

**Report of the Director of the National Archives  
for  
2000**

**April 2002**

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Síle de Valera, TD  
Minister for Arts, Heritage, Gaeltacht and the Islands

**Report of the Director of the National Archives for 2000**

Dear Minister,

In accordance with section 21(1) of the National Archives Act, 1986, I hereby submit my annual report on the work of the National Archives in 2000. I regret the delay in submitting the report.

I am submitting it initially in computer-printout form in English only. As soon as it has been translated into Irish and printed in both languages, printed copies of the report will be submitted.

This is my fourth annual report. My reports on our work in the years 1997, 1998 and 1999 were submitted to you in June 1999, February 2000 and October 2000 respectively.

As previously indicated, I also intend to submit a summary report on the work of the National Archives in the period from its establishment on 1 June 1988 to 31 December 1996. However, the summary report will not be ready for submission before 2003.

Yours sincerely,

DAVID V. CRAIG  
Director of the National Archives

30 April 2002

# 1. ANNUAL REPORTS, STRATEGY AND LEGISLATION

## ANNUAL REPORTS

### **Report for 1999**

- 1.1 The Report of the Director of the National Archives for 1999 was submitted to the Minister in October 2000.

### **Summary Report for 1988–1996**

- 1.2 The annual reports submitted to date cover the years 1997–1999. As indicated in reports for previous years, I also intend to submit a Summary Report on the work of the National Archives in the period from its establishment on 1 June 1988 to 31 December 1996. In my report for 1999 I said that it was unlikely that the Summary Report would be ready for submission before early 2002. It is now clear that it will not be ready for submission before 2003.

## STRATEGIC PLANNING

### **Strategic Plan, 1996–2001**

- 1.3 Subject to legislative requirements and relevant Government and Ministerial decisions, the principal basis for policy in relation to the work of the National Archives over the last five years has been A Future for our Past: Strategic Plan for the National Archives, 1996–2001, which was published by the National Archives Advisory Council in 1996.

### **Strategy Statement**

- 1.4 At the request of the Department of Arts, Heritage, Gaeltacht and the Islands, and in consultation with the National Archives Advisory Council and the staff of the National Archives, I am preparing a Strategy Statement for the National Archives. Unlike the Strategic Plan, 1996–2001, which set objectives that could only be achieved with additional resources, the Strategy Statement will set objectives which should be achievable using existing resources. However, it will also indicate areas where the objectives set have been seriously constrained by lack of resources.
- 1.5 Due to pressure of other work, very little progress was made in the preparation of the Strategy Statement in 2000. In my report for 1999, I indicated that our first Strategy Statement would cover the years 2001–2003. However, because of the delay in its preparation, it has now been decided that it should cover the years 2003–2005.

### **National Heritage Plan**

- 1.6 Some years ago, the Minister for Arts, Heritage, Gaeltacht and the Islands asked her Department to prepare a National Heritage Plan for consideration by the Government. In May 2000 a draft of the plan was circulated for comment by all divisions of the Department (including the National Archives). I submitted detailed comments on the draft plan and said that if it were to cover archives as part of heritage, it was in my view essential that it be extensively revised along the lines recommended in my comments.

## **NATIONAL ARCHIVES ACT, 1986**

- 1.7 The principal legislative basis for the National Archives is the National Archives Act, 1986 and the Regulations made under that Act. Most powers conferred on the Taoiseach by the Act are now exercised by the Minister for Arts, Heritage, Gaeltacht and the Islands, although some powers relating to Departmental records are still exercised by the Taoiseach. The detailed provisions of the Act relate mainly to Departmental records, and are summarised in paragraph 5.2 below.

### **Functions of the Director of the National Archives**

- 1.8 The functions of the Director of the National Archives 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.

## **FREEDOM OF INFORMATION ACT, 1997**

- 1.9 The Freedom of Information Act, 1997 (the FOI Act) is also of major importance for the work of the National Archives. The Act became law on 21 April 1997, and has since been extended to other bodies by regulations made under the Act by the Minister for Finance. As of the end of 2000 the Act applied to records held by Government Departments, other bodies within the Civil Service, local authorities, health boards, publicly funded voluntary hospitals, other public and voluntary organisations in the health and social services sectors, and some state sponsored bodies in the broadcasting, cultural, local government and regulatory sectors.

### **Rights established by the FOI Act**

- 1.10 Under the FOI Act, every person now has the right of access to records held by Government Departments, local authorities, health boards and the other bodies currently covered by the Act.
- In cases where records contain personal information about the person applying for access, the right of access applies to all such records regardless of their date.
  - In all other cases, the right of access normally applies only to records created after 21 April 1998 (if the records are held by a Government Department, one of the other public bodies listed in the Act, or one of the bodies to which the Act has subsequently been extended) or after 21 October 1998 (if the records are held by a local authority or health board).

In all cases the right of access must be exercised in accordance with the procedures laid down in the Act, and is subject to any relevant exemption from access provided for in the Act.

- 1.11 The FOI Act has also given every person
- the right to have personal information contained in records held by the above bodies altered, where it is incomplete, incorrect or misleading, and
  - the right to be given reasons for decisions by the above bodies that affect her/him.

Again, these rights must be exercised in accordance with the procedures laid down in the Act, and are subject to any relevant exemption provided for in the Act.

#### **FOI and the management of records held by public bodies**

- 1.12 Section 15(5) of the FOI Act provides that the Minister for Finance may, after consultation with the Information Commissioner and the Director of the National Archives, make regulations providing for the management and maintenance of records held by public bodies. This power is similar but not identical to the power that the Minister for Finance has under section 19(3) of the National Archives Act to make regulations, after consultation with the Director of the National Archives, for the proper management and preservation of Departmental records. To date, no such regulations have been made under either Act.
- 1.13 The power conferred by the FOI Act applies to a much wider range of records than that conferred by the National Archives Act. However, it does not apply to most records of court proceedings held by the courts, nor to records held by the Garda Síochána, both of which are covered by the power conferred by the National Archives Act.
- #### **FOI and the National Archives**
- 1.14 During 2000 the National Archives remained involved in work related to the implementation of the FOI Act throughout the public sector. I have been a member of the main FOI Interdepartmental Working Group since its establishment in 1997.
- 1.15 The National Archives is itself one of the public bodies listed in the FOI Act, and records held by the National Archives which are not otherwise available for public inspection are subject to the provisions of the Act. However, section 46(2) of the Act states that it does not apply to a record that is available for inspection by members of the public. Consequently, it does not apply to archives in the National Archives that are available for public inspection.
- 1.16 During 2000 the National Archives received six FOI requests, five of which were answered by the National Archives, the remaining one being transferred to the Department of Public Enterprise. The FOI Act did not apply to the records sought in two of these cases, and the requests were dealt with outside the Act. In two other cases the request could not be complied with because the National Archives did not hold any relevant records. In the fifth case the applicant was supplied with the documentation requested.
- 1.17 Section 15 of the FOI Act requires the publication by each public body of a reference book describing its structure, functions and records. It proved impossible to publish our section 15 reference book in 1998 or 1999, because of difficulties which arose in 1998 with regard to the application of the Act to Departmental records held by the National Archives that are closed to public inspection by certificates made by the Certifying Officer of the relevant Department under section 8(4) of the National Archives Act, and because of the need in 1999 to give priority to the publication of

my annual reports for 1997 and 1998. In my report for 1999 I indicated that the reference book would be published in 2000, but in the event we were unable to publish it in 2000 because of pressure of other work.

- 1.18 Under section 16 of the FOI Act, each public body must also publish rules, procedures etc. used by it for the purposes of decisions with respect to rights, penalties etc. to which members of the public are entitled or subject under any enactment or scheme administered by it. At present the Rules for Readers made by the Director of the National Archives is the only item due for publication by the National Archives under section 16. The rules are already printed on the form completed by members of the public who wish to obtain a reader's ticket and have been published on our web site, but they will also be published as an appendix to our section 15 reference book.

### **COPYRIGHT AND RELATED RIGHTS ACT, 2000**

- 1.19 In early 2000 we continued to participate in the work of the Copyright Working Group operating under the aegis of the Council of National Cultural Institutions, which examined the draft Copyright and Related Rights Bill. The legislation was enacted in July 2000 as the Copyright and Related Rights Act, 2000. In December 2000 the Minister of State at the Department of Enterprise, Trade and Employment made regulations relating specifically to copying of material by libraries and archives, to come into force on 1 January and 1 April 2001.



## 2. RESOURCES

### FINANCIAL ALLOCATIONS

2.1 As has been the case for a number of years, our financial allocations in 2000 showed a small but very welcome increase in the value in real terms of the financial resources made available to the National Archives by the Department of Arts, Heritage, Gaeltacht and the Islands. For the first time they also included a specific allocation for capital expenditure in relation to the Crowley Bequest, but it was not possible to use this allocation in 2000, as work on the project funded from the bequest did not start in that year. The financial allocations made in respect of the National Archives in 1999 and 2000 are compared in Table 1.

**Table 1** Financial allocations in respect of the National Archives in 1999 and 2000

Subhead	1999	2000
	£	£
A.1 (Administrative expenses – pay of permanent staff)	694,000	720,000
A.2 – A.6 (Administrative expenses – current non-pay expenditure)	218,000	281,000
B (Grant-in-aid – matching receipts from fees for copies of archives etc. – current non-pay expenditure)	56,000	56,000
C.1 Current (General expenses – mostly current non-pay expenditure, but including pay of Temporary Archivists)	525,000	582,000
C.1 Capital (General expenses – capital expenditure)	nil	100,000
TOTAL	1,493,000	1,739,000

**Note:**

- In my reports for the years 1997 to 1999, the allocations formerly did not include provision for overtime and employer's social insurance contributions, as these were formerly paid from the general allocations of the Department of Arts, Heritage, Gaeltacht and the Islands for such purposes. However, the allocations for 1999 and 2000 recorded above do include such contributions and are the same as the Estimates printed in the 'Appendix – Funding of the Cultural Institutions' in the annual Revised Estimates for Public Services.
- In addition to receipts from fees for copies of archives, receipts in 2000 included £20,000 paid by the Department of the Environment and Local Government towards the cost of preparing and displaying our exhibition '**Lovers of Liberty?**' – **100 years of Local Government in Ireland** (see Report of the Director for 1999, paragraph 3.29)

## STAFF

- 2.2 From 1994 to 2000 the number of staff employed in the National Archives was 35. Appendix A below contains a list of the staff of the National Archives as of 31 December 2000.
- 2.3 It has been my view for many years that a substantial increase in staff is essential if the National Archives is to meet its statutory obligations. From 1996 to 2000 I actively sought a modest increase of 10 posts, comprising:
- 2 additional senior management posts, needed to strengthen the management of the National Archives, giving it the divisional structure that is normal in institutions and offices of comparable size;
  - 2 conservation staff, needed to establish a conservation workshop, the lack of which is a major obstacle to the fulfilment of our statutory function of preserving the archives in our custody;
  - 1 Information and Communications Technology Manager, needed to plan and co-ordinate the introduction of new computer applications and advise on the technological aspects of preserving and making available records in electronic form;
  - 1 Higher Executive Officer, who would be responsible for the internal administration of the National Archives, with particular reference to personnel, finance, premises and equipment;
  - 4 Clerical Officers, needed because of the huge increase over the past decade in the number of members of the public using our services, and to allow an extension of opening hours in the evening and/or at the weekend.
- 2.4 In a letter dated 14 December 1999 the Department of Arts, Heritage, Gaeltacht and the Islands informed me that the Department of Finance had indicated that it could not give my proposal for an increase of 10 posts serious consideration without strong evidence that the Department of Arts, Heritage, Gaeltacht and the Islands had rigorously assessed my proposal, and asked me to provide additional information concerning my proposal under a number of headings. I replied in early 2000, providing the additional information requested, and stated that in addition to the 10 posts referred to in the previous paragraph, two new posts were urgently required, whose holders would be:
- the editor of our website
  - an electronic records specialist
- 2.5 In November 2000 the Archivists' Branch of IMPACT (the trade union representing the professional and technical grades in the Civil Service) made a submission to the Department of Arts, Heritage, Gaeltacht and the Islands seeking an increase in the professional staff of the National Archives from 13 to 17. Three of the four additional professional posts sought by IMPACT were the same as the three posts in professional grades sought by me (the two senior management posts and the electronic records specialist) while the fourth was a third senior management post.
- 2.6 For observations by the National Archives Advisory Council on our need for additional staff, see their 9th Report 2000, paragraphs 8.1 – 8.5.
- Death of Kevin Barry, Services Officer.**
- 2.7 Kevin died on 23 August 2000 following a short illness. He began work in the National Archives as a Services Officer on 18 August 1997 and worked during this time both on reception duties and in the Reading Room where he proved himself highly popular with public and staff alike. As a mark of respect, the Reading Room closed early on Friday 25 August to coincide with the removal of Kevin's remains. On

my own behalf and on behalf of the staff of the National Archives, I wish to record our appreciation of Kevin's work and service and to express our sympathy to his family and friends.

