administered by an experienced professional archivist.

CHURCH OF IRELAND RECORDS

- 3.32 During 2013 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 or to index them as local projects.

ELECTRONIC RECORDS

Our digital heritage

- 3.33 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

- 3.34 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 and the vacant post remains unfilled. In 2008, responsibility for aspects of electronic records work was assigned part-time to an Archivist whose time was largely taken up with other core duties. This staff member left the National Archives on promotion during 2013. The current situation in relation to the preservation of born-digital Government records is untenable and must be addressed as a matter of urgency.
- 3.35 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 continues to pose difficulties for government departments who are struggling to manage their electronic records effectively. Between 2010 and 2013, the National Archives was contacted by Department of the Taoiseach, 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 and the Department of Foreign Affairs and Trade seeking guidance on the management of electronic records.
- 3.36 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.
- 3.37 The National Archives made a submission to the Freedom of Information Public Bodies Review Group on the importance of records management, including the management of digital records, during 2013.
- 3.38 The National Archives participated in a peer review of the Public Records Office of Northern Ireland's digital records preservation project in May 2013.

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. 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 2013 includes the completion of re-packing and listing the Down Survey tracings, reboxing of Cabinet Minutes, Commissioners of Irish Lights and OPW documents as well as on-going work on ED 1 files. The re-packing of testamentary grants also continued and work on 190,000 is now complete. This work will take several years more. Large amounts of preservation work also took place as part of the archival processing work carried out on the backlog collection (Valuation Office, Church Temporalities Commission, Department of the Environment and Department of Finance Compensation files).

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. In 2013 over 10,000 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 Circuit Court (including voters' registers) and other Courts, wills and Ordnance Survey.

Preservation work on business records

- 4.5 Work on the business collections stored in Bishop Street, which started in 2012, was continued in 2013. Many of these records consist of collections which are very large, were rescued from destruction and which require very considerable amounts of archival processing in addition to conservation work. The preservation work consists of removal from the original containers (e.g. tea chests, temporary boxes and plastic bags), cleaning, minimum ordering, boxing and box listing. These collections are mapped and entered in a database which will be used to establish priorities for archival and conservation work. In 2013, the preservation work on 32 collections was carried out, a total of 1750 boxes of archives. However, this is the first stage only of the work and full archival processing is required before the collections will be ready for public inspection. It is estimated that archival work on the unlisted business collections is the equivalent of more than 150 years of work for 1 person. The preservation work has brought about great

improvements, but without more staff and resources it will be impossible to carry out the further work required and the collections will remain inaccessible.

Environmental monitoring

- 4.6 Our monitoring system continues to provide high-quality data about temperature and relative humidity. During the year 2013, it showed that the environment both buildings falls short of recommended standards.

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 disaster training sessions were carried out by a specialist trainer with the teams in *December* 2013.

Shelf-listing

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

CONSERVATION OF ARCHIVES

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, Railway maps from Crown and Peace collections and Pembroke Estate maps in preparation for exhibition) and other documents (Chief Secretary's Office Registered Papers, General Prisons Board photographs and files, ED 1, Valuation Office volumes and papers, Chancery Pleadings, Crown and Peace documents, Prisoner Registers Mountjoy Prison, Minutes of Grand Canal Company, bound volumes from the Royal Hospital Kilmainham, Ordnance Survey correspondence and preparation of documents for loan to JFK Homecoming exhibition in the National Library and documents for imaging for the National Archives travelling exhibition on Ireland's accession to the European Union, *Becoming European*.
- 4.11 Urgent minor repairs were carried out on documents in use in the Reading Room, and for photography or digitisation. In addition, advice was given on a number of projects concerning collections being worked on by other staff. This included significant input into work on Grangegorman archives and Department of Finance Compensation files as well as assistance with the development of methodologies and work flows in the Valuation Office maps project (see 4.15 below). Advice and assistance were also given to a number of Departments and training was provided for Ordnance Survey Ireland staff in preparation for a scanning project.
- 4.12 The phase-boxing programme was continued, with the cleaning, consolidation and boxing was carried out on volumes of Cabinet Minutes, Books of Survey and Distribution, Department of Education, Department of Justice, OPW, Royal Hospital Kilmainham and Commissioner of Irish Lights. Assessments of a number of other collections were carried out with a view to planning future work.
- 4.13 We continued to rely heavily on work by contract conservators because of the very small number of permanent staff.

Conservation scholars

- 4.14 The Conservation Scholarships were continued in 2013. 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

Valuation Office maps project

- 4.15 The National Archives has in its custody the very large collection of Valuation Office maps which have not been accessible because the archival, preservation and conservation work needed had not been carried out. Following discussions with the Valuation Office, an arrangement was reached in 2013 whereby the necessary work is to be carried out. The Valuation Office will fund the map conservation work by a Paper Conservator, working with a trained graduate, who would be part of the Heritage Council intern scheme. The archival work of arrangement and description was carried out by National Archives staff. The Valuation Office also funded a studentship over a period of 4 months in 2013 which provided assistance in the numbering of the maps. Excellent progress was made on this work up to the end of the year, but the collection is very large and it will be some time before arrangements can be made to make the documents available for inspection..
- 4.16 The National Archives wishes to thank the Valuation Office for co-operation in this matter and especially Ms Mary Smyth, Mr Paddy McIlwee and Ms Anne Durkin.

IN-HOUSE MICROFILMING AND DIGITISATION OF ARCHIVES

National Archives Microfilming Unit

- 4.17 Microfilming of Ordnance Survey Name Books and ED 1 was continued. Duplication of films for security purposes and repairs to films in use in the Reading Room were also carried out as required. In 2013 the shortage of staff in public areas had a seriously detrimental effect on progress in microfilming as staff of the unit were called upon to fill gaps in staff providing service to the public.

Storage of preservation microfilms

- 4.18 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.

Digitisation of archives

- 4.19 Completion of scanning and post-scanning work was carried out on the Soldiers' Wills and miscellaneous maps. A programme of small scanning projects has been developed for the in-house unit, although resources in this area are limited, and staff working there are obliged to attend to other duties.

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 9.15 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. The hours of opening and the periods during which documents are produced to readers were extended in 2013.

- 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 or on-line, and microfilms are available on a self-service basis. Many finding aids are now available on our website www.nationalarchives.ie.

Number of visits

- 5.3 In 2013, the total number of readers using the Reading Room during opening hours was 12,453 (excluding 62 accredited journalists at the annual media preview). The number of new Readers' Tickets issued was 3,662; the total number of Readers' Tickets issued, including renewals, was 4,368. 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 2013. Wi-Fi was made available in the Reading Room from July.

- 5.4 On 1 July new Rules for Readers and new requirements for obtaining Readers' Tickets were introduced. The latter now requires two separate pieces of identification. In addition readers sign the Emergency Evacuation notice and a Data Protection Undertaking. Readers wishing to use Wi-Fi must sign the acceptable usage policy and those wishing to take photographs must make application to the Duty Archivist on the form provided.

Archives inspected in the Reading Room

- 5.5 In 2013, 24,867 documents were inspected by readers in the Reading Room. This figure showed a small increase on inspections in 2012. 5324 microfilms were inspected by readers, a small decrease on 2012. Considering that many of the most commonly used documents held by the National Archives are now available online, the number of productions of documents was relatively high and demonstrates that researchers are now accessing a wide range of documents.

Production of archives stored in commercial storage

- 5.6 In 2013, 363 documents stored off-site in a commercial facility were ordered by researchers in the Reading Room.

Copying of archives

- 5.7 10,694 pages of copies were provided to readers in 2013, over 3,000 of which were made by the instant copy service. There were 229 orders for research copies. These figures show a dramatic drop to approximately one-third of the number of orders and number of copies made in 2012. This is attributed to the widening of permission granted to readers to take photographs of documents in the Reading Room and to the increase in the cost of copies following the new fees order. In addition approximately 14,000 pages of copies were provided at the media preview in December 2013.

Certified copies

- 5.8 In 2013, 1,078 orders for certified copies, consisting of 3,048 pages, were completed.

Charges for copying

- 5.9 New fees under the *National Archives (Fees) Regulations, 2012* applied from 2 January 2013. During 2013 credit card facilities for personal callers were introduced in the Reading Room.

Photography by members of the public

- 5.10 From 1 July 2013 the rules governing photography by readers were changed to allow photography (without flash) to take place all day. Readers must apply formally to the Duty Archivist for permission to take photographs. This arrangement is popular with researchers, but the National Archives remains concerned because of the difficulty of ensuring that researchers do not damage or interfere with documents. Other photography takes place by special advance arrangement after Reading Room hours.

Genealogy Service

- 5.11 The Genealogy Service remained popular with readers during 2013 and 2,011 consultations were given. The service is available each day between 10am and 1.30pm.

CORRESPONDENCE AND COMMENTS BY USERS

Correspondence

- 5.12 The number of items of correspondence (e-mail and postal) received from members of the public in 2013 was 6,105, a slight decrease on 2012. While there was a rise in initial enquiries relating to testamentary documents, there was a noticeable drop in requests for paid copies both by members of the public and solicitors. See 5.7 -5.9 above.

Comments by users

- 5.13 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. Feedback was also provided by means of the Questionnaire prepared by the Archives and Records Association for use on the Open Day on 9 November 2013.

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. In 2013 the brochure *Sources for Family and Local History* was rewritten, expanded and published.

Websites

- 5.15 The National Archives now has eight live websites, and these websites recorded a total of 4.1 million visits and almost 169 million hits during 2013. The websites are:

Website	Visits	Hits
www.nationalarchives.ie	798,699	17,833,980
www.csorp.nationalarchives.ie	19,833	499,841
www.treaty.nationalarchives.ie	55,816	1,130,383
www.genealogy.nationalarchives.ie	72,255	754,830
www.census.nationalarchives.ie	2,817,050	139,533,149
www.soldierwills.nationalarchives.ie	56,866	926,885
www.titheapplotmentbooks.nationalarchives.ie	193,677	5,668,749
www.willcalendars.nationalarchives.ie	58,795	2,190,450

- 5.16 The main National Archives website recorded 17,833,980 hits during 2013, which is an increase of almost 1.2 million on the 2012 figure. 2013 was the first full year that the Soldiers Wills and Title Applotment data was online, and both sites have proved to be popular with the public.
- 5.17 Additions to the website have included the National Archives Advisory Council annual Reports for 1990–2005 and 2011. A new section in the Research menu on the home page gives access to the newly-available on-line catalogues of archives. This includes both newly-acquisitioned documented and re-cataloguing of previously available documents, and additions are made throughout the year.

Document of the Month

- 5.18 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.

OUTREACH: LECTURES AND VISITS

Lectures given by staff

- 5.19 Lectures given by members of staff to groups, conferences, meetings and local societies Play a significant role in promoting the holdings of the National Archives and are listed in Appendix E.

Group visits

- 5.20 A large number of group visits was made to the National Archives, see Appendix E. 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.

‘Back to our Past’

- 5.21 For the fourth year running, the National Archives was invited to participate at the ‘Back to our Past: the Irish Genealogy and Family / Social History Experience’ in the ‘Over 50s Show’ at the Royal Dublin Society from 18-20 October 2013. It is estimated that 750 people visited the National Archives stand.

Open Day

- 5.22 The National Archives held an Open Day on Saturday 9 November. The date was chosen to link in with the ARA Ireland archives campaign also supported by P.R.O.N.I. 82 people attended of whom 16 visited the Genealogy Service.

OFFICIAL VISITS

- 5.23 Visits to the National Archives by An Tánaiste, Eamonn Gilmore, T.D, Phil Hogan, T.D., Minister for the Environment, Community and Local Government, Mr Frank Daly, Chairman of National Assets Management Agency and Ms Maggie Smyth, Director of the Public Record Office of Northern Ireland 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 Finding aids work in the National Archives 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 converting legacy hard copy finding aids to digital format. This work is carried out in accordance with the International Council on Archives' international descriptive standard, ISAD(G), [Irish Guidelines for Archival Description](#), and the National Archives editorial style guide.
- 6.3 The National Archives uses dedicated cataloguing software to manage its finding aids work, including their delivery directly from the cataloguing system to the National Archives website. This also allows the easy exchange of data, enabling the National Archives to participate in initiatives such as the European Union's APEX Project. As of December 2013, in excess of 400,000 individual catalogue entries have been uploaded to Adlib Archive and are available for searching on the National Archives website.
- 6.4 The task of converting legacy hard copy finding aids to digital format continued during 2013. 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.
- 6.5 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 unlisted records already in the National Archives was undertaken in 2013. Appendix D contains information on finding aids work undertaken during 2013.

SPECIAL PROJECTS AND DIGITISATION

1901 and 1911 digitisation

- 6.6 A large number of corrections to the Census website needs to be carried out but has been delayed by lack of staff. A JobBridge placement allowed 15,000 corrections to be carried out in 2012 and implemented on the website. Delays in filling JobBridge vacancies have meant no corrections were carried out in 2013

- 6.7 The book, *Dublin 1911*, based on the census records and site, edited by Catriona Crowe and published in partnership with the Royal Irish Academy in November 1911, had sold 17,000 copies by the end of 2013.

Census Website

- 6.8 During 2013, the Census website received in excess of **132 million** hits and over **2.6 million** visits. The total figures for use of the Census website from its inception in 2007 to December 2013 are **984,169,892** hits and **19,801,462** visits.

New pages on the National Archives Genealogy website

- 6.9 Calendars of Wills and Administrations, 1858 – 1920, were placed on our Genealogy website in 1913, adding to our increasingly comprehensive online genealogical offering.

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

- 6.10 The background to the Crowley Bequest Project was outlined in the 2008 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 used to pay the salaries of two Archivists (who have fixed-term five-year contracts) and one Conservation Scholar for 12 months.

- 6.11 Full archival processing of the Chief Secretary’s Office Registered Papers by the Archivists commenced at the start of November 2008. One of the Archivists left the Project in early 2012. By 6 September 2013, when the remaining Project Archivist’s contract expired, 18,506 registered files of papers for the years 1818–25 were processed by the Archivists, while 21,480 registered files for the years 1818–24 were conserved by the Conservation Intern or Scholar. 2,079 entries were made in the biographical database.

- 6.12 The Crowley Bequest Project website (<http://www.csorp.nationalarchives.ie/>) received 441,169 hits and 16,823 visits during 2013.

- 6.13 Work on the Crowley project was severely hampered in 2013 by the failure to fill the position left vacant since early 2012 and the expiry of the remaining Archivist’s contract in September 2013, leaving the Project with no staff.

Partnership with the Genealogical Society of Utah

- 6.14 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 May 2013, the Calendars of Wills and Administrations were placed free to access online on the GSU website, FamilySearch.org, and on the National Archives website. The website received 1,756,030 hits and 44,074 visitors in from May to November 2013.

- 6.15 Also under the terms of this agreement, Petty Sessions Records, 1852 – 1922, Landed Estates Court Rentals, 1848 – 88, and Prison Records, 1796 – 1900 continued to be available to researchers for a subscription on FindMyPast.ie. This arrangement lasts for five years from the date the material goes online, and after that period has expired, becomes free to access on the National Archives website. During the five-year period, the website FindMyPast.ie is available free in the Reading Room of the National Archives.

- 6.16 This partnership is greatly improving free access to important genealogical records in the custody of the National Archives, at minimal cost to the State.

Documents on Irish Foreign Policy

- 6.17 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 one of the Editors. Nine volumes have been published to date covering the period 1919 – 1948, focusing overwhelmingly on material from the National Archives. Volumes I – V are available free to access at www.difp.ie.

- 6.18 In 2013, work continued on selection, transcription and contextualising of documents, and preparation for publication, proof reading and oversight of production for Volume 1X, covering the period 1948 – 51, which will be published in November 2014.

RTE's History Show Document of the Month

- 6.19 RTE's History Show featured a 'Document of the Month' from the National Archives throughout 2013. Each month, documents are read and contextualised on the programme, and the resulting materials placed on the RTE website. By the end of 2013, 11 such broadcasts had taken place

Exhibition

- 6.20 The National Archives created an exhibition on Ireland's accession to the EU, *Becoming European*, to coincide with Ireland's Presidency of the EU. It opened in May 2013 in the National Museum, Collins' Barracks, and later travelled to a number of public libraries in the Dublin area.

