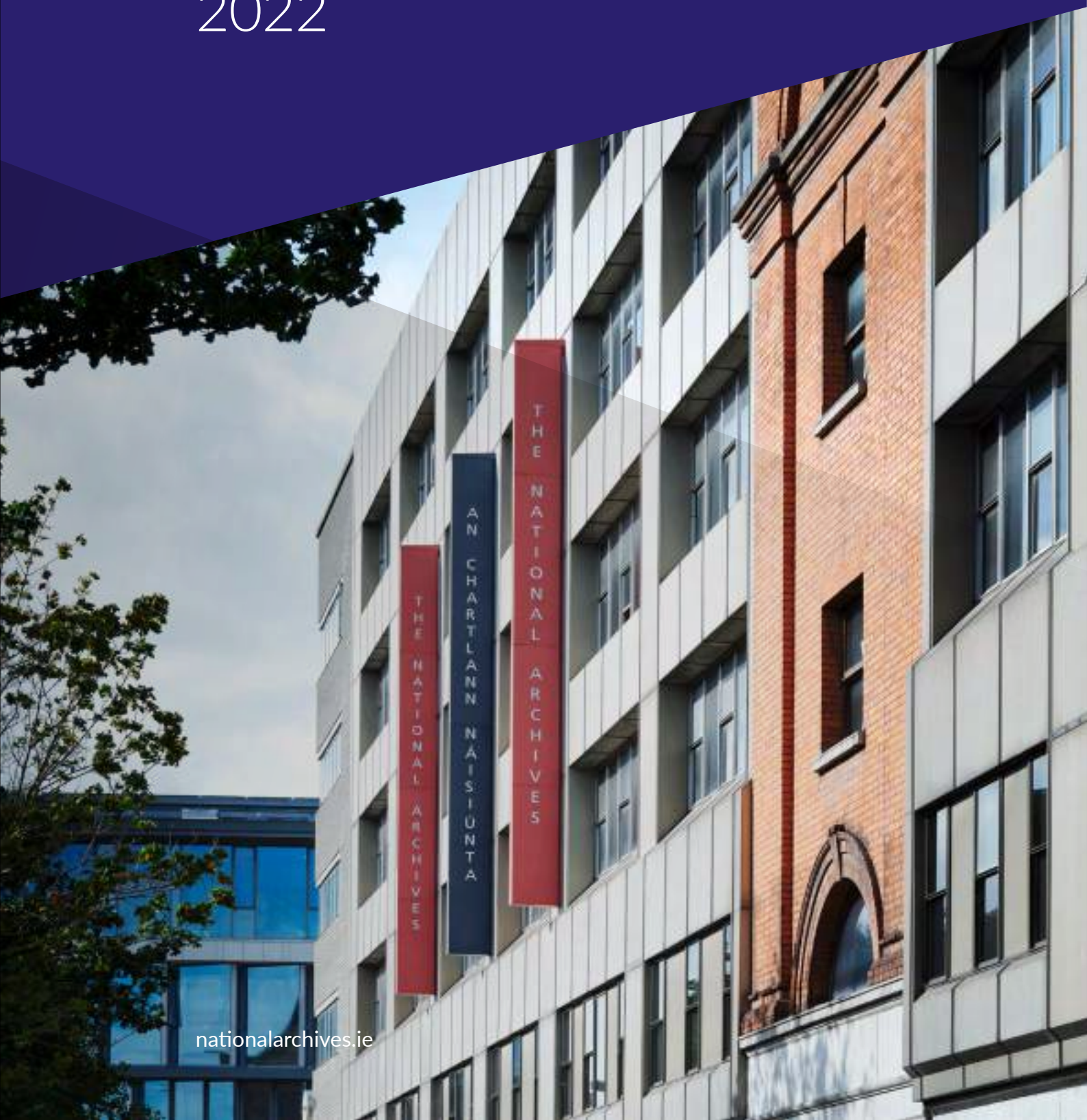




An Chartlann Náisiúnta
National Archives

Report of the Director of the National Archives 2022



nationalarchives.ie

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Director's Foreword

Last year marked a number of firsts for the National Archives. The first releases of records under the National Archives (Amendment) Act, 2018, the announcement of a new National Centre for Research and Remembrance and the announcement of the digitisation and release of the 1926 Census.

The National Archives (Amendment) Act, 2018 was enacted in August 2018 permitting the Minister to specify by statutory order, particular classes of records that may be released for public inspection when they are 20 years old. Records from 1992–1998 held in the Department of the Taoiseach, the Department of Foreign Affairs, the Department of Justice and the Office of the Attorney General relating to Anglo-Irish matters and in particular, the process leading up to and including the Belfast Agreement (Good Friday Agreement) of 1998, were released to the public in January 2022. The next tranche of records up to and including 2002 were further progressed throughout 2022 for release to the public in January 2023.

Following the publication of the Action Plan for Survivors and Former Residents of Mother and Baby and County Home Institutions in November 2021, the Government approved a series of high-level proposals in March 2022 for the establishment of a National Centre for Research and Remembrance. The Centre will stand as a site of conscience and will be a national memorial to honour equally all those who were resident in Mother and Baby Homes, industrial schools, reformatories, Magdalen Laundries and related institutions.

The Centre will be located on the site of the former Magdalen Laundry in Seán McDermott Street in Dublin's city centre and will comprise:

- A research centre and repository of records related to institutional trauma in the 20th century which will form part of the National Archives
- A museum and exhibition space, the development of which will be led by the National Museum of Ireland
- A place for reflection and remembrance

A Steering Group was established in April 2022 chaired by former Secretary General to the Department of the Taoiseach and current Irish Ambassador to the United Kingdom, Martin Fraser. The Steering Group comprises representatives from a range of Government Departments, the Office of Public Works (OPW) and Dublin City Council, as well as the National Archives.

The archive within the National Centre will include historical records, some of which are subject to existing archival legislation (eg those subject to National Archives Act, 1986 and local authority legislation eg Section 65 of the Local Government Act, 1994) and many which are not.

It is expected that the records in scope will range from those relating to residential institutions, including county homes, Mother and Baby Homes, industrial schools, orphanages and Magdalene Laundries as well as local authorities, adoption societies and records from official inquiries and Commissions of Investigation. It will include departmental records and those currently held by bodies such as the Adoption Authority of Ireland, Tusla Family and Child Agency and the Health Service Executive (HSE) as they relate to institutional trauma.

In June 2022, the National Archives convened an archives sub-group to commence the process of identifying the range and scale of records that currently exist across relevant Government Departments and State agencies which will transfer to the National Archives over the coming years.

The National Archives is also working closely with the OPW on developing preliminary plans for the archive building at the new National Centre. A resource and staffing plan has been developed and is being progressed with additional funding.

In November 2022, Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media Catherine Martin TD announced a commitment of €5m for the digitisation and publication of the 1926 Census. This is the first census of the Irish Free State and will provide a unique snapshot of life in Ireland following the foundation of the State. The 1926 Census will be released to the public on 18 April 2026 under the Statistics Act 1993.

The National Archives' Commemorations Programme as part of the Government's Decade of Centenaries 2012–2023 continued throughout 2022, marking important centenary events by making a wealth of primary source material available to the public in innovative, accessible and richly contextualised ways. Partnership and collaboration with a range of individuals and institutions was a defining feature of the programme.

The programme not only commemorated momentous historical events and political figures but also recalled the everyday experience of ordinary people living in extraordinary times. Historical accuracy, academic integrity and archival discovery are key tenets of the Decade of Centenaries Programme which seeks to engage and foster a deeper understanding of the complexities of our past and the multiple identities, traditions and perspectives that are part of the overall Irish historical experience.

'The Treaty, 1921: Records from the Archives' exhibition placed the Treaty document on public display for the first time and took the form of a major large-scale exhibition in Dublin Castle which opened in December 2021. A national tour developed in partnership with local authorities was delivered in May and June 2022 in Cork, Donegal, Limerick, Tipperary, Wexford and Wicklow, along with an online virtual tour and a special presentation as part of the National Ploughing Championships in September 2022. An exhibition catalogue was published in partnership with the Royal Irish Academy and a learning resource was produced in partnership with the Department of Education and distributed to all secondary schools across Ireland. 'The Treaty, 1921: Records from the Archives' exhibitions (including online and touring projects) and publications were viewed by over 36,000 people.

Other programme highlights in 2022 included the conservation and digitisation of Michael Collins' diaries and the publication of *Days in the life: reading the Michael Collins diaries, 1918–1922* by Anne Dolan and William Murphy. We also placed two of the diaries on public display at the Michael Collins House Museum in Clonakilty to mark the centenary of his death. The diaries had undergone conservation and preservation treatment, archival processing and digitisation and all five diaries are available to view on a touchscreen device in the foyer of the National Archives. The digitised diaries are also on permanent display in the Michael Collins House Museum in Clonakilty at the request of the Collins family. The 1921 and 1922 diaries were available to view from 30 July to 4 September 2022 where they were visited by 8,762 people. The digitised diaries of Michael Collins were viewed by almost 10,000 people in 2022 and the accompanying publication has sold over 4,000 copies to date.

To mark the centenary of the adoption of the Constitution of the Irish Free State (Bunreacht Shaorstáit Éireann) by Act of Dáil Éireann on 25 October 1922, the National Archives in partnership with the Courts Service presented a dramatic re-enactment of the proceedings of the 1922 Constitution Committee performed by Blood in the Alley Productions in the Constitution Room of the Shelbourne Hotel where the committee met over a period of six weeks. The event was live-streamed and among those in attendance included President Michael D. Higgins and Sabina Higgins; Taoiseach Micheál Martin TD; Tánaiste Leo Varadkar TD; Chief Justice Donal O'Donnell; President of the High Court Justice David Barniville; Justice Maurice Collins, Court of Appeal; Justice John Hedigan, Chairman of the National Archives Advisory Council (2017–2022); Justice Gerard Hogan, Supreme Court; Justice Iseult O'Malley, Supreme Court and Vice Chair of the Centenary Commemorations Expert Advisory Group Martin Mansergh.

The National Archives (NAI) also worked in partnership with the Irish Architectural Archive to present 'Public Record Office of Ireland: The Story of a Building', an exhibition of photographs, architectural plans and drawings, maps and elevations, video and salvaged records to mark the centenary of the destruction of the Public Record Office on 30 June 1922.

The ambitions of the National Archives' Commemorations Programmes include emphasising the immense shared value of our archival heritage

and the importance of preserving and conserving State records for current and future generations as well as highlighting the National Archives' role in 100 years of 'nation building'. The Programme will continue into 2023 marking the final year of the Decade of Centenaries.

The National Archives' Commemorations Programme in 2022 was made possible with additional funding from the Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media, Catherine Martin TD.

Orlaith McBride

Director

National Archives

June 2023

01

Legislation and Regulation

1.1–1.7	National Archives Act, 1986
1.8–1.13	Legislation
1.14–1.17	Freedom of Information and Data Protection
1.18	Other Legislation and Regulation Affecting Archives



National Archives Act, 1986

- 1.1** The principal legislative basis for the National Archives is the National Archives Act, 1986 and the Regulations made under that Act. When the Act came into operation in 1988, the Public Record Office of Ireland (founded in 1867) and the State Paper Office (founded in 1702) were amalgamated to form the National Archives.

Ministerial responsibility for the National Archives

- 1.2** The National Archives is a statutory body within the civil service. When established in 1988, it was part of the Department of the Taoiseach.
- 1.3** Since 1993 most powers conferred on the Taoiseach by the Act have been exercised by the Minister holding the Arts and Culture portfolio and that Minister has been the member of Government with responsibility for the National Archives although some powers relating to Departmental records are still exercised by the Taoiseach.

Director of the National Archives

- 1.4** The National Archives operates under the control and management of the Director who is appointed by and answers to the Minister. The functions of the Director are summarised in Section 4(1) of the Act. They include the following:
- The control and management of the National Archives
 - The preservation, restoration, arrangement and description of archives in the custody of the National Archives
 - Making archives available for public inspection in accordance with the Act and providing copies of archives
 - The preparation of guides, lists, indexes and other finding aids to archives and the publication of archives, finding aids and other material relating to archives
 - The examination and acquisition of Departmental records in accordance with the Act and the inspection of arrangements for the preservation of Departmental records
 - The acquisition of other records appropriate for preservation by the National Archives
 - Giving advice to members of the Government and public service organisations on the management, preservation and reproduction of records under their control



National Archives Advisory Council

- 1.5** The Act also provided for the establishment of the National Archives Advisory Council whose members are appointed by the Minister. The principal statutory function of the Council is to advise the Minister in the exercise of powers under the 1986 Act on all matters affecting archives within the scope of the Act and on the use of the archives by the public. The current members of the Council were appointed on 19 July 2017 and their term of office ran out on 18 July 2022.