## 2.8 **Partnership**

In 1998 agreement was reached between the social partners (Government, employers, unions etc.) in relation to the setting up and development of partnership structures within the public service. Following the establishment of a Partnership Committee in the Department of Arts, Heritage, Gaeltacht and the Islands, each of the cultural institutions within the civil service was asked to establish its own Partnership Committee as a sub-group of the Department's Partnership Committee. Accordingly, in September 2000, I wrote to each of the unions with members in the National Archives to ask them to nominate union representatives to sit on the National Archives Partnership Committee, and nominated a number of management representatives myself. Due partly to the delay in the receipt of nominations from two of the unions, it was not possible to hold the first meeting of the Partnership Committee before the end of 2000.

## **Temporary Archivists**

- 2.9 In previous annual reports, I have referred to the problem caused by the high level of turnover in the four posts of Temporary Archivist. This continued in 2000, and two posts were vacant at the end of the year. The high level of turnover remains very disruptive and makes it difficult to complete substantial tasks. Also, a considerable amount of permanent staff time is invested in the induction of newly appointed Temporary Archivists, and this investment is lost each time a Temporary Archivist leaves.

## **Clerical Officers**

- 2.10 Almost half the staff of the National Archives are now either Clerical Officers or Services Officers with an allowance for Clerical Officer duties. The work carried out by them includes:

- Invigilation of the Reading Room, issuing readers' tickets, answering most enquiries by readers, receiving orders for copies of archives etc.;
- Answering routine correspondence, checking and issuing copies ordered by readers and correspondents, preparing authenticated copies for certification and sealing etc.;
- Registration of incoming correspondence, typing and filing of correspondence, typing of lists of archives, entering of production and return dockets on computer etc.;
- Production and return of archives ordered by members of the public, making of photocopies ordered by the public etc.;
- Sorting, packing and shelving of archives and some routine listing of archives.

- 2.11 During 2000 we experienced continuing difficulty in maintaining services to the public, due to vacancies in the grade of Clerical Officers, which occurred repeatedly and were sometimes prolonged. A number of vacancies were filled by Services Officers with an allowance for Clerical Officer duties, who were assigned mainly to production and return duties formerly carried out by Paperkeepers. At the end of the year three posts of Clerical Officer and one post of Services Officer with allowance for Clerical Officer duties were vacant.

## **Short-term work placements**

- 2.12 During 2000 four Transition Year students worked in the National Archives on voluntary unpaid short-term work placements. This year no applications were

received from third-level students wishing to obtain relevant work experience prior to admission to a postgraduate course in Archival Studies.

- 2.13 The work carried out by the students included the routine sorting, listing and boxing of archives, sorting and flattening maps, sorting of new finding aids and their incorporation in existing finding aids in the Reading Room, preparation of answers to routine correspondence and the boxing of non-current finding aids.

## **PREMISES**

### **Bishop Street – re-development of the Warehouse**

- 2.14 In 1999 the Office of Public Works wrote to the Department of Finance seeking sanction for the expenditure required to implement a revised scheme, which would provide a complete new building for the National Archives on the Warehouse site, while maximising the use of the site by building higher and thereby enabling the existing Front Block to be freed for other uses. Throughout the year 2000 the matter remained under consideration by the Department of Finance.

- 2.15 For observations by the National Archives Advisory Council on this matter, see their 9th Report 2000, paragraph 9

### **Off-site storage accommodation**

- 2.16 In late 1999 and early 2000, the National Archives and the Office of Public Works continued to search for suitable premises to be used as off-site storage during the period of the building in Bishop Street. One premises was considered to be suitable, but the OPW decided not to proceed until other matters concerning the building were clarified.

### **Bishop Street – Printing Unit of the Revenue Commissioners**

- 2.17 The remaining sections of the Revenue Commissioners Printing Unit moved out in January 2000.

### **Bishop Street – major maintenance work**

- 2.18 In 2000 the lift system was upgraded to address breakdown problems and to comply with Health and Safety standards. The lifts had been a major cause for concern as they were repeatedly breaking down and impeding the delivery of archives to the Reading Room. The upgrading also allowed us to install lift car indicators on all floors, a voice annunciation system, a two-way communication lift car system and Braille systems in the lift cars. A major programme of replacement of fluorescent tubes throughout the Front Block was carried out, with the intention of reducing the cost of routine maintenance. A new roller shutter was installed at the front entrance door. Large scale replacement of sprinkler heads was also carried out.

### **Bishop Street – new reader's ticket room**

- 2.19 From February 2000 new arrangements were put in place for the issue of readers' tickets. These required the photographing of readers and the printing of a new reader's ticket including the photograph. A room adjoining the lift lobby on floor 5 was fitted out for this purpose and a small waiting area was created outside the room. (See also paragraph 2.26 below.)

### **Bishop Street – work on adjacent building sites**

- 2.20 In 2000, work commenced almost simultaneously on three major building sites adjacent to the National Archives. This caused a serious deterioration of the safety and working environment of everyone accessing and using our building. These

buildings are the Dublin Institute of Technology College adjoining the National Archives, the development on the south-east side of Bishop Street on the site of the former Mount Salus Press (opposite the DIT) and the development on the site of the former Adelaide Hospital on Peter Street. The presence and movement of large numbers of heavy vehicles in all the streets surrounding the National Archives created difficult and, on occasion, dangerous and obstructive situations. Hoardings were erected on both sides of Bishop Street at the east end, thereby causing parking problems and traffic congestion. There was on-going contact with the managers of the sites and the assistance of the Gardai was sought on many occasions. We are grateful to the Traffic Division in Kevin Street Station for their co-operation.

- 2.21 The DIT building adjoins the National Archives, and matters affecting our building were clarified through the Office of Public Works, who also engaged a structural engineer with a watching brief on the effect of the new building on the existing National Archives building.

**Bishop Street – Fire Safety and Health and Safety**

- 2.22 Following the Fire Survey and Electrical Survey, carried out in 1999, work was put in hand in 2000 to start implementing the recommendations of the surveys. This included building and electrical works which were carried out by outside contractors, the identification and provision of evacuation plans, notices and signs, the revision of management procedures including evacuation of persons with disabilities, clarification with the Office of Public Works and Dublin Corporation of technical information regarding the building and regarding inspections and maintenance of fire protection systems, development of our Emergency Plan and Fire Register, and staff training.

**Bishop Street and Four Courts – identification of asbestos**

- 2.23 Following investigations initiated by the National Archives, asbestos was identified in two places in National Archives buildings in the autumn of 2000. These were on structural beams in the basement of the Four Courts and inside boxes of unused documents stored on the racking in Bishop Street warehouse. Towards the end of the year preliminary work towards drawing up the specification for the removal of the asbestos was carried out by the Safety Advisor of the Department of Arts, Heritage, Gaeltacht and the Islands, the Office of Public Works, consultant engineers, and the National Archives.

**INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)**

- 2.24 The absence of a full-time ICT unit with staff dedicated to this function remained an obstacle to the development and efficient maintenance of proper ICT support services in the National Archives. ICT continues to be managed by a combination of part-time support provided by an IT consultancy company, spending one half day per week on site, and part of the time of members of our staff at Senior Archivist, Archivist and Clerical Officer level.

**'Y2K' compliance**

- 2.25 In accordance with guidelines issued to all Government Departments and offices, the National Archives had undertaken prior to the end of 1999 an audit of all ICT systems in order to ensure 'Y2K' compliance and systems were updated as necessary. Where feasible, systems were shut down on 31 December and re-started on 1 January 2000 and monitored. No significant problems associated with 'Y2K' were experienced with any ICT systems in the National Archives on or after 1 January 2000. A minor

problem of this nature with the system that manages the recording of flexitime was quickly rectified.

#### **Computerised reader's ticket system**

- 2.26 Perhaps the most significant development relating to the use of IT in the National Archives during 2000 was the introduction of a new system for the issuing of readers' tickets to members of the public. The paper tickets that were formerly issued to readers had to be renewed annually, a procedure that was irritating to regular users and wasteful of staff time. The fact that manual data entry on a keyboard was used to record daily attendance by readers was also time-consuming and cumbersome. In February 2000 a new system was introduced using plastic cards which carry bar codes and photo ID. Duration of the validity of the card can be matched to individual readers' needs, regular readers now being issued with cards of three-year validity. Cards are now scanned at the reception desk as holders enter or leave the National Archives. The photo ID offers an increased level of security, while bar code scanning speeds the process of recording attendance. (See also paragraph 2.19 above and Report of the Director for 1999, paragraph 2.24.)
- 2.27 It is intended to extend the use of these cards progressively to cover, in the shorter term, the ordering, production and return of archives in our Reading Room and, in the longer term, other services and transactions including, perhaps, self-service use of microfilms, payment for photocopy orders, access to lockers and other reader facilities. Scanning the bar code on our readers' tickets whenever the ticket is used, allows us determine more clearly how our services are being availed of by readers. This in turn allows us to focus existing resources to maximum effect. Already we can determine with improved accuracy the extent and frequency of visits, the length of time that readers spend in our reading room, the busiest times of the year and the busiest hours of the day.
- 2.28 The software for the new reader ticket system is written in Visual Basic, and the system uses a Genicom Card Printer, Epson Digital Camera and Bar Code Scanners. The system runs on a Windows NT Server.

### 3. SERVICES TO THE PUBLIC

#### READING ROOM

- 3.1 The archives held by the National Archives are made available for inspection by the public in the Reading Room in the Bishop Street building. The Reading Room is open from 10.00 am to 5.00 pm, Monday to Friday (excluding public holidays, the week from Christmas Eve until the end of the year, and the two-day media preview of 30-year old Departmental records in December). Finding aids to the archives are available on open access in the Reading Room, but the archives themselves are kept in secure storage areas and are produced by a member of staff when ordered by a reader.
- 3.2 In 2000, as in previous years, members of the public wishing to inspect archives were required to apply for a reader's ticket on the occasion of their first visit to the National Archives during the year. However, the introduction of a computerised reader ticket system on 14 February 2000 now allows for the issue of tickets for a period of up to three years thus cutting down on the work of renewals each year (see paragraphs 2.26–2.28 above)..
- 3.3 In 2000 the total number of visits to the Reading Room during opening hours was 17,582 and the number of readers' tickets issued was 6,406. The tables in Appendixes B.1 and B.2 compare these figures with those for previous years.
- 3.4 The total number of visits in 2000 was slightly less than in 1999 (18,968). This reflects a continuing but very slight downward trend in the number of visits since the all-time high in 1996. The number of readers' tickets issued in 2000 was also a little lower than in 1999 (6,482) and again reflects a very slight downwards trend, the all-time high in this case having been in 1997. As suggested in my reports for 1998 and 1999, a possible explanation for the drop in visits is the initiation of the free Genealogical Consultancy Service in the National Library, which may have reduced the number of visits made to the National Archives by researchers who are more likely to find the information required by them in another institution, or who do not have the background information required to conduct a successful search. The inauguration of an e-mail enquiry service by the National Archives in 1998 may also have contributed to a drop in the number of wasted visits.
- 3.5 The table in Appendix B.3 shows the number of visits to the Reading Room per month in 2000. The busiest month was March, with 40 more visits than February, the next most busy month. The third busiest month was September. The closure of the National Library of Ireland on the mornings of five Mondays during the months of February and March contributed to a larger number of readers in the National Archives in those months. The average number of visits per day in 2000 was 75, the same as in 1999. The busiest day of the week was still Tuesday.
- 3.6 The number of archives consulted by readers during 2000 was 49,276, a slight decrease on the previous year's figure of 50,288. The table in Appendix B.4 compares these figures with those for 1971, 1981, 1991 and 1996. The average number of archives consulted per visit increased from 2.65 in 1999 to 2.8 in 2000. More records were read in March than in any other month, August being the next busiest month.

### **Reading Room opening hours**

- 3.7 As stated in previous reports, there is clearly a need for an extension of opening hours in the evenings and/or at the weekends to cater for the needs of researchers who cannot attend during normal working hours or can only come to Dublin for short periods of time. However, shortage of staff in the grades of Clerical Officer and Services Officer continues to make this impossible.

### **Group visits**

- 3.8 2000 was another very busy year for organised groups coming into the Reading Room – an average of about four a month except during the summer months. Most come to the Reading Room during opening hours but some groups come outside opening hours – either before 10.00 or after 5.00, or on Saturdays. The use of the Reading Room by groups during opening hours is most unsatisfactory. The severe shortage of space within the National Archives prevents groups from using a designated room for the duration of the visit and forces groups of up to twelve people into the Reading Room to compete with staff and readers for space and access to finding aids. This is most disruptive to the smooth running of the Reading Room and prevents a group from having access to original documents under controlled conditions. An increasing problem is the number of groups which arrive in the Reading Room unannounced, which puts considerable strain on Reading Room staff and resources.
- 3.9 A total of 54 groups visited the National Archives by appointment in 2000. Of these, half were from third-level educational institutions in Ireland, comprising students in the fields of archival science, history, law, journalism, education, architecture, sociology, local studies and women's studies. Other visits included those by local history and genealogical societies and groups, members of adult education courses, history teachers, nursing students from St James' Hospital, Dublin and Library Assistants from the National Library of Ireland. During the latter part of September there was an also increase in readers due to the study visit to Ireland by members of the National Genealogical Society of the United States of America.

## **COPYING OF ARCHIVES FOR MEMBERS OF THE PUBLIC**

- 3.10 Most copies of archives are provided in the form either of photocopies or of printouts from microfilm. Where photocopying would damage archives and microfilms do not exist, copies are provided in the form of photographs. When necessary for legal purposes, copies in any of these forms can be authenticated. Since 1992 the National Archives has not had any in-house microfilming service, but duplicates of existing microfilm are provided.
- 3.11 Receipts for fees for copies of archives ordered by members of the public in 2000 amounted to £46,326.78. The equivalent figure for 1999 was £44,318.53, so there was an increase of almost 5% in the total of such fees from 1999 to 2000 compared to an 11% increase from 1998 to 1999.
- 3.12 The receipts for fees for copies in 2000 are compared with those for 1999 in Table 2. It should be noted that much of the increase in 2000 under the headings of plain copies and postage was due to an exceptionally large order for photocopies received from abroad.



**Table 2****Receipts from fees for copies of archives in 1999 and 2000**

	<b>1999</b>	<b>2000</b>
	£	£
Plain copies (photocopies, microfilm printouts and photographs)	17,827.02	30,762.73
Authenticated copies (sealed and certified)	5,953.50	6,178.80
Microfilms (duplicates of existing microfilms)	19,644.12	6,180.00
Postage (arising mainly where plain copies and microfilms have to be posted – most fees for authenticate copies include postage)	893.89	3,205.25
<b>TOTAL</b>	<b>44,318.53</b>	<b>46,326.78</b>

**Problems caused by lack of in-house microfilming**

- 3.13 The lack of in-house microfilming continues to give rise to many problems, the chief of which are:
- Absence of service to the public: our preservation policy imposes major restraints on the photocopying of certain archives, and we are in general unable to offer the alternative of microfilm.
  - Difficulties in having small items microfilmed: the filming of small items is usually only carried out for the most pressing reasons, and necessitates interruption of preservation filming.
  - Inability to make substantial progress in a programme of preservation microfilming: we are currently dependent on a limited amount of filming in Trinity College Dublin and on filming by the Genealogical Society of Utah (see paragraphs 4.12–4.13 below).

**ON-LINE ACCESS TO THE NATIONAL ARCHIVES**

- 3.14 Now in its sixth year, the National Archives website continues to attract large numbers of visitors, especially from the United States and Australia. The weekly average of pages accessed in 2000 was over 40,000, the peak for access having once again been reached in the week following St Patrick's Day when the number of pages accessed reached the figure of 65,434.
- 3.15 The content of the site continues to expand, with additional finding aids, particularly to 20th century Departmental records, being made available in searchable database form. The site provides a large number of links to other sites of archival, historical and genealogical interest, and this section is updated regularly.
- 3.16 The website continues to be hosted by the Dublin Institute of Technology and to be maintained by its School of Communications, for which we are very grateful. Editorial work on the pages is now undertaken almost entirely by remote link from the National Archives. In 2000 this editorial work was carried out by one of our Temporary Archivists.
- 3.17 David Thomas and Meg Sweet, of the Information and Records Department of the Public Record Office in London visited the National Archives at our invitation on 10 January 2000 to advise on the redesign of finding aids for on-line access. We wish to

record our thanks to the Public Record Office and to Dr Thomas and Ms Sweet for sharing their expertise with us.

## **FINDING AIDS**

- 3.18 Shortage of staff and the need to devote most of such staff time as was available to the listing of newly accessioned records continued to limit the progress that could be made on the preparation of new finding aids to existing holdings.
- 3.19 During 2000 a number of finding aids in the Reading Room were transferred from loose binders to a more durable bound format. In many instances this meant that some of the finding aids which had been missing from the Reading Room were reinstated and that small unlisted collections were now listed. This is an ongoing project. The finding aids from the Irish Genealogical Society of St Paul, Minnesota, project to compile listings of sources in both the National Archives of Ireland and the National Library of Ireland are bound on receipt here.
- 3.20 The private papers of Liam Cosgrave (accession 1194) and Jack Lynch (accession 1195) were sorted and re-listed. (See also paragraph 4.5 below.)
- 3.21 Relisting on database of some collections of maps was carried out in conjunction with repacking of the documents. The maps concerned are Quit Rent Office maps, miscellaneous maps from the Council Office, miscellaneous maps formerly held in the State Paper Office, and two series of maps listed as M numbers (Ballyglunin, M 6932/1–65, and Bennet Thompson, M 6983–6). Lists were also completed of the Purser Griffith maps and the Irish Distillers Ltd. maps and plans.
- 3.22 A preliminary list of the correspondence (OS 149), survey reports (OS 150) and survey documents (OS 151) created in the Ordnance Survey for the Landed Estates and Land Judges' Courts was completed, but further detailed listing of these documents is required.
- Conversion of existing hard copy finding aids to electronic format**
- 3.23 It is obvious from the comments received on our website that there is a huge demand for archival information on the Web. In response to this demand we are attempting to put on-line as many as possible of the finding aids to the archives held by us. To facilitate this, a working group of National Archives archivists and an IT consultant carried out development work on the design of databases for the listing of archives, to be compliant with ISAD(G), the International Standard for Archival Description laid down by the International Council on Archives.
- 3.24 During 2000 work continued on the conversion of the finding aids to the archives of the Department of the Taoiseach into electronic database format. The completed database finding aid to the files of the Development Division of the Department of Finance was edited, and draft finding aids to the files of this Division (D files) for the years 1959–67 were made available on the National Archives website. A consolidated database finding aid to the minutes of the Provisional Government, the Executive Council and the Government and Cabinet was created by scanning the hard copy lists. The list of Department of Justice prison registers was also scanned and converted to database format.
- 3.25 The original typescript finding aid to the Pembroke Estate Office archives (accession 1011) was scanned and made available in the Reading Room in hard copy form.

### **Rebellion Papers database**

- 3.26 Work continued on the database of the Rebellion Papers (1796–1808) and the contents of a further 4 boxes were listed.

### **Location lists**

- 3.27 The existing databases in respect of the basement, floor 1 and part of floor 4 were updated.
- 3.28 Work continued on a new location list of the archives formerly held in rooms 1 and 10 of the State Paper Office, and the descriptions of the archives were checked and revised where necessary.

### **Card indexes**

- 3.29 Work continued on the project to update the card indexes to the testamentary material, pre-1708 deeds and maps and plans received from private sources.

### **Information booklets**

- 3.30 The existing information pamphlet 'Sources for family history and genealogy' was updated on several occasions during 2000. There is continuing demand from individuals to be included in the lists of professional researchers provided by the National Archives.

## **LECTURES AND PUBLICATIONS**

### **Lectures**

- 3.31 In 2000 members of staff gave a total of 14 lectures and talks to outside bodies, including participation in courses offered by the Departments of Extra-mural Studies and Archival Studies in University College Dublin. Of these lectures, five were on genealogical sources and another five on sources for local history, the latter mainly in connection with Heritage Week in September 2000. Two lectures dealt with the development of local government in Ireland and one with municipal administration in medieval Dublin. In addition, Ken Hannigan read a paper to a symposium on 'Authentic records in the electronic age' (see paragraph 7.6 below), and I gave a presentation 'Introduction to archives in Ireland' to a meeting of the European Bureau of Library, Information and Documentation Association (EBLIDA) held in Dublin.

### **Publications**

- 3.32 The following works by members of staff were published in 2000:
- David V. Craig and Aideen M. Ireland, 'The National Archives', in Neil Buttimer, Colin Rynne and Helen Guerin (ed.), The heritage of Ireland (Cork, 2000)
  - Ken Hannigan, 'National archives and electronic records in the European Union', in Luigi Sarno (ed.), Authentic records in the electronic age (Vancouver, 2000)
  - Frances McGee, 'Preservation and access priorities', in European Commission on Preservation and Access, Preservation management: between policy and practice (Amsterdam, 2000)
- 3.33 In 2000 work commenced on Counties in Time, a CD-ROM containing almost 1000 scanned documents from more than 30 classes of records held in the National Archives, dating from the 16th to the 20th centuries and relating to all 32 counties. The CD-ROM will also contain transcripts of documents in cases where the original may be difficult to read, introductions to the various record classes, a short history of

each county, a glossary of historical terms and a chronology of Irish history for the period covered by the documents. Its purpose is to provide a showcase for and introduction to the extensive holdings of the National Archives relating to local history. It has been prepared in partnership with Local Ireland Ltd., while the principal sub-contractors are Eneclann Ltd., who have done most of the document selection, scanning and transcription and the initial drafting of class introductions and county histories, and Lendac Systems Ltd., who are preparing the resulting material for publication as a CD-ROM.

## **4. PRESERVATION OF ARCHIVES**

- 4.1 The most important element in our preservation strategy is the provision of accommodation that complies with recognised standards for the storage of archives. For developments in this regard during 2000 see paragraphs 2.14 – 2.23 above.

### **ENVIRONMENTAL MONITORING SYSTEM**

- 4.2 The monitoring system, first installed in 1997, continued to provide high quality data about temperature, relative humidity and light in areas used for the storage of archives. The results of this monitoring over the year 2000 showed that the environment in almost every part of the storage areas in Bishop Street continues outside the ranges recommended for the storage of archival documents. The monitoring system in the Four Courts also showed an environment that falls short of recommended conditions.
- 4.3 A remote sensor is used to monitor the conditions surrounding the prison register volume on loan to Kilmainham Gaol. During the first half of 2000 a remote sensor was used to monitor the conditions in part of the Ordnance Survey complex where archival documents were stored temporarily.

### **REPACKING OF ARCHIVES IN ARCHIVAL QUALITY BOXES**

- 4.4 The programme of repacking archives in archival quality boxes relates to archives that are already in the custody of the National Archives. New accessions are normally boxed before or immediately after transfer to the National Archives, thus preventing the accumulation of a backlog.
- 4.5 At Bishop Street the Official Papers, 1790–1831 were checked, refolded and reboxed in 2000. Papers relating to applications for arms and ammunition licences made under the Protection of Persons and Property Acts, 1876–86, were also reboxed. The collections of private papers of Liam Cosgrave (accession 1194) and Jack Lynch (accession 1195) were sorted and reboxed. (See also paragraph 3.20 above)

### **PROGRAMME OF IMPROVEMENTS IN MAP STORAGE**

- 4.6 The flattening of a large collection of plans accessioned from Ranks (Ireland) Ltd., flour and provender millers and grain merchants, was completed. Work on maps ceased when the Temporary Archivist working in this area left the National Archives in July 2000.

### **CONSERVATION OF ARCHIVES**

- 4.7 The National Archives continues to have no access to in-house conservation.

#### **Conservation by private conservators**

- 4.8 The conservation repair work on the Rebellion Papers continued and 4 boxes were completed. In all, 15 boxes of Rebellion Papers have now been repaired.

- 4.9 Conservation repair was also carried out on a Revenue Collector's return of shipping in Cork, 1737–8. This document was damaged in 1922 and before repair it consisted of charred fragments which were unusable by researchers.

#### **Delmas Bindery**

- 4.10 Work in the Delmas Bindery, Marsh's Library, on behalf of the National Archives also continued. In 2000 the repair work consisted of 949 16th and 17th century Chancery Pleadings and one vellum document from the Rebellion Papers. Four volumes of testamentary documents were also repaired and boxed in phased boxes. New packing materials for the Chancery Pleadings were acquired and the backlog in packing documents repaired in the previous year was completed.

#### **Continuing need for an in-house conservation service**

- 4.11 While this situation is an improvement on the past, implementation of many areas of our preservation policy will continue to be hindered by the lack of a team of specialist conservators, working in a properly equipped workshop in the National Archives.

### **PRESERVATION MICROFILMING**

#### **Microfilming in Trinity College Dublin Library**

- 4.12 Preservation filming was carried out on our behalf in the Library of Trinity College, Dublin. Unfortunately, problems encountered in 1999 continued into 2000, and due to a combination of the engagement of a new operator, settling-in time and technical problems, only 5 boxes of Rebellion Papers were microfilmed on 10 films.

#### **Microfilming by the Genealogical Society of Utah (Church of Jesus Christ of Latter Day Saints)**

- 4.13 The project of microfilming the 1911 Census returns, undertaken on our premises by the Genealogical Society of Utah, was completed in 2000 with the filming of the returns for counties Kildare, Laois (Queen's County), Mayo, Meath, Monaghan and Roscommon. Agreement was reached with the Society on a programme of filming a number of classes of records held by the National Archives which are of significant genealogical value and of several original or contemporary finding aids to record series of genealogical interest. Filming of the Admission and Discharge Registers of the North and South Dublin and Rathdown Poor Law Unions from the late 1830s to 1918 was completed. Also filmed during the year were 30,000 Census Search Forms, completed between 1911 and 1922 by persons seeking evidence of age in the Censuses of 1841 and 1851 in connection with their applications for Old Age Pensions. The original census returns for these years were almost totally destroyed in 1922. The Society also filmed the lists of heads of households for Dublin and part of Belfast in the 1851 Census, and a card index to abstracts of wills proved between 1800 and 1858 in books formerly kept by the Commissioners of Charitable Donations and Bequests.

#### **Storage of preservation microfilms**

- 4.14 The master negatives of National Archives preservation microfilms are stored in the UK national microfilm storage facility in the National Library of Wales, Aberystwyth. The master negatives of the films made by the Genealogical Society of Utah are stored in purpose-built vaults in Utah in the United States.

#### **Observations on the rate of progress of microfilming**

- 4.15 The very small number of films made in 2000 illustrates the difficulties in depending on an outside body to carry out this essential function. The National Archives is

grateful to Trinity College, and also to the other bodies who occasionally carry out filming on our behalf, but until a properly staffed and equipped in-house microfilm unit is established, it will not be possible to make any serious impact in this essential area.

## 5. DEPARTMENTAL RECORDS

### MAIN PROVISIONS OF THE NATIONAL ARCHIVES ACT AND REGULATIONS

5.1 In the National Archives Act, 1986 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.

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

▪ **Section 7 – Retention and disposal of Departmental records**

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

▪ **Section 8 – Transfer of Departmental records to the National Archives**

Departmental records which are more than 30 years old must in general be transferred to the National Archives to be made available for inspection by the public. Particular records may be retained by a Department and/or be withheld from public inspection only if they are covered by certificates made either:

▪ **under Section 8(2)**

to the effect that they are in regular use in that Department or are required in connection with its administration and that their transfer to the National Archives would seriously interfere with the administration of that Department;

▪ **or under Section 8(4)**

to the effect that to make them available for inspection by the public:

- (a) would be contrary to the public interest, or
- (b) would or might constitute a breach of statutory duty, or a breach of good faith on the ground that they contain information supplied in confidence, or
- (c) would or might cause distress or danger to living persons on the ground that they contain information about individuals, or would or might be likely to lead to an action for damages for defamation.

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

**Preparation of Departmental records for transfer**

5.3 Under Regulation 5 of the National Archives Act, 1986, Regulations, 1988, Departments are responsible for the preparation of schedules listing records due for transfer, for the arrangement, numbering, cleaning, packing and labelling of their records, and for their carriage to the National Archives, all in accordance with



guidelines issued by the Director, unless alternative arrangements have been approved in advance by the Director.

## **CERTIFYING OFFICERS**

- 5.4 The names of all newly appointed Certifying Officers notified to me between January and December 2000 are included in the list of Certifying Officers in Appendix C below.

### **Information Note, Circulars and Guidelines**

- 5.5 A revised version of our Information Note for Certifying Officers was issued to all Certifying Officers and all Secretaries General in August 2000, and an update of the Information Note was issued in November 2000. However, due to pressure of other work, the circulation of revised versions of our Circulars and Guidelines concerning Departmental records had to be deferred.

## **APPRAISAL OF DEPARTMENTAL RECORDS PROPOSED FOR DESTRUCTION**

- 5.6 Since the National Archives Act came into operation, it has been possible to devote only a relatively small amount of staff time to the authorisation of records for disposal. There is no doubt that some Departments and other bodies are having to preserve records which do not in fact merit preservation, simply because the National Archives has not been able to spare the staff time needed to examine them.
- 5.7 In 2000 the National Archives issued eight authorisations for the disposal of records held by the Department of Arts, Heritage, Gaeltacht and the Islands, the Department of Social Community and Family Affairs, the Office of the Civil Service and Local Appointments Commissioners, and the Garda Síochána.

## **TRANSFERS OF RECORDS BY GOVERNMENT DEPARTMENTS**

- 5.8 Because of shortage of storage space, the National Archives has never been able to accept the full range of Departmental records due for transfer, but in the early 1990s were in a position to accept backlogs of records for the period since 1922 from Government Departments, and by early 1995 most such backlogs had been cleared. In the mid-1990s we were unable to accept large quantities of records due for transfer by Departments, but during the years 1998 to 2000 we had enough space to take in records which were already overdue for transfer or which became due for transfer in those years. However, in 2000, as in 1998 and 1999, the number of Departments which transferred substantial quantities of records remained disappointingly small, although considerable larger than in the mid-1990s.
- 5.9 In 2000 the National Archives accessioned a substantial backlog of files of the Development Division of the Department of Finance. Spanning the years 1959 to 1970, these files relate to the various programmes for economic expansion initiated by Government during the 1960s.
- 5.10 Fifteen documents for the period 1968–70 retained by Jack Lynch when he ceased to be Taoiseach were subsequently returned to the Department of the Taoiseach and transferred from there to the National Archives in 2000.

- 5.11 During the course of the year, 308 boxes of foreshore files were accessioned from the Department of the Marine and Natural Resources, one of the most significant transfers in recent years from that Department. The files, many of which originated in the Harbour Department of the Board of Trade, run from the mid-19th century to the 1940s and relate to a very wide range of matters pertaining to the foreshore, including approval for the sale of estates adjoining foreshores, wreck and salvage, seaweed rights, harbour improvements and the disposal of whale carcasses.
- 5.12 The position with regard to the transfer of records by Government Departments at the end of 2000 is summarised in Appendix C below. The records accessioned in 2000 are summarised in Appendix E.1.

#### **Advice given to Government Departments**

- 5.13 The Department of Education and Science began an intensive review and overhaul of its non-current records, due to the refurbishment of its premises in Marlborough Street, Dublin. The National Archives provided advice and expertise in this process, which, it is hoped, will finally see the enormous backlog of the Department's records processed to archival standards.
- 5.14 During 2000 a member of the staff of the National Archives provided the Department of the Taoiseach with detailed advice with regard to the Department's compliance with the National Archives Act.

#### **Records relating to Northern Ireland**

- 5.15 Following their initiation in 1999, meetings with Certifying Officers from Departments with a special interest in records relating to Northern Ireland continued to take place. The meetings were facilitated by the National Archives and hosted by the Department of Foreign Affairs. Certifying Officers of the Departments of the Taoiseach, Foreign Affairs, Justice, Defence and the Office of the Attorney General, the Certifying Officer for the Defence Forces, and the Office in Charge of the Military Archives attended.

### **MEDIA PREVIEW OF RECORDS RELEASED BY GOVERNMENT DEPARTMENTS**

- 5.16 As usual, a selection of the records released by Government Departments in January 2001 was made available to representatives of the media at a two-day media preview in December 2000. In accordance with a decision taken in 1999, this was held earlier than in previous years, on 11 and 12 December. The preview was subject to an embargo on publication or broadcasting prior to 1.00 am on 1 January 2001. Records of the Department of Justice and additional files from the Department of Finance, received after the preview, were made available to journalists on 2 January 2001.
- 5.17 The archives made available during the preview consisted principally of Government and Cabinet minutes and related files from the Department of the Taoiseach, files of the Department of Foreign Affairs and files of the Office of the Secretary to the President, all relating mainly to 1970; files of the Development Division of the Department of Finance concerning the First, Second and Third Programmes for Economic Expansion, 1959–70; Department of Defence files for 1970 relating to Northern Ireland matters; files of the Attorney General's Office, for 1970, including material relating to the 1970 Arms Trial; and smaller transfers from the Departments of the Marine and Natural Resources, Social, Community and Family Affairs, Enterprise, Trade and Employment, and Public Enterprise.

## **COURT AND PROBATE RECORDS**

- 5.18 Under the National Archives Act, Court and Probate records are, like other categories of Departmental records, due for transfer when they are 30 years old, but under the legislation repealed by that Act, most records of the Supreme, High and Circuit Courts were due for transfer when they were 20 years old. As many Court Offices and Probate Registries do not have the space required to store more than 20 years of records, and as Probate records in particular have for many years been transferred when they are 20 years old, the policy of the National Archives has as far as possible been to accept Court and Probate records when they are 20 years old.
- 5.19 In early 2000 the National Archives completed the accessioning of the major series of High Court files for the years 1963–70 with the transfer of the State Side files covering those years. A very large quantity of records was received from the Circuit Court and District Court Offices in Castlebar, Co. Mayo, among which was a substantial amount of 19th century records, mainly the records of the Circuit Court Office's predecessor, the Office of the Clerk of the Crown and Peace. These records, which include material relating to the relief of distress in the 1880s, are of considerable historical value. The Office of the Dublin City Coroner transferred a large collection of Coroner's records, including inquest files, 1937–70 and registers, 1871–1970.
- 5.20 The position at the end of 2000 with regard to the transfer of the records of the higher courts and the Circuit Court is summarised in Appendix D below. The records accessioned in 2000 are summarised in Appendix E.3.
- 5.21 The National Archives provided advice and assistance to the Courts Service following a fire in the basement of the main Four Courts building in October 2000.