Decade of Centenaries

- 6.21 Catriona Crowe is a member of several steering committees relating to the decade of centenaries, including the Universities Ireland Steering Committee, the 1913 Steering Committee, the Irish Times Steering Committee and the Imperial War Museum Steering Committee. She remained active on the Military Service Pensions Project Steering Committee, and edited a substantial *Guide to the Military Service Pensions Files*, which will be published to coincide with the first online release of the archive in 2014.
- 6.22 In June 2013, Universities Ireland held a conference on the 1913 Lockout in Liberty Hall, Dublin. The conference was addressed by our President Michael D. Higgins, who gave a paper on the Lockout. The conference had a strong archival segment, involving speakers from the National Archives, the Public Record Office of Northern Ireland and the Imperial War Museum and included planning for the decade ahead in terms of finding, processing, making accessible and digitising records dealing with the period.
- 6.23 The National Archives has supported the Imperial War Museum's project, *Lives of World War 1*, which will digitise all available information on WW1 combatants, including the 250,000 Irishmen who fought. The 1911 census database has been made available to the project as a vital dataset to illustrate the soldiers' backgrounds. They will also be making use of the Soldiers' Wills collection in the National Archives.
- 6.24 The National Archives worked closely with Anu Productions, who created the hugely successful Tenement Experience in Henrietta St., Dublin, an onsite theatre event dealing with the 1913 Lockout.

Conflict Archive on the Internet (CAIN)

- 6.25 Since 2012, staff from the University of Ulster and the National Archives have been working together on a project to provide free access to digitised original archival records of Irish Government held in the National Archives that relate to the conflict in Northern Ireland. The results of their endeavours can be seen on the University of Ulster's CAIN (Conflict Archive on the INternet) website at <http://cain.ulster.ac.uk/nai/>. A range of digitised documents for the years 1965-1969 drawn from the archives of the Departments of the Taoiseach, Foreign Affairs and Trade, and Justice Equality and Law Reform was initially launched by Minister Jimmy Deenihan, T.D., on the CAIN website on 25 October 2012. Following a further funding to the CAIN project from the Department of Foreign Affairs and Trade, an additional 750 digitised documents spanning the years 1970-1974 were launched online by Minister Deenihan on 28 November 2013.
- 6.26 The digitised archival records complement similar material from the Public Record Office of Northern Ireland, providing a valuable on-line digital resource for researchers looking for information on the conflict and politics of Northern Ireland. Thanks are due to the University of Ulster for facilitating this project, particularly Dr Brendan Lynn.

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: the Abbey Theatre, the Arts Council, the Chester Beatty Library, the Crawford Gallery, the Heritage Council, the Irish Museum of Modern Art, the National Archives, the National Concert Hall, the National Gallery, the National Library and the National Museum.

Working groups

- 7.2 The Council has established a number of working groups, comprising staff members from the member institutions. As of 31 December 2013, the National Archives was represented on the working groups by the following members of staff:
- Conservation: Zoë Reid
 - Education, Community and Outreach: Catriona Crowe

Heritage Fund

- 7.3 The Council also meets as a statutory body to make recommendations to the Minister for Arts, Heritage and the Gaeltacht 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

- 7.4 In 2013, the National Archives remained actively involved in co-operation on archives within the European Union (EU), notably by participation in the bodies outlined below:

European Board of National Archivists

- 7.5 The European Board of National Archivists (EBNA) is a voluntary body made up of the National Archivists of EU Member States, which meets twice a year in the state then holding the EU Presidency. The National Archives was represented at the meetings held in Vilnius in October 2013 by Frances McGee, Acting Director.

European Archives Group

- 7.6 The European Archives Group (EAG) was established on foot of the European Council Recommendation of 14 November 2005 to increase cooperation in the fields of archives. The Group consists of one representative from each Member State and 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 take place immediately following the EBNA meetings above.

- European Heads of Conservation**
- 7.7 This is an informal group comprising the heads of preservation and conservation in the National Archives of the EU Member States and associated countries. The group meets once a year in conjunction with the EBNA/EAG meeting held in the first half of the year.
- DLM Forum Foundation**
- 7.8 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, Keeper (Acting), continues to represent the National Archives at meetings of the DLM Forum Foundation.
- EU APEnet and APEX**
- 7.9 The National Archives was one of 17 EU member states participating in the APEnet (Archives Portal Europe) project in 2009–2012. This is supported by the European Commission with the objective of creating a common online access point to the catalogues of European archival institutions.
- 7.10 In 2012, the National Archives joined the Archives Portal Europe network of excellence (APEX) – a framework for European archives to collaborate for enhanced access to their online content. APEX is funded by the European Commission and during its lifetime (2012–2015), membership of the portal, content and functionalities will be increased. During 2013, proofreader Elizabeth McEvoy quality-assured project outputs and attended four meetings while Micheál Ó Conaire prepared and submitted National Archives finding aids to the portal.

MEETINGS HELD DURING IRISH PRESIDENCY OF COUNCIL OF THE EUROPEAN UNION, JANUARY – JUNE 2013

- 7.11 The National Archives hosted several five meetings as part of the official Irish Presidency programme. The meetings were organised in conjunction with the EU Presidency Unit of the Department of Arts, Heritage and the Gaeltacht and we wish to thank staff there for their assistance, especially Ms Sabina O'Donnell and Ms Máire Ní Conghaile. The APEX conference took place outside the official programme but was supported by the National Archives.
- 27th Conference of the European Board of National Archivists and 14th EAG meeting, Dublin, 2-3 April 2013.**
- 7.12 The 27th Conference of the European Board of National Archivists and the 14th meeting of the European Archives Group took place in Dublin on 2 and 3 April 2013 in the Conference Centre, Dublin Castle. The proceedings were opened by the Minister for Arts, Heritage and the Gaeltacht, Mr Jimmy Deenihan, T. D. A total of 53 delegates attended, representing 29 countries. Cultural visits for delegates were arranged and the official dinner was held in Farmleigh House.

- EBNA**
- 7.13 The subjects of the EBNA conference were archival legislation and the role of archives in national commemoration. Presentations were made by Mr Justice Peter Charleton, Chairman of the National Archives Advisory Council and Thomas Quinlan (on legislation) and Catriona Crowe (on commemorations) as well as members from other EU states. The minutes of the conference and the presentations are available on the website of the National Archives www.nationalarchives.ie.
- European Archives Group (EAG)**
- 7.14 A meeting of the European Archives Group took place following EBNA. The matters discussed included data protection and the draft European Data Protection legislation, including concern expressed by Europe's Archivists. Reports were also made on the development of a European code of conduct, APEx, DLM Forum and disaster prevention and recovery.
- APEx**
- 7.15 A meeting of the Executive Steering Committee of APEx took place on Tuesday 2 April 2014 in the Conference Centre, Dublin Castle.
- European Heads of Conservation**
- 7.16 A meeting of the Heads of Conservation in the National Archives of European Union and associated countries took place in the Bedford Tower in Dublin Castle on Thursday 4 April 2013. The meeting was attended by 18 delegates representing 13 countries. Visits to the National Archives and the Conservation Department of Trinity College Library were included in the day.
- DLM Forum Foundation**
- 7.17 A meeting of the DLM Forum Foundation took place at the Royal Hospital Kilmainham on 25 and 26 June, attended by 77 delegates from all over Europe. Jimmy Deenihan, T.D., Minister for Arts, Heritage and the Gaeltacht gave the opening address at the meeting's public session on 26 June.
- APEx conference**
- 7.18 The first APEx international conference 'Building infrastructures for archives in a digital world' was held from 26 to 28 June in Trinity College Dublin and was attended by 300 delegates. The official opening of the conference was performed by the Minister for Arts, Heritage and the Gaeltacht, Mr Jimmy Deenihan, T.D.

