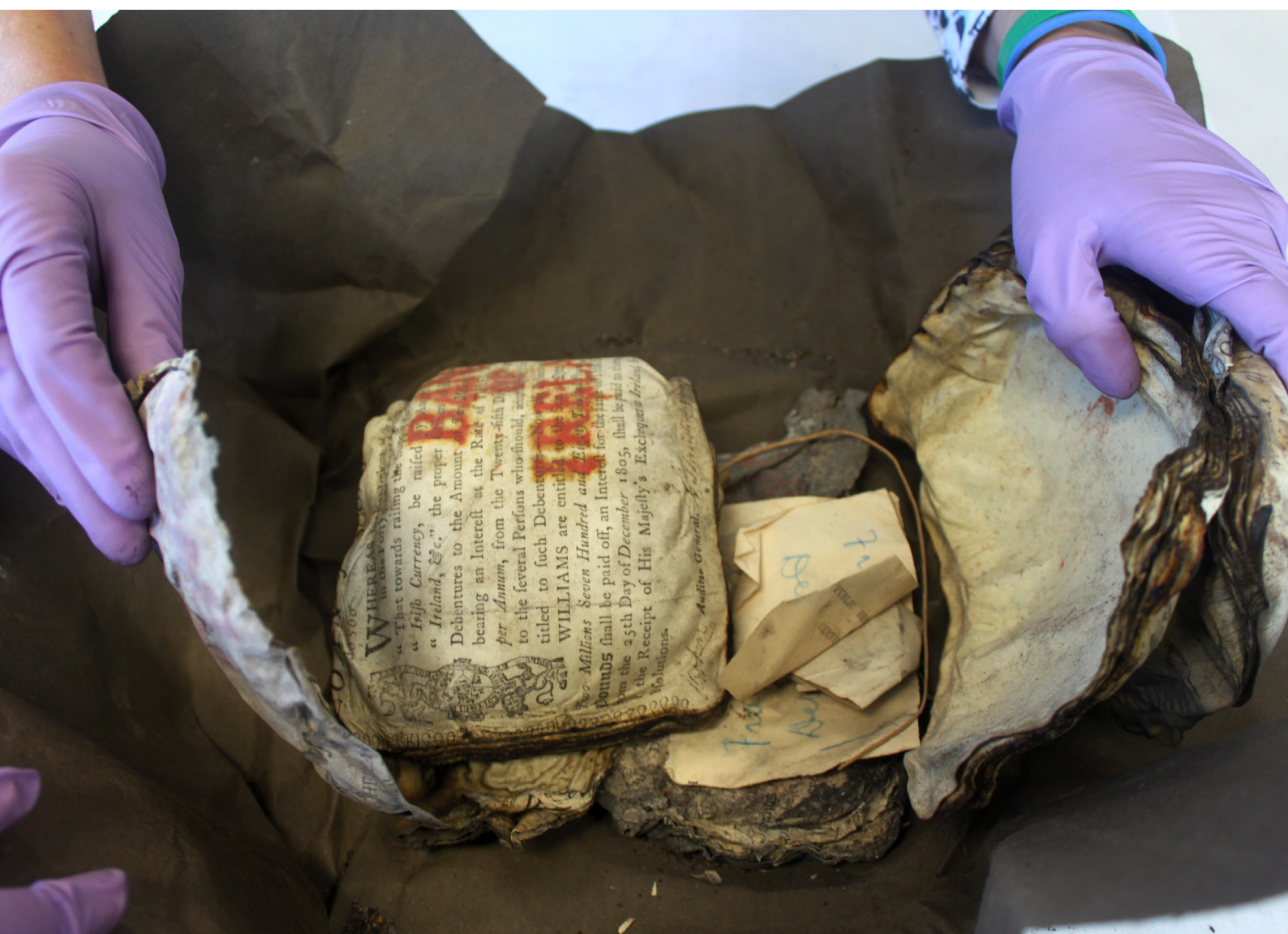




An Chartlann Náisiúnta
National Archives

Report of the Director of the National Archives 2017



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Cover image: A conservator unwraps a parcel of material salvaged from the Public Record Office of Ireland fire of 1922 to find fragments of debentures from the Revenue Exchequer, 1806.

Introduction

Introduction by Director John McDonough

This report outlines the work and activities of the National Archives in 2017.

The National Archives continued to accession, preserve and make records available and to deliver services to the general public and to government departments and agencies.



Highlights for 2017 included:

- Review and redesign of the National Archives website
- Launch of the updated CSORP website
- Participation in Dublin's Culture Connects
- Records Management Plan pilot projects
- Correction of c20,000 entries in the 1901/1911 Census databases
- Preparation for the implementation of General Data Protection Regulation

2017 was an opportunity for the National Archives to undertake detailed planning and progress a number of discrete projects. In particular and as part of the Creative Ireland initiative, the procurement of services for the review and development of our public spaces was progressed.

The National Archives is the only cultural institution with formal services to government departments and agencies and the need to address deficiencies in record making and keeping is a growing concern, particularly with regard to 'born digital' records.

Unfortunately, as in previous years and as a direct consequence of an ongoing staffing shortfall, the National Archives was not able to meet all statutory requirements regarding transfers and authorisations of disposals of records in 2017. This is an annual service deficit but one that I hope to close progressively in the coming years.

The staffing level issue remains a dominant concern to both myself and my colleagues. We did not see an increase in staffing levels in 2017 and this directly impacted upon our ability to progress certain activities and in some cases, deliver critical services. Staffing remained a significant issue throughout the year and placed the National Archives in serious risk regarding its operations.

I would like to thank the Minister and the Department of Culture, Heritage and the Gaeltacht for the additional funding allocated to the National Archives in 2017. Maintaining this level of funding into 2018, in addition to dedicated funding for the initiation of a public service records management plan, will assist the National Archives in developing new and enhanced services.

2017 was the final year in our three-year strategic plan. A detailed strategic plan for the next five years will be progressed in 2018.

Context

In line with the other national cultural institutions, the National Archives proffers a range of services to the public, specifically by making records accessible and available to researchers, academics and other user groups.

However, unlike other national cultural institutions, the National Archives also delivers a range of services to government departments. The primary services are tasks associated with authorising the disposal of records of no long term value and accepting the annual transfers of records eligible for public release under the 30-year rule. The annual transfer is an example of demonstrable accountability and transparency. The act of making archives publicly available reinforces democracy and the link of the citizen to the State.

To support its activities, the National Archives is organised into the following five business units:

- Corporate Services
- Records Acquisition and Description
- Archives Storage and Preservation (incl. digitisation)
- Conservation Services
- Reader and Public Services

The Management Team comprises the Director, Head of Corporate Services and the Keepers of Collection Care & Customer Service and Records Acquisition & Service Development (see Appendix A for the organisation chart).

2017 in numbers

8,521

visits to the public Reading Room

20,458

items produced for consultation

9,251

copies of archives made

2,815,535

online visitors across all
National Archives websites

45,703

item descriptions added to the
online catalogue

54,503

records received from government
departments and scheduled bodies

Extract from printed sketchbook of paintings by Sergeant M Clarke
entitled 'The Irish Soldier in UNIFIL' published by the Defence
Forces magazine *An Cosantóir*, 1986, NAI, 2017/11/222. →

THE IRISH SOLDIER IN UNIFIL



A sketchbook of paintings by Sgt. M Clarke.

Good governance

A number of actions were progressed under the umbrella of good governance.

Procurement of services

A number of current contracts were reviewed to inform future procurement. The National Archives liaises with the Office of Government Procurement on an ongoing basis with regard to the optimum approach to contracting a number of external services. This includes obtaining advice on best procurement practice and tendering for products and services – where possible through OGP frameworks – thereby ensuring access to relevant expertise and value for money. The National Archives also works closely with the Procurement Unit in the Department of Culture, Heritage and the Gaeltacht to fulfil its regulatory and reporting requirements in respect of procurement.

Risk management

The National Archives reviewed and confirmed its risk register in 2017. In particular, the following potential risks were noted:

- Loss of corporate knowledge capacity through retirement/redeployment and delay/failure of timely appointment of replacement staff
- Inability to acquire records and thereby secure their preservation due to lack of suitable storage space in the National Archives
- Lack of a comprehensive formal records management policy for the State sector
- Loss of electronic records and archives or access thereto, due to degeneration of storage media and/or redundancy of operating systems
- Destruction of or damage to archives in our custody due to substandard storage space
- Misplacement of archives being returned following consultation by readers
- Destruction of or damage to archives and records in transit to, from or between our buildings
- Theft of archives

Corporate governance

A comprehensive business plan for the year is developed and agreed at the beginning of each year by the Management Team in the National Archives. Stemming from the plan, the annual budget is allocated according to operational requirements and any special projects identified as part of the business planning process.

The Finance Unit of the National Archives closely monitors and manages the annual budget and expenditure thereunder from 2018 will take a more active role in the oversight of procurement.

2018 will also see a review and development of governance arrangements in the National Archives to ensure that we comply with the latest statutory and best practice governance arrangements.

Priority 1

Secure the foundation

Establish a more robust operational footing for the National Archives

Legislation

The National Archives was asked to comment on or contribute to a number of draft Bills which have an impact on the preservation of or access to records or archives.

In particular, the National Archives was involved in the progression of the National Archives Amendment Bill to implement the 20-year rule on a phased basis. The Director chaired an implementation group with representatives from the four departments identified as initial adopters of the 20-year rule. In December the group submitted a report on its observations with regard to the practicalities and resources necessary to implement the 20-year rule.

The National Archives also engaged with the Department of Education and Skills with regard to the Retention of Records Bill. The National Archives continued engagement with the Department of Children and Youth Affairs and the Adoption Authority of Ireland relating to the Adoption (Information and Tracing) Bill.

The implementation of the General Data Protection Regulation (GDPR) in 2018 was regarded as a priority and the National Archives made formal submissions with regard to the draft Bill and the various exemptions afforded to archives where the retention of data is necessary for ‘archiving in the public interest.’

The Director continued to represent the National Archives on the Section 1003 committee.



Resources

Estates and facilities

As in 2016, the OPW was apprised of the poor condition of the windows throughout the Bishop Street building, giving rise to significant heat loss and the ingress of dust and moisture impacting on the working conditions of staff and contributing to a risk to the condition of the collections. It is hoped that as part of wider works identified within the Bishop Street building that the windows will be replaced in the future.

Estate stocktake of workspaces

The National Archives undertook a review of extant spaces in Bishop Street to make suggestions with regard to improving office space for staff and to create a consolidated space for digital imaging. This work will be used in future years in cooperation with the OPW to progress a strategic development of space within the Bishop Street building.

Master planning

In 2017, the National Archives commenced a master planning exercise to review and propose a phased development to create spaces for exhibition, engagement and education. This is predicated on the progression of the Archive Repository Project (see below).

Off-site storage

The Office of Public Works currently rents additional off-site storage in a commercial records storage facility to meet demand for archives accommodation which can no longer be met on-site at Bishop Street or in the Four Courts repository.

Warehouse Development Project

2017 saw slow progress on the Warehouse Development Project. There were challenges in the identification and fit-out of a suitable off-site location for material currently held in the warehouse that will require alternative accommodation during construction work for the project. By the end of 2017, a suitable location was identified and it is hoped that a decant can progress in 2018.

There was some progress during 2017 in advancing the development of the National Archives warehouse to provide accommodation for archives to recognised international archival standards. As a result of discussion with the Office of Public Works, it was proposed to develop archival accommodation as a single-phase project over a period of approximately 18 months as opposed to a three-phase project staggered over several years. As this revised approach has implications for managing funding of the construction project, ministerial sanction was sought in late 2017.

National Archives Advisory Council

In 2017, a new Advisory Council was appointed following applications through www.stateboards.ie. The new Council is chaired by Justice John Hedigan and will be in office for five years from the date of appointment.

Staffing

For staffing and administrative purposes the National Archives is regarded as a business unit of its parent department and does not have an independent payroll budget. Rather it must make submissions to the Department's Personnel Unit for the allocation of staff which are approved or not in line with the overall departmental staffing requirements.

The National Archives submitted a revised Work Force Plan in early 2017. This indicated a minimum staffing requirement of 60 full-time equivalent staff. However the National Archives had a head count of 46 permanent staff in December 2017 and saw no increase in staffing levels or the filling of a number of extant vacancies.

2017 saw new replacement Service Officers appointed and changes in Senior Archivist and Head of Corporate Services grades.

The overall staffing shortfall, particularly at Executive Officer and Archivist grades continued to directly impact upon the National Archives' ability to meet statutory obligations and develop new services. Furthermore, the under-filling of posts deemed critical within the workforce plan continues to leave the National Archives unable to progress a number of its statutory roles including conservation, digital preservation, archival listing, records appraisal and the review and transfer of records to the National Archives.

The assignment of a Senior Archivist to a new specific area focusing on services to government departments afforded the opportunity to review and refine the functional and reporting areas within the National Archives. This will be progressed in 2018.

Ensure the integrity of collections in our care

Conservation Services

Conservation Services support core activities essential to the long-term preservation of the holdings of the National Archives.

Work was carried out on key projects including material from government files, historic 1917 correspondence and architectural plans and elevations. These records were used by researchers and also made available through online resources and publications.

Assessing, surveying and planning treatment solutions and workflow for a number of pilot digitisation projects were carried out and the conservator was assisted in the preparation of material by digital project assistants on short-term contracts.



@NARIreland @NARIreland · 14 Aug 2017
Ellen from #Conservation carefully lines a Valuation Office map as part of our project to conserve more than 11,500 sheets
#MapsMonday



8

20



Conservation Services managed the upgrading of the lighting in the conservation work room 4.4 and the establishment of a project workroom with specialised equipment on floor 2 for both contract and permanent staff to process collections. Calibration and servicing of environmental monitoring equipment and the purchase of additional monitors for both the Bishop Street and the Four Courts repositories were also completed.

Advice was given to government departments working with archive collections of historic and neglected records. Guidance and support were given to the Geological Survey of Ireland in managing a loan of nearly 100 sketches to an exhibition in the Crawford Gallery of Art, Cork entitled '*Stones, Slabs and Seascapes: George Victor du Noyer's Images of Ireland*'.

Conservators on short-term contracts carried out externally-funded work under the technical guidance and supervision of our single permanent conservator.

Through the support of the Valuation Office, a project conservator began in October and was joined by a Heritage Council intern in December. This has enabled significant progress to be made on the ongoing project to conserve 19th-century Valuation Office maps.

Outreach about conservation activities continued through published articles in print and web format and presentations at conferences and workshops, as well as facilitating tours explaining the work of the unit to visitors and staff.

Priority 2

Improve the visibility and accessibility of our services

In addition to continuing to provide access to the archives in our care and to ensure the acquisition of archives from Departments of State and other bodies, we undertook the following:

Annual transfer

In 2017, the National Archives received transfers of records from eleven government departments and scheduled bodies. The majority of these 30-year old records were made available to representatives of newspapers and broadcasting organisations during the three-day media preview from 6–8 December in the Reading Room. For the last three years we have encouraged journalists to take their own images of documents with their phones/digital devices. Many did so. Despite that, National Archives staff still photocopied/scanned c17,750 individual pages of records over the three days.

The closure of the National Archives for one week facilitated the preparation of records in advance of the media preview and the release of records to the public on 2 January 2018. Journalist coverage of the 1987 State papers recording events from 30 years ago was under embargo until 29 December. Positive feedback was received by transferring departments on the coverage of their records in the press. Selected documents from the annual releases were digitised and published on the National Archives website and Twitter account in order to raise awareness of the newly available records.

Social media strategy

The National Archives' social media profile increased with over 3,000 followers on Twitter by the end of 2017. Our approach to social media was developed in 2017 to better integrate with other initiatives. We expect to review our social media strategy in 2018.

Public events

The National Archives utilised the resources and awareness of Culture Night to offer tours and talks late into the evening of 22 September.

Genealogy

Since 2003, the National Archives has provided a Genealogy Advisory Service where members of the public may consult a professional genealogist about the use of sources relating to their family history. This service is provided free of charge. In 2017, 2089 people visited the service and the extended service has enabled the provision of full-time advisory services on-site.

The National Archives is part of a Department-led review of genealogical policy for the National Cultural Institutions. It is expected that a position paper will be progressed in 2018.

Corporate style

As part of this review, the corporate style of the National Archives was reviewed and a new logo implemented. The National Archives has focused on the national symbol of the harp, stressing our solid link as a mechanism of the State and the principal agency with responsibility for holding, preserving and making available State records.



New corporate style for the National Archives.

As a means to raise awareness of its holdings, the National Archives was represented at the following events in 2017:

- Irish Historic Towns Atlas seminar, RIA (May)
- National Ploughing Championships, Scraggan, County Offaly (September)
- Back to Our Past held in the RDS (October)
- Legal History Society (November)

Outreach activities

Summer lecture programme

The summer lecture programme was continued with eleven public evening lectures delivered in the Reading Room by professional genealogists, historians and archivists, focusing on methodologies for research into aspects of history, including family history and the use of research sources.

Fenian seminar

A seminar commemorating the 150th anniversary of the Fenian Rising was held in the Reading Room on 25 November. Chaired by Tim Pat Coogan, speakers included staff of the National Archives and National Museum who gave presentations on the nature, scope and conservation care of sources for research into the Fenian movement in both institutions. Participating academic researchers addressed the themes of the interpretation of police reports relating to Fenianism and assessing Fenian research resources in Dublin, London and Oxford.

Back To Our Past

The National Archives continued its attendance at Back To Our Past which is an annual genealogy exposition which was held at the RDS in Dublin from 21–23 October 2017. In excess of 250 people visited the National Archives stand to discuss their family history research with National Archives staff and professional genealogists.



Culture Night

The National Archives was pleased to remain open from 5pm to 10.30pm on Friday 22 September to offer tours of its facilities, including the Genealogy Advisory Service, storage, conservation and the Reading Room, as well as mounting displays of selected original documents and offering readings from the 19th-century correspondence of the Chief Secretary's Office.

Who Do You Think You Are?

In October, the National Archives was the venue for filming by the USA series Who Do You Think You Are? It is due to be broadcast in mid 2018 and will feature the American actor Molly Shannon, who visited in the course of pursuing research into her maternal family.

Other outreach activities

Staff facilitated a full schedule of hosted visits for students of third-level educational institutions, family history societies, community groups and local history societies including the Federation of Local History Societies.

The National Archives continued to see growth in online usage of archival resources with a 20% increase in online visitors compared to 2016. Over 6,000 people visited our suite of websites every day.

Access to archives

Productions and recalls

- 20,458 documents produced in 2017
- 226 recalls to Departments and offices of State
- 853 files requested from commercial off-site storage

The number of readers visiting our Reading Room in Bishop Street saw a slight rise in 2017 and the number of items produced was on a similar par.

Online

The National Archives continued to see growth in online usage of archival resources with a 20% increase in online visitors compared to 2016. The availability of digital versions of complete series of records supports historical, genealogical and other forms of research and facilitates exploration and enquiry. Over 6,000 people visited our suite of websites every day and the National Archives continued to develop and broaden its online content.

Archival listing

Finding aids

One of the key functions of the National Archives is to create finding aids to facilitate search and retrieval of archives by users and staff. These finding aids are made available in hardcopy in our Reading Room and digitally on our website at www.nationalarchives.ie/search-the-archives.

In addition to the ongoing work of adapting schedules of records transferred annually by departments and the courts to create finding aids, retrospective conversion of legacy hardcopy finding aids to digital format continued during 2017, as did further work on the arrangement, listing and boxing of unlisted records already held in the National Archives.

Crowley Bequest project

Following the employment of an additional two archivists in 2016, work continued on cataloguing the records of the Chief Secretary's Office for the 1830s.

In 2012, the first tranche of catalogue entries for the collection of the Chief Secretary's Office Registered Papers (CSORP) (1818–1822) was made available online on the Chief Secretary's Office Registered Papers website (www.csorp.nationalarchives.ie).

In August 2017, following comprehensive changes to this website, the CSORP team announced the major addition of eight years of catalogued data (1823–1830), comprising 33,500 new catalogue entries, both on the designated project website and on the parent site's general search pages.

In December 2017, the catalogues (finding aids) for each year of the period 1818–1830, previously only available online, were printed and made available in the National Archives Reading Room. Twenty-one new finding aids comprising 16,810 pages containing descriptions covering c33,500 items are now available for the first time in hardcopy. This enables users to see documents within their context and is a visible manifestation of the sheer scale of the project, illustrating the comprehensive nature and high quality of the archival descriptions.

During 2017, the three CSORP project archivists arranged and catalogued 9,956 files, comprising 57 boxes of papers covering the years 1832–1834.

A promotional campaign began in August and encompassed Twitter, talks to the public and to colleagues as well as coverage on RTÉ Radio and in the illustrated magazine 'History Ireland'. A specially-designed poster highlighting the richness and value of the collection was sent to 484 Irish higher education bodies, selected cultural institutions and relevant historical societies, receiving much positive feedback. On Culture Night, the team presented selected files in the form of dramatic dialogue which had listeners glued to their seats.

Backlog listing

CSORP project, 1917–1924

The CSORP listing project for the years 1917–1924 commenced in August 2017. A project archivist began listing the Chief Secretary's Office Registered Papers dating from 1917–1924, a pivotal period in our nation's history. The files are predominantly concerned with official business, for example, files dealing with resident magistrates and petty sessions, property compensation, military orders, parliamentary questions, regulations and circulars, regulations regarding rationing and queries addressed to government departments. During the five-month period from August to December 2017, 2,444 files were

listed. The project is ongoing and it is intended to make the 1917 CSORP finding aid available both in our Reading Room and on the National Archives website in 2018.

OPW listing

During 2017, a project archivist was employed to reduce cataloguing backlogs in a number of significant collections. The project archivist arranged and catalogued four record series of the Office of Public Works comprising 899 files, including 32 architectural plans. 141 files created by the Secretary's Office of the Department of Local Government (and predecessor departments) were also catalogued.

Finance Compensation files

During 2017, work continued on the 'FIN/COMP/3' project as part of the National Archives' Decade of Commemorations project programme. The three-person project team cleaned, re-housed and listed files relating to the processing of compensation claims made by individuals and organisations for injury done to property between April 1916 and May 1923. During the twelve-month period, 4,822 files were cleaned, listed and boxed in 184 archival boxes and it is intended to make this material available both in our Reading Room and on the National Archives website in 2018.

Commission of Investigation (Mother and Baby Homes and Certain Related Matters)

A Commission of Investigation into Mother and Baby Homes and a representative sample of County Homes was established by Order of Government in February 2015. The National Archives continued to liaise with the Commission and its researchers throughout 2017, providing access to records held by the office.

Valuation Office project

The archives of the Valuation Office in the National Archives consist of manuscript maps and books created by the work of valuing property in Ireland for the purpose of levying rates. Comprising house books, field books, tenure books, quarto books and mill books created between 1830–1865 approximately, the surviving records provide invaluable information on landholding in Ireland in the early to mid 19th century. Funded by the Valuation Office, work commenced in July 2016 on the interpolation, arrangement and cataloguing of various accessions of valuation books received in the National Archives.

Work on cataloguing 12,952 valuation books was completed by 31 December 2017. The completed catalogue will be published in the National Archives catalogue during 2018. The Valuation Office extended its support of the project into the first quarter of 2018 to permit sorting, arranging and listing of a small series of Valuation Office town plans. We are extremely grateful to the Valuation Office for its support of this cataloguing project, particularly Mary Smyth, Catherine English and Anne Durkin.

Acquisition of archives

Under the National Archives Act, 1986, the National Archives is legally mandated to acquire archival records from Departments of State and the courts. The office is also empowered to acquire other records and documents where they are considered to be worthy of preservation, where they complement existing holdings of departmental records or where they are in danger of destruction.

Training in the transfer of records to the National Archives

Records Acquisition and Description Division provides training to government departments, scheduled bodies and the Courts Service in the preparation of records for transfer to the National Archives. In 2017, seven departments and one scheduled body attended training, with a total of 35 attendees.

Transfer of records by Departments of State

Records accessioned from government departments during 2017 are summarised in the appendices of this report. These comprise 54,503 individual departmental files.

Two transfers of records received in 2017 from the Department of Agriculture, Food and the Marine relating to the Irish Land Commission (c45,116 files) have not been made available to the public due to the shortage of storage space in the National Archives. Between October 2014 and December 2017, the Department of Agriculture, Food and the Marine transferred to the National Archives 101,618 files of Irish Land Commission records relating to the fixing of fair rents for five counties. Unfortunately, none of these records can be made available to the public as a result of a lack of archival staff to process the records or storage space in which to store them.

Transfer of records by scheduled bodies

As stated in previous Directors' Reports, the National Archives remains unable to accession large quantities of records due for transfer from the majority of the 61 bodies listed in the Schedule of the National Archives Act, pending the provision of additional accommodation and sufficient staffing.

In 2017, records were accessioned from the Office of Secretary General to the President and the Office of the Attorney General. A total of 1,981 individual files were received from scheduled bodies. These are summarised in an appendix at the end of this report.

The National Archives had to decline the proposed annual transfer for 2017 from the Companies Registration Office (3,565 files) due to a lack of storage. Previous transfers from the Companies Registration Office continue to remain unavailable to public access as a result of a shortage of staff and storage space in the National Archives.

Transfer of records by the Courts Service

Following a meeting in September 2015 with representatives from the Courts Service, it was decided that the courts would temporarily cease to transfer records to the National Archives until a decision was finalised on releasing records with data protection issues for public consultation and the Courts Service had the opportunity to consult the Office of the Data Protection Commissioner. As a result, no transfers of court records were received during 2016 or 2017. The only exception to this was the deposit by the Probate Office of their 1991 testamentary records, comprising c9,000 items. The records were accepted as the Probate Office itself had urgent storage issues.

Records accessioned from private sources

The National Archives acquired only one small accession from private sources in 2017. Unfortunately, due to the restrictions on the availability of space in the repository, we are currently unable to be proactive in acquiring records from private individuals and organisations.

Authorisation of records proposed for destruction

No authorisations were issued for the disposal of records in 2017. One appraisal report of the records of the Employment Appeals Tribunal was prepared but the authorisation to dispose of the records was declined.

During 2017, there was an increase in applications from government departments and scheduled bodies to destroy records not considered worthy of permanent preservation as archives. Due to a lack of staff and resources, appraisal reports to assess the value of these records could not be prepared. The appointment of a Senior Archivist in late 2017 will help to address the backlog of applications in 2018, reducing the dependency of departments, scheduled bodies and the Courts Service on commercial storage.

Records Management Plan

Previous Annual Reports have consistently highlighted the importance of developing best practice for records management across the civil and public service. The National Archives receives multiple requests for advice or guidance on records management or to review and approve draft records management policies and procedures and I must reiterate the long-standing and pressing need for providing solutions in this area.

The National Archives proposed an initial three-year plan based on developing a records management framework for both paper and electronic-based records. A memo was drafted for Cabinet and the plan was approved in July 2017.

Two pilot projects with our parent Department were substantially completed in 2017 with a formal report on assessing risk in electronic information systems and the progression of a number of draft policy, procedural and guidance notes on developing a departmental records management programme. It is expected that these will be utilised by the National Archives in progressing the overall plan.

Priority 3

Transition to digital

ICT network

To support its activities, the National Archives has its own dedicated IT Unit. The Unit worked on a number of projects in 2017 including:

- A comprehensive review of the network was carried out in January 2017 following the IT infrastructure upgrade in 2016. The review was conducted through Government Networks and the report recommended additional uplinks between switches to improve network resilience and changes to switch configurations to improve network security. Both recommendations were fully implemented.
- Segmentation of the network was also recommended and the process is well underway. A test VLAN (virtual LAN) was created and successfully trialled in the IT Unit.
- A Network Attached Storage (NAS) device was procured (through the OGP Framework) for use as off-site backup for the Bishop Street Image Server (Feb 2017).
- Wi-Fi in the Reading Room was upgraded to an e-fibre connection. Two additional Wi-Fi routers and access points were installed on the ground floor reception area and the 6th floor conference room.
- IT carried out an inventory of all National Archives' information systems and e-records as part of the Electronic Records Risk pilot project.
- An additional fifteen Windows 10 PCs and monitors were drawn down from the OGP Framework tender, a process which commenced in November 2016.
- WatchGuard Web Security monitoring system was upgraded to McAfee Web Gateway allowing a greater level of granularity in relation to controlling access to websites and services.
- Two new switches were procured as part of the RDC infrastructure refresh.

Review of the National Archives website

An RFT was issued in 2017 for a comprehensive overhaul of the National Archives website. This was a significant undertaking to review the extant content and devise a more intuitive look and feel and support for mobile devices. The new site is expected to launch in 2018.

Intranet development

In 2017, the National Archives commenced the development of an Intranet to introduce a shared facility for staff to access corporate facilities and share key documentation from their work, as well as post news on National Archives' initiatives and wider events of relevance to our work. It is expected that the live Intranet will be rolled out in 2018.

A technical review of www.genealogy.nationalarchives.ie was deferred until 2018 so as not to be confused with the new website roll-out and development.

Dspace

The pilot installation Dspace was reviewed and external assistance sought to better develop it as an in-house platform.

Digital Imaging Unit

A review and stocktake of the images created and held by the National Archives was undertaken.

Archives imaged by the Digital Imaging Unit in 2017 included:

- Application forms for grants to build primary schools (ED series) volumes 1–5
- Department of Justice Emergency Certificates
- Cabinet Minutes for 1987 and selected documents for social media
- CON/CIB Criminal Index Books from the Convict Department of the Chief Secretary's Office
- CON/CRB Convict Reference Books, the indexes to the Convict Reference Files
- OL/11 Valuation Office map pilot
- Selected departmental files for the Conflict Archives on the INternet (CAIN) project
- Selected images of the Chief Secretary's Office records for the Crowley Bequest project

Clean-up of census records

Since the National Archives' 1901 and 1911 online census went live, a facility has been available for users to report any errors discovered in the indexed census data transcribed from the individual census return forms in order to facilitate search and retrieval. For several years after going live, resource constraints didn't permit validation of these user submissions on an ongoing systematic basis to make any necessary corrections to the census data. In September 2017, a dedicated project commenced to validate error reports submitted in the period March 2010–December 2017. Initial work concentrated on the development of a methodology to eliminate duplicate and spurious emails reporting transcription errors, as a result of which the total 138,420 email error reports was reduced to approximately 91,366 emails containing 195,125 suggested corrections to the census data. Between September and December 2017, a total of 16,910 emails was processed. A batch of 15,962 corrections to the census data went live on the census website on 16 November with a further batch of 5,799 going live on 13 December. It is planned to have processed 50% of all valid error email reports received in the period March 2010–December 2017 by mid 2018.



@NARIreland @NARIreland · 9 June 2017

Robert in our digitisation unit uses specialist equipment to copy archives & facilitate access
[#IAD17](#) [#citizenship](#)



Digital Preservation Coalition

The National Archives participated in the DPC initiative in drafting and agreeing the BitList or list of critically endangered data types. The list was unveiled on the first international day of digital preservation on 30 November. Earlier in 2017, the Director participated in the DPC strategic planning sessions at the British Library.

Electronic records

The National Archives was unable to develop any capability in the area of electronic records management during 2017. This is at a time when there is a growing and vocal need for guidelines on the appraisal, accession and preservation of electronic records such as email, word processing files and databases.

The proliferation of electronic records and records created in electronic business systems is regarded as a digital time bomb unless procedures and policies are developed for the management of this material. The transfer to and preservation of electronic records by the National Archives has yet to commence.

Priority 4
Develop our people

In progressing our commitment to our staff, the National Archives developed a number of initiatives in 2017. An initial skills audit of staff was undertaken and a plan progressed to identify and target the areas for up-skilling or staff development. This was done in cooperation with the Department's Training Unit. A number of meetings was held with the Archives and Records Association (UK & Ireland) to identify archival skills and courses which could be held in the National Archives during 2017.

Review of enquiry handling

The National Archives implemented a new online query management system in 2017. This allows for the streamlined assignment and management of queries received by email or taken in the Reading Room. It was brought in to replace the rather unwieldy and labour-intensive registry system which had been in use by the organisation for all incoming enquiries since the 1970s. As the department responsible for public enquiries, the Public Services Division of the National Archives managed the implementation and transition to the new system.

The system captures and tracks email and postal enquiries, categorising them by enquiry type and streamlines the handling of all requests in one central system that is visible to all staff. Staff benefit from having a searchable knowledge base by being able to view the responses to similar queries and therefore learning from their colleagues. Staff can also keep track of their queries in a space separate to their ever-increasing email inbox; emails no longer go astray and the tracking of responses can be monitored.

Working Groups

The National Archives developed three working groups in 2017. These groups took responsibility for positive workplace initiatives, internal communications and the public spaces project. The groups are peer-led and meet periodically to progress a number of initiatives including lunch and learn sessions and a National Archives newsletter.

New records standards training day

On 12 May 2017, the National Archives hosted a new standards for archives and records management symposium which introduced new and revised standards in archival description, storage and records management. Speakers from the UK and Australia outlined the major changes and advancements in thinking within the global archival community on how we should describe, store and manage our archives into the future.

Bill Stocking, Archives Manager, Royal Library and Royal Archives, Windsor Castle, explained the new standard for archival description, Records in Context. Chris Woods, Director of the National Conservation Service, UK, outlined the new preservation standards (BS EN 16893 and BS 4971:2017) and how they supersede existing standards. Cassie Findlay, Project Lead in the development of the 2016 edition of ISO 15489, the international standard for records management, presented the changes to the standard.

Training events and conferences

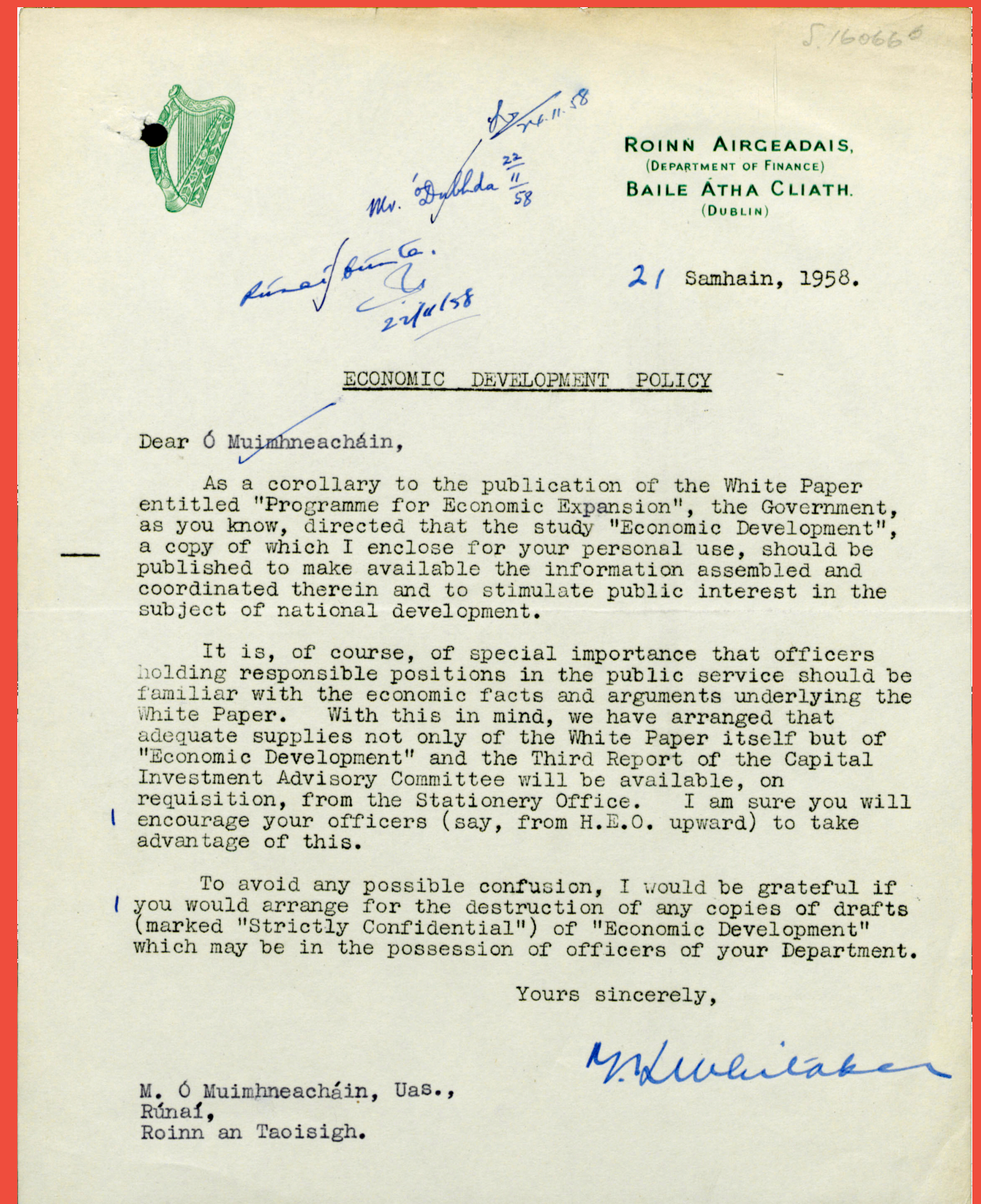
Staff attended a wide range of training programmes and conferences.

Training undertaken by staff included:

- Appraisal of government records
- Website management
- Online marketing and digital strategy
- Professional Irish
- First Aid and Evac+Chair training
- Freedom of Information legislation
- Higher Executive Officer course
- Copyright seminar, Copyright Association of Ireland
- Practical preservation and people: a briefing about metadata
- Practical Digital Preservation workshop
- Amendments to the Public Works Contracts, Government Contracts Committee for Construction information session
- Conservation of digital photographs
- Understanding Public Sector Procurement Rules
- Intermediate Project Management
- Symposium of Conservation and Identification of Vellum
- Excel for Archivists
- Legal discovery and e-discovery
- General Data Protection Regulation
- Building and storage standards: BS:EN 16893 and BS 4971:2017
- International Council on Archives Records in Context descriptive standard
- Records management ISO 15489-1: 2016
- European Diploma in Cultural Project Management
- Planning and chairing meetings
- Recordkeeping informatics
- Media skills training
- Email preservation
- Archives and Records Management Association Conference
- Axiell User Conference
- Adlib software training
- Information and Records Management Society Conference on records at risk

The Director is a member of the EU European Archives Group (EAG) and European Board of National Archivists (EBNA). He also represents the National Archives and the archival profession in Ireland at the International Council of Archives. In 2017, he attended EBNA and EAG meetings in Tallinn, Estonia and Valletta, Malta. He also attended and presented a paper at the ICA Conference in Mexico City, Mexico.

Letter from the Secretary of the Department of Finance TK Whitaker to the Department of the Taoiseach encouraging the dissemination of his *Programme for Economic Expansion* to civil servants and the public, 1958, NAI, TSCH/3/S16066 B. →



Priority 5 Develop collaboration

In line with its priority to develop collaboration, the National Archives continued to partner with and cooperate in a number of national and international initiatives, continued to undertake outreach and engagement activities and participated in a variety of commemoration activities.

National projects

Beyond 2022

The National Archives collaborated with the Beyond 2022 project during 2017. The project plans to digitally reconstruct the building and contents of the Public Record of Ireland (PROI). It is a Trinity College Dublin project working in collaboration with the Public Record Office of Northern Ireland, The National Archives (UK) and the Irish Manuscripts Commission. It is hoped to replicate the holdings of the PROI using surviving records, transcripts, published sources and copies of records in other institutions. National Archives staff assisted by providing contextual information about the destruction of the repository, identified archives which survived the bombing, gave advice on the arrangement and referencing of archives held by the PROI and provided digital images of original documents.



Homepage of Beyond 2022 website – <http://beyond2022.ie>. ↑

1922 salvaged material project

A conservation survey to assess the condition of documents saved from the Public Record Office of Ireland after the fire in June 1922 was carried out. Over sixteen weeks, a project conservator and preservation assistant assessed, documented and photographed 378 parcels of damaged archives. The aim of the project was to determine the condition and historical significance of the documents which ranged from the 14th to the early 20th centuries. This project was funded by the Irish Manuscripts Commission and was highlighted weekly through the office's @NARIreland Twitter account.

Dublin City Council Culture Connects

In late 2016, the National Archives began collaborating with Dublin's Culture Connects as part of The National Neighbourhood initiative. The Out of the Box partnership aims to link people from communities in the Dublin City Council region with resources and support for research at the National Archives. Several group visits took place, introducing the work of an archives to those who were unaware of the wealth of material available and who had never used the service before. The Head of Conservation provided guidance on planning and creating a time capsule for personal or community memories.

Having sparked their curiosity, the National Archives supported a number of researchers in investigating local and family history, providing advice on sources and approaches to research. Their research journeys have been captured on film by documentary filmmaker Wissame Cherfi and in their own words on the Out of the Box blog.

Academic collaboration

Documents on Irish Foreign Policy

This is a partnership project between the National Archives, the Department of Foreign Affairs and Trade (DFAT) and the Royal Irish Academy. The project publishes a selection of documents relating to Irish foreign policy every two years. In 2017, the National Archives provided records and images for use in a UN 60th anniversary exhibition and booklet.

Collaboration with the School of Archives, University College Dublin

The National Archives provided a number of collections to the School of Archives, UCD, for students to list. Students' descriptive work conforms to the national and international standards used by the National Archives. Collections included Graves and Company, timber merchants, New Ross, County Wexford.

Decade of Centenaries

The National Archives continues to be involved in several steering committees including the GPO Museum Steering Committee, the Military Service Pensions Project Steering Committee and the Board of the Digital Repository of Ireland.

Decade of Centenaries Expert Advisory Group (EAG)

The Director made two presentations to the EAG in 2017: one on the role of the National Archives in this decade and the other on proposals to digitise the 1926 census.

Other collaborations

The National Archives collaborated in a number of other initiatives including the Global Irish Forum, a review of TCD's Digital Resource Imaging Service and the RCB Library's digitisation of parish registers.

Conclusion


In 2017, the National Archives continued to proffer a range of statutory and other services to government departments, agencies, academics, researchers and the general public.

It continued to make archives available for reproduction and private study and to assist other institutions in publication and promotional offerings.

The ongoing delay in more fully progressing the warehouse redevelopment project was disappointing. However, the updated design does facilitate the addition of greater holding capacity at the Bishop Street site and therefore offers an improved long-term solution.

The progression of the Records Management Plan through the two pilot projects was very welcome and early feedback from departments identified and reiterated the critical need for national government direction in this long neglected area.

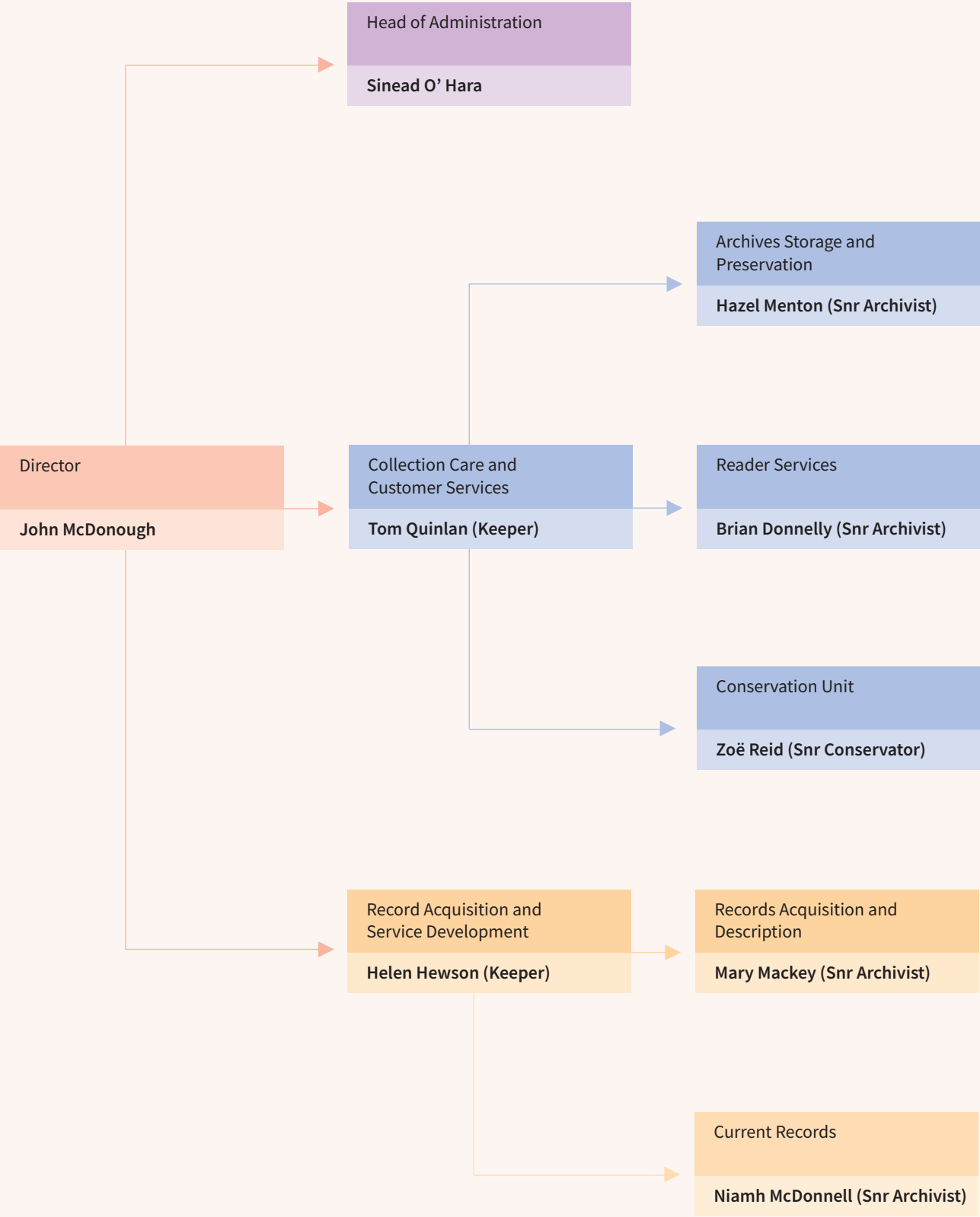
2017 was an opportunity for the National Archives to participate in the Creative Ireland initiative and its emerging five-year programme and to design and develop plans for public-facing services both on-site and online and to further enhance and develop services to government.



John McDonough
Director

Appendix I

Organisation chart



Appendix II

2017 in numbers

Footfall	Total
Readers	8,521
Visitors – groups, 09:15 – 17:00	69
Visitors – groups, 17:00 – 19:00	87
Visits – Open Days etc	580
Reader’s Tickets issued	2,877
Genealogy Service	2,089

Enquiries	Total
Duty Archivist – telephone calls	1,604
Public research enquiries answered	2,585
Enquiries from scheduled bodies or departments	1,570

Productions	Total
Items requested	20,458
Recalls	226
Commercial retrievals	853

Copies	Total
Number of certified copy orders	804
Number of pages for certification	2,383
Number of instant pages copied	2,716
Number of copy orders	280
Number of pages copied	4,376
Digital imaging projects	6,633

Online	Total
Hits in total (parent site)	12,638,446
Visitors in total (parent site)	445,608
Twitter followers	2,978

Appendix III

Advice and training

The National Archives continued to provide records management advice and training to government departments and the Courts Service during 2017 on issues relating to their compliance with the National Archives Act. Training of Courts Service and departmental staff was combined with visits to Circuit Court offices, staff resources permitting.

Advice and assistance was given to individuals and to a wide range of bodies, including:

- Adoption Authority of Ireland
- Central Bank of Ireland Archives Service
- Courts Service, particularly the Supreme Court
- Commission to Inquire into Child Abuse
- Commission of Investigation into Mother and Baby Homes and Certain Related Matters
- Companies Registration Office
- Department of the Taoiseach
- Department of Agriculture, Food and the Marine
- Department of Children and Youth Affairs
- Department of Education and Skills
- Department of Employment Affairs and Social Protection
- Department of the Environment, Community and Local Government
- Department of Foreign Affairs and Trade
- Department of Health
- Department of Jobs, Enterprise and Innovation
- Department of Justice and Equality
- Department of Public Expenditure and Reform
- Department of Transport, Tourism and Sport
- Digital Repository of Ireland
- Dublin City Council Culture Connects project
- ESB Archives
- GAA Archives
- Health Service Executive
- Irish Traditional Music Archive
- Irish Manuscripts Commission
- Military Archives
- Office of the Attorney General
- Office of the Inspector of Prisons
- Office of Public Works
- Ordnance Survey of Ireland
- Representative Church Body of Ireland Archive
- Residential Institutions Redress Board
- St Brendan's Hospital, Grangegorman
- State Laboratory
- Trinity College Dublin
- University of Ulster – Conflict Archive on the Internet (CAIN project)
- UCD Cultural Heritage Advisory Board
- Valuation Office

Accessions by the National Archives for 2017

Accessions 2017

Transfer of records pre-dating 1988 from government departments and offices of State for release to public inspection under the 30-year rule: statement of position as of 31 December 2017.

Table 1 Transfer of records from government departments to the National Archives for release to public inspection under the 30-year rule: statement of position as of 31 December 2017.			
DEPARTMENT OF	RECORDS IN THE NATIONAL ARCHIVES	RECORDS DUE FOR TRANSFER	LAST YEAR RECORDS TRANSFERRED
Taoiseach	1919 to 1987	Transfers complete.	2017
Agriculture, Food and the Marine	1899 to 1960s	Transfers incomplete. Records from 1960s to 1987 outstanding. ¹	2016 (partial transfer)
Arts, Heritage, Regional, Rural and Gaeltacht Affairs	Late 1900s; 1922 to 1962	Transfers incomplete. Records from 1950s to 1980s outstanding.	2017 ² (partial transfer)
Department of Children and Youth Affairs (see Department of Health)			
Communications, Energy and Natural Resources	1845 to 1970s	Transfers incomplete. Records from 1950s to 1987 outstanding.	2011 (partial transfer)
Defence	1922 to 1950s ³	Transfers incomplete. Records from 1960s to 1987 outstanding.	Not applicable

¹ Includes records of the former Land Commission, a scheduled body, but now the Land Commission Records Branch of the Department; records include documents of title from the 17th century onwards, as well as records of the Congested Districts Board from the late 19th century and administrative records of the Land Commission from the late 19th century. In 2017, the Department transferred c45,116 Irish Land Commission files relating to the fixing of fair rents in Counties Cork and Louth. Due to storage and staff constraints the files cannot be made available to the public.

² Consists of two collections of records relating to the Arts, Film and Investments Unit and the Placenames Commission.

³ The Department of Defence makes separate arrangements for the transfer of records to the custody of the Military Archives, a place of deposit for records of the Department and the Defence Forces under Section 14 of the National Archives Act, 1986. The bulk of records transferred extend in date from 1922 to the 1960s only.

Education and Skills	1831 to 1980s	Transfers incomplete. Records from 1900s to 1987 outstanding.	2014 (partial transfer)
Environment, Community and Local Government	1838 to 1970s ⁴	Transfers incomplete. Records from 1960s to 1987 outstanding.	2016 (partial transfer)
Finance	1922 to 1987 ⁵	Transfers incomplete. Records from 1950s to 1980s outstanding.	2017
Foreign Affairs and Trade	1919 to 1987	Transfers complete. ⁶	2017
Department of Health	1920s to 1980s	Transfers incomplete. Records from 1950s to 1987 outstanding. ⁷	2010 ⁸
Jobs, Enterprise and Innovation	1922 to 1976	Transfers incomplete. Records from 1960s to 1987 outstanding.	2009 (partial transfer)
Justice and Equality	1922 to 1986	Transfers incomplete. Records from 1920s to 1943 and 1969 to 1987 transferred. ⁹	2017 (partial transfer)
Public Expenditure and Reform (see Department of Finance)			
Social Protection	1919 to 1980	Transfers incomplete. Records from 1970s to 1984 outstanding.	2017 (partial transfer)
Transport, Tourism and Sport	1922 to 1970s	Transfers incomplete. Records from 1960s to 1987 outstanding.	2014 (partial transfer)

⁴ A considerable quantity of records for the period 1920s to 1960s was transferred to the National Archives without appropriate finding aids. The task of cataloguing some 5000 boxes of archives is being undertaken by the National Archives as resources allow.

⁵ Although records of the Department of Finance up to 1987 have been transferred, many of the records transferred were not accompanied by appropriate finding aids and the task of re-cataloguing c2800 boxes of archives has been undertaken on an intermittent basis by the National Archives. Since 2015, the Department has been taking action to address the backlog of records held in their own off-site storage. In 2017, four collections (1970s–1980s) were formally transferred after re-cataloguing by the Department, amounting to 880 boxes.

⁶ Records of some diplomatic missions are transferred on a cyclical basis as it is more cost effective. Consequently, not all records from all diplomatic missions up to 31 December 1987 have been transferred.

⁷ Due to space constraints in the National Archives, a considerable quantity of policy records of the Department of Health have not been accessioned. These remain in commercial storage funded by the Department.

⁸ Comprising only a transfer of records relating to the administration of fever hospitals, 1936–1986.

⁹ The National Archives has in its custody a considerable quantity of records (c4300 archival box equivalents) of the Department dating from the 1920s that have as yet to be reviewed by the Department to determine suitability for formal transfer to the National Archives and release to public access in accordance with Section 8 of the National Archives Act, 1986. Since May 2017, the Department has engaged an archivist on a temporary contract to continue this work. Staff of INIS have also listed and reviewed c5,000 immigration and citizenship files which were made available to the public in 2017.

Table 2
Transfer of records from the courts to the National Archives for release to public inspection under the 30-year rule: statement of position as of 31 December 2017.

COURT	LATEST YEAR OF RECORDS IN THE NATIONAL ARCHIVES	RECORDS DUE FOR TRANSFER	LAST YEAR RECORDS TRANSFERRED
Supreme Court	1970	1971–1987.	1990
Court of Criminal Appeal	1972	1973–1987.	1990
Central Criminal Court	1968	1969–1987.	1987
High Court	1970	1971–1987.	2000
Probate Office	1991	Transfers complete.	2017
Circuit Courts	1990	<p>Transfers complete: Cavan, Cork, Donegal, Galway, Kilkenny, Longford, Louth, Mayo, Monaghan, Sligo, Tipperary, Westmeath and Wexford.</p> <p>Transfers incomplete: Carlow, Clare, Dublin, Kerry, Kildare, Laois, Leitrim, Limerick, Meath, Offaly, Roscommon, Waterford and Wicklow.¹⁰</p>	2014
District Courts ¹¹	1996	<p>Transfers complete: Cavan, Cork, Galway, Kildare, Kilkenny, Louth, Monaghan, Sligo and Tipperary.</p> <p>Transfers incomplete: Carlow, Clare, Dublin, Leitrim, Mayo and Waterford.</p> <p>No transfers: Donegal, Kerry, Laois, Limerick, Longford, Meath, Offaly, Roscommon, Westmeath, Wexford and Wicklow.</p>	2013

¹⁰ Backlogs of records for transfer from 1943 to 1987 in the case of County Laois; from 1960 to 1987 in the case of County Leitrim and from 1945 to 1987 in the case of County Waterford.

¹¹ The District Courts were established under the Courts of Justice Act, 1924. Records of their predecessor Petty Sessions Courts, 1851 to 1922, were transferred to the former Public Record Office, the predecessor of the National Archives, in the 1920s.

Table 3
Bodies listed in the schedule to the National Archives Act, 1986 holding records eligible for transfer, but subject to Ministerial Direction of 1992 suspending requirement to transfer records under the 30-year rule due to accommodation constraints in the National Archives.

NAME OF BODY	OBSERVATIONS
Office of the Secretary to the President	Transfers completed, notwithstanding 1992 Ministerial Direction.
Office of the Attorney General (including Parliamentary Draftsman’s Office, Statute Law Reform and Consolidation Office and Chief State Solicitor’s Office)	Transfers completed of records of the Office of the Attorney General, 1922 to 1986 only, notwithstanding 1992 Ministerial Direction.
Office of the Comptroller and Auditor General	Records for the period 1920s–1962 transferred, notwithstanding 1992 Ministerial Direction.
Central Statistics Office	Census 1926, 1936, 1946 and partial census records for 1951 transferred, but closed to public inspection for 100 years under the Statistics Act, 1997. Administrative records from the late 19th century onwards remain with the CSO.
National Archives Advisory Council	No records eligible for transfer under the 30-year rule.
National Archives	No records transferred. Records of predecessor Public Record Office of Ireland and State Paper Office, 1867–1986, eligible.
National Museum of Ireland (including Natural History Museum) ¹²	No records transferred. Records spanning the years 1877–1986 eligible.
Office of the Paymaster General	No records transferred.
Office of the Director of Public Prosecutions	Records for the years 1973–1984 have been accepted by the National Archives for safekeeping. These records have not been reviewed for public inspection.
National Savings Committee	No records transferred.
Revenue Commissioners	Records spanning a period from the 19th century to 1987 are eligible.
Appeals Commissioners (Income Tax)	No records transferred.
Commissioners of Public Works	Records from the late 18th century to the 1970s transferred. A quantity of eligible records remains with the OPW.
State Laboratory	No records transferred.
Ordnance Survey	Transfers of mapping documents up to 1870s and administrative records up to the 1920s completed. OSI still holds all the administrative records from 1920s and an entire building full of late 19th – mid 20th-century mapping records.

¹² Place of deposit under Section 14 of the National Archives Act, 1986.

Commissioner of Valuation and Chief Boundary Surveyor	Records valuations up to 1865 and miscellaneous administrative records (1830-early 20th century) completed. The VO still holds a very large quantity of documents from the mid 1800s to the present.
Stationery Office	No records transferred.
Review Body on Higher Remuneration in the Public Sector	No records transferred.
Public Service Advisory Council	No records transferred.
Civil Service Arbitration Boards	No records transferred.
Civil Service Commissioners	Records for the period 1927–1970s accepted by National Archives for safe-keeping, but have not been reviewed for public inspection.
Local Appointments Commissioners	Records for the period 1927–1970s accepted by National Archives for safe-keeping, but have not been reviewed for public inspection.
An Garda Síochána	No records transferred.
Land Registry	No records transferred.
Registry of Deeds	No records transferred. Eligible records span the years 1708–1987.
Prisons and St. Patrick’s Institution	Records of closed prisons from 1795 to 1922 transferred and Mountjoy Prison to 1970s. No post-1922 records transferred by other bodies.
Office of the Film Censor	Records 1920s to 1991 transferred, notwithstanding the 1992 Ministerial Direction.
Censorship of Films Appeal Board	Records 1920s to 1991 transferred, notwithstanding the 1992 Ministerial Direction.
Censorship of Publications Board	Records 1920s to 1991 transferred, notwithstanding the 1992 Ministerial Direction.
Censorship of Publications Appeal Board	No records transferred.
Criminal Injuries Compensation Tribunal	No records transferred.
Commissioners of Charitable Donations and Bequests	Records from 19th – mid 20th centuries transferred.
The Water Pollution Advisory Council	No records transferred.
The Rent Tribunal	No records transferred.
National Manpower Service	No records transferred.
The Labour Court	Records from 1946 to 1980 transferred.

Rights Commissioners	No records transferred.
The Employment Appeals Tribunal	No records transferred.
The Levy Appeals Tribunal	No records transferred.
Companies Registration Office	CRO currently transferring records to the National Archives, notwithstanding 1992 Ministerial Direction.
Patents Office	No records transferred.
Registry of Friendly Societies	See under Companies Registration Office above.
Restrictive Practices Commission	No records transferred.
Office of the Examiner of Restrictive Practices	No records transferred.
National Prices Commission	No records transferred.
Office of the Director of Consumer Affairs	No records transferred.
Registry of Building Societies	No records transferred.
National Consumer Advisory Council	No records transferred.
Motor Insurance Advisory Board	No records transferred.
An Comisiún Dumpála	No records transferred.
Land Commission	Under Department of Agriculture, Food and the Marine in Table 1.
Office of Controller of Plant Breeders Rights	No records transferred.
Judicial Commissioner of Land Commission	No records transferred.
Appeal Tribunal of Land Commission	No records transferred.
Public Trustee of Land Commission	No records transferred.
Defence Forces	No records transferred. Place of deposit under Section 14 of the National Archives Act, 1986.
Army Pensions Board	No records transferred. Place of deposit under Section 14 of the National Archives Act, 1986.
General Register Office	No records transferred.
National Library (including the Genealogical Office)	No records transferred. Place of deposit under Section 14 of the National Archives Act, 1986.
Geological Survey of Ireland	No records transferred. Place of deposit under Section 14 of the National Archives Act, 1986.

Records accessioned from government departments and offices of State during 2017.

Table 1 Records accessioned from government departments during 2017.		
ACCESSION NUMBER	DEPARTMENT OF	DESCRIPTION
2017/11	Taoiseach	Central Registry S files relating mainly to 1987.
2017/10	Taoiseach	Northern Ireland Division relating mainly to 1987.
2015/91	Agriculture, Food and the Marine	Irish Land Commission Fair Rent files for County Cork c1881–c1920. (Note: the Land Commission is a scheduled body under the National Archives Act, 1986 but has been referenced here as the transfer was prepared by the Department of Agriculture, Food and the Marine).
2016/44	Agriculture, Food and the Marine	Irish Land Commission Fair Rent files for County Louth c1881–c1920. (Note: the Land Commission is a scheduled body under the National Archives Act, 1986 but has been referenced here as the transfer was prepared by the Department of Agriculture, Food and the Marine).
2016/12	Department of Culture, Heritage and the Gaeltacht	Files of the Placenames Commission, 1946–1988.
2017/53	Department of Culture, Heritage and the Gaeltacht	Files relating to Arts, Film and Investment, 1973–1987.
2017/7	Finance	Supply series, files opened between 1961 and c1987.
2017/48	Finance	Finance series, files opened between 1970 and 1979.
2017/44	Finance	Finance series, files opened between c1980–1989.
2016/17	Finance	Finance series, files opened between c1980 and 1989.
2017/4	Foreign Affairs and Trade	Files of the Central Registry of the Department relating mainly to 1987.
2017/5	Foreign Affairs and Trade	Files of the Secretary’s Office relating mainly to 1987.
2017/50	Foreign Affairs and Trade	Files of the Embassy of Ireland to Belgium, c1948–1987.

2017/13	Foreign Affairs and Trade	Files of the Permanent Representative of Ireland to the European Union, Brussels, Belgium, 1974–c1987.
2017/14	Foreign Affairs and Trade	Files of the Embassy of Ireland to Germany, 1966–1987.
2017/17	Foreign Affairs and Trade	Files of the Consulate General of Ireland, Chicago, 1970–1987.
2017/18	Foreign Affairs and Trade	Files of the Embassy of Ireland to the Holy See, 1941–1987.
2017/20	Foreign Affairs and Trade	Files of the Embassy of Ireland to the United Kingdom of Great Britain and Northern Ireland, 1976–1987.
2017/23	Foreign Affairs and Trade	Files of the Permanent Mission of Ireland to the United Nations, New York, 1959–1987.
2017/29	Foreign Affairs and Trade	Files of the Permanent Mission of Ireland to the United Nations, Geneva, Switzerland, 1963–1987.
2017/30	Foreign Affairs and Trade	Files of the Embassy of Ireland to Iran, Tehran, 1985–1987.
2017/31	Foreign Affairs and Trade	Files of the Embassy of Ireland to Japan, Tokyo, 1973–1987.
2017/40	Foreign Affairs and Trade	Files of the Embassy of Ireland to Sweden, Stockholm, 1977–1987.
2017/51	Foreign Affairs and Trade	Files of the Embassy of Ireland to Egypt, files on Sudan, 1981–1987.
2017/21	Foreign Affairs and Trade	Files of the Embassy of Ireland to the Union of Soviet Socialist Republics, Moscow, 1975–1987.
2017/1	Justice and Equality	Files of the Security and Northern Ireland Division, 1969–1986.
2017/46	Justice and Equality	Files of the Corporate Services Division, 1922–1925.
2017/47	Justice and Equality	Files of the Coroners Division, 1948.
2017/48	Justice and Equality	Files of the Courts Policy Division, 1938.
2017/54	Justice and Equality	Files of the Diversity and Equality Law Division, 1970–1987.
2017/57	Justice and Equality	Letters of condolences on the death of Kevin O’Higgins, Minister for Justice, 1927.
2017/39	Employment Affairs and Social Protection	Files of the Planning Secretariat, 1956–1986.
2017/12	Public Expenditure and Reform (Office of Government Procurement)	Files of the former Department of Posts and Telegraphs, Government Supplies Agency, 1950–1994.

Table 2
Records accessioned from scheduled bodies during 2017.

ACCESSION NUMBER	SCHEDULED BODY	DESCRIPTION
2017/55	Office of Secretary General to the President	Registered files, 1938–1987.
2017/2	Office of the Attorney General	SR (Subject Related) files relating mainly to 1987.
2017/3	Office of the Attorney General	PC (Parliamentary Counsel) files relating mainly to 1987.

Table 3
Records accessioned from court offices and probate registries during 2017.

High Court	No transfers, except Probate Office, 1991 testamentary records (2012/1).
Circuit Court	No transfers.
District Court	No transfers.

Finding aids published on the National Archives website during 2017.

Department/Office	Description	Reference number
Office of the Attorney General	Parliamentary Counsel files, 2016 transfer of records.	2016/2
	SR (Subject Related) files, 2016 annual transfer of records.	2016/1
	SR (Subject Related) files, 2016 annual transfer of records.	2015/21
Culture, Heritage and the Gaeltacht	Placenames Commission.	2016/12
Companies Registration Office	Newspaper Companies, 1916–1959.	2016/4
	Dissolved Companies files, c1960–1983.	2013/49
	Dissolved Companies files, 1923–1984.	2013/80
	Dissolved Companies files, 1895–1985.	2013/81
	Dissolved Companies files, c1986.	2013/82
Chief Secretary’s Office	Chief Secretary’s Office: Registered Papers, 1823.	CSO/RP/1823
	Chief Secretary’s Office: Registered Papers, 1824.	CSO/RP/1824
	Chief Secretary’s Office: Registered Papers, 1825.	CSO/RP/1825
	Chief Secretary’s Office: State of the Country Papers, 1825.	CSO/RP/SC/1825
	Chief Secretary’s Office: Registered Papers, 1826.	CSO/RP/1826
	Chief Secretary’s Office: Registered Papers, Outrage Reports, 1826.	CSO/RP/OR/1826
	Chief Secretary’s Office: State of the Country Papers, 1826.	CSO/RP/SC/1826
	Chief Secretary’s Office: Registered Papers, 1827.	CSO/RP/1827
	Chief Secretary’s Office: Registered Papers, 1828.	CSO/RP/1828
	Chief Secretary’s Office: Registered Papers, Outrage Reports, 1828.	CSO/RP/OR/1828
	Chief Secretary’s Office: Registered Papers, 1829.	CSO/RP/1829

Department/Office	Description	Reference number
Chief Secretary's Office	Chief Secretary's Office: Registered Papers, Outrage Reports, 1829.	CSO/RP/OR/1829
	Chief Secretary's Office: Registered Papers, 1830.	CSO/RP/1830
	Chief Secretary's Office: Registered Papers, Outrage Reports, 1830.	CSO/RP/OR/1830
	Chief Secretary's Office: Registered Papers relating to the Catholic Association, 1821–1831.	CSO/RP/CA
Finance	Finance Compensation files for County Galway.	FIN/COMP/2/7
	Finance Compensation files for County Waterford.	FIN/COMP/2/23
	Finance Compensation files for County Wexford.	FIN/COMP/2/25
Foreign Affairs and Trade	Consulate General of Ireland, Chicago, USA, 2016 annual transfer of records.	2016/28
	Embassy of Ireland to the USA, Washington DC, 2016 annual transfer of records.	2016/38
	Embassy of Ireland to Australia, Canberra, 2016 annual transfer of records.	2016/27
	Embassy of Ireland to the United Kingdom, London, 2016 annual transfer of records.	2016/31
	Embassy of Ireland to the France, Paris, 2016 annual transfer of records.	2016/36
	Embassy of Ireland to the France, Paris, 2015 annual transfer of records.	2015/37
	Embassy of Ireland to the Holy See, Rome, Italy, 2016 annual transfer of records.	2016/29
	Embassy of Ireland to Germany, Bonn-Berlin, 2016 annual transfer of records.	2016/25
	Permanent Diplomatic Representative to the European Community, Brussels, Belgium, 2016 annual transfer of records.	2016/24
	Adoption records, policy files, 1942–1970.	DFA/5/345/96

Department/Office	Description	Reference number
Housing, Planning, Community and Local Government	Department of Local Government, Secretary's Office, registered files.	2016/49
Justice and Equality	Human Resources Division, registered files, 1940–1985.	2016/5
	Gender Equality Division, registered files, 1983–1986.	2016/53
	Diversity and Equality Division, registered files, 1975–1989.	2016/58
	Garda Síochána Section, Policing Division, 1967–1986.	2016/45
Office of Secretary General to the President	Registered files, 2016 annual transfer of records.	2016/54
Property Losses (Ireland) Committee	Property Losses (Ireland) Committee, correspondence files	PLIC/5/1–7
Social Welfare	Planning Secretariat, registered files, 2016 annual transfer of records.	2016/47
Taoiseach	Central Registry files, mainly dating to 1986.	2016/51
	Central Registry files, Northern Ireland Division, mainly dating to 1986.	2016/52



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Staff who carried out searches in the records in
the Public Record Office of Ireland, NAI, PROI/Mills
Album.