## **RECORDS OF SCHEDULED BODIES**

- 5.22 The National Archives remains unable to accession large quantities of records due for transfer from the District Court and many of the 61 Bodies listed in the Schedule to the National Archives Act, pending the redevelopment of the Warehouse at the rear of Bishop Street for use by the National Archives. However, in 2000 work continued on the records of the Ordnance Survey, and discussions took place with the Central Statistics Office. Records were accessioned from the Office of the Attorney General, the Office of the Secretary to the President, the Ordnance Survey and the Irish Manuscripts Commission.
- 5.23 The records accessioned are summarised in Appendix E.2 below
- Central Statistics Office**
- 5.24 Discussions continued to take place with the Central Statistics Office concerning the preservation of the paper records of the Census of Population due to be taken in 2001 (but subsequently deferred until 2002).
- Office of the Attorney General**
- 5.25 A very large quantity of records of the Parliamentary Draftsman's Office was accessioned from the Office of the Attorney General in 2000. These records cover the period 1922–70 and reflect the Draftsman's role in the formulation and revision of legislation for the Oireachtas. The Office of the Attorney General also transferred a

large number of its own files for 1970, including material relating to the Arms Trial of that year.

#### **Ordnance Survey**

- 5.26 In conjunction with the move of the Placenames Branch of the Ordnance Survey to the Department of Arts, Heritage, Gaeltacht and the Islands, all of the placenames-related documents remaining in the Ordnance Survey were transferred to the National Archives. Listing of these documents stopped when the Temporary Archivist working on them resigned shortly after the transfer.
- 5.27 Two members of the Ordnance Survey staff continued to work in the National Archives premises, one of whom retired in the course of the year. Preliminary work on the mapping records created for the Landed Estates Court and Chancery Land Judges was completed, and work on the equivalent documents created for the Irish Land Commission was started.

#### **Valuation Office**

- 5.28 The situation with regard to outstanding work by the Valuation Office on schedules of documents placed in commercial storage and on the Field Maps and Perambulation Maps, stored in the National Archives, has not changed. There continues to be confusion about responsibility for public access to these records and as a result, inconvenience is caused to researchers.

## 6. NON-DEPARTMENTAL RECORDS

- 6.1 The term 'non-Departmental records' covers a wide range of records dealt with by the National Archives which are not covered by the detailed provisions of the National Archives Act concerning Departmental records. These non-Departmental records include:
- records of state sponsored bodies;
  - local authority records and archives;
  - records acquired from other public and private sources;
  - business records;
  - Church of Ireland records.

### RECORDS OF STATE SPONSORED BODIES

- 6.2 Under sections 2(1)(c) and 4(1)(e)–(f) of the National Archives Act, the National Archives may:
- acquire records from state sponsored bodies; and
  - give advice to state sponsored bodies on the management, preservation and reproduction of records under their control.
- 6.3 However, state sponsored bodies are not obliged to preserve their records, to transfer records to the National Archives, or to make records available for public inspection when they are 30 years old. Very few have either transferred their older records to the National Archives or made other arrangements for their preservation and availability for public inspection.

#### **Bord Gáis**

- 6.4 In 2000, the records of the Alliance and Dublin Consumers' Gas Company were transferred to the National Archives by its successor body, Bord Gáis. This is the largest and most extensive collection of gas company records to survive in the country. Apart from the survival of a particularly good run of minute books, and a wide variety of other records, the collection is notable for a large range of plans and drawings dating from the 19th century. The material provides a unique insight into one of Dublin's earliest industrial enterprises.

### LOCAL AUTHORITY RECORDS AND ARCHIVES

- 6.5 Under section 65 of the Local Government Act, 1994, local authorities are responsible for the management, custody, care and conservation of their own records, and for making them available for public inspection when they are more than 30 years old. As provided for in subsection (3) of section 65, [Guidelines for local authority archives services](#) were issued to local authorities by the Department of the Environment in 1996, after consultation with the National Archives. Also, under section 4(1)(e) of the National Archives Act, the National Archives may give advice to local authorities on the management, preservation and reproduction of records under their control.
- 6.6 In 2000 the National Archives continued to liaise with the Department of the Environment and Local Government on matters relating to the implementation of

section 65. We also provided advice and assistance when requested by the increasing number of archivists now working in local authorities.

## **RECORDS ACCESSIONED FROM OTHER PUBLIC AND PRIVATE SOURCES**

- 6.7 Under sections 2(1)(c) and 4(1)(f) of the National Archives Act, the National Archives may acquire records from other sources, both public and private, by purchase, donation, bequest or loan.
- 6.8 Efforts continued in 2000 to persuade National Schools to deposit their non-current records in the National Archives. This project has met with considerable success and will continue. The records deposited in 2000 are summarised in Appendix E.4 below.
- 6.9 The more important accessions from private sources received during 2000 are summarised in Appendix E.5 below. They include family and local historical collections from the Irish Jesuit Archives as well as a large personal collection concerning the family of Seamus O'Doherty and his wife Katherine Gibbons O'Doherty, much of which formed the basis for My parents and other rebels by Michael Kevin O'Doherty (Dublin, 1999).
- 6.10 Records continued to be accessioned from solicitors' firms. These were mostly of testamentary records but larger collections were acquired from the firms of Payne Hicks Beach, London, and W.J. Shannon & Co., Dublin.
- 6.11 No accessions were received through the Records Preservation Section of the British Records Association during 2000.

## **BUSINESS RECORDS SURVEY**

- 6.12 The Business Records Survey was established by the Irish Manuscripts Commission in 1970, but was always based in the National Archives or its predecessor offices (the Public Record Office of Ireland and the State Paper Office). Overall responsibility for the Survey was transferred from the Commission to the National Archives in 1993. As its name suggests, the Survey is primarily concerned with the records of business firms, but it has also played an important role in the preservation of the records of other bodies not adequately catered for by other existing archives services. Most records accessioned through the Survey are held in the National Archives, although those originating in Cork City and County are held in the Cork Archives Institute. The work of the Survey is carried out by one of the permanent Archivists.
- Records accessioned by the National Archives**
- 6.13 The records accessioned by the National Archives through the Business Records Survey during 2000 are summarised in Appendix E.6 below. We are very grateful to all who deposited records or assisted the Survey in other ways.

## **CHURCH OF IRELAND RECORDS**

- 6.14 During 2000 the National Archives continued to co-operate with the Representative Church Body Library in ensuring the preservation of Church of Ireland parish registers of baptisms and burials pre-dating 1871 and marriages pre-dating 1845, which have the same legal status as archives held in the National Archives. The

majority of the surviving registers are still held by the parish clergy, but many have been transferred to the Representative Church Body Library.

## **7. ELECTRONIC RECORDS**

### **OUR DIGITAL HERITAGE**

- 7.1 Much of the business of Government is now transacted electronically and it is essential that resources, both knowledge resources and physical resources, are put in place to enable the archives thus created to be preserved into the future. It remains a matter of major concern that the National Archives has been unable to develop its own in-house facility for the long-term preservation of records created in digital form. The establishment of such a facility must be considered as one of the most urgent priorities for the National Archives.
- 7.2 At present, however, the National Archives is poorly equipped to embark with any confidence on the long term preservation in digital form of such records, even those on its own computer systems.

### **URGENT NEED FOR SPECIALISED STAFF AND ACCOMMODATION**

- 7.3 It is essential that provision be made to develop the expertise that will allow the National Archives to fulfil its statutory obligations in regard to records created and stored on electronic and other digital media. This requires the provision of full-time staff in this area as a matter of urgency. The additional staff currently being sought by the National Archives includes an electronic records specialist, who would work with other staff in a full-time electronic records unit.
- 7.4 Accommodation specifically designed and fitted out for the storage of electronic records will also be required. The brief for the redevelopment of the Warehouse to the rear of our premises at Bishop Street for the storage of archives includes reference to an area devoted to the storage of electronic records, but much work remains to be done to turn this into a reality.

### **INTERNATIONAL PROJECTS**

- 7.5 In the absence of such resources, the National Archives has been attempting to generate awareness of the problems attendant on the long term preservation of digital records and of current best practice in this area. To this end we continued to participate selectively in co-operative projects which aim to develop knowledge in this area, especially among the National Archives of the European Union. On 20 March 2000 Thomas Quinlan, Archivist, was nominated to succeed Ken Hannigan, Senior Archivist, as representative on the DLM Monitoring Committee, a multi-disciplinary forum on electronic records which includes representatives of archives, local and central government and ICT throughout the European Union.
- 7.6 Ken Hannigan continues to represent the National Archives on the InterPARES project, an international co-operative research project on the long-term preservation of reliable and authentic electronic records, directed by the University of British Columbia and involving the National Archives of Canada, China, France, Italy, The Netherlands, Sweden, the United Kingdom and the United States. In February 2000 he read a paper on 'National archives and electronic records in the European Union' at



a symposium on 'Authentic records in the electronic age' organised jointly by the InterPARES project and the Italian Cultural Institute in Vancouver, Canada.

### **SEMINAR ON THE PRESERVATION OF DIGITAL RECORDS**

- 7.7 In August 2000 the National Archives and the Information Society Commission were the joint organisers of an evening seminar on the topic 'The Preservation of Digital Records in the Information Society'. The seminar was held in Dublin Castle on Monday 28 August. and the invited attendance, which numbered 82, included archivists, civil servants and lawyers. The seminar was addressed by Dr. Anne J. Gilliland-Swetland of the Graduate School of Education and Information Studies at the University of California, Los Angeles, who spoke about the nature of electronic records as legal and cultural constructs, and by Don McAleese, Head of the Information Technology Law Group in Matheson Ormsby and Prentice, Solicitors, who spoke about electronic records and electronic signatures in an Irish context.
- 7.8 The Information Society Commission in its Annual Report for 2000, under the heading 'The Memory of the Information Society', made the following recommendation:
- 'A continued focus must be maintained on the broad cultural implications of electronic record-keeping. The Commission urges that attention be paid to information management systems, especially those in use in the public sector, to ensure that they facilitate the creation of authentic and reliable records which may be maintained over time, so that the memory of the Information Society may be preserved for future generations'.

## **8. CO-OPERATION AND TRAINING**

- 8.1 Many aspects of co-operation have already been dealt with in earlier sections of this report. See in particular paragraphs 1.14, 1.19, 3.16–3.17, 3.31–3.33, 4.8–4.15, 5.15, 6.2–6.14, 7.5–7.7.

### **MILITARY ARCHIVES**

- 8.2 The National Archives continued its support for the Military Archives, culminating in sanction for the employment of four Temporary Archivists on short-term contracts to undertake processing of the records of the Bureau of Military History, transferred to the Military Archives from the Department of Defence in 1999. The National Archives was represented on the interview board for these appointments.

### **COUNCIL OF NATIONAL CULTURAL INSTITUTIONS**

- 8.3 The Council was established by the Minister for Arts, Heritage, Gaeltacht and the Islands in October 1998. Its term 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:
- Arts Council
  - Chester Beatty Library
  - Heritage Council.
  - Irish Museum of Modern Art
  - National Archives
  - National Concert Hall
  - National Gallery
  - National Library
  - National Museum
  - National Theatre Society (Abbey Theatre)
- 8.4 The Council has established a number of working groups, comprising staff members from the member institutions. As of 31 December 2000, the National Archives was represented on the following working groups by the following members of staff:
- Copyright Working Group: Philomena Connolly
  - Education and Outreach Working Group: Catriona Crowe
  - Information Technology Working Group: Ken Hannigan (chair, October 1999 – October 2000)
- 8.5 During 2000 the Education and Outreach Working Group carried out an audit of education and outreach services in the Cultural Institutions. The National Archives hosted a focus group of users which provided valuable feedback on our services to the public.

### **DOCUMENTS ON IRISH FOREIGN POLICY**

- 8.6 The National Archives continued to co-operate with the Royal Irish Academy and the Department of Foreign Affairs in the Documents on Irish Foreign Policy project. The

Executive Editor of the project, Dr Michael Kennedy, is based in the National Archives, and Catriona Crowe, Archivist, is a member of the Editorial Advisory Board. Documents on Irish foreign policy, 1923–26, the second volume in the series, was published in December 2000.

## **WOMEN'S HISTORY PROJECT**

- 8.7 The National Archives is represented on the Management Committee of the Women's History Project by Catriona Crowe. In 2000 the National Archives agreed to host on its website the Directory of Sources for Women's History in Ireland. This contains information and descriptions of over 14,000 collections and sources in 262 repositories in the whole of Ireland, including a substantial entry for records held by the National Archives. The Directory is extensively consulted by researchers.

## **REPRESENTATION ON OTHER BODIES**

- 8.8 In 2000 members of the staff of the National Archives served in their official capacity on the following bodies:
- Civil Service IT Group: Ken Hannigan and Thomas Quinlan
  - DLM Monitoring Committee (EU Expert Group on Electronic Records): Ken Hannigan (to March 2000) and Thomas Quinlan (from March 2000)
  - Documents on Irish Foreign Policy project, Editorial Advisory Board: Catriona Crowe
  - Eurofocus on Libraries, Archives and Museums (Library Council): Ken Hannigan
  - Freedom of Information Inter-Departmental Working Group: Director and Thomas Quinlan
  - Information Society Commission, Legal Issues Group: Ken Hannigan
  - InterPARES (international research project on the permanent preservation of authentic and reliable electronic records): Ken Hannigan and Thomas Quinlan
  - Irish Architectural Archive, Acquisitions Committee: Aideen Ireland (secretary)
  - Irish Architectural Archive, Board: Aideen Ireland
  - Irish Genealogy Limited: Director (as observer)
  - Irish Government Websites Metadata Group: Thomas Quinlan
  - Irish Manuscripts Commission: Director
  - Preservation Microfilm Users Group (Ireland): Frances McGee
  - Selection Committee under the Taxes Consolidation Act, 1997, section 1003 (Donations of heritage items to approved bodies): Director

## **ATTENDANCE AT CONFERENCES AND MEETINGS**

- 8.9 In the course of 2000 members of the staff of the National Archives attended the following conferences and meetings:
- British Cartographic Society, Map Curators' Group (Oxford)
  - Civil Service IT Group seminar (Dublin)
  - Computer Science in English Initiative, UCD, 'What's all the hype in Hypertext about' colloquium (Dublin)
  - Data Archiving Association, seminars (Manchester and Dublin)
  - DLM Monitoring Committee meeting (Brussels)
  - Friends of Medieval Dublin symposium (Dublin)

- Fourth Irish Genealogical Congress (Dublin)
- International Council on Archives, 14th Congress (Seville)
- InterPARES Appraisal Task Force and Glossary Committee meeting (Vancouver)
- InterPARES International Team meetings (Vancouver, Washington D.C., Rome)
- Library Association, seminar on EU draft directive on Copyright (London)
- National Preservation Office, Caring for Collections Conference (London)
- Plastics in Archives Conference (Dublin)
- Public Record Office, EAD/XML Seminar (London)
- Public Record Office, Public Service Quality Forum (London)
- Royal Irish Academy, Roger Casement in Irish and World History symposium (Dublin)
- Society of Archivists annual conference (Manchester)
- Society of Archivists EAD/Data Exchange Group seminar (London)
- Women's History Association annual conference (Galway)

## **PARTICIPATION IN TRAINING COURSES**

8.10 In the course of 2000, members of the staff of the National Archives participated in the following training courses:

- Course for Services Officers (Department of Arts, Heritage, Gaeltacht and the Islands)
- Government accounting (Department of Arts, Heritage, Gaeltacht and the Islands)
- Introduction to the Internet (Irish Times)
- Local History (Rathmines Senior College)
- Microsoft Access (IT Consultancy)
- Network training (IT Consultancy)
- Oral history workshop (Society of Archivists, Irish Region)
- Text encoding training workshop (Computer Science in English Initiative, UCD)
- Web design (Irish Times)
- Writing skills (Department of Arts, Heritage, Gaeltacht and the Islands)

### **Performance Management and Development System (PMDS)**

8.11 Preliminary arrangements were made in 2000 for the introduction of the Performance Management and Development System throughout the Department of Art, Heritage, Gaeltacht and the Islands, including the National Archives. In December 2000 introductory training was provided for officers at senior management level in which I took part.

## **MEMBERSHIP OF OTHER ORGANISATIONS**

8.12 The National Archives was an institutional or associate member of the following organisations in 2000:

- American Conference for Irish Studies
- American Institute for Conservation of Historic and Artistic Works
- Association of Canadian Archivists
- British Association for Irish Studies
- British Cartographic Society
- British Records Association
- Business Archives Council
- Catholic Record Society of Ireland

- Economic and Social History Society of Ireland
- Eighteenth Century Ireland Society
- European Commission on Preservation and Access
- Federation for Ulster Local Studies
- Institute of Paper Conservation
- International Association of Social Science Information Service and Technology
- International Council on Archives
- International Institute for Conservation of Historic and Artistic Works
- Irish Genealogical Research Society
- Irish Historical Society
- Irish Labour History Society
- Irish Legal History Society
- Irish Professional Conservators and Restorers
- Irish Society for Archives
- Military History Society of Ireland
- Records Management Society of Great Britain
- Society of American Archivists

8.13 In addition, most members of the professional staff were members of the Society of Archivists in a personal capacity. In 2000 Aideen Ireland continued to serve as Vice-Chairman of the Society, having been elected for a two-year period in April 1999. She was also a member of several sub-committees and panels of the Society as well as of its Management Committee and Council.

8.14 Several members of the professional staff were members of the Irish Society for Archives in a personal capacity and some of them served as members of the committee of the Society. Aideen Ireland is President of the Fourth Irish Genealogical Conference to be held in Dublin in 2001, and Gregory O'Connor is a member of the organising committee of the Conference.

## **EXHIBITIONS MOUNTED BY OTHER ORGANISATIONS**

- 8.15 During 2000 the National Archives continued to co-operate with the following organisations on matters relating to exhibitions:
- Kilmainham Gaol: Since 1996 one prison register from the National Archives has been on loan to the Gaol for exhibition. The register on loan is changed once a year. The National Archives monitors the volume while on loan and receives environmental data from Kilmainham Gaol.
  - National Museum, Collins Barracks: In 1998 we agreed to lend three artefacts held among the Rebellion Papers to the National Museum for display in their exhibition on 1798, which remained on display in 2000. Appropriate arrangements were made for the monitoring of the items while on loan.

## **MISCELLANEOUS**

- 8.16 The National Archives also co-operated with or gave assistance to the following:
- British Library, Curator of Irish Collections
  - Dúchas
  - Eastern Health Board
  - English Short Title Catalogue
  - ESB Archives and Twinning Venture

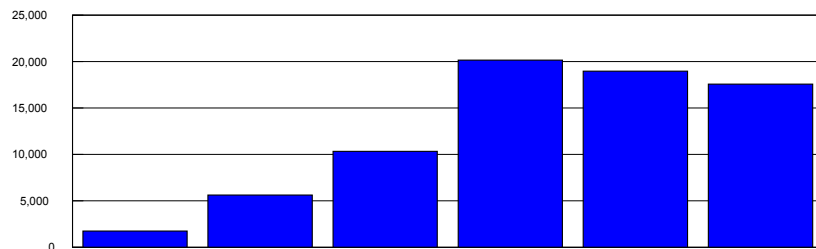
- Granada Television
- Irish Architectural Archive
- Irish Film Institute
- Irish Girl Guides
- National Library of Ireland
- National Museum of Ireland
- St Patrick's Cathedral and Deanery, Dublin

**APPENDIX A Staff of the National Archives as of 31 December 2000**

<b>GRADE</b> Within each grade, names are given in alphabetical order of surname	<b>NAMES</b>	<b>TOTAL</b>
<b>Director</b>	David Craig, PhD	1
<b>Senior Archivist</b>	Ken Hannigan, BA, H Dip Ed.	1
<b>Archivists</b>	Philomena Connolly, PhD, Dip Archive Admin Catriona Crowe, BA Brian Donnelly, BA, Dip Archival Studies Aideen Ireland, MA, Dip Archival Studies Frances McGee, M ès Lettres, H Dip Ed Gregory O'Connor, MA, Dip Legal Studies Thomas Quinlan, BA, Dip Archival Studies	7
<b>Archivists</b> temporary contracts ending on 31 May 2001	John Mackenzie, BA, Dip Archival Studies Elizabeth McEvoy, M Phil, Dip Archival Studies (and 2 vacancies)	4
<b>Executive Officer</b>	Noreen Lynch	1
<b>Staff Officer</b>	Tom Gilsenan	1
<b>Clerical Officers</b> with allowance for Reading Room duties	Christy Allen Pauline Dunne Eileen Treacy	3
<b>Clerical Officers</b>	Sandra Daly Lorcan Farrell Bernadette Kelly Eamonn Mullally Ken Robinson Patrick Sarsfield (and 3 vacancies)	9
<b>Visually Impaired Telephonist</b>	Philip Doyle	1
<b>Head Services Officer</b>	Michael Whelan	1
<b>Services Officers</b> with allowance for Clerical Officer duties	John Brazil Michael Flood Brendan Martin (and 1 vacancy)	4
<b>Services Officers</b>	Patrick Byrne Senan Lowe (job-sharing) Tom O'Shaughnessy (job-sharing)	2
<b>TOTAL</b>		<b>35</b>

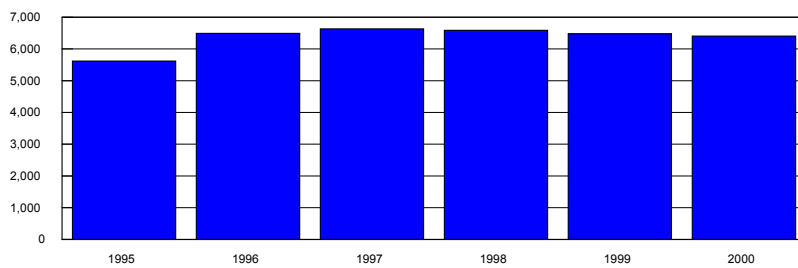
**APPENDIX B Use of the Reading Room by the public, 1971–2000**

**Appendix B.1 Visits to Reading Room per year 1971 - 2000**



	1971	1981	1991	1996	1999	2000
■	1,754	5,631	10,341	20,155	18,968	17,582

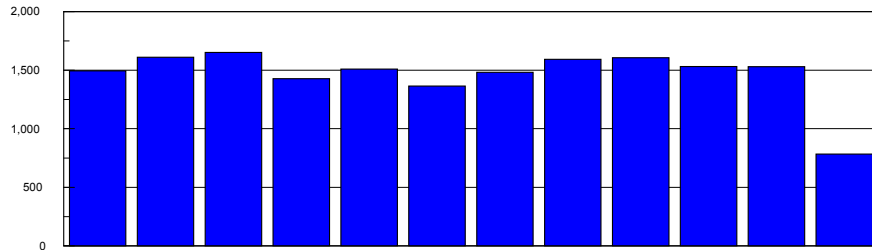
**Appendix B.2 Readers' tickets issued per year 1995 - 2000**



	1995	1996	1997	1998	1999	2000
■	5,615	6,492	6,631	6,585	6,482	6,406

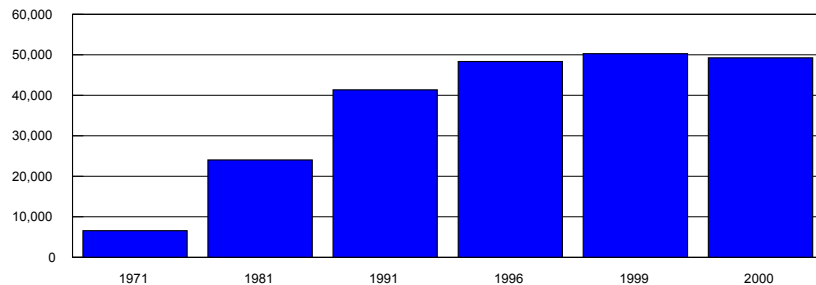


## Appendix B.3 Visits to Reading Room per month in 2000



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
■	1,494	1,611	1,651	1,427	1,509	1,364	1,482	1,593	1,607	1,531	1,530	783

## Appendix B.4 Archives consulted by readers, 1971 -2000



	1971	1981	1991	1996	1999	2000
■	6,597	24,070	41,376	48,346	50,288	49,276

**APPENDIX C      Transfer of records pre-dating 1971 from Government Departments and Offices of State for release to public inspection under the 30 year rule – statement of position at 31 December 2000**

<b>DEPARTMENT (DATE OF FOUNDATION, PREVIOUS NAMES ETC.)</b>	<b>CERTIFYING OFFICER(S)</b>	<b>RECORDS HELD IN THE NATIONAL ARCHIVES AS OF 31 DECEMBER 2000</b>	<b>RECORDS DUE FOR TRANSFER AS OF 31 DECEMBER 2000</b>
<b>Taoiseach</b> (1919 as the Secretariat of Dáil Éireann; Department of the President of the Executive Council, 1922–37)	Peter Ryan George Shaw Richard Holland (They are also Consenting Officers authorised to consent, or refuse consent, to the making of certificates under Section 8(4) of the National Archives Act by Certifying Officers of other Departments)	1919–70	None
<b>Agriculture and Food</b> (1899 as Agriculture and Technical Instruction; incorporates the former Department of Lands)	Joseph Shortall	1899–1968	c.1950–1970
<b>Arts, Heritage, Gaeltacht and the Islands</b> (1993, as Arts, Culture and the Gaeltacht; earlier records from Education and the Taoiseach, and the former Departments of Lands and the Gaeltacht)	Kevin O'Connor	1929–1970	1967–1970
<b>Defence</b> (1922)	Brian Spain Col. J. Moloney	1922–1962 and 1969–1970 (These records are held in the Military Archives, which has been approved as a place of deposit under the National Archives Act)	1963–1970

<b>DEPARTMENT (DATE OF FOUNDATION, PREVIOUS NAMES ETC.)</b>	<b>CERTIFYING OFFICER(S)</b>	<b>RECORDS HELD IN THE NATIONAL ARCHIVES AS OF 31 DECEMBER 2000</b>	<b>RECORDS DUE FOR TRANSFER AS OF 31 DECEMBER 2000</b>
<b>Education and Science</b> (1922, as Education; earlier records from the Commissioners of National Education and Commissioners of Intermediate Education)	George Rowley	1831–1969 (records concerning National Schools, 1831–1963, and Intermediate Education, 1878–1918; Central Registry files, 1922–1931; records of <u>An Gúm</u> , 1924–1969)	c.1900–1970 (including Central Registry files, 1932–1970)
<b>Enterprise, Trade and Employment</b> (1993, as Enterprise and Employment; earlier records from the former Departments of Industry and Commerce and Labour)	Padraig Cullinane	1922–1973	c.1960–1970
<b>Environment and Local Government</b> (1922, as Local Government and Public Health; earlier records from the Poor Law Commissioners and the Local Government Board)	Seamus O'Connor Eddie Lewis Brian Breathnach Ann McGuinness Tadhg Ó Seasnáin	1838–1969	c.1960–1970
<b>Finance</b> (1922; incorporates the former Department of the Public Service)	Colm Gallagher	1922–1965	1951–1970 (Establishment Division, 1951–1971; Finance Division, 1966–1969; Supply Division, 1964–1969; new Divisions, 1960s)

<b>DEPARTMENT (DATE OF FOUNDATION, PREVIOUS NAMES ETC.)</b>	<b>CERTIFYING OFFICER(S)</b>	<b>RECORDS HELD IN THE NATIONAL ARCHIVES AS OF 31 DECEMBER 2000</b>	<b>RECORDS DUE FOR TRANSFER AS OF 30 DECEMBER 2000</b>
<b>Foreign Affairs</b> (1919, as the Dáil Éireann Department of Foreign Affairs; Department of External Affairs, 1922–71)	Noel Kilkenny	1919–1970s (including records of embassies and consulates in other countries)	1960s–1970
<b>Health and Children</b> (1947, as Health; earlier records from the former Department of Local Government and Public Health)	Gerald Guidon	1920s–1963	1964–1970
<b>Justice, Equality and Law Reform</b> (1922, as Home Affairs; Department of Justice, 1924–97; incorporates the former Department of Equality and Law Reform)	Noel Synnott Henry Mitchell Berenice O'Neill John Lohan Ken Bruton Michelle Shannon Brian Purcell Ken O'Leary John Kenny Denis O'Neill Eimear Fisher John Hurley John Haskins Tony McDermottroe Michael Gleeson Jimmy Martin Alec Dolan	1922–1965	c.1960–1970
<b>Marine and Natural Resources</b> (1987, as Marine; earlier records from the Office of Public Works, the former Department of Fisheries and its precursors, and the former Department of Industry and Commerce)	Pat Ryan	1845–1963	1964–1970 (and some older records)

<b>DEPARTMENT (DATE OF FOUNDATION, PREVIOUS NAMES ETC.)</b>	<b>CERTIFYING OFFICER(S)</b>	<b>RECORDS HELD IN THE NATIONAL ARCHIVES AS OF 31 DECEMBER 2000</b>	<b>RECORDS DUE FOR TRANSFER AS OF 31 DECEMBER 2000</b>
<b>Public Enterprise</b> (1993, as Transport, Energy and Communications; earlier records from the former Departments of Industry and Commerce, Transport and Power, and Posts and Telegraphs, and the pre-1922 Post Office)	Daniel Commane John Browne Andy Cullen Maurice Carey Liam Daly John Fearon Doreen Keane Robin McKay Eamonn Molloy Fintan O'Brien Tom Ferris Matthew Benville Peter O'Neill Brendan Toomey Tom Kennington Kevin Humphreys	c.1900–1970	c.1960–1970
<b>Social Community and Family Affairs</b> (1947, as Social Welfare; earlier records from the former Departments of Industry and Commerce and Local Government and Public Health, and the Irish Department of the pre-1922 Ministry of Labour)	Edmond Rice	1919–1970s	None
<b>Tourism, Sport and Recreation</b> (1997; earlier records from Education and the former Departments of Industry and Commerce and Transport and Power)	Susan McGrath	c.1922–1962	1963–1970

<b>OFFICE (DATE OF FOUNDATION)</b>	<b>CERTIFYING OFFICER(S)</b>	<b>RECORDS HELD IN THE NATIONAL ARCHIVES AS OF 31 DECEMBER 2000</b>	<b>RECORDS DUE FOR TRANSFER AS OF 31 DECEMBER 2000</b>
<b>Office of the Attorney General (1922)</b>	Pat O'Sullivan	1922–1970	1922–1970
<b>Office of the Comptroller and Auditor General (1922)</b>	Richard Rapple	1920s–1962	1963–1970
<b>Office of Secretary to the President (1937)</b>	Brian McCarthy	1937–1970	None

**APPENDIX D      Transfer of records from the higher courts and the  
Circuit Court – statement of position at 31 December  
2000**

<b>Court</b>	<b>Main record series</b>	<b>Latest year in National Archives at 31 December 2000</b>	<b>Years due for transfer under 30 year rule</b>
<b>Supreme Court</b>	Books of Appeal	1970	None
<b>Court of Criminal Appeal</b>	Files	1972	None
<b>Central Criminal Court</b>	Files	1968 (Wicklow, 1969)	1969–70
<b>High Court, Central Office</b>	Plenary, Summary, Special Summons and State Side files	1970	None
<b>High Court, Probate Registries:</b>			
<b>Probate Office, Dublin</b>	Wills and administration papers	1978	None
<b>Castlebar</b>	Wills and administration papers	1978	None
<b>Cavan</b>	Wills and administration papers	1974	None
<b>Clonmel</b>	Wills and administration papers	1977	None
<b>Cork</b>	Wills and administration papers	1978	None
<b>Dundalk</b>	Wills and administration papers	1981	None
<b>Galway</b>	Wills and administration papers	1977	None
<b>Kilkenny</b>	Wills and administration papers	1980	None
<b>Letterkenny (formerly Lifford)</b>	Wills and administration papers	1979	None
<b>Limerick</b>	Wills and administration papers	1978	None
<b>Mullingar</b>	Wills and administration papers	1978	None
<b>Waterford</b>	Wills and administration papers	1977	None
<b>Wexford</b>	Wills and administration papers	1974	None

<b>Court</b>	<b>Main record series</b>	<b>Latest year in National Archives at 31 December 2000</b>	<b>Years due for transfer under 30 year rule</b>
<b>Circuit Court Offices (County Registrars):</b>			
<b>Carlow</b>	Civil and criminal files	1971	None
<b>Cavan</b>	Civil and criminal files	1967	1968–70
<b>Clare</b>	Civil and criminal files	1944	1945–70
<b>Donegal</b>	Civil and criminal files	1968	1969–70
<b>Dublin</b>	Civil files Criminal files	1960 1972	1961–70 None
<b>Galway</b>	Civil and criminal files	1974	None
<b>Kerry</b>	Civil and criminal files	1970	None
<b>Kildare</b>	Civil and criminal files	1975	None
<b>Kilkenny</b>	Civil and criminal files	1973	None
<b>Laois</b>	Civil and criminal files	1945	1946–70
<b>Leitrim</b>	Civil and criminal files	1962	1963–70
<b>Limerick</b>	Civil and criminal files	1978	None
<b>Longford</b>	Civil and criminal files	1972	None
<b>Louth</b>	Civil and criminal files	1978	None
<b>Mayo</b>	Civil and criminal files	1978	None
<b>Meath</b>	Civil and criminal files	1976	None
<b>Monaghan</b>	Civil and criminal files	1969	1970
<b>Offaly</b>	Civil and criminal files	1945	1946–70
<b>Roscommon</b>	Civil and criminal files	1964	1965–70
<b>Sligo</b>	Civil and criminal files	1978	None
<b>Tipperary</b>	Civil and criminal files	1976	None
<b>Waterford</b>	Civil and criminal files	1961	1962–70
<b>Westmeath</b>	Civil and criminal files	1978	None
<b>Wexford</b>	Civil and criminal files	1944	1945–70
<b>Wicklow</b>	Civil and criminal files	1975	None



**APPENDIX E Summary of records accessioned by the National Archives in 2000**

**Appendix E.1 Records accessioned from Government Departments**

<b>Accession No.</b>	<b>Department</b>	<b>Description</b>	<b>Quantity</b>
2001/4	Department of the Taoiseach	Government Minutes, 1970	½ box
2001/5	Department of the Taoiseach	Government Cabinet Minutes, 1970	½ box
2001/6	Department of the Taoiseach	Central Registry, S files, 1970	46 boxes
2001/7	Department of the Taoiseach	Private Office, RA files, 1970	6 boxes
2001/8	Department of the Taoiseach	Lynch Papers, 1968–70	1 box
2001/57	Department of Arts, Heritage, Gaeltacht and the Islands	Personnel Division Administrative files, 1930s–1960s	2 boxes
2001/58	Department of Arts, Heritage, Gaeltacht and the Islands	Registered files of the former Roinn na Gaeltachta, 1960s–1970	15 boxes
2001/59	Department of Arts, Heritage, Gaeltacht and the Islands	Files relating to Gaeltacht areas, 1960s–1970	11 boxes
2001/44	Department of Enterprise, Trade and Employment	Personnel Unit files, 1923–73	141 boxes
2001/46	Department of Enterprise, Trade and Employment	Files of the Intellectual Property Unit, 1935–70	8 boxes
2000/23	Department of Finance	Registers of files of the Establishment Division, the Finance Division and the Supply Division, 1922–1950s	42 boxes
2000/25	Department of Finance	Files of the Finance Division, 1924–70, but mostly 1960s	125 boxes
2001/3	Department of Finance	Files of the Development Division, 1959–70	323 boxes
2001/39	Department of Finance	Decimal Currency files, 1968–70	5 boxes
2001/54	Department of Finance	Finance Division file relating to Government borrowing, 1970–72	1 item
2001/55	Department of Finance	Supply Division files relating to expenditure on Northern Ireland relief, 1969–70	½ box
2001/60	Department of Finance	Supply Division files, 1961–65	45 boxes
2001/63	Department of Finance	Supply Division files relating to expenditure in connection with situation in Northern Ireland, 1969–70	½ box

2001/9	Department of Foreign Affairs	Files of the Berne Embassy, 1960s–1970s	20 boxes
2001/13	Department of Foreign Affairs	Files of the Office of Permanent Representative, Brussels, 1960s–1970s	2 boxes
2001/14	Department of Foreign Affairs	Files of the Buenos Aires Embassy, 1960s–1970s	4 boxes
2001/15	Department of Foreign Affairs	Files of the Canberra Embassy, 1960s–1970s	19 boxes
2001/16	Department of Foreign Affairs	Files of the Chicago Embassy, 1960s–1970s	8 boxes
2001/17	Department of Foreign Affairs	Files of the Copenhagen Embassy, 1960s–1970s	3 boxes
2001/18	Department of Foreign Affairs	Files of the Geneva Embassy, 1960s–1970s	40 boxes
2001/20	Department of Foreign Affairs	Files of the Holy See Mission, 1960s–1970s	31 boxes
2001/21	Department of Foreign Affairs	Files of the Lisbon Embassy, 1960s–1970s	10 boxes
2001/22	Department of Foreign Affairs	Files of the Lagos Mission, 1960s–1970s	2 boxes
2001/23	Department of Foreign Affairs	Files of the London Embassy, 1960s–1970s	78 boxes
2001/24	Department of Foreign Affairs	Files of the Luxembourg Embassy, 1960s–1970s	6 boxes
2001/25	Department of Foreign Affairs	Files of the Madrid Embassy, 1960s–1970s	2 boxes
2001/27	Department of Foreign Affairs	Files of the New Delhi Embassy, 1960s–1970s	22 boxes
2001/29	Department of Foreign Affairs	Files of the Permanent Representative to the United Nations, New York, 1960s–1970s	5 boxes
2001/30	Department of Foreign Affairs	Files of the Ottawa Embassy, 1960s–1970s	21 boxes
2001/31	Department of Foreign Affairs	Files of the Paris Embassy, 1960s–1970s	19 boxes
2001/33	Department of Foreign Affairs	Files of the San Francisco Embassy, 1960s–1970s	14 boxes
2001/34	Department of Foreign Affairs	Files of the Stockholm Embassy, 1960s–1970s	31 boxes
2001/35	Department of Foreign Affairs	Files of the Tokyo Embassy, 1960s–1970s	1 box
2001/36	Department of Foreign Affairs	Files of the Vienna Embassy, 1960s–1970s	5 boxes
2001/37	Department of Foreign Affairs	Files of the Washington Embassy, 1960s–1970s	249 boxes
2001/42	Department of Foreign Affairs	Files of the Secretary's Office, 1960s–1970s, but relating mostly to 1970	1 box
2001/43	Department of Foreign Affairs	Central Registry files, 1960s–1980s, but relating mostly to 1970	192 boxes

2000/36	Department of Justice, Equality and Law Reform	Registered files of the former Department of Justice relating to crime and security matters, 1969–70	1 box
2000/62	Department of Justice, Equality and Law Reform	Unregistered file containing situation reports on Northern Ireland issued by the Government Information Bureau, 1969	1 box
2001/61	Department of Justice, Equality and Law Reform	Registered files of the Department of Justice relating to crime and security matters, 1969–70	$\frac{3}{4}$ box
2001/62	Department of Justice, Equality and Law Reform	Unregistered files of the former Department of Justice relating to crime and security matters and consisting mostly of newspaper cuttings, 1969–70	$\frac{1}{4}$ box
2001/51	Department of the Marine and Natural Resources	Photographic albums relating mainly to harbour works, early to mid-20th century	12 boxes
2001/52	Department of the Marine and Natural Resources	Board of Trade, Harbour Department records, including plans and drawings from early 19th century	120 boxes
2001/53	Department of the Marine and Natural Resources (Mercantile Marine Office)	Letters and circulars from Board of Trade to the Marine Board, Dublin, 1880–1914	3 boxes
2001/45	Department of Public Enterprise	Files relating to civil aviation, 1969–70	$\frac{1}{2}$ box
2001/56	Department of Social, Community and Family Affairs	General administrative and policy files, 1960s–1970s	14 boxes

**APPENDIX E          Summary of records accessioned by the National Archives in 2000**

**Appendix E.2   Records accessioned from scheduled bodies during 2000**

<b>Accession No.</b>	<b>Scheduled body</b>	<b>Description</b>	<b>Quantity</b>
2000/61	Irish Manuscripts Commission	Papers of Eric St John Brooks relating to a projected guide to sources for medieval Irish history, 1940s and 1950s	2 boxes
2000/22	Office of the Attorney General	Parliamentary Draftsman files, 1920s–1960s	252 boxes
2001/48	Office of the Attorney General	Legal Advice files, 1960s	12 boxes
2001/49	Office of the Attorney General	Parliamentary Draftsman files, 1920s–1930s	5 boxes
2001/1	Office of Secretary to the President	Registered P files relating mainly to 1970	2 boxes
2000/29–34; 2000/39–44	Ordnance Survey	Placenames records, 19th cent.	108 boxes
2000/35; 2000/37–38	Ordnance Survey	Miscellaneous maps, 19th cent.	7 map drawers

**APPENDIX E            Summary of records accessioned by the National Archives in 2000**

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

<b>Court</b>	<b>Description of records</b>	<b>Quantity</b>
<b>High Court, Probate Registries:</b>		
District Probate Registry, Castlebar	Wills, administration papers etc., 1975–79	c.80 boxes
District Probate Registry, Dundalk	Wills, administration papers etc., 1975–81	c.75 boxes
District Probate Registry, Kilkenny	Wills, administration papers etc., 1976–80	c.70 boxes
<b>Circuit Court Offices:</b>		
Mayo	Civil and criminal files, 1972–78; records of the Office of the Clerk of the Crown and Peace, 19th cent.	c.250 boxes
<b>District Court Offices:</b>		
Castlebar, Co. Mayo	Records of Petty Sessions, 19th cent.	c.12 boxes
Mallow, Co. Cork	Order Books, Registers etc., 1922–75	c.60 boxes
<b>Coroners' Offices:</b>		
Dublin City	Inquest files, 1937–46 (incomplete) and 1947–70; registers, 1871–1970	165 boxes

**APPENDIX E            Summary of records accessioned by the National Archives in 2000**

**Appendix E.4    Records accessioned from National Schools**

<b>Accession number(s)</b>	<b>National School</b>	<b>Description of records</b>	<b>Quantity</b>
2000/17	O'Growney, Athboy, Co. Meath	Registers, daily report books, roll books, inspectors' reports, 1848–1991	19 boxes
2000/17	Fraine, Co. Meath	Registers and daily report books, 1898–1968	½ box
2000/17	Athboy Industrial School, Co. Meath	Daily report books, 1871–76	½ box
2000/18	Newtown Gore, Co. Leitrim	Daily report books and roll books, 1921–47	1 box
2000/27	Presentation Primary School, Terenure, Dublin	Registers, daily report books, rolls books, inspectors' reports, 1867–1994	38½ boxes
2000/27	Presentation Convent, Roundtown, Terenure, Dublin	Register, specifications and estimates, 1868–89	½ box
2000/59	Glenageary and Killiney, Co. Dublin	Registers, daily report books and roll books for Kingstown, Killiney, St Paul's, Glenageary and Glenageary and Killiney National Schools, 1879–1989	26 boxes

**APPENDIX E                      Summary of records accessioned by the National Archives in 2000**

**Appendix E.5    Records accessioned from private sources (excluding very small accessions and records accessioned through the Business Records Survey)**

<b>Accession number(s)</b>	<b>Source</b>	<b>Description of records</b>	<b>Quantity</b>
2000/16	Payne Hicks Beach, Lincoln's Inn, London	Collection relating to the families of Ennis/O'Neill Power, Dublin city, 1822–1950	1 box
2000/19 and 2000/52	Irish Jesuit Archives, Dublin	Collections relating to legal and testamentary matters, correspondence, local history etc. Various places and persons, 1748–1916	2 boxes
2000/20	W.J. Shannon, Dun Laoghaire, Co. Dublin	Documents relating to Ball estate, Ballsgrove, Drogheda, Co. Louth, 1601–1900s	12 boxes
2000/24	Joan Pring, Hythe, Kent	Diary of a visit to Ireland by John Pring, 1874	1 item
2000/26	Eamonn Gunn, Sandycove, Co. Dublin	Records relating to Manorhamilton workhouse, Co. Leitrim, 19th and 20th cent.	¼ box
2000/45	English Heritage, London	Ministry of Works file on St Patrick's Hall, Dublin Castle, 1953–55	1 item
2000/51	Warrington Museum and Art Gallery, Cheshire	Album of engravings made from Lawrence photographs of Dublin city and county	1 item
2000/54	British Railways Board, London	Files relating to the transfer of Irish property, 1949–55	2 items
2000/58	M.K. O'Doherty, Dublin	Records relating to Seamus O'Doherty and Katherine Gibbons O'Doherty and the political movement in Ireland and the USA, 1906–84	¼ box

**APPENDIX E Summary of records accessioned by the National Archives in 2000**

**Appendix E.6 Records accessioned through the Business Records Survey**

<b>Accession number(s)</b>	<b>Source</b>	<b>Description of records</b>	<b>Quantity</b>
BG 79	Eastern Health Board	Dublin Union: general ledgers, 20th cent.	1 box
CAR 19	Mrs Carmel McDonnell, Carlow	Carlow Gas Company: minute books, 1847–1933	2 boxes
DUB 22	Rotunda Hospital, Dublin	Administrative and financial records, 1798 onwards (additional instalment)	20 boxes
DUB 153	Dr John de Courcy Ireland, Dublin	Personal correspondence, conference papers, articles, 20th cent. (additional instalment)	3 boxes
DUB 173	Conference of St Francis of Assisi, Society of St Vincent de Paul, Dublin	Minute books, operational records, 1905 onwards	4 boxes
DUB 177	Bord Gáis	Alliance and Dublin Gas Consumers Company: minute books, account books, operational records, maps, plans and drawings, 1836 onwards	200 boxes
DUB 178	Mrs D.R.C. Hilliard, Bray, Co. Wicklow	Rev. D.R.C. Hilliard, chaplain, The Missions to Seamen, Eden Quay, Dublin: diaries, photographs, 1940–42	13 items
DUB 179	Maritime Institute of Ireland	Captain Robert McGuirk, ship's master: notebooks relating to nautical matters, 1930s–1940s	7 items
DUB 180	Mr N.P. Higgins, Dublin	Irish Paper Mills, E.C.A. Mission, final report, c. 1951	1 item
DUB 181	Mr Neil Coveney, Ernst and Young, Dublin	Marketing Image Ltd., design and advertising consultants, Dublin: administrative, financial and operational records, 20th cent.	30 boxes
KERR 14	Mr Neil Coveney, Ernst and Young, Dublin	Kerry Fashions Ltd: knitwear manufacturers, Tralee: administrative, financial and operational records, 20th cent.	30 boxes
LIM 28	Mr Patrick Campbell, Dun Laoghaire, Co. Dublin	Limerick Steamship Company: minute books, agenda books, company registers, 1940–70. Philip O'Donovan Ltd., minute book, 1940–49	3 boxes



OFF 15	Conn of the Hundred Battles Branch, Irish National Foresters, Tullamore. Co. Offaly	Minute books, operational records, photographs, 20th cent. (additional instalment)	2 boxes
OFF 17	Mr Joe Breen, Birr, Co. Offaly	Arthur Guinness, Son and Co. Ltd., Birr Agency: operational and financial records, 1900 onwards	30 boxes
WEX 29	Maritime Institute of Ireland	Brigs 'Alert' and 'Fame' of Wexford: photocopies of log books relating to voyages to the Black Sea, 1866 and 1870	2 items
989	Mr Patrick Campbell, Dun Laoghaire, Co. Dublin	Palgrave Murphy Ltd., ship owners: minute books and company registers, 1926 onwards (additional instalment)	4 boxes
1028	Sick and Indigent Roomkeepers' Society, Dublin	Administrative and operational records, 20th cent. (additional instalment)	10 boxes