CO-OPERATION

- Department of Justice and Equality Archives Advisory Group**
- 7.19 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). Crime and security records for the period 1939 to 1943 reviewed by the Group and transferred to the National Archives in November 2012 with the participation of Alan Shatter, TD, Minister for Justice and Equality, were released to the public in January 2013.

- 7.20 The National Archives co-operated with the following:
- University College Dublin School of History and Archives
 - Europeana
 - National Library of Ireland
 - University College Dublin, School of Architecture
 - Pernod Ricard - Irish Distillers Limited
 - Church of the Assumption, Booterstown, Bicentenary Booklet, 200th Anniversary
 - Department of Foreign Affairs
 - Discovery Programme,
 - Dublin Institute of Technology : journalism studies / tourism studies
 - Irish Archives Resource Portal
 - *Irish Archives : Journal of the Irish Society for Archives*
 - Sean Lynch, 'De Lorean Progress Report', Limerick City Gallery of Art
 - Merrion Square Innovation Network (Merrion Square park)
 - Offaly County Council, Heritage Officer, digitisation
 - Royal Irish Academy, Irish Historic Towns Atlas
 - Royal Irish Academy, Art and Architecture of Ireland publications
 - Royal Society of Antiquaries of Ireland
 - Trinity College Dublin, Department of History of Art and Architecture, 'Street view – urban domestic architecture, 1700-1900' conference
 - Trinity College Dublin, Department of History, CIRCLE project
 - Trinity College Dublin, Letters of 1916 project
 - University College Dublin, Department of History and Archives, 'Catholic loyalty and identity in seventeenth and eighteenth-century Ireland' project
 - Century Ireland
- 7.21 Advice and assistance was given to individuals and to a wide range of bodies, including:
- Department of the Taoiseach
 - Department of Education and Skills
 - Department of Arts, Heritage and the Gaeltacht, National Monuments
 - Department of Jobs, Enterprise and Innovation
 - Courts Service, particularly the Office of the Official Assignee in Bankruptcy; the Supreme Court and Galway Circuit Court
 - Chief State Solicitor's Office
 - Registry of Deeds
 - Property Registration Authority
 - Valuation Office
 - Ordnance Survey Ireland
 - Central Statistics Office
 - Companies Registration Office
 - Office of the Secretary to the President
 - Department of Public Expenditure and Reform's Freedom of Information Public Bodies Review Groups
 - Residential Institutions Redress Board
 - Commission to Inquire into Child Abuse
 - St Brendan's Hospital Grangegorman
 - St Brigid's Hospital, Ballinasloe

- St Davnet's Hospital, Monaghan
- Health Service Executive
- Dublin City Library and Archives
- National Assets Management Agency
- An Bord Pleanála
- Public Record Office of Northern Ireland
- Irish Red Cross

Loan for exhibition

7.22 Kilmainham Gaol

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.

PUBLICATIONS

- 7.23 Aileen M. Ireland, 'Records of pupils in National Schools: samples from the records of the National Archives of Ireland', Irish Archives, 20 (2013).

Zoe Reid, 'Conservation of the photograph of Mr McBride and pupils of Bancran National School, County Londonderry', Irish Archives, 20 (2013).

PARTICIPATION IN TRAINING

- 7.24 During 2013 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 placements
 - Emergency Preparedness Training for Disaster Teams
 - CNCI Disaster Preparedness training in the Chester Beatty Library
 - In-house preservation-related training
 - Manual Handling
 - Fire security
 - Security and Access Group of the Public Service Quality Group presented a training event on the challenges of balancing access and security in archives and libraries
 - WordPress web training
 - Adlib software training
 - Continuing Professional Development and core competencies for Archivists (Archives and Records Association), hosted in the National Archives

MEDIA COVERAGE AND TELEVISION PROGRAMMES

Media coverage of annual release of archives

- 7.25 Newspapers published on 27, 28 and 29 December 2013 carried extensive coverage on several pages based on the content of the records relating to 1983 made available at the media preview (see 3.11 and 3.12 above), which fell due for release in January 2014. News items based on the content of released records made available at the media preview were also carried by broadcast media organisations.
- 7.26 Interviews were carried out with RTE TV and radio, Newstalk, TG4, TV3, Today FM and BBC radio 4, on the decade of centenaries and the census online.
- 7.27 In the print and e-media, the National Archives featured in a number of articles including *Architecture Ireland*, *Echo News*, the *Irish Daily Mail*, the *Irish Mirror*, the *Irish Times*, the *Sunday Times*, the *Meath Chronicle* and the Royal Institute of Architects of Ireland, *Newsletter*. Also on www.iarc.ie, www.failteireland.ie, www.riai.ie and www.thejournal.ie.
- 7.28 National Archives staff participated in or assisted in the making of a number of television programmes. Details are listed in Appendix F.

MEMBERSHIP AND ATTENDANCE AT CONFERENCES AND SEMINARS

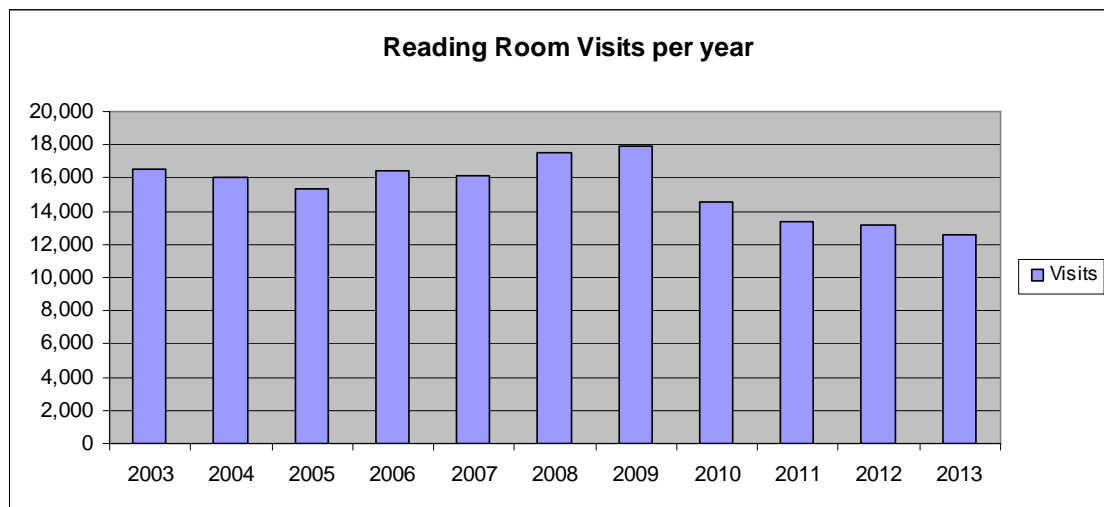
- 7.29 Membership of organisations and representation of the National Archives on bodies and attendance at conferences and working groups, other than matters outlined in the text of the report, are listed in Appendix G.

Appendix A: Staff of the National Archives as of 31 December 2013

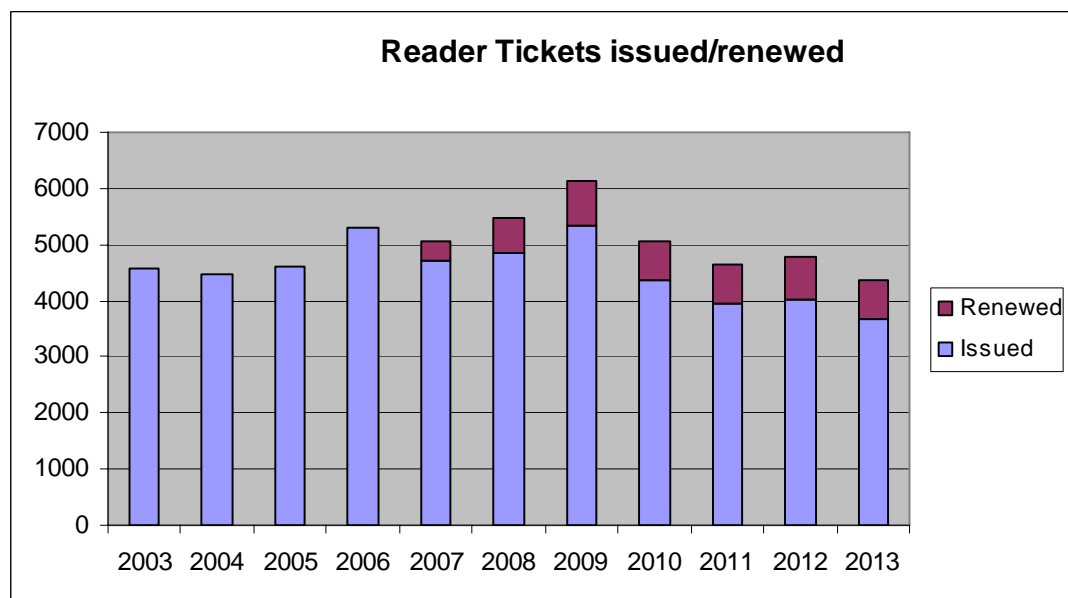
<u>GRADE</u> (and key responsibilities of senior staff)	<u>NAMES</u> (names, within each grade, in alphabetical surname order)	<u>TOTAL</u>
Director	<i>Vacancy</i>	1
Keeper & Acting Director (Collection Care and Customer Service)	Frances McGee, M ès Lettres, H Dip Ed	1
Keeper (Acting) (Records Acquisition 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, MRIA	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) Mary Mackey, MA, Dip Archival Studies Niamh McDonnell, MA, H Dip Archival Studies, Dip Legal Studies Elizabeth McEvoy, M Phil, Dip Archival Studies Hazel Menton, BA, Dip Archival Studies <i>2 Vacancies</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)	<i>2 Vacancies</i>	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>)	5

<u>GRADE</u> (and key responsibilities of senior staff)	<u>NAMES</u> (names, within each grade, in alphabetical surname order)	<u>TOTAL</u>
	Richard Foley (<i>work-sharing – 4 days per week</i>) Tony McLaughlin Angela Mennella <i>Vacancy</i>	
Staff Officers	Christopher Allen Philip Doyle (<i>work-sharing – 4 days per week</i>) Ken Robinson	3
Clerical Officers	Sarah Cashen Robert Coffey Breda Devereux Gemma Harkin (<i>work-sharing – 3 days per week</i>) Aifric Hyland Bernadette Kelly (<i>work-sharing – 4 days per week</i>) Sabrina Kelly Declan Kenny Enda Lowry Tom McBride Karen McDonnell Eamonn Mullally Dermot Murray David O'Neill Patrick Sarsfield	15
Head Services Officer	Ken Martin	1
Services Officers (with allowance for Clerical Officer duties)	Denis Callanan Patrick Ellard Michael Flood Michael Mahony Brendan Martin <i>Vacancy</i>	6
TOTAL (incl. vacancies):		53

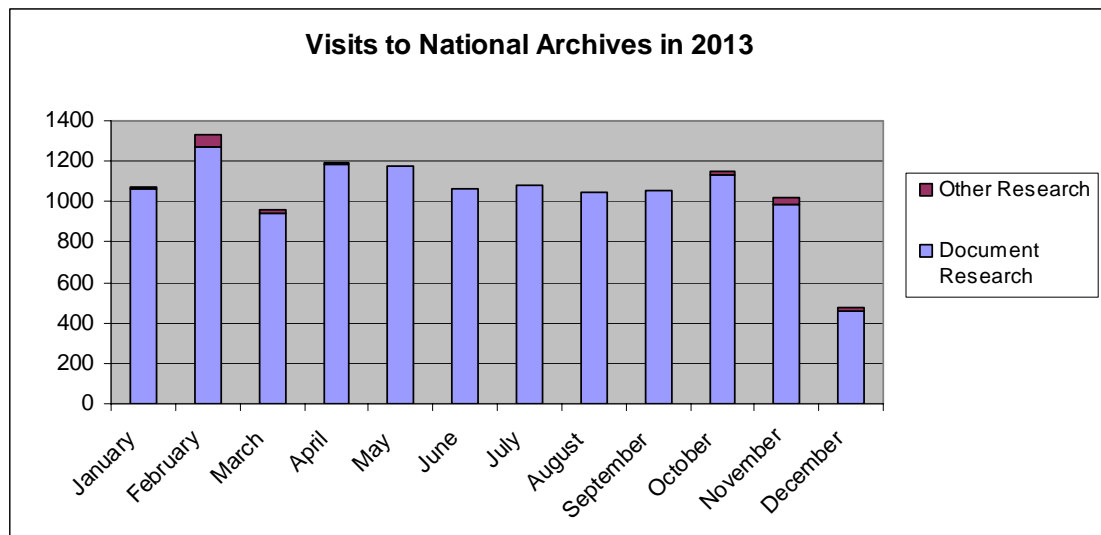
Appendix B.1: Visits to Reading Room per year, 2003 – 2013



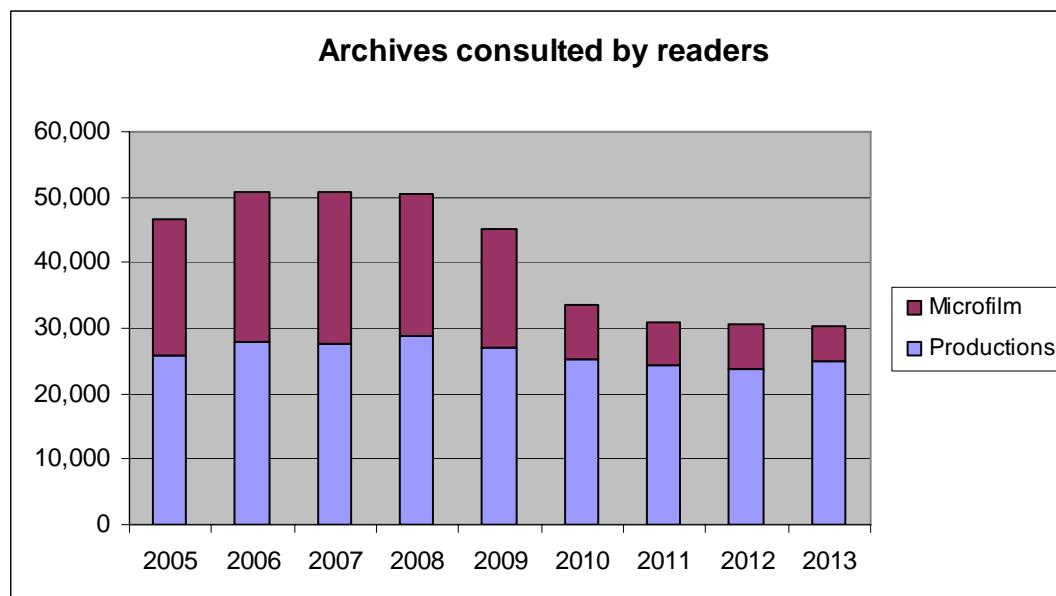
Appendix B.2: Reader tickets issued per year, 2003 – 2013



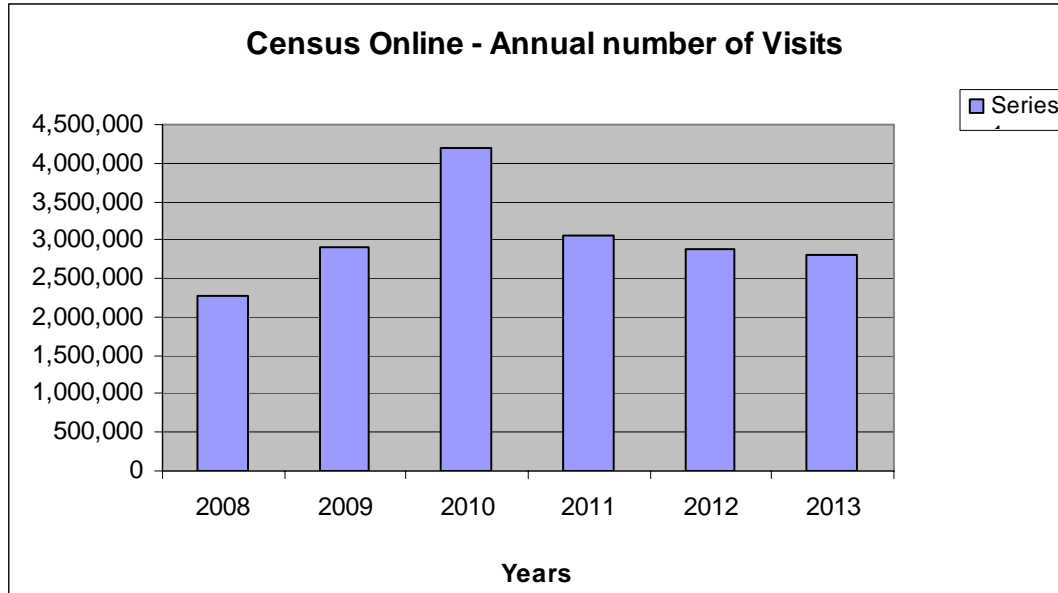
Appendix B.3: Visits to Reading Room by researchers per month 2013



