

**Report of the Director of the National Archives
for
2001**

April 2002

Pn 11498

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Note: In references to the Report of the National Archives Advisory Council for 2001 paragraph numbers are omitted, as only a draft of the Council's Report was available at the time when this Report was being compiled.

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

Report of the Director of the National Archives for 2001

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 2001.

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 fifth 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. I am submitting the report on our work in the year 2000 at the same time as this report.

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

1.1 Reports for 2000 and 2001

Due to pressure of other work, very little progress was made on the preparation of my Report for 2000 in the first half of 2001, and its preparation came to a halt in the second half of 2001 as a result of my own absence on sick leave. I am therefore very grateful to my colleague Dr Philomena Connolly, who took over responsibility for editing the Reports for 2000 and 2001 in my absence and completed drafts of both Reports for my approval in time to allow them to be submitted to the Minister for Arts, Heritage, Gaeltacht and the Islands by the deadline of late April 2002. I am also grateful to all other members of staff who submitted material for inclusion in both Reports in time to allow that deadline to be met.

Summary Report for 1988–1996

- 1.2 The annual reports submitted to date cover the years 1997–2000. 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 1998 to 31 December 1996. In my report for 1999 I said that it was unlikely that that 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 and my own absence on sick leave, no progress was made in the preparation of the Strategy Statement in 2001. 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. (See also 10th Report of the National Archives Advisory Council, 2001, paragraph ...)

NATIONAL ARCHIVES ACT, 1986

- 1.6 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

- 1.7 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

- 1.8 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 additional bodies by regulations made under the Act by the Minister for Finance. As of the end of 2001 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, universities, institutes of technology, other third-level colleges, and some state sponsored bodies in the broadcasting, cultural, enterprise and employment, local government and regulatory sectors.

Rights established by the FOI Act

- 1.9 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.

- 1.10 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

- 1.11 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.
- 1.12 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**
- 1.13 During 2001 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.
- 1.14 Thomas Quinlan, Archivist, participated in the FOI Interdepartmental Working Group's sub-group established to discuss and report on means to address issues raised by the Information Commissioner in his report Freedom of Information – compliance by public bodies.
- 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 2001 ten FOI requests were received, all of which were answered by the National Archives. One request was granted in full and one in part. The FOI Act did not apply to the records sought in eight cases, and the requests were dealt with outside the Act.
- 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 before 2001 in large part due to difficulties which arose 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. Following the resolution of these difficulties, our Section 15 reference book was published in November 2001.

- 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, and this has been published as an appendix to our Section 15 reference book.

COPYRIGHT AND RELATED RIGHTS ACT, 2000

- 1.19 The Regulations relating to copying of material in libraries and archives, made in 2000 under the Copyright and Related Rights Act, came into force in January 2001 and April 2001. We have decided to seek legal advice about the precise application of the Act and Regulations to the National Archives.

2. RESOURCES

FINANCIAL ALLOCATIONS

2.1 Our financial allocations in 2001 once again 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. As in 2000, they included a specific allocation for capital expenditure in relation to the Crowley Bequest, but again it was not possible to use this allocation in 2001, as work on the project funded from the Bequest is only now starting. The financial allocations made in respect of the National Archives in 2000 and 2001 are compared in Table 1.

Table 1 **Financial allocations in respect of the National Archives in 2000 and 2001**

Subhead	2000	2001
	£	£
A.1 (Administrative expenses – pay of permanent staff)	720,000	778,000
A.2 – A.6 (Administrative expenses – current non-pay expenditure)	281,000	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)	582,000	647,000
C.1 Capital (General expenses – capital expenditure)	100,000	100,000
TOTAL	1,739,000	1,862,000

Note:

- The allocations recorded above are the same as the Estimates recorded in the annual Revised Estimates for the Public Services, except that the allocation made to the National Archives from Subhead B in 2001 was £56,000, rather than £59,000 as shown in the Estimates.

STAFF

2.2 I am very glad to be able to report that in 2001 the staff of the National Archives paid from exchequer funds was increased from 35 to 42. When all vacancies have been filled, and including also the three additional posts which will be paid from the Crowley Bequest funds, the total number of staff employed in the National Archives will be 45. Appendix A below contains a list of the staff of the National Archives (including vacancies) as of 31 December 2001.

- 2.3 While this increase is extremely welcome, I must put on record my view that a much larger increase will be required to enable us to implement the National Archives Act and Regulations in full. However, the increase sanctioned in 2001 should be sufficient to bring about very significant improvements in our capacity to meet some key objectives. All the posts were badly needed, but the facts that our senior management team has more than doubled and that completely new posts have been sanctioned in the vitally important areas of conservation, electronic records and ICT are especially pleasing.
- 2.4 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 had sought a modest increase of 10 posts, and in 2000 I sought two additional new posts. The 12 posts sought comprised:
- 2 senior management posts;
 - 2 conservation staff;
 - 1 Editor of our website;
 - 1 Electronic Records Specialist.
 - 1 Information and Communications Technology Manager;
 - 1 Higher Executive Officer responsible for internal administration;
 - 4 Clerical Officers.
- 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 archivist staff of the National Archives from 13 to 17. Three of the four additional professional archivist posts sought by IMPACT were the same as the three posts in professional archivist 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 In April 2001 the Department of Arts, Heritage, Gaeltacht and the Islands informed me that seven new posts had been sanctioned. Subsequently one of the new posts was upgraded from Senior Archivist to Keeper. Initially IMPACT refused to co-operate with the filling of the two new professional archivist posts and also refused to co-operate with the filling of the posts that will be paid from the Crowley Bequest funds, but in September they agreed to co-operate with the filling of all of these posts. Later in the year one existing post of Archivist was upgraded from Archivist to Senior Archivist. The net effect of these changes was to increase the total staff of the National Archives from 35 to 42. The new and upgraded posts are as follows:
- 1 Keeper
 - 2 Senior Archivists
 - 1 Archivist (Electronic Records Specialist)
 - 1 Information and Communications Technology Manager at HEO level
 - 1 Higher Executive Officer (Administrator)
 - 2 Clerical Officers
- The names of the staff of the National Archives at 31 December 2001 are given in Appendix A below.
- 2.7 The Keeper post was filled by internal promotion, as was the HEO (Administrator) post. The Senior Archivist posts were filled internally through a confined competition. The Clerical Officer posts were filled through the standard open competitions for Clerical Officers held by the Civil Service Commission. An open competition for the post of Conservator was held by the Civil Service Commission, but the vacancy had not yet been filled at the end of 2001. At that time arrangements were also underway for the holding of open competitions to fill the posts of

Archivist/Temporary Archivist (including Crowley Bequest Project posts), Archivist (Electronic Records Specialist), and Information and Communications Technology Manager.

- 2.8 For observations by the National Archives Advisory Council on matters relating to the human resources of the National Archives, see their 10th Report 2001, paragraphs

Partnership

- 2.9 As already recorded in my report for 2000, each of the cultural institutions within the civil service was asked to establish its own Partnership Committee as a sub-group of the Partnership Committee of the Department of Arts, Heritage, Gaeltacht and the Islands. 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, the first meeting of the committee did not take place until February 2001. A further six meetings took place between March and December 2001. The matters discussed at meetings included strategic and business planning, staffing and staff training, accommodation problems and proposals, health and safety, fire safety and arrangements for the Euro changeover.
- 2.10 Early in 2001 I was invited to nominate a member of our staff to represent the National Archives at the main Partnership Committee of the Department of Arts, Heritage, Gaeltacht and the Islands. I nominated Noreen Lynch, Higher Executive Officer. Tom Gilsenan, Staff Officer, attended one meeting which she was unable to attend. Separately, IMPACT nominated Catriona Crowe, Senior Archivist, to represent that union on the committee.

Human Resource Management

- 2.11 Since late 2000 Ken Hannigan, Keeper, has represented the National Archives on the Human Resource Management Subgroup of the Department's Partnership Committee. He also sat on one of the task groups established by the Subgroup in 2001, while Frances McGee, Senior Archivist, and Noreen Lynch, Higher Executive Officer, sat on two of its other task groups.

Temporary Archivists

- 2.12 In previous annual reports, I have referred to the serious problem caused by the high level of turnover in the four posts of Temporary Archivist. We had hoped that in the context of the increase of staff just outlined, the replacement of the temporary posts by permanent posts would also be sanctioned, but this has not been achieved. As of the end of the year 2001, three of the four posts were vacant. It is intended to fill these three temporary posts from the same Civil Service competition as the one permanent post of Archivist which is vacant consequent to the filling of the first of the new posts of Senior Archivist.

Clerical Officers

- 2.13 Almost half the staff of the National Archives are 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.

2.14 During 2001 the filling of existing vacancies and the two new posts referred to above has eased the difficulty in maintaining services to the public to some degree. However, the loss of experienced staff through promotion both internally and externally means that considerable resources will have to be devoted staff training on an ongoing basis.

Allowances given during the absence of the Director on sick leave

2.15 Due to illness, I was absent from September 2001 to January 2002 inclusive. Following his promotion to Keeper, Mr Ken Hannigan was given an allowance to carry out the duties of the post of Director during my absence. Subsequently, following her promotion to Senior Archivist, Ms Frances McGee was given an allowance to carry out the duties of the post of Keeper during my absence. I wish to take this opportunity to put on record my gratitude to them and all other members of staff who worked exceptionally hard and effectively to minimise the disruption caused by my absence.

Deaths of former members of staff

2.16 It was with great sadness that we learned during 2001 of the deaths of three former members of staff, Margaret C. Griffith, who died on 7 July, Ernest Woodyatt, who died on 12 July and Francis Cole, who died on 16 September.

2.17 Margaret C. Griffith was Deputy Keeper of the Public Records of Ireland, and head of the Public Record Office of Ireland (one of two bodies later amalgamated to form the National Archives) from 1956 to 1971. She was appointed to the Public Record Office as Assistant (the equivalent of Archivist) in 1944 and became Deputy Keeper in 1956, a position she held until her retirement in 1971.

During her time as Deputy Keeper, she published A short guide to the Public Record Office of Ireland, the first overall survey of the holdings of the Office since the Four Courts fire in 1922. Having been trained as a medievalist, she completed work on the Calendar of Justiciary Rolls, 1308–14 which was published in 1956. The purchase for PROI in 1968 of two medieval Irish plea rolls for 1318 and 1414, which had been out of official custody since before the beginning of the 19th century was especially pleasing to her. She enjoyed the archival detective work involved in tracing the fate of these rolls, and presented her findings to a symposium held at the Royal Irish Academy to celebrate the purchase. Miss Griffith's period of office saw a more active involvement of the Office with Departmental records, with more frequent transfers of such records to PROI and the inspection of records still held in Government Departments. Writing in 1961, she astutely foresaw this as a side of the work of the Office which would come into greater prominence in the future.

After her retirement, she worked for some years in the Manuscripts Department of Trinity College Dublin Library. She also continued her involvement with the record holdings of PROI, later transferred to Bishop Street, publishing an invaluable English calendar to the exchequer inquisitions for Co. Dublin in the 16th and 17th centuries, and was working on a further volume in this series at the time of her death. We would like to extend our deepest sympathy to her family.

2.18 Ernest Woodyatt joined the Public Record Office of Ireland as a Cleaner in 1973, was promoted to Messenger in 1973 and in the following year was asked to perform the duties of Paperkeeper, in which capacity he continued until his retirement in April

1995. His duties involved mainly the reception, checking and arrangement of testamentary records accessioned from probate registries, a job he made his own and performed with a remarkable degree of dedication. He battled bravely against ill health over a prolonged period, his determination to present himself for duty, however adverse the circumstances, being inspirational, all suggestions that he take an easier course being met with typically ebullient dismissal. It is a measure of his persistence that by the time he eventually reached the age of compulsory retirement, he had outlived all but two of his colleagues. Ernest is remembered with great affection by his work colleagues and we offer our deepest sympathy to his family and friends.

- 2.19 Francis Cole joined the Public Record Office of Ireland as a Cleaner in 1978. He was promoted to Messenger later in that year and from the following year performed the duties of Paperkeeper. Having reached the age of compulsory retirement in April 1990, he retired. Francie is fondly remembered by all staff who worked with him as a very obliging, good-humoured and hard-working colleague. We extend our deepest sympathy to his family and friends.

Short-term work placements

- 2.20 During 2001 nine persons worked in the National Archives on voluntary unpaid short-term work placements. Four were Transition Year students, three were third-level students wishing to obtain relevant work experience prior to assessment for admission to a postgraduate course in Archival Studies, and two were students wishing to gain experience of archival work in order to make a decision whether to train as archivists or not. The latter included a German student from Cologne who wished to gain experience of the Irish archival situation and who spent 6 weeks in the National Archives.
- 2.21 The tasks assigned to 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, preparing answers to routine correspondence, and preparing databases for inclusion on our website, as well as the boxing of non-current finding aids.

PREMISES

Bishop Street – redevelopment of the Warehouse

- 2.22 As previously reported, the Office of Public Works wrote to the Department of Finance in 1999 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. In 2001 the Minister for Finance agreed to the full development of the site as proposed in the revised scheme, provided that the OPW explored in full the potential for a Public Private Partnership in this regard. The latter issue remained under consideration by the OPW at the end of 2001.
- 2.23 For observations by the National Archives Advisory Council on this matter, see their [10th Report 2001](#), paragraph ...

Bishop Street - major maintenance work

- 2.24 In 2001 all of the fuse boards in Bishop Street were replaced. There had been ongoing problems with the existing fuse boards and concern that they posed a serious fire hazard. The new fuse boards, which were installed before the end of the year,

made provision for spare capacity, central testing units for emergency lighting and labelling of circuits. Work on re-roofing the flat roof area of the Front Block, which had been leaking, began late in 2001 and was completed early in the New Year.

Fitting out of new storage area

- 2.25 The space for storage of archives in the Front Block of Bishop Street is completely full. In order to accommodate transfers from Government Departments made in 2001, an area of the ground floor accessible through the Warehouse was fitted out for archival storage. This required new partitions, fire doors, access control and shelving. This small space is now the last area of empty shelving remaining in the building and it will be full by the end of 2002.

Preliminary work on provision of services on ground floor

- 2.26 The possibility of providing full access for persons with disabilities on the ground floor was raised with the Office of Public Works. Preliminary discussions and investigations into this took place over the second half of the year and are on-going. It is hoped that a full range of our services can be made available in the area behind the existing front desk, and that this will be accomplished in the course of 2002.

Work on adjacent building sites

- 2.27 In 2001, work on the three major building sites adjacent to the National Archives continued. Despite on-going contact with the site managers and the Garda Traffic Division in Kevin Street Station, there were many serious incidents of obstruction of the doors to our building, including emergency exits. We are again grateful to the Traffic Division in Kevin Street for their co-operation.
- 2.28 Once the height of the Dublin Institute of Technology building adjoining the National Archives matched the existing roof level of our building, security measures were put in place by the developers. The National Archives own perimeter security was also strengthened.
- 2.29 The structural engineer engaged in 2000 by the Office of Public Works continued the watching brief on the effect of the new building on the existing National Archives building.

Assistance received from Office of Public Works

- 2.30 We wish to record the assistance on all building-related matters provided by the Dublin Castle Regional Architect's Office of the Office of Public Works, and especially by Mr Brian Coyle.

Fire Safety and Health and Safety

- 2.31 Major progress was made in 2001 regarding fire safety. The policy development was completed and resulted in written statements of policy and practice in the various situations which commonly arise (reading room, after hours attendance, group visits etc.). Large scale works were carried out in the Front Block in replacing doors from the main stairwell with high-quality fire doors. Magnetic locks were fitted on the new fire doors and also on the doors from all floors to the eastern and western escapes. In some parts of the building the locks are linked to an access control system. Further work on marking up escape routes was also carried out. A further set of fire plans was prepared, showing the location of fire protection systems.
- 2.32 At the request of the National Archives a specialist consultant was engaged by the Office of Public Works to examine the lifts as regards emergency evacuation, and he found that the lift originally designated a 'fireman's lift' does not meet current standards for such a lift. Alternative means of evacuation for persons with disabilities

were investigated, and it was decided that (1) full facilities should be provided on the ground floor and (2) pending the provision of these facilities, that an Evac+Chair would be used for evacuation of persons with disabilities. The staff were trained in use of the Evac+Chairs.

- 2.33 A Fire Safety Training Day was carried out in April, including fire extinguisher training. The building was closed to the public on that day. Four evacuation drills were subsequently carried out using the new procedures. A Fire and Safety Committee was set up (see paragraph 2.35 below).
- 2.34 We wish to acknowledge the assistance in the improvements in fire safety provided by Mr Derek Tallant, formerly Fire Engineer, OPW.

Health and Safety

- 2.35 The Safety Officer and Assistant Safety Officer attended a training course run by the Department of Arts, Heritage, Gaeltacht and the Islands. The Fire and Safety Committee of the National Archives was established in 2001. This committee assists in the management of fire and safety matters and acts as a conduit for the concerns of staff members. Initial discussions regarding the drafting of the Safety Statement took place with the Safety Advisor of the Department, but further progress was not made because of the commitment of time needed in the asbestos removal works and the development of fire safety. At our request, the Assistant Safety Advisor of the Department spent time observing practice of staff (especially in the area of productions and returns, and working outside National Archives buildings). Following his recommendations, an expert in ergonomics was appointed to examine the application of manual handling good practice to the work of the National Archives, and to make recommendations about improvements in trolleys. This work was on-going at the end of 2001.

Asbestos removal works

- 2.36 Works to remove the asbestos identified in 2000 were carried out in the late spring of 2001 in Bishop Street and the Four Courts. All areas concerned were certified clear of asbestos fibres at the end of the works. In the Four Courts, although the affected areas were small in surface, the works necessitated clearing a large area of the basement. The documents stored in these areas were removed temporarily to Bishop Street and the reverse moves were carried out after completion.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

- 2.37 During 2001 development of the ICT infrastructure continued to be hampered by the lack of a dedicated and full-time IT unit within the National Archives. The news of the sanctioning of an IT Manager post at HEO level is very welcome, however, and it is anticipated that once this post has been filled and the beginnings of a full-time IT Unit have been put in place, the use of ICT both for internal administrative purposes and for the enhancement of services to our readers will expand considerably.
- 2.38 During the year, the major developments of the IT infrastructure were the installation of a dedicated mail server and a dedicated SQL server. The e-mail system and large database applications formerly resided on the main file server, resulting in more frequent and disruptive consequences when faults were encountered anywhere in the system. The development of a separate mail server also reflects the growing importance e-mail for communications with, and within, the National Archives. In accordance with Government policy, all members of staff can now communicate for work purposes by e-mail. The upgrade of the system included the installation of

firewall technology to protect the system against unauthorised access and viral infection. The purchase and installation of the SQL Server was necessitated by an upgrade to the flexitime recording system but it will also improve the running of other large database applications.

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 2001 the total number of visits to the Reading Room during opening hours was 17,608 and the number of readers' tickets issued was 4,941. The tables in Appendix B.1 and B.2 compare these figures with those for previous years.
- 3.3 The total number of visits in 2001 was slightly more than in 2000 (17,582). The number of readers' tickets issued in 2001 was lower than in 2000 (6,406). This drop can be accounted for by the fact that since February 2000, readers' tickets no longer have to be renewed annually, but can be issued for periods of up to 3 years.
- 3.4 The table in Appendix B.3 shows the number of visits to the Reading Room per month in 2001. The busiest month was January, with 10 more visits than August, the next most busy month. The third busiest month was July. The average number of visits per day in 2001 remained about 75. The busiest day of the week continues to be Tuesday.
- 3.5 The number of archives consulted by readers during 2001 was 43,042, a decrease on the previous year's figure of 49,276. 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 was 2.44, compared to 2.8 in 2000. More records were read in August than in any other month, July being the next busiest month. The decline in the number of archives consulted can be partly explained by the decision to produce the Census returns for 1901 and 1911 in microfilm form only from August 2001 onwards (see paragraph 3.9 below). This meant that a reader might find all the information required on a single microfilm, rather than having to order a number of individual files of Census returns, as had been the case previously. The changeover resulted in a sharp increase in the number of microforms produced to readers in the last third of the year.

Reading Room opening hours

- 3.6 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

- 3.7 2001 was another very busy year for organised groups coming into the Reading Room – an average of about two a month except during the summer months. However, the months of February and November were exceptionally busy with six

and seven visits respectively. The outbreak of foot and mouth disease curtailed visits to the Reading Room from April until August. Most groups 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 however, remains 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 having access to original documents under controlled conditions. Some lecturers from universities now accompany their students on visits thus obviating the need for an archivist to spend time with the group. In such cases every effort is made to minimise the disruption to staff and readers alike.

- 3.8 A total of 47 groups visited the National Archives by appointment in 2001. Of these, 26 were from third-level educational institutions in Ireland, comprising students in the fields of archival science, history, journalism, education, architecture, local studies, tourism and heritage. Other visits included those by local history and genealogical societies and groups, history teachers and secondary school students. During the year special visits were paid by the staff of the National Library during their period of closure on Thursdays, and a group of Norwegian local authority archivists also visited the National Archives.

Census Returns

- 3.9 The Household Returns and Enumerators' Abstracts of the Censuses of 1901 and 1911 are by far the most frequently consulted record series in the National Archives, accounting for over 40% of all archives consulted in our Reading Room. In order to reduce the risk of damage being caused to the original documents through frequency of use and to improve the speed of production, it was decided that from 27 August 2001 onwards the original household returns of the 1901 and 1911 Census should no longer be produced to readers if a microfilm copy were available. This initially covered the 1901 returns for the entire country and the 1911 returns for counties in the alphabetical sequence Antrim – Fermanagh (including the cities of Belfast, Cork and Dublin), to be followed by those for other counties as microfilm copies were arranged and labelled. Such a large scale use of microfilms necessitated the provision of microfilm reader-printers. Accordingly three digital reader-printers complete with magnetic card readers to facilitate self-service copying were purchased and installed in the Reading Room. Other reader-printers will be provided to meet demand as the 1911 returns for the remaining counties and other record series are made available to readers in microform only.

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. An increasing number of microfilms are available for self-service copying in the Reading Room.
- 3.11 Receipts from fees for copies of archives ordered by members of the public in 2001 amounted to £33,279.51. The equivalent figure for 2000 was £46,326.78, so there

was a decrease of 28% in the total of such fees from 2000 to 2001, compared to a 5% increase from 1999 to 2000.

- 3.12 The receipts for fees for copies in 2001 are compared with those for 2000 in Table 2. Much of the decrease in 2001 can be accounted for by the exceptionally high figures for plain copies and postage in 2000, resulting from a very large order for photocopies from abroad.

Table 2 Receipts from fees for copies of archives in 2000 and 2001

	2000	2001
	£	£
Plain copies (photocopies, microfilm printouts and photographs)	30,762.73	22,333.82
Authenticated copies (sealed and certified)	6,178.80	6,752.94
Microfilms (duplicates of existing microfilms)	6,180.00	3,760.00
Postage (arising mainly where plain copies and microfilms have to be posted – most fees for authenticate copies include postage)	3,205.25	432.75
TOTAL	46,326.78	33,279.51

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 the Genealogical Society of Utah (see paragraphs 4.12–4.13 below).

Production of records in court

- 3.14 Authenticated copies of archives are almost always accepted as evidence in court. Exceptionally, during 2001 we received subpoenas to produce original archives of the Quit Rent Office as evidence in two cases to be heard in the High Court. In one instance the case was settled before the commencement of the hearing, and the other was settled on the first day of the hearing, thus obviating the need for the production of the original records.

ON-LINE ACCESS TO THE NATIONAL ARCHIVES

- 3.15 Now in its seventh year, the National Archives website, which offers online finding aids and guides to many of the record series we hold, continues to attract large numbers of visitors, especially from the United States and Australia. The weekly average of pages accessed in 2001 was again over 40,000, the rate of access once

again reaching a peak around St Patrick's Day. In the week following St Patrick's Day the number of pages accessed reached 62,568.

- 3.16 New searchable databases of the Jack Lynch papers and the records of the Office of Secretary to the President were added to the website in 2001, and existing databases were updated. Work began on a radical overhaul of the website in order to improve ease of access and to enable us to meet our obligation to provide information in bilingual form.
- 3.17 The website continues to be hosted by the Dublin Institute of Technology and to be maintained by its School of Communications, to whom we are extremely grateful. Editorial work on the pages is now undertaken almost entirely by remote link from the National Archives. In 2001 this editorial work was carried out by one of our Temporary Archivists.

FINDING AIDS

- 3.18 Shortage of staff and other professional commitments within the National Archives has led to a noticeable decrease in the number of private collections listed.
- 3.19 In 2001, as in the previous year, many of the loose format finding aids in the Reading Room were transferred 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 for many years were reinstated and that small unlisted collections were now listed. This is an ongoing project. The finding aids received on a regular basis from the Irish Genealogical Society of St Paul, Minnesota, project to compile listings of sources for estate papers in both the National Archives of Ireland and the National Library of Ireland continue to be bound on receipt here. The rebinding of lists of small accessions (999 series) in order to reduce the number of volumes is expected to be completed in 2002.
- 3.20 Listing was completed of Ordnance Survey Landed Estates and Land Judges Courts records (OS 152–6 and 159), and of Ordnance Survey Congested Districts Board records (OS 172–174). Preliminary listing of the following Ordnance Survey series was carried out in preparation for more detailed listing: Church Temporalities Commission (OS 162–3), Irish Land Commission (OS 168–9) and War Department (OS 175).

Conversion of existing hard copy finding aids to electronic format

- 3.21 Development work continued 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.
- 3.22 Work continued on the conversion of the finding aids to the archives of the Department of the Taoiseach and those of the Pembroke Estate collection to electronic format. Work has begun on converting lists of small accessions (999 series) to electronic format in order to make these available on our website.

Location lists

- 3.23 Work continued on a new location list of archives formerly stored in room 1 of the State Paper Office, and the descriptions of the archives were checked and revised where necessary. The existing databases in respect of the basement, floor 1 and part of floor 4 in Bishop Street were updated.

Card indexes

- 3.24 The project to update the card indexes to the collections of testamentary material, pre-1708 deeds, and maps and plans (private accessions) continued.

Information booklets

- 3.25 The existing information pamphlet 'Sources for family history and genealogy' was updated during 2001.

LECTURES AND PUBLICATIONS

Lectures

- 3.26 In 2001 members of staff gave a total of 18 lectures and talks to outside bodies, including participation in the Diploma in Archival Studies course in University College Dublin, the Church Archivists' Conference and the Fourth International Genealogical Congress, both held in Dublin. Of these lectures, 11 dealt with the holdings of the National Archives and sources here for genealogy and local history. Other lectures dealt with Ordnance Survey records, sources for World War I history, records relating to emigration to Australia, the work of the Business Records Survey, the development of local government in Ireland, the preservation of electronic records, and access provisions in the National Archives Act and practice in relation to records of children adopted, fostered or institutionalised.

Publications

- 3.27 Lovers of Liberty?; Local Government in 20th Century Ireland was published by the National Archives and launched in November 2001 by Dr Margaret McCurtain, Chairman of the National Archives Advisory Council. The book, a mixture of reproduced documents, contemporary photographs and text by Dr Diarmaid Ferriter, was extremely well reviewed. It was based on the National Archives exhibition commemorating the centenary of the establishment of county councils in 1899 (see Report of the Director of the National Archives for 1999, paragraphs 3-29–3.30).
- 3.28 Work was almost completed on Counties in Time, a CD-ROM publication 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. Unforeseen difficulties prevented the completion of the CD-ROM in 2001 but we expect that it will be published in the course of 2002. For further information on its content, see my Report for 2000, paragraph 3.33.
- 3.29 Arrangements were made for the publication of volume 5 of the Early Irish Statutes series in association with Four Courts Press. The volume covers the period 1484–1537 and is due to appear in May 2002.

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 2001 see paragraphs 2.22–2.36 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 2001 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.

REPACKING OF ARCHIVES IN ARCHIVAL QUALITY BOXES

- 4.4 At Bishop Street the collection of Letters received at the Irish Office, 1801–53, was checked, re-folded and re-boxed in 2001. Some large solicitors' collections awaiting listing, which were still in deed boxes, were re-boxed in archival quality boxes and placed in the repository.

WORK ON THE CENSUS OF POPULATION, 1926

- 4.5 Partly as a consequence of the moves in the Four Courts, it was decided to carry out preservation packing of the 1926 Census of Population, which is in the custody of the National Archives. Under census legislation it is prohibited for anyone other than a person designated as an Officer of Statistics by the Central Statistics Office to work on these documents. Accordingly, eight members of National Archives staff were so designated. The Census, which consists of approximately 20m³ of portfolios, was moved to the Warehouse in Bishop Street where it was put into its archival arrangement, cleaned, listed and boxed in specially ordered boxes. The boxes were then packed on pallets, wrapped and banded for security, and put away in a secure manner. Most of the work of preparation for public inspection has now been completed, although detailed listing will be required before the Census is opened for public inspection on 1 January 2027.
- 4.6 We wish to acknowledge the advice and co-operation received from the Census of Population Division of the Central Statistics Office.

CONSERVATION OF ARCHIVES

- 4.7 The National Archives has hitherto had no access to in-house conservation. However, in 2001 steps were taken towards remedying this situation with the

sanctioning of a new post of Conservator. A Civil Service Commission was held towards the end of the year and it is hoped that the new Conservator will commence work in Spring 2002.

Conservation by private conservators

- 4.8 The conservation repair work on the Rebellion Papers continued and 8 boxes were completed. A large format document from the Fenian papers was also repaired.
- 4.9 Work in the Delmas Bindery on behalf of the National Archives was also continued. In 2001 this consisted of 456 Chancery Pleadings, one Will Book and 10 volumes of Ordnance Survey maps.
- 4.10 A review of the needs of the National Archives in relation to preservation care of photographic archives in our custody was carried out. Work on conservation repair of the Fenian photographs was begun and work on one box was completed.
- 4.11 We appreciate the service provided by private conservators and by the Delmas Bindery in Marsh's Library. However, many areas of our preservation policy cannot be implemented without an in-house conservation service. The creation of a post of Conservator in 2001 is the first step towards attaining this end.

PRESERVATION MICROFILMING

- 4.12 Preservation filming of the Rebellion Papers by the Library of Trinity College Dublin was continued. A total of 17 boxes were microfilmed on 42 films in the course of 2001.

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

- 4.13 The Genealogical Society of Utah continued to carry out the programme of filming certain classes of records held by the National Archives as specified in the agreement made in 2000. During the year, the filming of the original registers and indexes of the Chief Secretary's Office Registered Papers, covering the period 1818–1924, was completed. Also microfilmed during the year were the nominal indexes to proceedings taken in the court of Chancery (1627–1850) and Equity Exchequer (1634–1850). Practically all of the original records of these courts were destroyed in 1922, but the indexes are of considerable genealogical interest. Work commenced on filming the notebooks of the officials who carried out the Townland and Tenement Valuations of Ireland in the middle of the 19th century, and the filming of the Quarto (Towns) and Tenure series of notebooks was completed before the end of the year. Filming of the O'Brien set of Landed Estate Court Rentals, covering the period 1850–85, was also begun in 2001. These contain detailed accounts of the estates of those landlords whose property came under the jurisdiction of the Court and its predecessor and successor courts, including the names and tenancy status of the heads of all tenant families on these estates. Several indexes were also filmed – those to private accessions, Thrift and Crossle collections of abstracts, and forms recording the results of searches made in Church of Ireland parish registers held in the Public Record Office of Ireland before 1922.

Storage of preservation microfilms

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

Observations on the rate of progress of microfilming

- 4.15 The rate of progress in microfilming improved in 2001 when compared with 2000, but the available capacity falls short of what is needed to meet the demand for both further preservation filming and the provision of films ordered by members of the public. This can only be achieved by the establishment of a properly staffed and equipped microfilm unit within the National Archives.

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 2001 are included in the list of Certifying Officers in Appendix C below.
- 5.5 **Information Note, Circulars and Guidelines**
Due to pressure of other work in the first half of 2001 and my own absence on sick leave in the second half of the year, we did not issue an annual Information Note for Certifying Officers and once again had to defer the circulation of revised versions of our Circulars and Guidelines concerning Departmental records.

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 2001 the National Archives issued 14 authorisations for the disposal of records held by the Department of Justice, Equality and Law Reform, Department of Social, Community and Family Affairs, the Office of the Civil Service and Local Appointments Commissioners and the Office of the Revenue Commissioners

TRANSFERS OF RECORDS BY GOVERNMENT DEPARTMENTS

- 5.8 Due to 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 we 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. After a period in the mid-1990s when we were unable to accept large quantities of records due for transfer by Departments, we had enough space during the years 1998 to 2000 to take in records which were already overdue for transfer or which became due for transfer, although the number of Departments which transferred substantial quantities of records remained disappointingly small. However, by the end of 2001 we were once again very short of space, and had to postpone one exceptionally large and long overdue transfer from the Department of Education and Science.
- 5.9 The major accession in 2001 was that of a backlog of files from the Department of Finance from 1922 onwards, consisting mainly of records of the Establishment, Supply and Finance Divisions. The Department also transferred records of its Development Division, and files of the Civil Service (Compensation) Committee from the 1920s. Among the records transferred by the Department of the Taoiseach were an important series of State Documents for the period 1921–71 and the minute book of the Constitution Committee of 1922, the rest of whose records are in the National Archives. Minutes of the Board of Commissioners for Intermediate Education, 1878–1923, were received from the Department of Education and Science.

Accessions were also received from the Departments of Arts, Heritage, Gaeltacht and the Islands, Enterprise, Trade and Employment, Foreign Affairs, Justice, Equality and Law Reform, Marine and Natural Resources, Public Enterprise and Social Community and Family Affairs.

- 5.10 The position with regard to the transfer of records by Government Departments at the end of 2001 is summarised in Appendix C below. The records accessioned in 2001 are summarised in Appendix E.1.

Advice given to Government Departments

- 5.11 Records management advice was provided to the Department of the Taoiseach in the course of the year. The Department of Finance was advised in relation to the cleaning and boxing of its records and to its obligations under the National Archives Act. A survey was conducted of a large body of non-current records of the Department of Agriculture, Food and Rural Development, and advice was given with regard to the processing of this material.

Records relating to Northern Ireland

- 5.12 Meetings with Certifying Officers from Departments with a special interest in records relating to Northern Ireland (Department of the Taoiseach, Department of Foreign Affairs, Department of Justice, Department of Defence, the Office of the Attorney General, the Certifying Officer for the Defence Forces, and the Officer in charge of the Military Archives) continued to take place prior to the media preview of 1971 papers. The meetings were facilitated by the National Archives, and hosted by the Department of Foreign Affairs.

Department of Education and Science

- 5.13 The Department of Education and Science continued to tackle the backlog of its non-current records. The records were moved to a warehouse in Tullamore, and simple listing of some of the records took place over the summer. Tenders were sought for archival consultants to process the more complex records, and the successful tenderer, Arcline Ltd., began work in October. The National Archives advised on specifications, reviewed the tender documentation, and continues to work in close liaison with Arcline as they process the records. A by-product of these activities was the discovery of the minutes of the Board of Intermediate Education, 1878–1923, which were transferred to the National Archives and listed (2001/98).

MEDIA PREVIEW OF RECORDS RELEASED BY GOVERNMENT DEPARTMENTS

- 5.14 As usual, a selection of the records released by Government Departments in January 2002 was made available to representatives of the media at a two-day media preview held on 11 and 12 December 2001. The preview was subject to an embargo on publication or broadcasting prior to 1.00 am on 1 January 2002.
- 5.15 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 Departments of Foreign Affairs and Finance, and files of the Office of the Secretary to the President, all relating mainly to 1971; files of the Prisons Division of the Department of Justice, Equality and Law Reform, relating mainly to the late 1960s and early 1970s; files of the Broadcasting Division of the Department of Arts, Heritage, Gaeltacht and the Islands from the 1950s to the 1970s; and files of the Office of the Attorney General, 1922–74. Archives of the Defence Forces and Department of Defence files relating mainly to 1971 were temporarily deposited in

the National Archives by the Military Archives for the purposes of the media preview.

COURT AND PROBATE RECORDS

- 5.16 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.
- 5.17 High Court State Side files for the years 1963–70 inclusive were transferred to the National Archives as a supplement to the High Court records transferred here in 2000. Incremental record transfers were received from the Carlow, Cavan and Longford Circuit Court Offices, the Probate Office and the Cavan and Tralee District Probate Registries. Records were also accessioned from the Carlow and Swords (Co. Dublin) District Court Offices and from the Dublin District Court Office.
- 5.18 The position at the end of 2001 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 2001 are summarised in Appendix E.3.
- 5.19 Advice was given to the Courts Service on the storage of its records.

RECORDS OF SCHEDULED BODIES

- 5.20 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 2001 work continued on the records of the Ordnance Survey and records were accessioned from the Office of the Attorney General, the Office of the Comptroller and Auditor General, the Office of the Secretary to the President, and the Office of Public Works.
- 5.21 The records accessioned in 2001 are summarised in Appendix E.2 below
- 5.22 **Central Statistics Office**
For work carried out on the household returns of the 1926 Census of Population, see paragraphs 4.5–4.6 above.
- Office of the Attorney General**
- 5.23 A large accession was received from the Attorney General's Office, including files of the Parliamentary Draftsman, 1923–71, and files of the Chief State Solicitor's Office, 1937–63.
- Ordnance Survey**
- 5.24 One member of Ordnance Survey staff continued to work in the National Archives premises. Preliminary work on the mapping records created for the Irish Land Commission was completed..

Valuation Office

- 5.25 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.

Eircom and Aer Lingus

- 6.4 In the course of 2001, two major accessions were received, from Eircom (2001/95) and Aer Lingus (2001/116). The Eircom accession was a particularly large one, amounting to 650 boxes and containing records dating from 1870 onwards. The Aer Lingus accession contains valuable information regarding both the company itself and the development of Irish aviation from the beginning of the 20th century onwards.

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 2001 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 2001 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 2001 are summarised in Appendix E.4 below.
- 6.9 The more important accessions from private sources received during 2001 are summarised in Appendix E.5 below. They include the personal papers of Monsignor E.F. O'Doherty and of David and Gerald Fitzgerald, indexes to the previous accession of Seymour-Davies transcripts of pre-1922 material and a stocks and shares ledger of the Merchants' Warehousing Company, Dublin. The National Archives also received an important collection of records from the Order of St John/British Red Cross Society, concerning charitable work undertaken by several agencies in assisting war disabled pensioners during and after the First and Second World Wars. The collection also includes records relating to the establishment of the Irish Red Cross and of the Blood Transfusion Service in Ireland.
- 6.10 Records continued to be accessioned from solicitors' firms, mostly of testamentary records. Unfortunately, pressure of other professional work meant that it was not possible to produce detailed lists of these accessions.
- 6.11 No accessions were received through the Records Preservation Section of the British Records Association during 2001.

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 2001 are summarised in Appendix E.6 below. We are very grateful to all who deposited records or assisted the Survey in other ways.
- 6.14 Attention should be drawn to two major collections accessioned through the Survey in 2001. A collection of files, reports, photographs, plans and drawings relating to the development of the Irish peat fuel industry, mainly relating to the work of the Peat Fuel Company at Lullymore bog in the 1930s, is of great scientific and engineering interest, and also includes a file of the Emergency Scientific Research Bureau regarding the utilisation of tar obtained from turf and coal (accession 2001/118). The

collection of Old Age Pensions Sub-committee records relating to the Crossmolina area, covering the period 1908–74 (2001/120), is a very complete example of this important class of records, very few of which have hitherto been transferred to archival custody.

CHURCH OF IRELAND RECORDS

- 6.15 During 2001 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 created on its own computer systems.
- 7.3 During 2001, the lack of suitable resources, and especially lack of the necessary expertise, continued to hamper efforts to make progress on the long-term preservation of records created in digital form. The initiation of a programme of practical work in this area remains a major and urgent priority. The creation of a new post of Electronic Records Specialist in 2001 is therefore most welcome.

INTERNATIONAL PROJECTS

- 7.4 Despite our inability to begin practical work on the preservation of digital archives, the National Archives has continued with attempts to focus attention on this area. Thomas Quinlan, Archivist, continued to represent the National Archives on the DLM Monitoring Committee, a multi-disciplinary group on electronic records which includes representatives of archives, administration and ICT interests throughout the European Union. Having attended an exploratory meeting in the Hague on 11 January 2001, Mr Quinlan was nominated to liaise with ERPANET, the Electronic Resource Preservation and Access Network of Excellence which is funded under the EU's Fifth Framework Programme for research.
- 7.5 The National Archives continued its involvement with InterPARES, the 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. The National Archives was represented by Ken Hannigan, Keeper, who is a member of the International Team guiding the project, in addition to participating in the Appraisal Task Force and Chairing the Glossary Committee. In his absence the National Archives was represented on the International Team by Thomas Quinlan, Archivist. It had been planned to hold a meeting of the InterPARES Appraisal Task Force and a public symposium in conjunction with it in Dublin early in May 2001. Unfortunately, this had to be abandoned in compliance with the Government's directive following the confirmation of a case of foot and mouth disease in March.

ELECTRONIC RECORDS WORKSHOP

- 7.6 In keeping with its concern to highlight electronic records issues, the National Archives organised and sponsored a one day workshop on 'The National Archives of Canada: policies and practice in the appraisal and preservation of electronic and other records of Government' which was held in the Royal Irish Academy on Tuesday 16 October 2001. The workshop was conducted by three archivists from the National Archives of Canada, Bruce Walton, Director, Electronic Records Project, Yvette Hackett, Electronic Records Officer, Government Records Branch, and Normand Fortier, Archivist, Government Records Branch. The workshop was attended by over forty archivists and records managers from many parts of Ireland and was strongly representative of those working in central and local government. Participants were welcomed by William Gussen, First Secretary and Consul at the Embassy of Canada in an introductory address. We are very grateful to the three archivists concerned, to the National Archives of Canada and to the Embassy of Canada for facilitating what was a most valuable sharing of knowledge. We also wish to record our gratitude to the Council and staff of the Royal Irish Academy which hosted the meeting and provided audio-visual equipment and other support.

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 1.13–1.14, 3.7–3.8, 3.17, 3.26–3.28, 4.5–4.6, 4.8–4.15, 5.12, 6.2–6.15, 7.4–7.6

MILITARY ARCHIVES

- 8.2 Support for the Military Archives continued, with particular emphasis on attempting to secure a new premises at Collins Barracks. The issue of funding for premises remains unresolved.

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 2001, 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

DOCUMENTS ON IRISH FOREIGN POLICY

- 8.5 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, Senior Archivist, is a member of the Editorial Advisory Board. In 2001 work continued on volume 3 of the series, covering the years 1926–32.

WOMEN'S HISTORY PROJECT

- 8.6 In 2001 employees of the Women's History Project completed a detailed database of entries relating to women in the files of the Department of the Taoiseach, 1922–66. The database will be added to the WHP section of the National Archives website in 2002. It represents the single most detailed finding aid to twentieth century Irish women's history, and it is hoped that it will provide researchers in the field with many new topics for exploration.

REPRESENTATION ON OTHER BODIES

- 8.7 In 2001 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): Thomas Quinlan
 - 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
 - