

Contents

Letter

- 1. Establishment and Function
- 2. Dedication of National Archives Reading Room
- 3. Membership
- 4. Reports
- 5. Activities
- 6. Strategic Planning
- 7. Local Authority Records
- 8. National Archives
 - 8.1. Premises
 - 8.2. Departmental Records
 - 8.3. Staff

Table 1. Staff

Table 2. Records

Appendix

National Archives

Advisory Council

Third Report

December 1993

20th May, 1994.

Mr. Michael D. Higgins T.D., Department of Arts, Culture, and the Gaeltacht, Dun Aimhirgin, 43/49 Mespil Road, Dublin 4.

A Aire, a chara,

In accordance with Section 21 of the National Archives Act, 1986, I hereby submit the third report of the National Archives Advisory Council on the activities of the Council in the period 1st July, 1992 - 31st December, 1993.

Beir Bua,

HUGH O'FLAHERTY

National Archives

Advisory Council



Third Report

December 1993

Establishment and function.

The National Archives Advisory Council was established under the National Archives Act, 1986, and was constituted on 14 January 1987. Until 20 January 1992 the Council reported to the Taoiseach. On that date most of the powers conferred on the Taoiseach by the Act were transferred to the Minister for Arts, Culture and the Gaeltacht. A note concerning Ministerial responsibility for the National Archives is appended to this report. Accordingly, the Council now reports to the Minister for Arts, Culture and the Gaeltacht. The principal function of the Council is to advise the Minister in the exercise of his powers under the Act and on all matters affecting archives and their use by the public.

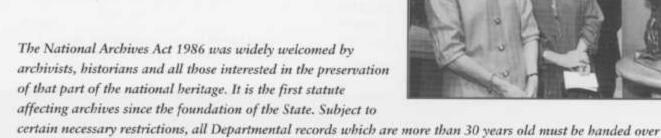
Dedication of National Archives Reading Room.

The Reading Room of the National Archives was dedicated to the memory of the first Chairman of the Council, Mr Justice Niall McCarthy, by the President of Ireland Mary Robinson, at a ceremony on 23 July 1993. The President unveiled a bust of Niall McCarthy by Marjorie Fitzgibbon, commissioned by the Office of Public Works for the State collection. Comments written for that occasion by the current Chairman, Mr Justice Hugh O'Flaherty, not only paid fitting tribute to the work of Niall McCarthy but also serve as an introduction to the significance of the National Archives as a national institution.

Right:

President Mary Robinson at the dedication ceremony

to the National Archives.





In 1989 the Government decided that the premises at Bishop Street should be allocated to the National Archives. A new Reading Room, commissioned by the Office of Public Works for the National Archives and designed by P and A Lavin Associates, was opened by the then Taoiseach, Mr Charles J Haughey TD, on 27 January 1992, and won a major architectural award later in the year. About 40,000 documents are inspected

The National Archives Advisory Council was established by order of the then Taoiseach, Dr Garret FitzGerald TD, and was constituted on 14 January 1987. The function of the Council is to advise the Taoiseach (now the Minister for Arts, Culture and the Gaeltacht) in the exercise of his powers under the Act

in the Reading Room each year by an average of 60 members of the public each day.

and on all matters affecting archives and their use by the public.

Mr Justice Niall McCarthy of the Supreme Court was the first Chairman of the National Archives Advisory Council. The appointment was inspired. The National Archives is, as noted in the first report of the Council drafted by Niall McCarthy, 'not a new label for an existing structure; it is a new instrument of national importance'. He brought an unique combination of intellectual virtuosity, sophisticated experience of administration and law, and an indomitable will to the task of shaping that new instrument into the National Archives of today.

After the tragic death of Niall McCarthy and his wife Barbara on 1 October 1992, the Council resolved that the Government should be asked that the Reading Room at Bishop Street be dedicated to his memory, and that a bust of Niall be commissioned for display in the Reading Room. The Government immediately agreed with these requests and so we meet today to honour his memory.

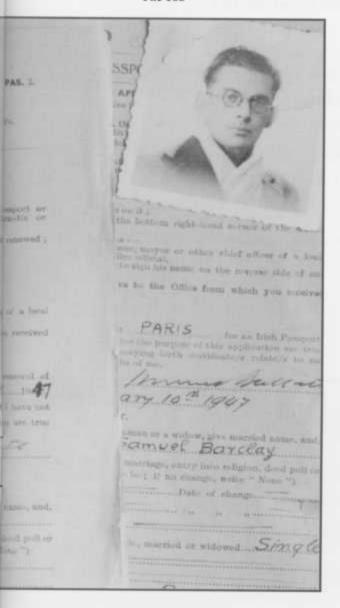
The National Archives, both as a physical entity and as a major national institution, is the work of many hands. In particular, great credit is due to a dedicated staff, of whom Niall was always supportive and to whom he extended that legendary courtesy which was his hallmark. It is entirely appropriate that the Reading Room should be dedicated to a man whose contribution was pivotal, positive and practical to the realisation of a great national project.



Membership.

Below:

Passport applications of Samuel Beckett from 1947-77, Dept of Foreign Affairs, Paris Embassy, File 106



Hugh O'Flaherty, Judge of the Supreme Court

(Chairman)

Patrick Buckley MA,

Executive Secretary, Royal Irish Academy

Nicholas Canny MA PhD MRIA,

Professor of Modern History, University College Galway,

Chairman of the Irish Committee for Historical Sciences, Member of the Irish Manuscripts Commission

Mary Clark BA DAA,

Archivist,
Dublin Corporation,
Member of the Society of Archivists

Michael Doody,

Waterford City Manager and Town Clerk

Adrian Empey PhD,

Chancellor of St Patrick's Cathedral, Dublin, Vicar of St Ann's Church, Dublin

Ronan Fanning PhD MRIA,

Professor of Modern History, University College Dublin

Brian Farrell MA.

Associate Professor of Government and Political Science, University College Dublin

Ailsa C. Holland MA Dip Arch Studies,

Archives Department, University College Dublin, Member of the Society of Archivists

Bernard Meehan MA PhD,

Keeper of Manuscripts, Trinity College Dublin

Donnchadh O Corrain DLitt MA MRIA,

Associate Professor of Irish History, University College Cork

Brian Trainor BA DLitt,

Chairman of the Irish Manuscripts Commission, Director of the Ulster Historical Foundation, Member of the Society of Archivists.

Activities.

Reports.

The first report of the Council covered the period from January 1987 to June 1990. The second report covered the period until June 1992. This third report is of activities between 1 July 1992 and 31 December 1993.



5.

Meetings were held on the following dates:

28 July 1992

7 December 1992

25 January 1993

8 March 1993

17 May 1993

5 July 1993

6 September 1993

6 December 1993

5.2

The Council accepted invitations to view the archives of the following institutions:

Registry of Deeds

Valuation Office

5.3

Members of the Council including the Chairman took part in a seminar on archival standards in October 1993 organised by the Irish Region of the Society of Archivists.

Strategic

The Council meeting of 6 September 1993 was followed by a one-day seminar on the *modus operandi* of the Council and how it might influence positively the future development of the National Archives. The feeling among members of Council was that significant progress has been made since the passing of the Archives Act in 1986,

especially in the acquisition of the Bishop Street building as a headquarters and the establishment of a satisfactory programme for the transfer of government records. A range of problems however remains. In particular, the National Archives mirroring indeed the general state of archive services in the country - is operating at a low level compared to similar institutions in neighbouring states. The Council plans to produce a Strategic Plan for the coherent development of the National Archives to the year 2000 in the light of serious deficiencies which exist in the following areas:

the National Archives staffing level is extremely low
the National Archives faces a serious shortage of space for the storage of archives
the National Archives does not meet minimum international standards of temperature and humidity in its storage areas
the National Archives has no integrated computerised finding aids and retrieval systems
the National Archives has no conservation facility
the National Archives has no exhibition space
• the National Archives has no significant record of publication
the National Archives provides no records management service to government
the National Archives has no facilities for
preserving or making available to
racaarchare racorde in alactronic form

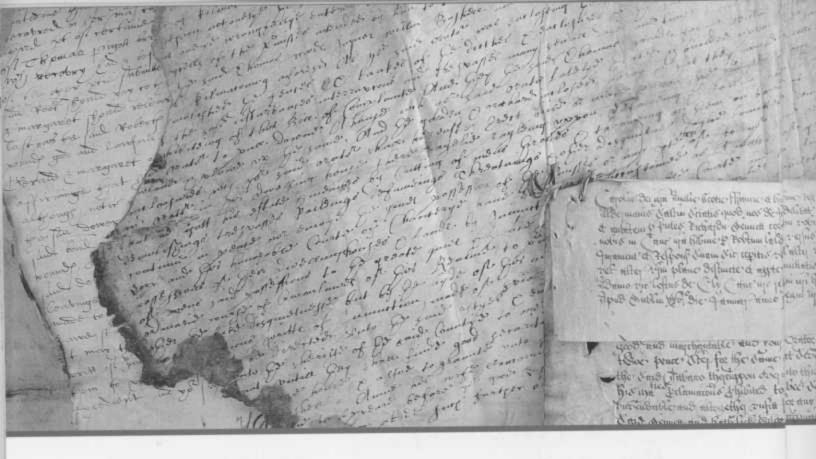
Local authority archives are greatly neglected outside Dublin and Cork. The development of a suitable system for their preservation and cataloguing was raised at a number of meetings of the Council during the year. The Council is of the opinion that a survey of local authority archives should be undertaken over a period of approximately two years. The survey's findings would contribute towards the formulation of a coherent national policy for this area. The Chairman has requested the Minister to consider this suggestion with a view to appointing four professional archivists to survey local authority and health board archives.

Local Authority Records.

National Archives.

8.1 PREMISES

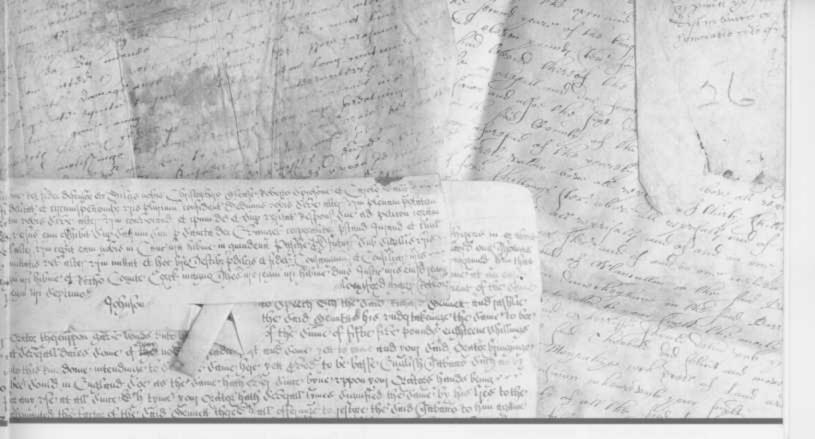
The National Archives is housed in two premises: the headquarters at Bishop Street, and the former Public Record Office building at the Four Courts. All other premises have been vacated. The removal of the archives formerly stored in the basement of the main Four Courts building was completed in September 1992, and advantage was taken of a break in the lease of the former Arnotts' Shirt Factory at 58-64 Upper Dominick Street to surrender the building in December 1993. The archives held in Dominick Street were transferred to Bishop Street, where they are now in temporary storage, pending the adaptation of the warehouse at the back of the building.



The Council regards the full occupation of the Bishop Street building as an immediate necessity for the development of the National Archives. In its second report the Council indicated its concern that the first floor of this building remained occupied by personnel from the Government Services Agency and machinery used for printing. In particular, the Council reported that it was not acceptable that such machinery should be used in close proximity to valuable national records, but was reassured in part by the commitment of the Office of Public Works to have this area vacated in full before the end of 1993. The Council views with extreme concern the fact that the first floor is still occupied by the GSA. The Council understands that the OPW is now making arrangements to enable the GSA to vacate the first floor by mid-1994.

Following the sale of the premises of the Land Commission at Upper Merrion Street in early 1992, the Land Commission Records Branch was moved to Bishop Street. At present the Records Branch still answers to the Department of Agriculture, Food and Forestry, although the transfer of its staff to the National Archives is currently under discussion. The Council is concerned that the presence of staff not subject to the control or direction of the Director further dilutes the control of the National Archives over the building.

The Land Commission staff were housed in a part of the ground floor at Bishop Street which would otherwise have been adapted for use as an exhibition area and lecture room in 1992. Consequently the exhibition area and lecture room will instead have to be located in a part of the ground floor still occupied by the GSA.



Above:

Chancery Pleadings in need of restoration, c 1560 - c 1630

A three-tier structure was erected in part of the warehouse at Bishop Street to house the Land Commission records. This structure does not comply with recognised standards for the storage of archives, and is not acceptable as a model for the adaptation of the warehouse as whole. Environmental conditions in the warehouse as a whole, in its present form, render it wholly inadequate and unsafe in the medium-to-long-term for the safe storage of archives.

Nevertheless, given the quantity of archives still held at the Four Courts, and given also the quantity of records due for transfer from the bodies listed in the Schedule to the National Archives Act, it is clear that the area occupied by the warehouse must be used by the National Archives for the storage of records. Ideally, the warehouse should be demolished, and a purpose-built structure erected in its place, linking with the main block at Bishop Street. Alternatively, that part of the warehouse still occupied by the GSA must be adapted for use by the National Archives in the immediate future. It is therefore critically important that the adaptation be carried out in a way which meets the appropriate standards, and thereby provides a suitable environment for the storage of archives. The OPW has recently agreed to commission a study by a consultant of the problems involved. The aim is to complete this study by June 1994.

Right

The Taoiseach, Albert Reynolds T D, the Director of the National Archives, Dr David Craig (standing) and the Chairman of the National Archives Advisory Council, Mr Justice Hugh O' Flaherty, on the occasion of the media preview of Departmental records for the year 1962.

8.2 DEPARTMENTAL RECORDS

The second report of the Council made clear its concern at the continuing delay by certain government Departments in transferring records which were already more than 30 years old, but also expressed its satisfaction that the Departments in question had been given final deadlines of either 31 December 1992 or 30 June 1993 for the transfer of their records.

Table 1 below summarises the record of compliance or non-compliance of the various Departments as of 31 December 1993, and shows that by that date all but two of the sixteen Departments now in existence had completed the transfer of their pre-1961 records. Two Departments have however failed to meet the final deadlines given to them and have yet to transfer a large proportion of their pre-1961 records. They are:



(a) THE DEPARTMENT OF EDUCATION

This Department began to make real progress in preparing records for transfer only in late 1991. Even since then their rate of progress has been very slow. Only the first ten years of the main series of registered files beginning in 1922 have been transferred. Although some other more recent records have been transferred, the overall position is that only a small proportion of the Department's pre-1961 records has been transferred.

(b) THE DEPARTMENT OF FINANCE

This Department started work on the preparation of records for transfer before the National Archives Act came into operation. However, in 1990 and 1991 (the years when other Departments transferred most of their pre-1961 records to the National Archives), the Department of Finance made very little progress. The present position is that the Department still holds about one-third of its pre-1961 records.

The Council urges that every effort be made to ensure that the Departments of Education and Finance fulfil their obligations under the National Archives Act by completing the transfer of their pre-1961 records without further delay.

Since completing the transfer of their pre-1961 records, most other Departments have made at least one annual transfer. However, a number of Departments failed to make an annual transfer in 1993. In most cases this failure was due at least in part to the short-term disruption caused by the restructuring of Departments in early 1993, and it is expected that all Departments which failed to transfer records in 1993 will transfer records in 1994.

In implementing the National Archives Act, the initial priority was to ensure that the pre-1961 records of the seventeen Departments existing in 1988 were transferred to the National Archives and made available for public inspection. Consequently, relatively little progress has been made with regard to the records of the Courts and the sixty-one bodies listed in the Schedule to the Act, all of whose records are Departmental records for the purposes of the National Archives Act. However, as most Departments have now completed the transfer of their pre-1961 records, the records of the Courts and the Scheduled Bodies will be given much higher priority in future years.

Under the Public Records (Ireland) Act, 1867, many Court records had to be transferred to the former Public Record Office when they were twenty years old, and others were transferred on a more occasional basis. Consequently, the National Archives now holds records of the Supreme Court, the Court of Criminal Appeal, the Central Office of the High Court, the Probate Office and District Probate Registries, the Central Criminal Court and the Circuit Court. Even among the latter there are, however, significant backlogs, especially of Circuit Court records for some counties. In addition, some offices of the High Court have not transferred any records since 1922, and of the forty or so District Court Offices, only one has transferred its older records.

Of the sixty-one Scheduled Bodies, at least forty held substantial quantities of pre-1961 records when the Act came into force. Only eight bodies have completed the transfer of their pre-1961 records, and at least thirty still hold large backlogs of records which are due for transfer. Given the huge quanties of records held by certain Scheduled Bodies, it can safely be said that the quantity of pre-1961 records still due for transfer is substantially greater than the quantity of records already transferred.

Five of the Scheduled Bodies merit particular attention. They are the Registry of Deeds, the Valuation Office, the Ordnance Survey, the Land Commission and the Land Registry. Their records are not merely of interest to Irish researchers but are of European importance. Taken together, they make up one of the most comprehensive bodies of archives relating to land and the people living on the land available anywhere in Europe. The records of the Land Commission are now located in the premises of the National Archives, but will require many years of work before they can be made fully available to the public. The oldest records of the Valuation Office and the Ordnance Survey are also in the National Archives, but the bulk of their records has yet to be transferred. None of the records of the Registry of Deeds or the Land Registry has yet been transferred.

In the case of the Registry of
Deeds, the Council is seriously concerned
at the risk of fire damage to the older
records in their present place of storage,
and recommends that they be removed to
the premises of the National Archives as a
matter of urgency.

8.3 STAFF

The National Archives remains very seriously under-staffed.

The number of staff serving on 31 December 1993 is set out in

Table 1 (right).

Over the period covered by the report the main developments have been in the professional grades. There have also been some minor changes in the numbers in particular non-professional grades, but the overall number of non-professional posts remains the same.

During 1993 the National Archives lost the services of the four temporary archivists recruited in 1990 on a contract basis to assist in work on departmental records. Their contracts had been renewed on a number of occasions, but two resigned to take up other posts at the beginning of 1993, and the contracts of the remaining two finally expired on 30 June 1993. The loss of the temporary archivists was very damaging, as they had played a crucial role in assisting staff of departments preparing records for transfer, in listing departmental records which had been transferred without lists in the 1970s, and in surveying and beginning the listing of the records of the Land Commission and the Ordnance Survey.

Although the recruitment of temporary archivists in 1990 constituted a welcome improvement in the staffing of the National Archives, there was never any

reason to think that their employment would lead to a reduction in the amount of professional staff time required for work on departmental records in the longer term. Accordingly in October 1992 the Director submitted a proposal for the recruitment of four permanent archivists. This proposal for the recruitment of permanent staff was supported both by the Department of the Taoiseach in 1992 and by the Department of Arts, Culture and the Gaeltacht in 1993.

However, the Government has so far refused to sanction the recruitment of additional permanent staff. Instead it has agreed only to the recruitment once again of four temporary archivists. Initially sanction was given only for their employment until 31 August 1994, but sanction has now been given for their employment for a fixed period of approximately thirty months ending on 31 August 1996. The fact that four temporary archivists are to be employed over the period 1994-96 must in itself be welcomed, but the need for more permanent archivists remains acute and must be addressed at an early date.



table 1

NUMBER OF STAFF IN THE NATIONAL ARCHIVES AS OF 31 DECEMBER 1993

GRADE	NUMBER OF POSTS FILLED	NUMBER OF FILLABLE VACANCIES	TOTAL
DIRECTOR	1	•	1
SENIOR ARCHIVIST	1	•	1
ARCHIVISTS 1	5 1/2		5 1/2
TEMPORARY ARCHIVISTS 2	•	4	4
STAFF OFFICER	1	•	1
CLERICAL OFFICERS	5	•	5
CLERICAL ASSISTANTS (TYPISTS)	3	•	3
CLERICAL ASSISTANT	•	1	1
PAPERKEEPERS	5	1	6
HEAD SERVICES OFFICER	1	•	1
SERVICES OFFICERS 3	4	•••••	4
BLIND TELEPHONIST	1	•	1
TOTAL	2.7%	6	3 3 %

Notes

- On 31 December 1993 there were six Archivist posts, but one of the six Archivists is job-sharing without a
 partner and is therefore working half-time.
- 2. Four Temporary Archivists were recruited on a contract basis to assist in work on Departmental records in the summer of 1990. Their contracts were extended on a number of occasions, but two resigned to take up other posts at the beginning of 1993, and the contracts of the remaining two finally expired on 30 June 1993. It was hoped that the temporary posts would be replaced by permanent Archivist posts, but sanction for this was refused. Instead, four Temporary Archivists will be employed on a contract basis for a fixed period running from early 1994 until 31 August 1996.
- Two of the Services Officers have an allowance for carrying out Paperkeeper duties.

table 2

Transfer of records pre-dating 1964 from Departments of State to the National Archives in order that they may be released to public inspection under section 8 of the National Archives Act.

STATEMENT OF POSITION AS OF 31 DECEMBER 1993

DEPARTMENT (AND DATE OF FOUNDATION OF DEPARTMENT OR PRECURSOR)	CERTIFYING OFFICER(S)	RECORDS HELD IN THE NATIONAL ARCHIVES AS OF 31 DECEMBER 1993	RECORDS DUE FOR TRANSFER AS OF 31 DECEMBER 1993
TAOISEACH (1919, as the Secretariat of Dail Éireann; Department of the President of the Executive Council, 1922-37)	Brian McCarthy Mary Doyle	1919-63	
AGRICULTURE, FOOD & FORESTRY (1899, as Agriculture and Technical Instruction; incorporates the former Department of Lands)	Joseph Shortall	1899-1963	
ARTS, CULTURE AND THE GAELTACHT (1993; records from Education and the Taoiseach, and the former Departments of Lands and the Gaeltacht)	Eoghan Ó Conaill	1929-62	1963
DEFENCE (1922)	Simon L. Rutledge Col. John J. Duggan	1922-63 (these records are held in the Military Archives which is an approved place of deposit under the National Archives Act)	
EDUCATION (1922; earlier records from the Commissioners of National Education and the Commissioners of Intermediate Education)	Denis Tuomey	1831-1963 (records concerning National Schools, 1831-1963; records concerning Intermediate Education 1879-1918; Central Registry files, 1922-31)	c1922-63 (including Central Registry files, 1932-63)
ENTERPRISE AND EMPLOYMENT (1993; earlier records from the former Departments of Industry and Commerce and Labour)	Paul Bennett	1922-62	1963
ENVIRONMENT (1922, as Local Government and Public Health; earlier records from the Poor Law Commissioners and the Local Government Board)	Séamus O'Connor Eddie Lewis Brian Breathnach Michael Tobin Peter Greene Tadhg Ó Seasnáin	1838-1963	
EQUALITY AND LAW REFORM (1993; recent records from Justice and the former Department of Labour)		•	
FINANCE (1922)	Colm Gallagher	1922-61 (for the period 1942-61, files of the former Supply Division only)	1940-63 (files of the former Establishment Division, 1940-61, and the former Finance Division, 1942-61)
FOREIGN AFFAIRS (1919, as the Dáil Éireann Department of Foreign Affairs; Department of External Affairs, 1922-71)	Billy Hawkes	1919-63 (including records of embassies and consulates in other countries)	

TABLE 2

Transfer of records pre-dating 1964 from Departments of State to the National Archives in order that they may be released to public inspection under section 8 of the National Archives Act.

STATEMENT OF POSITION AS OF 31 DECEMBER 1993

DEPARTMENT (AND DATE OF FOUNDATION OF DEPARTMENT OR PRECURSOR)	CERTIFYING OFFICER(S)	RECORDS HELD IN THE NATIONAL ARCHIVES AS OF 31 DECEMBER 1993	RECORDS DUE FOR TRANSFER AS OF 31 DECEMBER 1993
HEALTH (1947; earlier records from the former Department of Local Government and Public Health)	Gerard Guidon	1920s-1963	•

JUSTICE (1922, as Home Affairs)	John Cronin Berenice O'Neill Sean Aylward T M Madden Frank Boughton Richard Ryan William Byrne	1922-1963	

MARINE (1987; records from the Office of Public Works, the former Department of Fisheries and its precursors, and the former Department of Industry and Commerce)	Declan Doyle	1845-1963	

SOCIAL WELFARE (1947; earlier records from the former Departments of Industry and Commerce and Local Government and Public Health, and the Irish Department of the pre-1922 Ministry of Labour)	Bernard Kevitt	1919-63	

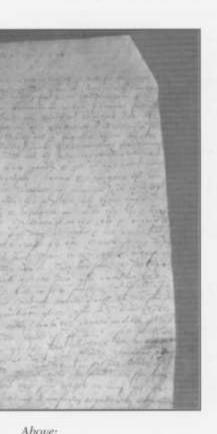
TOURISM AND TRADE (1993; records from the former Departments of Industry and Commerce and Transport and Power)	Seán Gorman	c 1922-1962	1963

TRANSPORT, ENERGY AND COMMUNICATIONS (1993; records from the former Departments of Industry and Commerce, Transport and Power, and Posts and Telegraphs, and the pre-1922 Post Office)	Daniel Commane Doreen Keaney Brendan Toomey Maurice Carey Tom Ferris Edward Mortimer Thomas Tobin Andrew Cullen Fintan O'Brien Tomás Ó Donnagáin Raymond Byrne Denis Hegarty	c 1900-1963	
OFFICE OF THE ATTORNEY GENERAL 1922	John F Gormley	1922-61	1962-63
OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL (1937)	•	c 1920-62	1963
OFFICE OF THE SECRETARY TO THE PRESIDENT (1937)	Peter Ryan	1937-63	•••••••
OFFICE OF THE TANAISTE (1993)	••••••	••••••	•••••••

Appendix

MINISTERIAL RESPONSIBILITY FOR THE NATIONAL ARCHIVES

- The functions of the National Archives are regulated by the following:
 - (a) the National Archives Act, 1986;
 - (b) the National Archives Act, 1986, Regulations, 1988;
 - (c) the National Archives Act, 1986(Authentication of Documents) Regulations, 1988;
 - (d) the National Archives (Fees) Regulations, 1988.
- The National Archives Act assigned Ministerial responsibility for the National Archives to the Taoiseach.
- The National Archives was established on 1 June 1988 in accordance with an order made by the Taoiseach under Section 26(2) of the National Archives Act.
- 4. On 20 January 1993 Ministerial responsibility for the National Archives was transferred from the Taoiseach to the Minister for Arts, Culture and the Gaeltacht in accordance with the Arts and Culture (Transfer of Departmental Administration and Ministerial Functions) Order, 1993, and the Gaeltacht (Alteration of Name of Department and Title of Minister) Order, 1993, although the Taoiseach retains responsibility for functions specified in Sections 1(3), 8(4), 8(10)(b), 8(11) and 11 of the National Archives Act.
- 5. Accordingly, most of the functions conferred on the Taoiseach by the National Archives Act are now performed by the Minister for Arts, Culture and the Gaeltacht. The Director and staff of the National Archives and the members of the National Archives Advisory Council are appointed by the Minister. The reports of the Director and the Council are submitted to the Minister.
- 6. However, the Taoiseach continues to perform certain functions relating to the retention by Departments of Departmental records which are more than 30 years old and the withholding of such records from public inspection. The Consenting Officers must be officers of the Department of the Taoiseach. (Certificates under Section 8(4) of the Act withholding records from inspection cannot be made without the consent of one of the Consenting Officers.) The Taoiseach will retain the power to direct that records be made available for inspection by the public.
- 7. Regulations made under Sections 19(1) and 19(2) of the Act are now made by the Minister for Arts, Culture and the Gaeltacht, but the Taoiseach retains the power to make regulations concerning the rank of Certifying and Consenting Officers under Section 1(3) of the Act, while the Minister for Finance retains the power to make regulations concerning the management, preservation and reproduction of Departmental records under Section 19(3) of the Act.



Detail from Chancery Pleading, January 1662, relating to Peregrine Spencer, (sic), son of the poet Edmund Spenser.

BB 158