Appendix B.4: Archives consulted by readers, 2005 – 2013



Appendix B.5: Census 1901 & 1911 statistics



Appendix C.1

Transfer of records pre-dating 1984 from Government Departments and Offices of State for release to public inspection under the 30-year rule: statement of position as of 31 December 2013

DEPARTMENT OF	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2013	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2013
the Taoiseach	1919–1983	None
Agriculture, Food and the Marine	1899–1980s	circa 1950–1983 (and some older records)
Arts, Heritage and the Gaeltacht	circa 1922–1962	1963–1983
Communications, Energy and Natural Resources	1845–1970s	1964–1983 (and some older records)
Former Department of Community, Rural and Gaeltacht Affairs (now abolished & functions given to 7 departments)	1929–1989	1967–1983
Defence	The records are held in the Military Archives, which has been approved as a place of deposit under the National Archives Act	None
Education and Skills	1831–1993	circa 1922–1983
Jobs, Enterprise and Innovation	1922–1976	circa 1960–1983
the Environment, Community and Local Government	1838–1970s	circa 1960–1983

DEPARTMENT OF	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2013	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2013
Finance	1922–1976	1950s–1983
Foreign Affairs and Trade	1919–1983	None
Former Department of Health and Children now Department of Health and Department of Children and Youth Affairs	1920s–1980s	1960s–1983
Justice and Equality	1922–1982	1970s–1983
Social Protection	1919–1983	1970s–1983
Transport, Tourism and Sport	circa 1922–1970s	circa 1960–1983
OFFICE OF	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2013	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2013
the Secretary to the President	1937–1983	None
the Attorney General	1922–1983	None
the Comptroller and Auditor General	1920s–1962	1960s–1983

Appendix C.2

**Transfer of records from higher Courts and the Circuit Court: statement of position as of
31 December 2013**

COURT	MAIN RECORD SERIES	LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2013	YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE
Supreme Court	Books of Appeal	1970	1971 – 1983
Court of Criminal Appeal	Files	1972	1973 – 1983
Central Criminal Court	Files	1968 (Wicklow, 1969)	1969 – 1983
High Court, Central Office	Plenary, Summary, Special Summons and State Side files	1970	1971 – 1983
HIGH COURT, PROBATE:			
Probate Office, Dublin	Testamentary papers	1990	None
Castlebar District	Testamentary papers	1991	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	1991	None
Limerick District	Testamentary papers	1990	None
Mullingar District	Testamentary papers	1990	None
Sligo District	Testamentary papers	1987	None
Tralee District	Testamentary papers	1989	None

COURT	MAIN RECORD SERIES	LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2013	YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE
Waterford District	Testamentary papers	1990	None
Wexford District	Testamentary papers	1989	None
CIRCUIT COURT OFFICES (County Registrars):			
Carlow	Civil and criminal files	1977	1978 – 1983
Cavan	Civil and criminal files	1990	None
Clare	Civil and criminal files	1975	1976–1983
Cork	Civil and criminal files	1984	None
Donegal	Civil and criminal files	1986	None
Dublin	Civil files Criminal files	1960 1972	1961–1983 1973–1983
Galway	Civil and criminal files	1985	None
Kerry	Civil and criminal files	1980	1981 – 1983
Kildare	Civil and criminal files	1975	1976–1983
Kilkenny	Civil and criminal files	1990	None
Laois	Civil and criminal files	1945	1946–1983
Leitrim	Civil and criminal files	1962	1963–1983
Limerick	Civil and criminal files	1982	1983
Longford	Civil and criminal files	1987	None
Louth	Civil and criminal files	1985	None
Mayo	Civil and criminal files	1990	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

COURT	MAIN RECORD SERIES	LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2013	YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE
Waterford	Civil and criminal files	1961	1962–1983
Westmeath	Civil and criminal files	1988	None
Wexford	Civil and criminal files	1989	None
Wicklow	Civil and criminal files	1982	1983

Summary of records accessioned by the National Archives in 2013

Records accessioned from Government Departments

Accession number	Department of	Description
2013/100	the Taoiseach	Central Registry S files relating mainly to 1983
2013/45	Arts, Heritage and the Gaeltacht	Placenames Branch: Map of Ireland, 1785 by Colonel Charles M Vallancey
2013/46	Arts, Heritage and the Gaeltacht	Placenames Branch: administrative files, 1945-1983
2013/95	Arts, Heritage and the Gaeltacht	Files of the former Arts and Culture Division of the Department of the Taoiseach relating to tax exemption for income derived from works of art, 1969-1994
2013/27	Foreign Affairs	Files of the Central Registry of the Department relating mainly to 1983
2013/28	Foreign Affairs	Files of the Secretary's Office relating mainly to 1983
2013/29	Foreign Affairs	Files of the Permanent Diplomatic Representation of Ireland to the European Union, Brussels, 1983
2013/30	Foreign Affairs	Files of the Embassy of Ireland to the Federal Republic of Germany, Berlin, 1983
2013/32	Foreign Affairs	Files of the Embassy of Ireland to Australia, Canberra, relating mainly to 1983
2013/33	Foreign Affairs	Files of the Irish Diplomatic Consulate in Chicago, United States of America, relating mainly to 1983
2013/36	Foreign Affairs	Files of the Embassy of Ireland to the Union of Soviet Socialist Republics, Moscow, 1983
2013/38	Foreign Affairs	Files of the Permanent Mission of Ireland to the United Nations, New York, 1983
2013/40	Foreign Affairs	Files of the Embassy of Ireland to France, Paris, 1983
2013/42	Foreign Affairs	Files of the Embassy of Ireland to the United States of America, Washington, 1983

Accession number	Department of	Description
2013/43	Foreign Affairs	Files of the Embassy of Ireland to Greece, Athens, 1983
2013/51	Foreign Affairs	Files of the Permanent Mission of Ireland to the United Nations, Geneva, 1983
2013/44	Foreign Affairs	Certified copies of multilateral EU agreements, c1972-2003
2013/93	Justice and Equality	Diversity and Equality Law Division: registered files of the former Department of Labour relating to employment equality issues, 1974-1983
2013/98	Justice and Equality	Criminal Law Reform Division: registered files, 1966-1983
2013/106	Justice and Equality	Crime 1 Division: registered files, 1964-1982
2013/48	Department of Social Protection	Registered files from the IA series, INF series, PLAN series, 1983

Appendix C.4

Records accessioned from scheduled bodies

Accession number	Scheduled body	Description
2013/97	Office of Secretary to the President	Registered P files, 1938-1983
2013/16	Office of the Attorney General	SR files relating mainly to 1983
2013/17	Office of the Attorney General	PC files relating mainly to 1983
2013/49	Companies Registration Office	Dissolved Companies files, c1960-1983
2013/24	Valuation Office	Tenure Books, 1850-1858
2013/25	Valuation Office	Field and House Books, 1833-1852

Appendix C.5

Records accessioned from Court Offices and Probate Registries

High Court: Probate Office and District Probate Registries

Accession number	Probate Office or District Probate Registry	Description of records
2010/10 2011/10	Limerick District	Wills and administration papers, 1989 & 1990

High Court: Office of the Official Assignee in Bankruptcy

Accession number	Office of the Official Assignee in Bankruptcy	Description of records
2013/52 2013/53 2013/54 2013/55 2013/56 2013/57	Office of the Official Assignee in Bankruptcy	Records of individuals declared bankrupt between c1921 and 1983

Circuit Court

Accession number	Circuit Court Office	Description of records
None	None	N/A

District Court

Accession number	District Court Office	Description of records
2013/63	Sligo, County Sligo	Justices' minute books, 1975-1993
2013/64	Charlestown, County Mayo	Justices' minute books, 1922-1972
2013/65	Ballymote, County Sligo	Justices' minute books, 1919-1961
2013/66	Skreen, County Sligo	Justices' minute books, 1921-1961
2013/67	Tubbercurry, County Sligo	Justices' minute books, 1934-1978
2013/68	Grange, County Sligo	Justices' minute books, 1922-1977
2013/69	Manorhamilton, County Leitrim	Justices' minute books, 1920-1976
2013/70	Collooney, County Sligo	Justices' minute books, 1962-1991
2013/71	Riverstown, County Sligo	Justices' minute books, 1923-1978

2013/72	Clifden, County Galway	Justices' minute books, 1918-1982
2013/73	Roundstone, County Galway	Justices' minute books, 1936-1961
2013/74	Letterfrack, County Galway	Justices' minute books, 1927-1974
2013/75	Oughterard, County Galway	Justices' minute books, 1923-1966
2013/76	Maam, County Galway	Justices' minute books, 1919-1942
2013/77	Spiddal, County Galway	Justices' minute books, 1924-1981
2013/78	Derrynea, County Galway	Justices' minute books, 1923-1990
2013/79	Carna, County Galway	Justices' minute books, 1919-1948

Appendix C.6

Records accessioned from other sources: including records accessioned through the Business Records Survey

Accession number	Source	Description of records
2013/18	Patrick O'Doherty	Teachers' observation books for Bunnacranagh National School, Achonry, County Sligo, 1891-1958
2013/20	Neal O'Doherty	Personal records of Cathal O'Doherty, Assistant Chief Inspector, Department of Education
2013/21	Andrew Yale	Map of proposed suburb to house ex-servicemen at Killester, Dublin, 1921
2013/22	Jack Kiernan	Office of Public Works tender documents for interior fittings for Fowler Hall Sorting Office, Dublin, 1923
2013/23	Sylvia Wigham	Personal papers of members of the Kingston family, including predominantly the papers and diaries of Lucy Kingston, suffragist, 1880s to 1950s
2013/96	Sean Murray	Bartholomew Murray, Gurteen, County Sligo: copy of 1889 will
2013/99	James McLaughlin	TP & R Goodbody, tobacco and snuff manufacturers, Dublin 8: factory workmen's time books, 1896-1900
2013/108	Mealy's Rare Books Limited	Tuskar Rock air accident: investigation log book, 1968
2013/109	<i>Anon</i>	Irish Sugar Company
2013/110	Alan Osborne	Ledger relating to Osborne stone quarry, Ballyknocken, County Wicklow, 1898-1917

Appendix D

Finding Aids work undertaken during 2013

NEW FINDING AIDS CREATED FROM TRANSFER SCHEDULES AND PUBLISHED ON THE NATIONAL ARCHIVES WEBSITE			
Department/Office	Description	Accession Number	Addition to catalogue under
Arts, Culture and the Gaeltacht	Records of the Placenames Branch	2013/45-46	OS/LOG/1 to OS/LOG/5
	Department of the Taoiseach files relating to income tax exemption for works of art	2013/95	TSCH/3
Foreign Affairs	Files of the Secretary-General's Office	2013/28	DFA/10
	Central Registry files	2013/27	DFA/8 and DFA/9
	Records of the Embassy of Ireland to Australia	2012/28 and 2013/32	DFA/AU
	Embassy of Ireland to Canada	2012/35	DFA/CA
	Embassy of Ireland to the United States of America	2012/38 and 2013/42	DFA/US
	Embassy of Ireland to Argentina	2012/40	DFA/AR
	Permanent Representation to the European Union	2013/29	DFA/PREU
	Embassy of Ireland to Germany	2013/30	DFA/DE
	Consulate of Ireland to the United States of America at Chicago	2013/33	DFA/US/CO
	Embassy of Ireland to Russia	2013/36	DFA/RU
	Permanent Mission to the United Nations, New York	2013/38	DFA/PMUN/NY
	Embassy of Ireland to France	2013/40	DFA/FR
	Embassy of Ireland to Greece	2013/43	DFA/GR
	PMUN Geneva 2013 transfer	2013/51	DFA/PMUN/GA
Justice and Equality	Diversity and Equality Division files	2013/93	LAB/1
	Criminal Law Reform Division files	2013/98	JUS/3/8
	Crime 1 Division files	2013/106	JUS/3/93

Social Protection	Registered files	2013/48	SW/5
Taoiseach	Central Registry files	2013/100	TSCH/3
Transport	Civil Aviation Division files, 1969-1975	2004/108	TRAN/CA/2
	Civil Aviation Division files, 1956-1991	2008/66	TRAN/CA/1
Secretary to the President	Registered files	2013/97	PRES/1
Attorney General	Subject Files	2013/16	AGO/1
	Parliamentary Counsel Files	2013/17	AGO/2
Probate Office	Probate Office testamentary records, 1986	2007/1	CS/HC/PO/1 to CS/HC/PO/4
	Probate Office testamentary records, 1987	2008/1	CS/HC/PO/1 to CS/HC/PO/4
	Probate Office testamentary records, 1988	2009/1	CS/HC/PO/1 to CS/HC/PO/4
	Probate Office testamentary records, 1989	2010/1	CS/HC/PO/1 to CS/HC/PO/4
	Letterkenny District Probate Office testamentary records, 1990	2011/6	CS/HC/LD/1 and CS/HC/LD/2
	Letterkenny District Probate Office testamentary records, 1991	2012/6	CS/HC/LD/1 and CS/HC/LD/2
	Limerick District Probate Office testamentary records, 1989	2010/10	CS/HC/LK/1 and CS/HC/LK/2
	Limerick District Probate Office testamentary records, 1990	2011/10	CS/HC/LK/1 and CS/HC/LK/2
Circuit Court	Wexford Circuit Court, 1989 files	2011/34	CS/CC/WX
FINDING AIDS CREATED TO UNCATALOGUED COLLECTIONS AND PUBLISHED ON THE NATIONAL ARCHIVES WEBSITE			
Series/collection/documents			Addition to catalogue under
Ordnance Survey: Field Name Books, County Armagh to Queen's County			OS/88
Office of Public Works, Piers and Harbour Structures, Howth Harbour			OPW/8/HOW
Portrait photographs of Captain George Duggan, Royal Irish Fusiliers and Lieutenant John Duggan, Royal Irish Regiment			PRIV996

Crew agreement for fishing vessel 'Emperor', Dublin	PRIV1224
Kilcoole National School records	PRIV1231
Documents relating to property of Lieutenant Colonel Thomas Shaw	PRIV1242
Documents relating to property of Arthur O'Neill in Dublin and King's County [County Offaly]	PRIV1243
Documents relating to the Gore family of Dunmore, County Galway	PRIV1244
Documents relating to the Cullenagh Family of Newcastle West, County Limerick	PRIV1245
Documents relating to the Maxwell family (Barons Farnham); Brabazon family, County Cork; O'Brien family, Barons Inchiquin; Maria Crosby, Ballyheigue Castle, County Kerry; Dr Samuel Horace Law of Dublin; RP Featherstonhaugh, property in County Westmeath; Scott family of Crevagh, County Clare; Frances Middleton of Rathmines, Dublin	PRIV1246
Documents relating to Maurice Leahy, Newcastle, County Limerick; PE Crutchley, Longford; Charles Brinsley Marlay, County Westmeath	PRIV1247
Documents relating to Jane Isabella Barton, Farndreg, Dundalk, County Louth	PRIV1248
Documents from the Wakefield Collection in the Library of Congress relating to the French family, Barons de Freyne, County Roscommon; King family, County Waterford; Adair family, Monkstown, County Dublin; Hamilton family, Glenmure, County Cork; Rev John Lewis, Dublin; assorted deeds and deeds relating to the Massy Dawson estates in Counties Limerick and Tipperary	PRIV1249
Letters patent creating John Wilson Fitzpatrick as Baron Castletown in British peerage	PRIV1250
Legal documents relating to Clare Street, Limerick City	PRIV1251
Documents relating to the Burton family of Bancraggy and Carrigahold Castle, County Clare	PRIV1252
Letters patent of James I granting lands in County Cork to James White	PRIV1253
Documents relating to John McLaughlin, Usher's Quay, Dublin; Green family and Sir John Blaquiere; Thomas Kelly, Limerick; Chatterton family, Youghal, County Cork; Sir John Nugent, Thomastown, Co Kilkenny	PRIV1254
Marriage settlement of William Jones, Sligo, and Mary Wilson, Sligo	PRIV1255
FINDING AIDS CONVERTED OR ADAPTED FROM LEGACY FINDING AIDS COLLECTIONS AND PUBLISHED ON THE NATIONAL ARCHIVES WEBSITE	
Series/collection/documents	Addition to catalogue under
Department of Foreign Affairs Central Registry files from sub-series 323 relating to cultural matters, particularly film	DFA/5/323
Department of Industry and Commerce <ul style="list-style-type: none"> Committee on Industrial Organisation Electricity Supply Board Files Industrial Reorganisation Files Industrial Advisory Council Files Industries Branch, Division A: Film Industry Files Industries Branch, Division A: Confectionary Industry Files 	INDC/IND/19 INDC/POW/2 INDC/IND/20 INDC/IND/21 INDC/IND/22 INDC/IND/23

<ul style="list-style-type: none"> • Trade Loans (Guarantee) Acts Files • Tobacco Industry File Series • Tariffs and Protection of Manufacturing File Series 	INDC/IND/24 INDC/IND/25 INDC/IND/26
Chief Secretary's Office Miscellaneous Assorted Papers	CSO/OPMA
Chief Secretary's Office, Irish Crimes Records	CSO/ICR
Department of the Taoiseach Mansion House All-Party Anti-Partition Conference, 1945-1975	TSCH/11
Inland Revenue Board: death duty registers and indexes, 1828-1879	IRB/T/1855
Prerogative Court of Armagh	PRCT
Commissioners for National Education <ul style="list-style-type: none"> • Applications for grants towards school buildings, teachers' salaries and requisites: Counties Cavan, Clare, Cork, Donegal, Dublin, Galway, 1832-1890 • Registers of summaries of documents relating to administration of model national schools and model agricultural schools, 1832-1963 • Registers of summaries of documents relating to administration of model national schools and model agricultural schools 1845-1881 	ED/1/1-18; 30-34 ED/2 ED/3
MAJOR FINDING AIDS PROJECT WORK IN PROGRESS	
<ul style="list-style-type: none"> • Department of the Environment, 1922-1968 • Property Losses (Ireland) Committee, 1916 • Finance Compensation Files, 1921-1930s • Valuation Office Field Books and Tenure Books • Lismore Board of Guardians • Ordnance Survey Zinc Plates 	

Appendix E

Outreach: lectures and visits

Lectures given

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

- Abbey Theatre seminar on 1913 Lockout
- Age and Opportunity conference
- ARA, Ireland, conference on medical records
- Cherry Orchard Men's Group
- Clare Roots annual conference
- Countess Marcievicz conference
- Donabate Historical Society
- Dublin City Library annual genealogy day
- Dusseldorf symposium on digitisation of archives
- EU Foreign Affairs Archivists Working Group meeting, Brussels
- History Teachers' Association of Ireland annual conference
- History Ireland Hedge Schools (3 events)
- Irish Family History Centre, Dublin Tourism
- Irish-Turkish Society
- Kilkenny Arts Festival (2 events)
- Kilmacanogue Historical Society
- Linen Hall Library, Belfast, family history seminar
- National Library of Ireland genealogy lecture series
- Newtownpark School, Family History course
- NUI Galway, labour history conference
- One Family anniversary seminar
- Oxford University School of History
- Public Record Office of Northern Ireland, Belfast, family history fair
- Royal Irish Academy seminar on open access to digital resources
- Sligo Field Club
- South Dublin Library Service (3 events)
- TCD Long Room Hub international seminar on digital humanities
- UCD, Masters in Archives and Records Management
- Workshops on sources to history postgraduate students from UCD, TCD, UCC, NUI Maynooth, UL, DCU and Mary Immaculate College

Group visits

Visits by groups during 2013 included the following:

- Dublin Research Trip, Donna Moughty
- Dundrum and Kiltiernan VECs
- GMIT Heritage Studies, Year III undergraduates
- Independent Colleges, Diploma in Family History
- Irish Ancestry Research Centre
- Killester College, Family History
- National Library of Ireland, Reader Services
- NUI Galway, History and Archaeology postgraduates
- NUI Maynooth, Local History certificate courses
- People's College Public Record Office of Northern Ireland, Public Services staff
- Public Record Office of Northern Ireland, Director and senior staff
- University College Cork, History and Archaeology postgraduates
- University College Dublin, History undergraduates and postgraduates
- University College Dublin, Masters in Archives and Records Management
- University College Dublin, Masters in Urban and Building Conservation

Appendix F

Filming: participation and co-operation

- Big Mountain Productions: *The Tenements* was broadcast on TV3.
- Big Mountain Productions: *Genealogy Roadshows* was filmed for RTÉ 1.
- BBC Newslane (NI): *Soldiers' wills* project.
- Colin Martin, ARHA, installation at Royal Hibernian Academy Annual Exhibition.
- Mind the Gap Films: "Hands On History" programme was filmed for RTÉ 1.
- Planet Korda: *See you at the pictures* was broadcast on RTÉ 1.
- RTÉ 1, 6.01 News (Michael Kennedy and An Tánaiste): *Documents in Irish Foreign Policy*, vol. VIII launch.
- Steadipix Productions: *Wolfland* was broadcast on RTÉ 1.
- Tocht Films : *An Oiche a Gineadh m'Athair (Diarmuid Breathnach)* was broadcast on TG4 (Anam Nocht).
- United States Embassy in Ireland: Michael Kennedy and shamrock ceremonies.
- "Who Do You Think You Are" (USA): Rashida Jones was broadcast on RTÉ 1.
- Zampano Productions: *Graves of the Disappeared* was broadcast on TV3.

Appendix G

Membership of organisations and attendance at conferences and working groups

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

- Association of Canadian Archivists
- British Cartographic Society
- British Records Association
- Charles Close Society
- DLM Forum Foundation
- Economic and Social History Society of Ireland
- Eighteenth Century Ireland Society
- ICON Institute of Conservation
- IIC International Institute for Conservation
- Information and Records Management Society of Great Britain
- Institute of Conservator-Restorers in Ireland
- International Council on Archives
- Irish Genealogical Research Society
- Irish Historical Society
- Irish Labour History Society
- Irish Legal History Society
- Irish Professional Conservators and Restorers Association
- Military History Society of Ireland
- Records Management Society
- Society of American Archivists

In addition, most members of the professional staff are members of the Archives and Records Association, UK & Ireland.

Conferences and working groups attended included the following:

- Archives and Records Association, meetings of heads of repositories
- British Library conference on collection care *Evolution or Revolution*
- APEX (2012–2015) (Pisa, The Hague, Dublin, Vilnius, Warsaw)
- ARA, Ireland, 'Medical records – content, management, access and use'
- ARA, Ireland, 'Adapting buildings for archives'
- ARA, AGM London
- British Library Preservation Advisory Centre, Advisory Group
- Collections risk management (Trinity College)
- Getting started in digital preservation (Royal Irish Academy)
- Governance of Cultural Institutions (Royal Irish Academy)
- IPA, Quality Customer Service workshop
- Legal History Society, AGM, Belfast
- Public Service Quality Group, Access Committee meeting (London, Dublin)
- Public Service Quality Group, 18th Annual Forum London
- Preservation Advisory Committee (Imaging Group)