- 1.6** In 2022, prior to the completion of their term of office, the National Archives Advisory Council met on three occasions: 15 February, 26 April and 22 June.

Annual reports

- 1.7** Section 21 of the Act provides that the Director shall submit an annual report to the Minister on the work of the National Archives, that the Advisory Council shall submit an annual report to the Minister on the activities of the Council and that the Minister shall cause copies of those reports to be laid before each House of the Oireachtas.

Legislation

- 1.8** In 2022, the National Archives commissioned a review of international comparators of archival legislation. Specifically, the review was undertaken to examine the role of similar institutions in other jurisdictions in the entire lifecycle management of records from creation to disposition/permanent retention across the civil and public service. This piece of work will be completed in 2023.
- 1.9** The review will also consider the role of a national archives in setting standards for the creation and maintenance of digital records throughout their lifecycle, including the use of preferred file formats, retention schedules, specifications and standards for digital infrastructure and the oversight and control of national digital repositories and its role in setting standards for the creation and maintenance of paper records throughout their lifecycle, including retention schedules and storage.
- 1.10** The review will also examine the role of dedicated staff within transferring bodies in overseeing obligations under National Archives legislation on the management, transfer and disposal of public records, as well as implications for relevant bodies for non-compliance with National Archives legislation, including unauthorised disposal and failure to transfer.
- 1.11** The interaction of National Archives legislation with other statutory recordkeeping obligations, including data protection, freedom of information and open data: an analysis of closure periods and access rights will also be examined in addition to obligations under legislation for 'places of deposit' as well as on third party organisations, including those within the education, health and charitable spheres.
- 1.12** It is anticipated that this piece of work will support the ongoing statutory role and position of the National Archives.

Records management

1.13

In the context of the review above and with a view to improving records and information management in the Irish public service, existing powers held by the Minister for Public Expenditure and Reform under the Freedom of Information Act, 2014, Section 8(11) (b) and the National Archives Act, 1986, Section 19(3) should now be exercised to make statutory regulations on records management to allow the National Archives to issue obligatory records management guidelines. The drafting of any regulations and guidelines should take account of international records management and data governance standards, including the International Standard for Records Management, ISO 15489-1:2016 and related standards. Sections 3.8 to 3.17 below report on the management of public service records.

Image: Finding aids and catalogues in the Reading Room



Freedom of Information and Data Protection

Freedom of Information

- 1.14** The Freedom of Information Acts of 1997, 2003 and 2014 (the FOI Acts) are of major importance for the work of the National Archives. The original Act of 1997 became law on 21 April 1997 and has since been extended to a range of additional public bodies.
- 1.15** The National Archives is itself one of the public bodies listed in the FOI Acts and records held by the National Archives which are not otherwise available for public inspection are subject to the provisions of the Acts. However, section 46(2) of the FOI Act, 1997 states that it does not apply to a record that is available for inspection by members of the public. Consequently, the FOI Acts do not apply to archives in the National Archives that are available for public inspection.
- 1.16** During 2022, the National Archives engaged with the Central Policy Unit for FOI in the Department of Public Expenditure and Reform as part of a review of the operation of the 2014 Act. The National Archives made a submission highlighting a number of areas of concern, including the lack of records management regulations which are allowed for under both FOI and National Archives legislation. The National Archives as part of its submission has demonstrated the need for a high-level approach to many areas of recordkeeping across the civil and public service to ensure the protection of the public record.

These include the introduction of records management regulations and the development of a digital preservation strategy for the civil and public service that facilitate the application of appropriate retention periods, including classification of records to identify those worthy of permanent retention as archives or disposal of non-archival records where their business and legal function has expired. Many of the issues facing the National Archives in its role in overseeing disposal of records cannot be viewed in isolation or made operational on an individual departmental basis. Some areas require a standardised and archiving-by-design approach to information management that then supports other areas, including a systematic approach to FOI compliance. A meeting was held in December 2022 to further discuss the submission.

Data protection

1.17

The General Data Protection Regulation (GDPR) which came into force on 25 May 2018 has been implemented in Ireland through the Data Protection Act, 2018. All organisations, both public and private, that process personal data are subject to the provisions of GDPR. This includes all Departments of State and other bodies subject to the National Archives Act, 1986.

Through its work with Departments and agencies, the National Archives has become aware of inconsistencies in the application of data protection legislation and a lack of awareness and training of the broader information governance framework within which the civil and public service operates, despite the publication of guidance and continued engagement by the National Archives¹.

The issues pertaining to GDPR and the absence of an information management infrastructure across the civil and public service as set out in previous reports still apply. I continue to be concerned about the lack of awareness and adequate training of legal obligations for the management of public records and the need for a systematic approach to the capture, accessibility and findability of the records of State.

Other Legislation and Regulation Affecting Archives

1.18

In 2022, the National Archives was consulted on the General Scheme of the Mother and Baby Institutions Payment Scheme Bill 2022.

¹ https://www.nationalarchives.ie/wp-content/uploads/2019/03/20190309Guidance-Note_GDPR_V4.pdf.

02

Corporate Resources and Governance

2.1	Strategy
2.2	Financial Allocations
2.3–2.5	Staff
2.6–2.7	Information and Communications Technology (ICT)
2.8–2.12	Capital Works
2.13–2.17	Governance



Strategy

2.1 During 2022, we delivered the second annual corporate plan of our new strategy *Shaping Our Future in the Information Age 2021–2025*.

The strategy sets out a series of priorities for the National Archives under five strategic objectives:

- We will ensure that our services are relevant and promote best international practice
- We will develop our digital services to enable better access to archives in our custody, enhance public service delivery and increase public engagement through an enhanced education and outreach programme
- We will secure and preserve the records of the State for current and future generations
- We will develop our capacity to be a leader in the digital age
- We will strengthen our institution to be an innovative, responsive and dynamic National Archives

The strategy provides a roadmap for the next four years that will shape the corporate work plan of the National Archives.

The ambitions of the strategy provide a focus so that by 2025:

- The National Archives will be working across Government, supporting Departments and bodies to manage their current and future records through a new national framework
- We will have dedicated state-of-the-art archive facilities for preserving and conserving the records of the State and public spaces which will ensure that these records can be accessed and enjoyed by the public
- We will have a new digital archive and capability to manage the transfer of huge volumes of born-digital records
- Our reputation and profile will be recognised nationally and internationally and our organisation will be fit for purpose, dynamic and innovative, supporting our dedicated staff

Financial Allocations

2.2

The financial allocations — exclusive of pay of permanent staff — made available to the National Archives from the Vote of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media in 2022 are set out below.

Breakdown of the National Archives' financial allocations from 2019 to 2022 as recorded in the annual Revised Estimates for Public Services²:

Description	2019	2020	2021	2022
A.3 Current*	40,000	40,000	40,000	40,000
A.4 Current	1,315,000	1,315,000	1,715,000	1,715,000
A.4 Capital	351,000	351,000	351,000	351,000
Total	1,706,000	1,706,000	2,106,000	2,106,000

*Grant-in-aid — matching receipts from fees for copying archives etc.

²The allocations are to the National Archives and the National Archives Advisory Council.

Staff

New staff

2.3 The National Archives employed nine additional full-time archivists in 2022, a second senior conservator, a new additional Keeper, Digital Management and a new Senior Archivist. These additional staff marked a new direction for the National Archives as we began to build our digital capacity.

2.4 The National Archives currently has a staffing complement of 53 FTEs at the end of 2022.

Workforce plan

2.5 The National Archives submits an annual workforce plan to the Department. A new plan was submitted in 2022 to reflect the requirements to realise the ambitions and priorities of the institution's strategy, *Shaping our Future in the Information Age 2021–2025* as well as the additional work associated with the new National Centre for Research and Remembrance.

Information and Communications Technology (ICT)

2.6 Working closely with the ICT Unit of the Department, our IT functions were integrated into the overall departmental ICT infrastructure in a phased manner in 2022.

2.7 The National Archives staff use Axiell Adlib for Archives, a collections management software application which offers full archival collections management capability to comply with ISAD(G), the International Standard Archival Description (General).



Image: High density mobile shelving in Bishop St

Capital Works

Archives Repository Project

- 2.8** The effects of Covid-19 on the construction industry directly impacted on progress in advancing the Archives Repository Project which entails a partnership with the Office of Public Works to develop archival-quality storage within the warehouse structure at our Bishop Street building. The project required retendering at the end of 2022.
- 2.9** Due to ongoing space constraints on-site at Bishop Street, the National Archives is in a position to only accept annual transfers from a small number of departments and agencies.
- 2.10** The office spaces on floor 5 were redeveloped into an open plan space in 2022 to improve staff facilities and increase capacity.
- 2.11** Plans were also agreed with the OPW to renovate a space on the ground floor to accommodate a new genealogy office and create additional meeting space for staff.



Image: Storage facilities in the Four Courts

Premises at the Four Courts

- 2.12** The National Archives continued to occupy the repository storage of the former Public Record Office of Ireland building at the Four Courts during 2022 and continued a programme of rehousing the archives stored there to give greater density of use and major improvements in the storage environment.

Governance

Risk management

2.13

The National Archives continued to review its risk register in 2022 in line with business priorities.

In particular, the following high-level risks were identified:

- Delays in Archive Repository Project due to impact of Covid-19 on construction sector
- Delays in day-to-day ICT transferring across to the Department
- Difficulty meeting statutory obligations under the National Archives Amendment Act, 2018 due to staffing levels

Procurement of services

2.14

The following services were procured in 2022:

- 24-hour manned security
- Cleaning services
- Cataloguing of historical records
- Touring exhibition, design and management
- Exhibition fabrication and installation
- Digitisation of records
- Archiving services: Chief Secretary's Office Records Project
- Creation of digital content: the Michael Collins diaries and the Constitution Committee

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

Fire Safety and Emergency Plan

2.15 In 2022, we continued to build on the progress made in previous years with regard to fire safety. Maintenance of all fire detection and extinction systems and equipment was kept up to date.

2.16 Our Disaster Recovery Plan was also updated in 2022.

National Centre for Research and Remembrance

2.17 Following the publication of the Action Plan for Survivors and Former Residents of Mother and Baby and County Home Institutions in November 2021, the Government approved a series of high-level proposals in March 2022 for the establishment of a National Centre for Research and Remembrance (NCRR).

During 2022, the National Archives convened an Archives Sub-Group with members from relevant stakeholder departments and agencies. I acted as Chair of this group and was supported in this by the Keeper, Digital Management and the Senior Archivist, Digital Management. These new appointments in 2022 will oversee the development and implementation of a project plan for the archival repository of the NCRR. Membership of the Sub-Group is expected to expand in 2023 as the project develops. At present, the Sub-Group includes representatives from the Department of Education, Department of Health, Department of Children, Equality, Disability, Integration and Youth, Tusla, local authority archive services and the Adoption Authority of Ireland.

The scale and complexity of the project should not be underestimated and will be a significant task and body of work on a massive scale. It will also require the development of a digital infrastructure for the National Archives to enable the transfer of records in all formats, including born-digital and digitised surrogate records. The NCRR project is expected to include a massive digitisation stream to enable access to records held by a range of public and private bodies that will not transfer to the National Archives in their original format. The archival repository within the NCRR is a project of national, and international significance that will provide for access to records of institutional trauma for survivors and their families, as well as broader academic research.

A data audit tool and search protocol was issued to Sub-Group members in order to gather qualitative data on the types and quantities of records held, including highlighting issues of format, condition, access, provenance and data protection concerns. This initial high-level information will be used to develop a draft project plan in early 2023. Draft guidance on digitisation of collections was also circulated to members of the Sub-Group for comment and observations.

In November, the Keeper, Senior Archivist and Senior Conservator visited the Department of Education offices in Athlone to assess the records of the Residential Institutions Redress Unit (RIRU), including records of industrial schools. It is expected that many of the historical records held by the RIRU will be among the first transfers to the National Archives as part of the NCRR project. A more detailed project plan for the transfer of this collection was developed in late 2022 and liaison with the Department of Education on its implementation is ongoing.

The Archives Sub-Group met three times during 2022 to discuss a range of issues, including records currently within scope of the project. The work of this sub-group fed into the wider Steering Group. It is also expected to contribute to the work of the Legal and Legislative Sub-Group which is due to convene in early 2023. Engagement with the OPW on the proposed archive repository and accommodation requirements was also progressed in 2022. This will contribute to the master plans to be developed by the OPW in 2023 for the overall NCRR site.

03

Archives Acquisition and Record Services to Government

3.1–3.25

Current Records

3.26–3.40

Archives Management



Strategy

- 3.1** The National Archives acquires archival records created by Departments of State and the courts at all levels, referred to as ‘Departmental records’ in accordance with the legal mandate under the National Archives Act, 1986. In addition, the National Archives is empowered to acquire records and documents of non-official origin where they are considered to be worthy of preservation and complement existing holdings of Departmental records or are worthy of preservation and in danger of destruction.

Main provisions of the National Archives Act, 1986 and Regulations in relation to Departmental records.

- 3.2** In the Act, the term ‘Departmental records’ is used to mean the records of:

- Government Departments
- The courts
- The other bodies listed in the Schedule to the Act and
- Committees, commissions and tribunals of enquiry appointed by the Government, a member of the Government or the Attorney General

- 3.3** The main provisions of the Act with regard to Departmental records may be summarised as follows:

Section 7 – Retention and disposal of Departmental records

Departmental records must be preserved unless their disposal is authorised in writing by the Director of the National Archives or another officer of the National Archives designated by the Director for the purpose. Before authorising disposal, the Director or designated officer must be satisfied that the records do not warrant preservation by the National Archives.

Section 8 – Transfer of Departmental records to the National Archives

Departmental records which are more than 30 years old must in general be transferred to the National Archives to be made available for inspection by the public.

Particular records may be retained by a Department and/or be withheld from public inspection only if they are covered by certificates made either:

- **Under Section 8(2)** to the effect that they are in regular use in that Department or are required in connection with its administration and that their transfer to the National Archives would seriously interfere with the administration of that Department
- **Or under Section 8(4)** to the effect that to make them available for inspection by the public:
 - a. Would be contrary to the public interest or,
 - b. Would or might constitute a breach of statutory duty or a breach of good faith on the ground that they contain information supplied in confidence or,
 - c. Would or might cause distress or danger to living persons on the grounds that they contain information about individuals or would or might be likely to lead to an action for damages for defamation

All such certificates must be made by an officer of at least Principal Officer rank who has been appointed as Certifying Officer by the Secretary General of the Department. Certificates made under Section 8(4) by Certifying Officers of Departments other than the Department of the Taoiseach require the prior consent of one of the Consenting Officers of the Department of the Taoiseach.



Image: High density mobile shelving in Bishop St

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

- 3.5** **Archives and Government Services**
- Archives and Government Services is the administrative division within the National Archives responsible for appraising, collecting and managing Departmental records for preservation. The division comprises two units, Archives Management and Current Records managed by two Senior Archivists and overseen by a Keeper.

Current Records

Current Records Unit

3.6 The National Archives attempts, within limited statutory powers and resources, to provide guidance to Government Departments and public bodies on the management of their records; including those bodies that are subject to the Act and those currently outside of scope.

3.7 Section 7 of the National Archives Act, 1986 permits the Director of the National Archives to grant authorisation for the disposal of records that do not warrant retention as archives. Early intervention in the lifecycle of records facilitates an archiving-by-design approach to recordkeeping and helps to ensure a systematic approach to the management of public records, allocation of resources and planning of storage and intervention costs over time.

During 2022, the Senior Archivist in Current Records was promoted to Keeper to head a new Digital Management Division. Later in the year, the Archivist in Current Records was also promoted to Senior Archivist and moved to the new Division. In order to ensure some continuity, both individuals continued to work on disposal applications and the finalisation of any work already in progress. The replacement for the Senior Archivist is expected to take up their position in 2023.

Records management in the civil service

3.8 The absence of records management regulations in the civil service continues to pose serious risk to the preservation of public records. Concerns about obligations under National Archives and data protection legislation continued to persist during 2022 resulting in a large number of queries to the National Archives.

These concerns continue to arise as a direct result of an absence of records management regulations and conflicting advice around the retention of personal data. The Current Records Unit continued its proactive engagement with civil service and public bodies throughout 2022 in an effort to continue to raise the profile of the National Archives and to advocate for the need for an adequate record keeping infrastructure.

3.9 During 2022, presentations were given to the following civil and public service bodies on records management, archives, data protection and obligations under the National Archives Act, 1986:

- Valuation Office
- Department of Rural and Community Development
- Department of Enterprise, Trade and Employment

3.10 Issues highlighted in previous annual reports with regard to bodies that do not come within the scope of the National Archives Act, 1986 coupled with the absence of a digital preservation strategy for public records, continue to cause concern. Without obligatory standards for the management of official government records and data, the public record will continue to be at risk of loss and the State liable for failure to protect the interests of stakeholders and citizens.

3.11 Departments have continued to be over-reliant on commercial records storage providers for the management of paper records and in the absence of digital preservation strategies and a standards-based approach to information management, the risk of loss or inaccessibility to the public record will continue. The quality of some commercial storage providers used by Government Departments continues to cause concern.

3.12 During 2022, the National Archives continued to engage and support professional archivists and records managers that have been appointed in a number of Departments and public bodies. The presence of professional archivists and records managers on the ground in Departments is noticeably influencing awareness of obligations under National Archives legislation and increased engagement with the National Archives. During 2022, three meetings of the Network of State Archivists and Records Managers were held. The National Archives is leading this initiative and providing secretariat support.

3.13 The National Archives continues to have no statutory oversight role in records management in the civil or public service. Although we can advise on matters relating to records that warrant permanent preservation as archives, we have no authority to enforce compliance. Ireland continues to be an outlier in this regard in both a European and international context. National Archives legislation requires urgent review to take account of developments in recordkeeping practices since 1986, including the increase in the volume and complexity of born-digital records and the impact of both Data Protection and Freedom of Information legislation on the management, preservation and provision of access to public records. See previous reference to a submission by the National Archives on the current review of the operation of FOI. This review of FOI provides an opportunity for some of the required change to take place.

3.14 **During 2022, the Current Records Unit provided feedback and advice to a number of Departments and agencies on records management issues and retention policies as outlined below:**

- Competition and Consumer Protection Commission
- Department of Foreign Affairs
- Department of Transport
- Department of Children, Equality, Disability, Integration and Youth
- Insolvency Service of Ireland
- Courts Service
- Valuation Office
- Department of Finance
- Department of Education
- Department of Enterprise, Trade and Employment

3.15

Although it is encouraging that many bodies have begun to take management of records seriously, there continues to be widespread disparity in the standard of policies developed and the overriding understanding of recordkeeping concepts and developments. In some instances there is also a lack of follow-up and implementation of records management policy and there continues to be insufficient resourcing of information management at a Departmental and agency level. Much of the documentation produced continues to reflect concerns about data protection and does not take account of broader recordkeeping obligations including statutory obligations under National Archives legislation.

While the employment of information professionals in a number of Departments and agencies is welcome, these continue to be the exception and there continues to be a perception that information management requires no specialist knowledge or skills. The management of information is a specialist role that requires full-time, well-trained staff to understand the relevant legal, ethical and organisational complexities that occur.

3.16

In 2021, the Current Records Unit published online a retention schedule for general administrative classes of records found across all Departments and civil service agencies. While it is leading to greater consistency in identifying records for permanent preservation and is being widely referred to, the absence of any statutory powers means the retention schedule is issued as guidance only and the National Archives has no authority to compel compliance, with the result that records continue to be retained beyond their business use and records are disposed of without the required authorisation of the Director of the National Archives.



Image: Minister Pascal Donohue TD and Orlaith McBride, Director

Records management in the National Archives

3.17

During 2022, the eDocs document management system was rolled out to the Digital Management Division. Preparatory work is ongoing in the implementation of new folder structures and filing practices within the organisation in preparation for the continued expansion of use of this digital recordkeeping system.

The roll-out of the system within the National Archives will contribute to the oversight and management of our own business records as well as providing a strategic position from which archival and records management input can be provided to colleagues in the Office of the Chief Information Officer (OGCIO). It is expected that upgrades to the ICT infrastructure will facilitate implementation of the system during 2023.

Appraisal of Departmental records

3.18

Departmental records must be preserved unless their disposal is authorised in writing by the Director of the National Archives or another officer of the National Archives designated by the Director for the purpose. Before authorising disposal, the Director or designated officer must be satisfied that the records do not warrant preservation by the National Archives. Assessing applications for the disposal of archives requires careful appraisal of the records and the business functions and processes they document. At present, the majority of requests for disposal of records relate to older, legacy paper records.

While welcoming attempts to tackle legacy issues, Departments and agencies must also be proactive in the management of current records to ensure the repetition of some of these issues. The Current Records Unit has attempted to be proactive and practical while assessing applications, including recommending authorisation for ongoing disposal where a record series is still accruing. In the absence of records management regulations, a weakness of the current legislation means that on a practical level, the National Archives is unable to provide a blanket disposal authorisation for records where it is obvious they hold no archival value beyond their business function.

During 2021, the Senior Archivist and Archivist, Current Records, commenced a project to proactively appraise records created by the Competition and Consumer Protection Commission (CCPC). Although established in 2014, the CCPC has been found to be subject to the National Archives Act, 1986 though a non-textual amendment of the Act whereby reference is made in the establishing legislation of the new body to a pre-existing body listed in the schedule to the National Archives Act, 1986, this can be construed as reference to the new body. In the case of the CCPC, reference to the Office of the Director of Consumer Affairs which is a body listed in the schedule to the National Archives Act, 1986 can be construed as reference to the CCPC with the result that this body is now subject to legislation which pre-dates its existence.

This project involved a systematic appraisal of current business records and input into the development of retention schedules as well as guidance on potential classification and folder structures. The project will help to ensure the identification of records worthy of permanent preservation within the CCPC and will help to develop an archiving-by-design approach to recordkeeping within the organisation. It will also act as a proof of concept for the National Archives in developing a more macro approach to the appraisal of public records in a modern digital environment. Although progress was slowed by the Covid-19 pandemic, work continued throughout 2021 and 2022. By the end of 2022, only a small number of outstanding issues remained and these are expected to be completed in 2023.

During 2022, the National Archives undertook a detailed appraisal of court records in the Superior Courts and Circuit and District Courts. Over a number of months, surveys were carried out in the Central Office of the High Court, the Central Criminal Court, Special Criminal Court, Court of Appeal and Supreme Court. A further survey was carried out in the District and Circuit Court offices in Waterford. Two detailed reports were drafted following these appraisals and submitted to the Courts Service in support of their continued programme of digital transformation.

Ongoing guidance was also provided as part of the drafting of retention schedules for records of the Courts and the Courts Service. The Courts Service applied to the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media to be added to the schedule of the National Archives Act, 1986. This will ensure all records made, received and held by the Courts and the Courts Service will be subject to the National Archives Act, 1986 and will facilitate greater engagement between the Courts Service and the National Archives, including implementation of the findings of the reports.



Image: Assessing a recent transfer of records

3.19 Appendix B has a list of all disposal applications granted and refused in 2022.

Despite internal staff re-organisation, 2022 was an extremely busy year for the National Archives in authorising disposal. 205 disposal certificates were issued resulting in the controlled destruction of more than 14,000,000 records that did not warrant permanent preservation as archives and where their business or legal function had ceased. The majority of these records related to records of processing activities and records where information was duplicated in other sources.

In all cases, disposal authorisation was subject to a number of conditions. This has resulted in continued savings to the Exchequer and increased compliance with obligations under other statutes, including the Data Protection Act, 2018. The National Archives refused to authorise disposal in two instances on the grounds that the records did warrant permanent preservation as archives.

The work of the Current Records Unit highlights the valuable contribution made by the National Archives in promoting good records management practice. It also demonstrates the importance of the statutory oversight role played by the National Archives in authorising the disposal of public records to ensure records worthy of preservation as archives are retained permanently.

3.20 A small backlog of disposal applications resulting from delays caused by Covid-19 were cleared during 2022. Records surveys were undertaken in the Departments and agencies at locations as follows:

- Valuation Office, Dublin
- Department of Agriculture, Food and the Marine, Limerick
- Department of Justice, Dublin
- Department of Social Protection
- Superior Courts, Dublin
- District and Circuit Court, Waterford
- Defence Forces, Military Archives, Dublin
- Competition and Consumer Protection Commission, Dublin
- Department of Transport, Dublin
- Department of Foreign Affairs, Dublin
- Department of Finance, Tullamore and Dublin
- Department of Health, Dublin
- Office of Public Works, Meath
- Department of Children, Equality, Disability, Integration and Youth, Dublin
- Pobal, Dublin
- Insolvency Service of Ireland, Dublin
- Department of Enterprise, Trade and Employment, Dublin

Surveys were also conducted in a number of non-scheduled bodies and guidance given. These include:

- Insolvency Service of Ireland
- CIÉ
- Grangegorman Mental Hospital

Open Data

- 3.21** Little progress was made on our Open Data strategy during 2022. As information professionals, we fully recognise the significance of the data we hold and the potential for its use by various sectors as part of the National Open Data Strategy. A limited amount of work continued on the preparation of datasets for release. Progress in this area is expected in 2023 as the digital infrastructure of the National Archives improves.

Membership of European Commission Expert Working Group on the Development of a Digital Space for Cultural Heritage.

- 3.22** In 2022, the Senior Archivist, Current Records (Keeper, Digital Management) continued to represent Ireland on the European Commission Working Group on the Development of a Digital Space for Cultural Heritage. All meetings in 2022 were held online.

e-Archiving project

- 3.23** The Senior Archivist and Archivist, Current Records Unit, attended a number of webinars on the progress of the e-Archiving project.

Image: Archivist on duty in the Reading Room



Archives Management

Archives Management Unit

- 3.24** The role of the Archives Management Unit is to accession and catalogue archives acquired by the National Archives, whether from Departments of State and other bodies in accordance with Section 8 of the National Archives Act, 1986 or through donation from private individuals, organisations and institutions. Because of the statutory role of the National Archives, the work of the Archives Management Unit is concentrated on the transfer of records by Departments of State and other bodies subject to the Act.

Transfer of records by Departments of State, including the courts

- 3.25** Due to a perennial shortage of accommodation for archives, the National Archives has never been able to accept the full range of Departmental records due for transfer and this has militated against the initiation of systematic programmes of work by Departments to prepare records for transfer in accordance with legal obligations. A statement of the position with respect to the transfer of records as of 31 December 2022 is set out in Appendix A.
- 3.26** It was expected that in 2022, the National Archives would receive transfers from a greater number of Departments of State due to the workplace restrictions placed on civil servants during the Covid-19 pandemic years of 2020 and 2021. However, as many staff in Departments of State adopted post-pandemic blended working practices, records due for transfer were not prepared.
- 3.27** Under the National Archives Act, 1986, 30-year old records were received from thirteen Departments of State and the Supreme Court in fifty individual transfers. This included a substantial transfer from the Department of Foreign Affairs Headquarters and seventeen embassies and missions³.
- 3.28** In 2022, records dating from before the foundation of the State were discovered and transferred to the National Archives by the Department of Finance, the Department of Foreign Affairs and the Department of Justice. (See Appendix A).

³ Department of Foreign Affairs Headquarters transferred 6350 files, in addition to 8759 embassy and mission files.

- 3.29** Preparations for the transfer of records under the National Archives (Amendment) Act, 2018 continued in 2022⁴. It was hoped that Anglo-Irish records from 1999 to 2002 would be transferred to the National Archives during 2022. With the continued co-operation of the relevant Departments of State, namely the Department of the Taoiseach, the Department of Foreign Affairs, the Department of Justice and the Office of the Attorney General and with the commitment and application of the staff of the Archives Management Unit including six contract archivists, records from 1998 to 2002 were prepared. The transfers were ready for the media preview in December 2022 and for public release in January 2023⁵.
- 3.30** Due to the introduction of blended working practices and the additional transfers of Anglo-Irish records received under the National Archives (Amendment) Act, 2018, not all transfers were fully processed by the Archives Management Unit during 2022. This work will continue in 2023. Records transferred by Departments of State are set out in Appendix A1, Table 3.
- 3.31** The presence of professional archivist's/records managers in an increasing number of Government Departments and bodies is to be greatly welcomed. The appointment of such professional staff is seen as an essential step in addressing historic backlog transfers from bodies subject to the National Archives Act, 1986. New permanent archivists were appointed in the Department of Transport and the Office of the Revenue Commissioners in 2022.

⁴ The records were released under four Statutory Instruments: S.I. No. 660/2022 – National Archives Act, 1986 (Section 8(1A)) (Transfer of Departmental Records) Order 2022; S.I. No. 661/2022 – National Archives Act, 1986 (Section 8(1A)) (Transfer of Departmental Records) (No. 2) Order 2022; S.I. No. 662/2022 – National Archives Act, 1986 (Section 8(1A)) (Transfer of Departmental Records) (No. 3) Order 2022; S.I. No. 663/2022 – National Archives Act, 1986 (Section 8(1A)) (Transfer of Departmental Records) (No. 4) Order 2022.

⁵ Under the National Archives (Amendment) Act, 2018, the Department of the Taoiseach released four additional transfers, 1996–1999; the Department of Foreign Affairs, an additional two transfers, 1997–1998; the Department of Justice, an additional five transfers, 1997–2002 and the Office of the Attorney General, an extra transfer, 1973–2000.

Image: Treaty on Tour, Limerick



3.32 Under the National Archives Act, 1986, records of the courts including probate records are due for transfer to the National Archives and release for public inspection when 30 years old. However, under the Public Records (Ireland) Act, 1867, such records had previously been due for transfer to archival custody when 20 years old. 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 regularisation of the overall status of the Courts Service itself in terms of its relationship to the National Archives Act.

It is hoped that transfers of court records will resume in 2023 after the completion of the appraisal work of the Current Records Unit and the initiation of a pilot transfer project. During 2022, the Supreme Court made a large transfer of historic files. The position with regard to the transfer of the records of the courts is summarised in Appendix A below.

Transfer of records by scheduled bodies

3.33

The National Archives remains unable to accession large quantities of records due for transfer from many of the 61 bodies listed in the Schedule to the National Archives Act pending provision of accommodation for archives through completion of the Archives Repository Project which is expected to commence in 2023.

3.34

The aftermath of the Covid-19 pandemic affected the number of transfers from scheduled bodies in 2022. The Office of the Attorney General made a partial transfer of their registered subject-related 'SR' series for 1992, but were unable to transfer Parliamentary Council ('PC') files. However, the Office of the Secretary General to the President transferred their 2021 and 2022 transfers of 1991–1992 files in 2022. The National Archives also received transfers from the Commissioner of Valuation and Chief Boundary Surveyor relating to the Valuation Office dating from 1843 to 1996. The records accessioned by scheduled bodies are summarised in Appendix A.

3.35

In 2022, An Bord Pleanála was the first addition to the list of scheduled bodies cited in the National Archives Act, 1986⁶.

Image: Researching using historic documents



⁶Under Section 1(2)(d) of the National Archives Act, 1986, S.I. No. 359 of 2022.

Training in the transfer of records

3.36

Archives and Government Services provides training to Government Departments, scheduled bodies and the courts in the preparation of records for transfer to the National Archives. The half-day training session is presented by staff from the Archives Management Unit of Archives and Government Services Division. These training sessions have resulted in an improvement in the standard of transfers to the National Archives and in communication between civil servants and staff in the Unit.

Training was provided to the following 15 Departments of State and scheduled bodies in 2022⁷:

- Department of Enterprise, Trade and Employment
- Department of Finance
- Department of Foreign Affairs
- Department of the Gaeltacht
- Department of Health
- Department of Justice
- Department of the Taoiseach
- Department of Transport
- Competition and Consumer Protection Commission
- Office of the Attorney General
- Office of Public Works
- Office of the Secretary General to the President
- Revenue Commissioners
- Supreme Court
- Valuation Office

⁷ Training included record transfer training and listing workshops. 107 civil servants attended training in 21 sessions in 2022.

Media preview of records released in January 2023

3.37

Every December a selection of records to be released by Departments of State and scheduled bodies the following January is made available to representatives of the media at a preview in our Reading Room.

3.38

Publication of information from records available from the media preview was subject to an embargo on publication or broadcasting prior to 00:01 on Wednesday 28 December 2022. Between 5 and 9 December 2022, nearly 9000 files were available in our Reading Room for consultation by the various media representatives, resulting in extensive coverage across all media platforms.

Support to Government and public services

3.39

During 2022, staff of the Archives and Government Services Division continued to provide support to colleagues across the civil and public service and to colleagues within the National Archives by responding to queries on a wide range of issues. These included access to records, researcher queries about specific collections, support to Departmental archivists and Departmental staff.

3.40

During 2022, meetings were held with the following bodies:

- Department of Agriculture, Food and the Marine
- Irish Prison Service
- Courts Service
- An Bord Pleanála
- Insolvency Service of Ireland
- National Asset Management Agency
- Office of Public Works
- Department of Finance
- Department of Justice
- Met Éireann
- Department of the Taoiseach
- Department of Foreign Affairs
- Office of the Attorney General
- Placenames Branch
- Dublin City Library and Archives

Staff from the Archives and Government Services Division also hosted a delegation from the National Library of New Zealand during 2022. The Senior Archivist and Archivist, Current Records attended the Information and Records Management Society Conference which was held in Glasgow from 15–17 May 2022. The Keeper, Digital Management and Senior Archivist, Digital Management attended a workshop hosted by the European Central Bank on GDPR and Historical Archives which was held in Frankfurt on 4 November 2022. The Keeper, Digital Management presented to the Masters in History students in Trinity College Dublin on the work of the National Archives and the importance of access to public records on 15 November 2022.

Image: Catalogues in the Reading Room



04

Collection Care

4.1–4.10	Storage and Preservation of Archives
4.11–4.15	Conservation of Archives



Storage and Preservation of Archives

- 4.1** Preservation of archives is one of the main statutory functions of the National Archives. The Collection Care unit is responsible for managing the secure storage, preservation and conservation of archives. Whilst this is the task of all staff in the National Archives, this work is primarily carried out by staff in the Collection Care Unit and requires an ongoing commitment of resources.
- 4.2** In 2022, the staff in the Collection Care Unit were a Senior Conservator and a Senior Archivist, two archivists, one Executive Officer and three Clerical Officers. During 2022, an archivist was on maternity leave and a second archivist started in May 2022. There are two clerical officers who carry out digitisation. In addition, Services Officers participate in the work of Collection Care through shelving and repacking archives and the production from and return to storage of archives when required for use by the public in the Reading Room and by staff. Services Officers also staff the ground floor reception desk to greet and assist visitors and contractors on arrival and undertake security and fire safety duties
- 4.3** Archives are stored in the National Archives premises on Bishop Street and the Four Courts. Records are also stored in a commercially-operated premises and a secure warehouse.
- 4.4** Annual transfers of records from Departments of State and other bodies amounting to some 1,743 archive boxes were shelved in the Bishop Street and Four Courts repositories. In 2022, an additional 2,146 boxes were moved to off-site storage to create shelf space for the intake of the 2022 annual transfers.

Recall Service

- 4.5** Under the National Archives Act and Regulations, Departments of State and the courts are permitted to recall records transferred to the National Archives where an official business need arises. In 2022, 286 documents were recalled by Departments.

Preservation work

- 4.6** All new accessions of records are packed in archival quality acid-free



Image: Conservation facilities

boxes and checked before placement on shelves in order to avoid the creation of future backlogs of archives requiring intervention. Elements of repacking and reboxing take place on a continuous basis throughout the year. Special preservation work – including boxing – is also carried out on existing holdings.

Other projects involve entire collections which are checked and then placed in new enclosures and boxes. Further tasks involve preliminary boxing of documents and assessment of the work required and capture of information for planning of future work. There is ongoing training of staff in preservation handling of archives. Bespoke archive boxes were procured for European Union Multilateral Agreements as part of work for the 50th anniversary of Ireland's accession to the European Union.

Preservation work in the Four Courts

4.7

In 2022, archives continued to be repacked in archival quality acid-free boxes. This work included documents which were previously contained in parcels or in non-archival quality boxes.

Shelf-listing

- 4.8** The work of shelf-listing to record the storage location of documents is essential to facilitate online ordering and automated recording of document movement was continued in the Bishop Street archives storage areas. However, the progress of this work is hampered by staffing resources and delays in the updating of location data will impact the production of records to the public in the Reading Room.

Environmental monitoring

- 4.9** An environmental monitoring system continues to provide high quality data about temperature and relative humidity in the storage locations.

Storage of preservation microfilms

- 4.10** The master copies of National Archives preservation microfilms are stored in the UK national microfilm storage facility situated in the National Library of Wales in Aberystwyth.



Image: Looking at archives on microfilm

Conservation of Archives

Conservation repair work

- 4.11** The Conservation Unit supports core activities essential to the long-term preservation of the holdings of the National Archives. 2022 presented unexpected challenges with the Senior Conservator post becoming vacant for eight months. Despite this, many goals were achieved and work progressed; this included supporting the work of the Digitisation Unit and of Public Services in preparing material for research, reprographics and display.

Funding from the Virtual Record Treasury of Ireland and Dublin Port Company enabled a part-time project conservator to spend nine months working on the records salvaged after the destruction of the Public Record Office of Ireland in 1922. Overseen by the Senior Conservator, a considerable amount of work was carried out on a wide range of damaged records, allowing the content of the documents to be retrieved.

- 4.12** The Conservation Unit plays a vital role in providing ongoing training to staff and Government Departments in the correct handling and use of archives to ensure potential damage is kept to a minimum. This includes instruction on the use of archival quality storage material and the correct methods for the storage of archives.
- 4.13** Specialised equipment in the conservation work rooms was maintained, including the environmental monitoring system for both the Bishop Street and the Four Courts repositories.
- 4.14** The network established in 2020 with the heads of the Conservation Departments in the Public Record Office of Northern Ireland, the National Records of Scotland, the National Library of Scotland and the National Library of Wales continued to meet monthly in 2022. These short meetings offer an opportunity to exchange research information and discuss shared challenges in collection care
- 4.15** Contribution to the National Archives' outreach activities continued through the publication of articles in print and online, presentations at conferences and events online.

05

Services to the Public

5.1–5.12	Reading Room
5.13–5.14	Websites
5.15–5.18	1926 Census
5.19–5.31	Commemoration Programme
5.32–5.33	Education and Outreach



Reading Room

5.1

Public Services is the unit responsible for ensuring that archives held by the National Archives are made available for inspection by the public in the Reading Room at our headquarters building on Bishop Street.

The Reading Room is open to the public from 10am–1pm and 2pm–5pm, Monday to Friday excluding public holidays. In 2022, the Public Services Team were a Senior Archivist with a team of four archivists and three Clerical Officers. An additional archivist joined the Public Services team in May 2022.

Applications for a Reader's Ticket can now be made online in advance of a visit. There were 2760 applications for Readers' Tickets in 2022, a substantial increase on the 1032 Readers' Tickets issued during 2021.

Number of visits

5.2

In 2022, the total number of researchers who used the Reading Room during our hours of opening was 3756. The Covid-19 pandemic saw disruption to our public services in the early part of 2022 with the Reading Room closed to the public until March and readers were required to book to attend until June.

Use of the Reading Room for filming

5.3

There was a number of requests for filming in the Reading Room from film production companies from Ireland, UK and Japan and these were facilitated by staff in Public Services. Guidelines and a policy document were drafted in 2022.

Archives inspected in the Reading Room

5.4

In 2022, readers viewed 20688 archival documents on-site in the Reading Room. This represents an increase on the 2021 figure of 12475 documents inspected.

Production of archives stored in commercial storage

- 5.5** In 2022, 1640 archival records were ordered from off-site storage at a commercial records storage facility for use by readers in the Reading Room. The work involved in the retrieval of archives from off-site storage is onerous: it must be carefully documented and is consequently labour intensive. It delays timely public access as archives cannot be produced on demand. It exposes documents to a range of environmental risks during transit.

Copying archives

- 5.6** In 2022, 9741 documents were copied in response to reader requests. The demand for this service increased by 74% since 2021. Copies of documents were also made by readers using personal devices.

Certified copies

- 5.7** During 2022, 590 orders were completed and 328 pieces of correspondence relating to queries relating to testamentary orders were responded to.

Charges for copying

- 5.8** The *National Archives (Fees) Regulations, 2012* sets out fees for all copies. Card payment facilities for personal callers to the Reading Room are available and it is hoped to investigate online payment options during 2023.
- 5.9** The dedicated email address to manage all requests for images for publication, copyright and licensing was managed by the Senior Archivist and the archivists in Archives Storage and Preservation.

Genealogy Advisory Service

- 5.10** During 2022, the Genealogy Advisory Service continued to provide a free online service. The online advisory service continued to reach a wide audience and enquiries were received from individuals who might never have had the opportunity of visiting the National Archives to consult with a genealogist in person. The in-person service began again mid-year after it was suspended due to the Covid-19 pandemic. 458 members of the public used the service between June–December when visiting the National Archives.

Public enquiries

- 5.11** 5366 enquiries were handled by the archivists in Public Services in 2022. The enquiries were largely received through our query management system that can be accessed by the public via our website. This figure also captures the enquiries that are received through the post.

Social media

- 5.12** Considerable use was made of the National Archives' social media accounts on both Twitter (@NARireland) and Instagram (@NARireland) during 2022 to keep the public aware of service continuity and our commemoration and outreach activities. Both accounts continued to grow in 2022. Followers on Twitter increased by 16.25% to 18.6K and on Instagram there was an increase of 74.5% to 6,562 followers.

Websites

- 5.13** The National Archives website — www.nationalarchives.ie — recorded 8, 476,745 visits. Top 5 countries of origin for the visitors to our website are Ireland, the United Kingdom, the USA, Australia and Canada. Online visitors to the virtual Treaty exhibition at www.nationalarchives.ie/2021commemorationprogramme/treaty-virtual-tour for December 2022 totalled 3,150 unique visitors.
- 5.14** There is a number of areas on our website which highlight the work of Public Services, outreach events, news and collection development. Our YouTube channel allows us to embed any event recordings into our site.

1926 Census

- 5.15** In November 2022, Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media Catherine Martin TD announced that the individual returns from the 1926 Census will be published online, searchable and free of charge in April 2026. The project will be undertaken by the National Archives.
- 5.16** The 1926 Census was the first census undertaken following the foundation of the State. The Central Statistics Office (CSO) published information generated by the census including population, age, occupation, religion, housing and the Irish language.
- 5.17** The Minister announced an allocation of €5m to the National Archives to commence the preservation, transcription and digitisation of the individual census returns for general release. This policy of open access aligns with the Government's overall Open Data Strategy and holds significant potential for comparison between the pre-1922 data and the 1926 data at a time of radical change in Ireland.
- 5.18** Digitising the 1926 Census will be undertaken by the National Archives in close cooperation with the CSO – the current and future bodies responsible for the census. Project planning will begin in early 2023.



Image: Minister Catherine Martin TD and Orlaith McBride, Director

Commemoration Programme

5.19 Throughout the year, 35 events were held including exhibitions, online lectures, in-person events and a dramatic reconstruction, all marking significant historical events during 2022. The level of high-quality events saw the National Archives engage with over 64,000 members of the public both in person and as online audiences.

‘The Treaty, 1921: Records from the Archives’ exhibition

5.20 A formal event was held in the State Apartments, Dublin Castle at 6pm on Wednesday 23 March to launch the exhibition catalogue and announce the regional tour of the Treaty exhibition. The event was attended by approximately 100 people and included book signings and speeches by Orlaith McBride, Dr Maurice Manning and Dr John Gibney. Published in partnership with the Royal Irish Academy, 1,000 copies of *The Treaty, 1921: Records from the Archives* exhibition catalogue were printed. The book is now out of print.

Regional tour

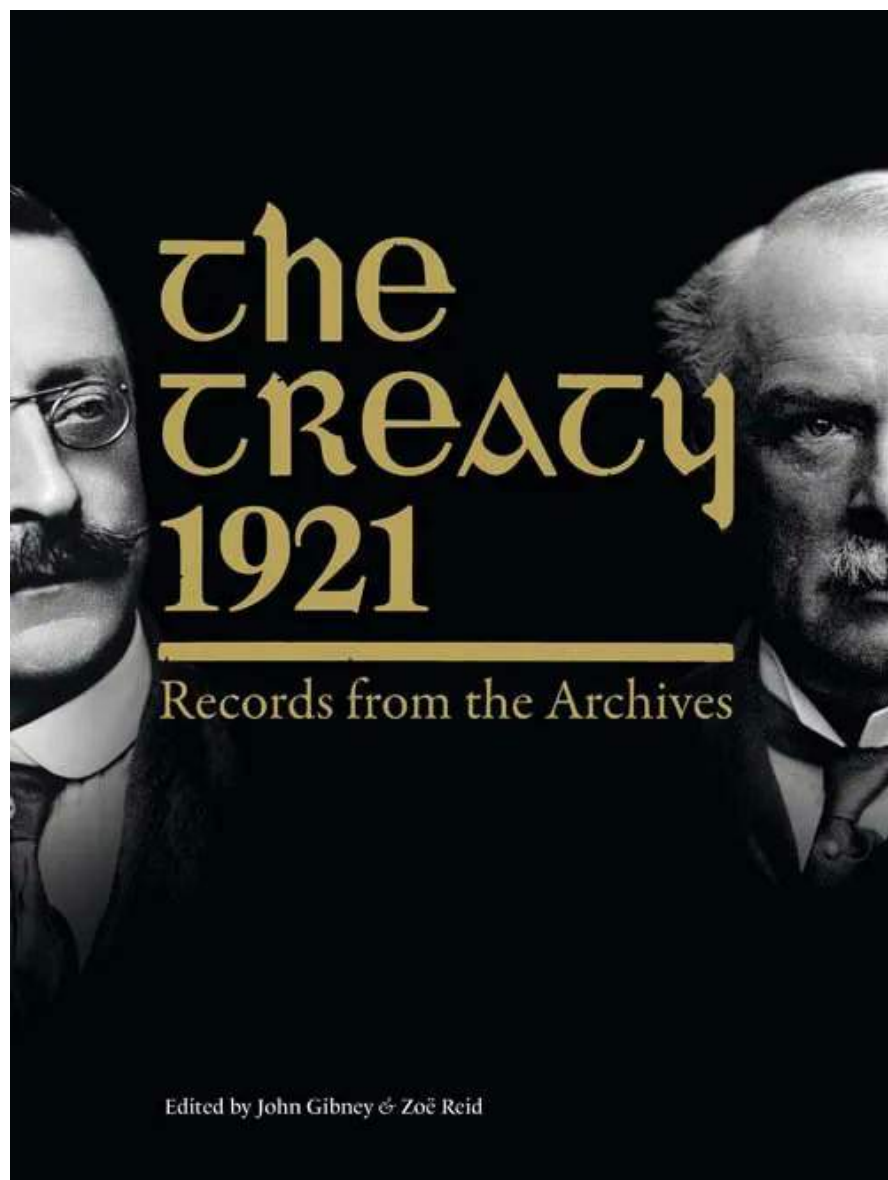
5.21 ‘The Treaty, 1921: Records from the Archives’ exhibition successfully toured Wicklow, Tipperary, Donegal, Wexford, Limerick and Cork between April and July 2022. 7,267 people visited the exhibition over the ten-week period. The regional tour was the National Archives’ first successful outreach project in partnership with local authority archives. The exhibition was also presented at the National Ploughing Championships from 20–22 September and attracted 2,500 visits over the three days.

Treaty learning resource

5.22

A learning resource relating to the Treaty exhibition was produced for secondary schools in consultation with the Department of Education and Scoilnet. The resource was made available online in April to accompany the Treaty exhibition tour and support related engagement work with schools by local authority partners. The resource was also produced in hardcopy and distributed to over 700 secondary schools in Ireland by the Department of Education.

Image: The Treaty 1912: Records from the Archives



‘The National Archives – the Memory of the Nation’ lecture

5.23

On May 12, this event which was held in the Court of Appeal and featured lectures by Justice Hedigan on the function of the National Archives followed by Orlaith McBride and NAAC members Dr Elizabeth Mullins, Dr Natalie Harrower, and Dr Hiram Morgan. It concluded with a brief audience Q&A. The occasion was live streamed.

“Public Record Office of Ireland: The Story of a Building” exhibition

5.24

An exhibition of photographs, architectural plans and drawings, maps and elevations, video and salvaged records was developed in partnership with the Irish Architectural Archive and launched by Minister Martin on 30 June to mark the centenary of the destruction of the Public Record Office on 30 June 1922. The exhibition ran at the Irish Architectural Archive, 45 Merrion Square East from 1 July to 19 August 2022 and was attended by 447 visitors. A specially-commissioned video was created to accompany the exhibition which can be viewed on the National Archives website at www.nationalarchives.ie/article/public-record-office-of-ireland-the-story-of-a-building.



Image: Minister Catherine Martin TD and Orlaith McBride, Director

Image: Michael Collins Diaries, publication and display



The diaries of Michael Collins, 1918–1922

5.25

In November 2021, the diaries of Michael Collins 1918–1922 were officially loaned to the National Archives by the family of the late Liam, his nephew and Betty Collins, Clonakilty, Cork. The diaries underwent conservation and preservation treatment, archival processing and digitisation and all five diaries were available to consult on a touchscreen device installed in the foyer of the National Archives from 30 September.

The digitised diaries were also put on permanent display in the Michael Collins House Museum in Clonakilty at the request of the Collins family and the 1921 and 1922 diaries were available to view from 30 July to 4 September where they were visited by 8,762 people.

Publication

5.26

In partnership with the Royal Irish Academy, the National Archives published *Days in the life: reading the Michael Collins diaries, 1918–1922* by Dr Anne Dolan and Dr William Murphy on 22 August to mark the centenary of Collins' death. The publication was designed by New Graphic and 4,500 copies (160pp, hardback) printed. The book received good publicity including a window display at Hodges Figgis and since the publication date, over 4,000 copies were distributed to bookshops and sold online.

Event on 6 October

5.27

As part of the Dublin Festival of History, Anne Dolan and William Murphy were in conversation with Diarmaid Ferriter about *Days in the life: reading the Michael Collins diaries, 1918–1922* at the Royal Irish Academy.

'The 1922 Constitution Committee: A Dramatic Re-enactment'

5.28

To mark the centenary of the adoption of the Constitution of the Irish Free State (Bunreacht Shaorstáit Éireann) by Act of Dáil Éireann on 25 October 1922, the National Archives and the Courts Service of Ireland presented a unique event: a dramatic re-enactment of the proceedings of the 1922 Constitution Committee. This theatrical production — developed, produced and directed by Geoff Gould of Blood in the Alley Productions — was based on the records and told the story of the committee. It was performed in the Constitution Suite of the Shelbourne Hotel to an invited audience. The event was live-and recording along with the interactive programme are available on the National Archives website.

Image: The 1922 Constitution Committee: A Dramatic Re-enactment

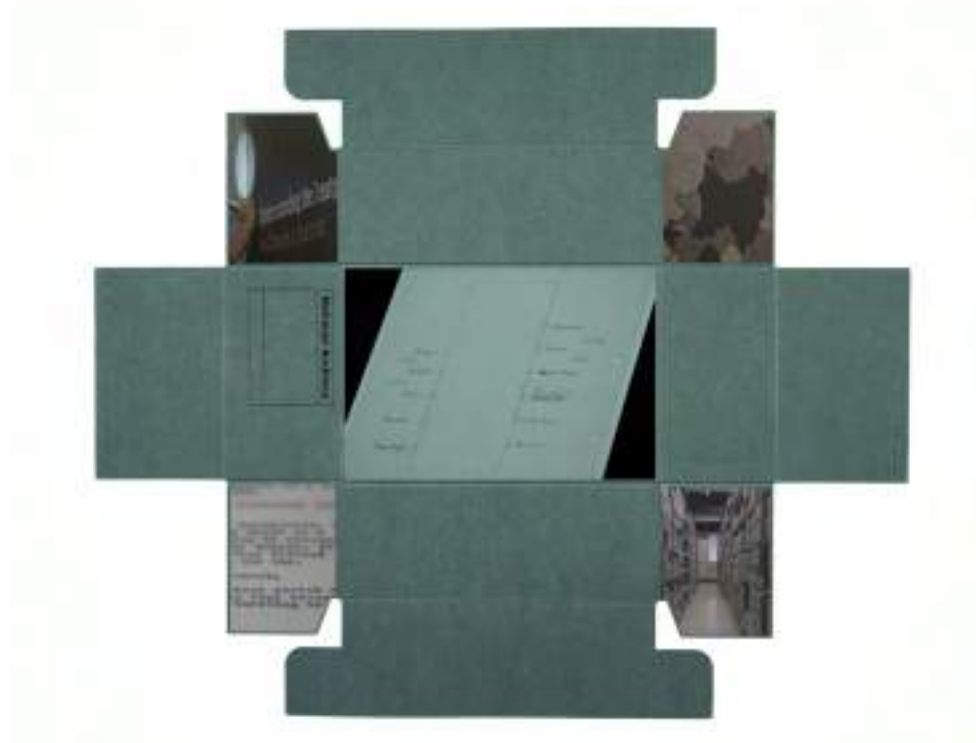


RTÉ documentary

5.29

A two-part documentary was commissioned in association with RTÉ to explore the destruction of the Public Record Office of Ireland and the story of nation building over the last 100 years using the records of the National Archives. Midas Productions have been commissioned through an open call process and the programme will be broadcast in as part of the autumn schedule in 2023.

Image: 'Reperforming State Memory – Work in Progress', John Beattie



Artist-in-Residence

5.30

Artist-in-Residence, John Beattie continued his work in the National Archives exploring new perspectives on archival material relating to the 1921–1923 period through the creation of new and original artwork.

In 2022, a work in progress was presented by John Beattie in the National Archives and ran over the summer months. The three-screen video installation as well as a multi-media presentation was open to the public. A short commissioned video covering the residency was produced as part of the work in progress exhibition. The artist presented his work-in-progress to the general public on Culture Night. His residency will continue into 2023.



Image: Tánaiste Leo Varadkar and Orlaith McBride, Director

Visit of the Taoiseach and Tánaiste

5.31

To mark the 50th anniversary of Ireland signing the Accession Treaty to join the European Economic Community in January 1972, Taoiseach, Micheál Martin TD visited the National Archives to view relevant records and documents as well as the Treaty itself. In December 2022, Tánaiste Leo Varadkar TD visited the National Archives to view the diaries of Michael Collins as well as records relating to the Good Friday Agreement including the Agreement itself.

Education and Outreach

- 5.32** Our Education and Outreach programme continued to communicate with a variety of audiences in 2022 by using digital tools which also improved the calibre of our online offerings. The National Archives organised fourteen online lectures with approximately 1,632 engaged with the events and 865 attending, in addition to giving monthly talks online to established partners including Dublin City Council Culture Company's Culture Club.
- 5.33** Group visits in person to the National Archives were still restricted in 2022 but the Public Services team nonetheless hosted visits by third-level students to maintain our engagement. Over 60 students, many of whom were first-time visitors, were given eight topic-specific visits that were focused on how to conduct research and access the National Archives' collections.

Image: Education resource pack for second level students



06

Finding Aids and Digitisation

6.1–6.6	Finding Aids
6.7–6.11	Digitisation of Archives



Finding Aids

- 6.1** The creation of finding aids to provide descriptive information on archival records to facilitate searching and retrieval by users and staff is one of the primary functions of archivists in the Archives Management Unit. These finding aids are made available in both hardcopy format in our Reading Room and online on our website.
- 6.2** The National Archives uses dedicated cataloguing software to manage its finding aids work including their delivery directly from the cataloguing system to the National Archives' website.
- 6.3** Finding aids preparation in the National Archives comprises a number of activities ranging from expanding descriptions and including context to records transferred by Departments and the courts, listing previously uncatalogued collections of archives and converting legacy hardcopy finding aids to digital format. This work is carried out in accordance with the International Council on Archives' international descriptive standard, ISAD(G), Irish Guidelines for Archival Description and the National Archives' editorial style guide.
- 6.4** Staff in the Archives Management Unit continued during 2022 to use their weekly day working from home to prepare for the conversion of legacy hardcopy finding aids to digital format. This practice, which started in 2020 during the Covid-19 pandemic, will enable data to be uploaded into the website online catalogue, allowing greater access to the National Archives' holdings.

Many finding aids to archives of Departments of State from the first release of records in 1992 and for records from the State Paper Office and Public Record Office of Ireland are generally only available to consult in typewritten format in the Reading Room. Similarly, the majority of finding aids to private accessions are only available in hardcopy format. However during 2022, finding aids to many private accessions and early records of State were rekeyed by staff working remotely from home⁸.

⁸ c17,130 individual descriptions were rekeyed by Archives and Government Services staff working from home in 2022.

Chief Secretary's Office Registered Papers (CSO/RP)

6.5

The project to catalogue the Registered Papers series from the archives of the Office of the Chief Secretary for Ireland which originally commenced with funding received under a bequest from Francis J Crowley came to an end in March 2020. However, with continued funding from the bequest, a contract archivist was employed towards the end of 2022 to process and catalogue the Chief Secretary's Outrage Reports for 1834⁹.

6.6

Two archivists from the Archives Management Unit also processed and catalogued records from the Chief Secretary's Office Registered Papers, one day per week. The Registered Papers 1917–1924 listing project continued with the 1918 records and also 1923, 1924 and recently transferred records of 1917. Work also resumed on the Outrage Reports for 1834¹⁰.



Image: Using index cards in the Reading Room

⁹ The contract archivist was in post from mid-October to his departure in December 2022. He prepared 260 individual descriptions to 4,272 documents. It is expected that this contract will continue in 2023 with a new archivist.

¹⁰ This project began ran from July until September 2022 when archivists concentrate on processing annual transfers from Departments of State. Over ten days in this period for CSO/RP 1833 Outrage Reports, 68 individual descriptions of 1,406 documents were prepared.



Image: Digitisation of archival documents

Digitisation Of Archives

Digitisation Unit

- 6.7** A programme of small scanning projects has been developed for the in-house Digital Imaging Unit. The unit also creates high resolution images for publication, exhibition and use in the media.

Archives imaged by the Digital Imaging Unit in 2021 included:

- 6.8**
- High resolution images for publications on request including from Dublin City Council, An Post and for the *Atlas of Irish Sport*
 - High resolution images for exhibitions including 'Public Record Office of Ireland: The Story of a Building'
 - Documents selected for social media purposes

Digitisation project

- 6.9** During 2022, a project was undertaken by contractors from Archives Ireland to digitise:

- Government Minutes from 1922–1957 (TSCH/1)
- Constitutional Committee (DE/9)
- Papers of Robert Barton (PRIV1093)

The work also involved the cataloguing and digitising of a large series of applications for grants from the Commissioners of National Education in Ireland in the 19th century (ED/1) and this work will be completed in 2023.

Microfilm readers

- 6.10** In September 2022, two new microfilm readers were installed in the Reading Room.

07

Co-operation, Collaboration and Training

7.1–7.13	Co-operation, Collaboration and Training
7.14–7.15	Loan for Exhibition



Council of National Cultural Institutions

- 7.1** The Council of National Cultural Institutions was established by then Minister for Arts, Heritage, Gaeltacht and the Islands in October 1998. Its terms of reference include the provision of a forum for sharing ideas and experiences and the exploration of areas of co-operation between the institutions. Its members are the Directors or Chief Executives of the following institutions: the Abbey Theatre, the Arts Council, the Chester Beatty Library, the Crawford Gallery, the Heritage Council, the Irish Museum of Modern Art, the National Archives, the National Concert Hall, the National Gallery, the National Library and the National Museum.
- 7.2** The Director represents the National Archives on the Council of National Cultural Institutions.
- 7.3** The Council has established a number of working groups comprising staff members from the member institutions.

The National Archives was represented on the following working groups:

- Conservation
- Learning and Education
- Digitisation and Cataloguing

Section 1003 Taxes Consolidation Act, 1997

- 7.4** Under Section 1003 of the Taxes Consolidation Act, 1997, tax relief is available in respect of the donation of important national heritage items to the Irish national collections. The relief consists of a tax credit equal to the value of the heritage item(s) donated which can be credited against particular tax liabilities incurred by the donor. The national collections are described as “Approved Bodies” under the legislation. They are:
- National Archives
 - National Gallery of Ireland
 - National Library of Ireland
 - National Museum of Ireland
 - Irish Museum of Modern Art
 - Crawford Art Gallery Cork

The Director continued to represent the National Archives at meetings of the Section 1003 Committee.

- 7.5** In 2022, the National Archives remained involved in co-operation on archives within the European Union, notably by participation in the bodies below.

European Board of National Archivists

- 7.6** The European Board of National Archivists (EBNA) is a voluntary body made up of the National Archivists of EU Member States which meets twice a year in the state then holding the EU Presidency. The Director attended two meetings during 2022.

European Archives Group

- 7.7** The European Archives Group (EAG) was established on foot of the European Council Recommendation of 14 November 2005 to increase co-operation in the fields of archives. The Group consists of one representative from each Member State and from each of the five EU institutions. It is chaired by the European Commission and its secretariat is provided by the Secretariat General of the Commission. The Director attended two meetings of the EAG in 2022.

European Heads of Conservation

- 7.8** This is an informal group comprising the heads of preservation and conservation in the national archives of the EU Member States and associated countries. The Senior Conservator attended one online meeting of the group in 2022.

DLM Forum Foundation

7.9

Originally established as the DLM Forum in 1997, its role is to explore how to engage public administration and the ICT industry in a collaborative way to facilitate the preservation of digital records. The work of the DLM Forum Foundation is supported by the European Commission and public archives in European Union Member States. Since 2002, it has been an independent body with members from both the public and private sectors in Europe. It sets standards and guidelines within the disciplines dealing with archives, records and document-lifecycle management. The Keeper and Senior Archivist, Digital Management, attended a number of webinars and the AGM which was held online, during 2022.

Documents on Irish Foreign Policy

7.10

This is a partnership project between the National Archives, the Department of Foreign Affairs and the Royal Irish Academy. The project publishes a selection of documents relating to Irish foreign policy every two years. It is based in the National Archives with the National Archives represented on its Editorial Advisory Board. In 2022, research continued for the period 1965–1969 and Volume XIII containing documents from those years was published in November 2022.

Conflict Archive on the Internet (CAIN)

7.11

Since 2012, the National Archives has supported the Ulster University's CAIN web service for the digitising and dissemination of a selection documents relating to the conflict in Northern Ireland that are contained in the archives of the Irish Government.

Staff from the University of Ulster and the National Archives have been working together on a project to provide free access to digitised original archival records of the Irish Government held in the National Archives that relate to the conflict in Northern Ireland. Nearly 1,00 documents, from over 320 files were chosen for digitisation in 2022 covering the years from 1995 to 1998. This material was selected primarily from the records of the Department of Foreign Affairs and the Department of the Taoiseach.

Virtual Record Treasury of Ireland

7.12

As part of the Decade of Centenaries 2012–2023 National Programme, Beyond 2022 was a research project working to digitally recreate the State archives destroyed by fire in 1922. As a core partner of the project, National Archives staff worked with the project team providing contextual information about the destruction of the repository and identifying archives which survived the fire.

They also gave advice on the arrangement, referencing and description of archives held by the PROI and provided digital images of original documents. Conservation and digitisation staff working on the project were based in the National Archives in 2022 working on the salvaged records. National Archives staff also participated in a number of outreach activities in the months leading up to and including the launch. Since its launch in June 2022, the public has been able to explore a virtual recreation of the Public Record Office of Ireland and its collections through a free, permanent and growing online resource.

Image: Reviewing conservation work of 1922 Salvaged Records





Image: Records from the National Archive

Irish Manuscripts Commission

7.13

As part of the Salved 1922 Records project, an archivist from the Archives Management Unit finished cataloguing 120 parcels of damaged documents. This work finished the IMC-funded project that started in 2021. The Director is an ex officio member of the Board of the Irish Manuscripts Commission.

Loan for Exhibition

Kilmainham Gaol Museum

7.14

Since 1996, one register of Kilmainham Gaol inmates has been on loan from the National Archives to Kilmainham Gaol Museum for exhibition purposes. The National Archives monitors the display of the volume while on loan and carried out an in-person inspection of the register in 2022.

National Museum of Ireland

7.15

The 'Down to Earth – Exploring Ireland's Geology' exhibition is jointly curated by the Geological Survey of Ireland (GSI) and the National Museum of Ireland. It opened at Collins Barracks in September 2021 and will close in November 2023. The Senior Conservator continued to support the GSI's loan of fragile watercolours, by overseeing the mounting and rotation of the light sensitive drawings on display in May and November 2022.



Appendix A – Accessions 2022

Transfer of records pre-dating 1993 from Government Departments and Offices of State for release to public inspection under the 30-year rule and Anglo-Irish records released under new 20-year rule legislation: statement of position as of 31 December 2022

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 2022

Department of	Records in National Archives	Records due for transfer	Last year records transferred
Taoiseach	1919 to 1992	Transfers complete.	2022
Agriculture, Food and the Marine	1899 to 1960s	Transfers incomplete. Records from 1960s to 1992 outstanding.	2021 (partial transfer)
Tourism, Culture, Arts, Gaeltacht, Sport and Media	1922 to 1962; 1972 to 1992	Transfers incomplete. Records from 1950s to 1990s outstanding.	2022 (partial transfer)

Department of Children and Youth Affairs (see Department of Health)

Environment, Climate and Communications	1845 to 1970s	Transfers incomplete. Records from 1950s to 1992 outstanding.	2011 (partial transfer)
Defence	1922 to 1991	Transfers received by the Military Archives. (official place of deposit under Section 14 of the National Archives Act, 1986.)	Not applicable
Education	1831 to 1980s	Transfers incomplete. Records from 1900s to 1992 outstanding.	2020 (partial transfer)

Table 1 Continued

Department of	Records in National Archives	Records due for transfer	Last year records transferred
Housing, Local Government and Heritage	1838 to 1970s	Transfers incomplete. Records from 1960s to 1992 outstanding.	2016 (partial transfer)
Finance	1922 to 1989	Transfers incomplete. Records from 1990–1992 are outstanding, in addition to a portion of records from the 1920s to 1989.	2022 (partial transfer)
Foreign Affairs	1919 to 1992	Transfers complete.	2022

**Department of Further and Higher Education, Research, Innovation and Science
(see Department of Education)**

Health	1920s to 1989.	Transfers incomplete. Records from 1950s to 1992 outstanding.	2022 (partial transfer)
Enterprise, Trade and Employment	1922 to 1976	Transfers incomplete. Records from 1960s to 1992 outstanding.	2009 (partial transfer)
Justice	1918 to 1989	Transfers incomplete. Records from 1920s to 1944, and 1969 to 1989 transferred.	2022 (partial transfer)

Public Expenditure and Reform (see Department of Finance)

Social Protection	1919 to 1991	Transfers incomplete. Records from 1970s to 1992 outstanding	2022 (partial transfer)
Transport	1922 to 1990	Transfers incomplete. Records from 1960s to 1992 outstanding.	2022 (partial transfer)

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

Court	Latest year of records in national archives	Records due for transfer	Last year records transferred
Supreme Court	1991	1992	2022
Court of Criminal Appeal	1972	1973–1992	1990
Central Criminal Court	1968	1969–1992	1987
High Court	1970	1971–1992	2000
Probate Office	1991	1992	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.</p>	2014
District Courts	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

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 2022

Name of Body	Observations
Office of Secretary General to the President	Transfers completed to 1992, 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)	Records for the period 1922–1992 transferred, 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. A transfer of administrative records from 1901–1947 occurred in 2019.
National Archives Advisory Council	Records for 1987–1992 are eligible for transfer.
National Archives	No records transferred. Records of predecessor Public Record Office of Ireland and State Paper Office of Ireland, 1867–1988 and National Archives, 1988–1992 eligible.
National Museum of Ireland (including Natural History Museum)	No records transferred. Place of deposit under Section 14 of the National Archives Act, 1986.
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. In 2018, a partial transfer of administrative files was received mainly relating to budgeting and finance dating from 1927–1985.
National Savings Committee	No records transferred.

Table 3 Continued

Name of Body	Observations
Revenue Commissioners	Records spanning a period from the 19th century to 1992 are eligible. Records of the Legislation and Statistics Branch, Stamping Branch, PS (Private Secretary) Series and Customs and Excise were transferred in 2020.
Appeals Commissioners (Income Tax)	No records transferred.
Commissioners of Public Works	Records from the late 18th century to 1970s transferred. A quantity of eligible records for transfer remains with the OPW.
State Laboratory	No records transferred.
Commissioner of Valuation and Chief Boundary Surveyor	Records valuations up to 1865 and miscellaneous administrative records (1830–early 20th century) completed. The Valuation Office still holds a very large quantity of documents from the mid-1800s to the present Records of First Appeals to the Commissioner of Valuation, 1975–1992 and Circuit Court Appeal files, 1907–1986 were transferred in 2022.
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 safekeeping but have not been reviewed for public inspection.
Local Appointments Commissioners	Records for the period 1927–1970s accepted by National Archives for safekeeping but have not been reviewed for public inspection.
An Garda Síochána	No records transferred.
Land Registry	No records transferred.

Table 3 Continued

Name of Body	Observations
Registry of Deeds	Records spanning a period from the 19th century to 1992 are eligible. Records of the Legislation and Statistics Branch, Stamping Branch, PS (Private Secretary) Series and Customs and Excise were transferred in 2020.
Prisons and St Patrick's Institution	Records of closed prisons from 1795 to 1922 transferred and also Mountjoy Prison to 1970s. No post-1922 records transferred by other bodies.
Office of the Film Censor	Records 1920s to 1990 transferred, notwithstanding 1992 Ministerial Direction.
Censorship of Films Appeal Board	Records 1920s to 1977 transferred, notwithstanding 1992 Ministerial Direction.
Censorship of Publications Board	No records transferred.
Censorship of Publications Appeal Board	No records transferred.
Criminal Injuries Compensation Tribunal	No records transferred.
Commissioners of Charitable Donations and Bequests	Records from 19th to the 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	No records transferred.
Rights Commissioners	No records transferred.
Employment Appeals Tribunal	No records transferred.
The Levy Appeals Tribunal	No records transferred.
Companies Registration Office	Files of dissolved companies up to 1986 transferred, notwithstanding 1992 Ministerial Direction.
Patents Office	No records transferred.

Table 3 Continued

Name of Body	Observations
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.
Land Commission	See 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.

Appendix A – Accessions 2022

Records accessioned from Government Departments
and Offices of State during 2022

Table 1

Records accessioned from Government Departments
during 2022

Accession number	Department of	Description
2022/74	Children, Equality, Disability, Integration and Youth	Provision of childcare services, 1941–1997.
2022/27	Finance	Compensation claims made under the Treaty of Versailles, 1911–1929.
2022/28	Finance	Claims for compensation under the Anglo-Irish Compensation (Ireland) Committee and the Irish Free State Compensation (Ireland) Committee, 1918–1955.
2022/26	Finance	Claims for compensation from the Rebellion (Victims) Committee relating to 1916 Rising.
2022/23	Foreign Affairs	Central Registry (HQ) files, c1992 registered files.
2022/24	Foreign Affairs	Secretary General's Office files, 1920–1992.
2021/51	Foreign Affairs	Anglo-Irish Section, c1997 registered files.
2021/52	Foreign Affairs	Anglo-Irish Section, c1998 registered files.
2022/69	Foreign Affairs	Chicago Consulate General of Ireland, USA, 1933–1942.
2021/76	Foreign Affairs	Embassy of Ireland to Australia, 1982–1991.
2022/38	Foreign Affairs	Embassy of Ireland to Belgium, 1968–1992.
2022/68	Foreign Affairs	Embassy of Ireland to Canada, 1980–1986.
2022/39	Foreign Affairs	Embassy of Ireland to Egypt, 1979–1992.

Table 1 Continued

Accession number	Department of	Description
2022/52	Foreign Affairs	Embassy of Ireland to France, 1944–1992.
2022/37	Foreign Affairs	Embassy of Ireland to Germany, 1973–1992.
2022/43	Foreign Affairs	Embassy of Ireland to Iran, 1984–1993.
2022/36	Foreign Affairs	Embassy of Ireland to Iraq, 1990–1992.
2022/35	Foreign Affairs	Embassy of Ireland to Japan, 1974–1993.
2021/112	Foreign Affairs	Embassy of Ireland to Latvia, 1991.
2022/88	Foreign Affairs	Embassy of Ireland to Poland, 1967–1993.
2022/53	Foreign Affairs	Embassy of Ireland to Spain, 1973–1988.
2022/40	Foreign Affairs	Permanent Mission of Ireland to the United Nations, Geneva, 1965–1992.
2022/41	Foreign Affairs	Embassy of Ireland to the Holy See, 1958–1993.
2022/42	Foreign Affairs	New York Consulate General of Ireland, USA, 1940–1967.
2022/54	Foreign Affairs	Permanent Mission of Ireland to the United Nations, New York, USA, 1957–1993.
2022/80	Foreign Affairs	Political Division relating to Imperial Conference, 1919–1937.
2022/59	Health	'A' series relating to provision of institutional healthcare, 1942–1989.
2021/113	Justice	H229 series relating to missing persons, 1921–1944.
2019/89	Justice	H4 series relating to passport applications, 1915–1932.
2022/79	Justice	Security and Northern Ireland Division files, 1987–1999.
2022/76	Justice	Security and Northern Ireland Division files, 1939–2000.
2022/77	Justice	Security and Northern Ireland Division files, 1977–2001.
2022/78	Justice	Security and Northern Ireland Division files, 1965–2002.
2022/75	Justice	Security and Northern Ireland Division files, 1950–1997.

Table 1 Continued

Accession number	Department of	Description
2021/82	Social Protection	Planning Secretariat files, 1970–1991.
2022/1	Taoiseach	Central Registry ‘S’ files mainly relating to 1992.
2022/81	Taoiseach	Northern Ireland Division, c1996 registered files.
2022/82	Taoiseach	Northern Ireland Division, c1997 registered files.
2022/83	Taoiseach	Northern Ireland Division, c1998 registered files.
2022/84	Taoiseach	Northern Ireland Division, c1999 registered files.
2022/4	Taoiseach	Double Taxation Agreements, 1998–2000.
2022/85	Tourism, Culture, Arts, Gaeltacht, Sport and Media	Arts, Film and Investment Division files, 1930–1992.
2022/29	Transport	Marine Survey Office files, 1926–1959.

Table 2

Records accessioned from Scheduled Bodies during 2022

Accession number	Scheduled body	Description
2022/31	Office of the Attorney General	Registered subject-related (SR) files, 1992.
2022/30	Office of the Attorney General	Anglo-Irish files, 1973–2000.
2022/65	Office of the Secretary to the President	Files mainly relating to 1991.
2022/66	Office of the Secretary to the President	Files mainly relating to 1992.
2022/19	Commissioner of Valuation and Chief Boundary Surveyor	Valuation Office Circuit Office Appeals files, 1976–1992.
2022/44	Commissioner of Valuation and Chief Boundary Surveyor	First Appeals to the Commissioner of Valuation files, 1975–1992.

Table 3

Records accessioned from Court Offices and Probate Registries during 2022

2013/59	Supreme Court	Registered files, 1958–1991.
	High Court	No transfers.
	Circuit Court	No transfers.
	District Court	No transfers.

Finding aids published on the National Archives website during 2022

Department/Office	Description	Reference number
Enterprise, Trade and Employment [formerly Industry and Commerce]	Insurance Division 'TIA' series, 1922–1964.	2008/34
Finance	Finance Division, 'F' series, 1926–1996.	2017/62
Finance	Supply Division 'S' series, 1945–1948.	2018/21
Finance	Supply Division 'S' series, 1940–1987.	2018/22
Finance	Supply Division 'S' series, 1934–1996.	2018/24
Finance	Supply Division 'S' series, 1924–1980.	2018/25
Finance	Finance Division 'F' series, 1966–1982.	2019/80
Foreign Affairs	Anglo-Irish files, 1975–1990.	2021/44
Foreign Affairs	Embassy of Ireland to Japan, 1972–1991.	2021/87
Foreign Affairs	Embassy of Ireland to Iran, 1978–1993.	2022/43
Foreign Affairs	Embassy of Ireland to Egypt, 1979–1992.	2022/39
Foreign Affairs	Embassy of Ireland to Iraq, 1990–1992.	2022/36
Foreign Affairs	Secretary General's Office, 1983–1991.	2021/77
Foreign Affairs	Embassy of Ireland to the Holy See, 1977–1991.	2021/67
Foreign Affairs	Embassy of Ireland to the Netherlands, 1967–1984.	2019/170
Foreign Affairs	Permanent Mission of Ireland to the United Nations, Geneva, 1974–1989.	2019/121
Foreign Affairs	Embassy of Ireland to Latvia, 1991.	2021/112
Foreign Affairs	Embassy of Ireland to Iran, 1976–1994.	2021/86
Foreign Affairs	Embassy of Ireland to Egypt, 1985–1990.	2021/85
Foreign Affairs	Embassy of Ireland to Iraq, 1973–1990.	2021/84
Foreign Affairs	Chicago Consulate General of Ireland, USA, 1967–1989.	2019/118
Foreign Affairs	Embassy of Ireland to Belgium, 1950–1989.	2019/113
Health	Irish Hospitals Sweepstake Trust Accounts, 1975–1988.	2018/119

Finding aids published on the National Archives website during 2022 Continued

Department/Office	Description	Reference number
Health	Workhouse finance records, 1925–1949.	2018/120
Health	Regional Sanatoria accounts, 1945–1969.	2018/79
Justice	Welfare Service files, 1971–1975.	2007/141
Justice	Central Registry General Prisons Board files, 1868–1932.	2018/73
Justice	Deportation and repatriation files, 1929–1962.	2018/94
Justice	Returns under the Anatomy Act series, 1909–1933.	2019/145
Justice	Security and Northern Ireland Division files, 1973–1991.	2021/101
Justice	Security and Northern Ireland Division files, 1989–1992.	2021/102
Justice	Security and Northern Ireland Division files, 1992–1993.	2021/103
Justice	Security and Northern Ireland Division files, 1985–1994.	2021/104
Justice	Security and Northern Ireland Division files, 1995.	2021/105
Justice	Security and Northern Ireland Division files, 1925–1996.	2021/106
Justice	Security and Northern Ireland Division files, 1988–1998.	2021/107
Justice	Security and Northern Ireland Division files, 1965–1999.	2021/108
Justice	H229 series relating to missing persons, 1921–1944.	2021/113
Office of the Attorney General	Anglo-Irish files, 1998.	2021/89
Office of the Attorney General	Registered subject-related (SR) files, 1980–1991.	2021/42
Office of the Comptroller and Auditor General	Audit, staffing and administration records, 1895–1991.	2001/73
Social Protection	Parliamentary Questions, 1948–1976.	2006/156
Social Protection	Registered files, 1958–1975.	2006/77
Taoiseach	Central Registry, 2021 annual transfer of records, 1944–1993.	2021/1
Taoiseach	Northern Ireland Division files, 1996–1998.	2021/100

Finding aids published on the National Archives website during 2022 Continued

Department/Office	Description	Reference number
Taoiseach	Northern Ireland Division files, 1983–1992.	2021/93
Taoiseach	Northern Ireland Division files, 1986–1993.	2021/94
Taoiseach	Northern Ireland Division files, 1992–1994.	2021/95
Taoiseach	Northern Ireland Division files, 1979–1996.	2021/96
Taoiseach	Northern Ireland Division files, 1990–1996.	2021/97
Taoiseach	Northern Ireland Division files, 1995–1997.	2021/98
Taoiseach	Northern Ireland Division files, 1993–1999.	2021/99
Transport	Marine Engineering Division registered files, 1946–1997.	2018/92
Transport	Administration series relating to Information Technology, 1979–1990.	2020/4
Transport	Financial files, 1944–1990.	2021/75

Appendix B: Disposal certificates issued in 2022

National Archives reference	Department	Section	Quantity	Date
NAD/2020/13	Office of the Revenue Commissioners	Data Protection: subject access request case files	2,000	01/03/2022
NAD/2020/25– NAD/2020/28	Office of the Revenue Commissioners	Business Taxes Division: case files	850,287	01/03/2022
NAD/2020/29– NAD/2020/31	Office of the Revenue Commissioners	Personal Taxes Division: case files	1,891,500	01/03/2022
NAD/2021/21	Department of Children, Equality, Disability, Integration and Youth	Information Management Unit records	—	11/10/2022
NAD/2022/1– NAD/2022/38	Competition and Consumer Protection Commission	Corporate Service Division records	—	06/04/2022
NAD/2022/39	Department of Social Protection	Blind Pension: case files	—	04/04/2022
NAD/2022/40	Department of Social Protection	National Fuel Allowance: case files	12,900	04/04/2022
NAD/2022/41	Department of Social Protection	One Parent Family: legacy schemes records	10,000	04/04/2022
NAD/2022/42	Department of Social Protection	Widows, Widowers or Surviving Civil Partners Non Contributory Pension records	—	04/04/2022
NAD/2022/43 & NAD/2022/49– NAD/2022/52	Department of Health	COVID-19 passenger locator forms	—	08/02/2022
NAD/2022/44– NAD/2022/48	Competition and Consumer Protection Commission	Competition Enforcement and Mergers Division records	—	06/04/2022
NAD/2022/53	Valuation Office	Financial accounting records	13 bankers boxes	19/05/2022

Continued

National Archives reference	Department	Section	Quantity	Date
NAD/2022/54	Valuation Office	REPS [representations] files	—	23/05/2022
NAD/2022/55– NAD/2022/66	Valuation Office	Financial accounting records.	52 bankers boxes	23/05/2022
NAD/2022/67– NAD/2022/71	Competition and Consumer Protection Commission	Policy & International Division records	—	20/06/2022
NAD/2022/72	Competition and Consumer Protection Commission	Criminal Enforcement Division records	—	20/06/2022
NAD/2020/13	Office of the Revenue Commissioners	Data Protection: subject access request case files	2,000	01/03/2022
NAD/2020/25– NAD/2020/28	Office of the Revenue Commissioners	Business Taxes Division: case files	850,287	01/03/2022
NAD/2020/29– NAD/2020/31	Office of the Revenue Commissioners	Personal Taxes Division: case files	1,891,500	01/03/2022
NAD/2021/21	Department of Children, Equality, Disability, Integration and Youth	Information Management Unit records	—	11/10/2022
NAD/2022/1– NAD/2022/38	Competition and Consumer Protection Commission	Corporate Service Division records	—	06/04/2022
NAD/2022/39	Department of Social Protection	Blind Pension: case files	—	04/04/2022
NAD/2022/40	Department of Social Protection	National Fuel Allowance: case files	12,900	04/04/2022
NAD/2022/41	Department of Social Protection	One Parent Family: legacy schemes records	10,000	04/04/2022

Continued

National Archives reference	Department	Section	Quantity	Date
NAD/2022/42	Department of Social Protection	Widows, Widowers or Surviving Civil Partners Non Contributory Pension records	—	04/04/2022
NAD/2022/43 & NAD/2022/49–NAD/2022/52	Department of Health	COVID-19 passenger locator forms	—	08/02/2022
NAD/2022/44–NAD/2022/48	Competition and Consumer Protection Commission	Competition Enforcement and Mergers Division records	—	06/04/2022
NAD/2022/53	Valuation Office	Financial accounting records	13 bankers boxes	19/05/2022
NAD/2022/54	Valuation Office	REPS [representations] files	—	23/05/2022
NAD/2022/55–NAD/2022/66	Valuation Office	Financial accounting records.	52 bankers boxes	23/05/2022
NAD/2022/67–NAD/2022/71	Competition and Consumer Protection Commission	Policy & International Division records	—	20/06/2022
NAD/2022/72	Competition and Consumer Protection Commission	Criminal Enforcement Division records	—	20/06/2022
NAD/2022/73–NAD/2022/75	Department of Health	Mandatory Hotel Quarantine: deferral of payments records	—	15/06/2022
NAD/2022/76–NAD/2022/94	Competition and Consumer Protection Commission	Corporate Services Division records	—	20/06/2022
NAD/2022/95–NAD/2022/102	Competition and Consumer Protection Commission	Competition Enforcement and Mergers Division records	—	26/09/2022
NAD/2022/103–NAD/2022/111	Competition and Consumer Protection Commission	Criminal Enforcement Division records	—	26/09/2022

Continued

National Archives reference	Department	Section	Quantity	Date
NAD/2022/112– NAD/2022/123	Competition and Consumer Protection Commission	Communications Division records	—	27/09/2022
NAD/2022/124– NAD/2022/133	Competition and Consumer Protection Commission	Consumer Protection Division records	—	29/09/2022
NAD/2022/134– NAD/2022/136	Competition and Consumer Protection Commission	Product Safety Division records	—	29/09/2022
NAD/2022/137– NAD/2022/141	Competition and Consumer Protection Commission	Digital Investigations Division records	—	29/09/2022
NAD/2022/142	Competition and Consumer Protection Commission	Legal Service Division records	—	29/09/2022
NAD/2022/143– NAD/2022/148	Defence Forces	Administrative records	—	05/09/2022
NAD/2022/149	Department of Finance	Administrative records	30 bankers boxes	20/07/2022
NAD/2022/150– NAD/2022/160	Competition and Consumer Protection Commission	Competition Enforcement and Mergers Division records	—	26/09/2022
NAD/2022/161– NAD/2022/161	Competition and Consumer Protection Commission	Consumer Protection Division records	—	29/09/2022
NAD/2022/163– NAD/2022/164	Competition and Consumer Protection Commission	Freedom of Information records	—	14/09/2022
NAD/2022/165 & NAD/2022/178	Department of Children, Equality, Disability, Integration and Youth	Information Management Unit records	—	11/10/2022
NAD/2022/166	Department of Finance	Payment processing records	1,500 bankers boxes	20/07/2022

Continued

National Archives reference	Department	Section	Quantity	Date
NAD/2022/168– NAD/2022/172	Department of Foreign Affairs	Departmental legacy files	2,250	19/09/2022
NAD/2022/173	Competition and Consumer Protection Commission	Criminal Enforcement Division records	—	26/09/2022
NAD/2022/174– NAD/2022/176	Competition and Consumer Protection Commission	Consumer Protection Division records	—	29/09/2022
NAD/2022/177	Valuation Office	Revision files	10,000	08/08/2022
NAD/2022/181– NAD/2022/184	Department of Enterprise, Trade and Employment	Export Licencing records	—	08/12/2022
NAD/2022/185– NAD/2022/195 & NAD/2022/197	Department of Transport	Vehicle Registration Tax records	11,350,000	20/09/2022
NAD/2022/198– NAD/2022/199	Office Of Public Works	Garda vetting records	50	16/11/2022
NAD/2022/200	Department of Health	National Rehabilitation Board: administrative records	—	08/12/2022
	Department of Health	National Rehabilitation Board: Training and Placement Service case files	DISPOSAL AUTHORIS- ATION ON REFUSAL	08/11/2022
	Department of Health	National Rehabilitation Board: departmental records	DISPOSAL AUTHORIS- ATION ON REFUSAL	08/11/2022

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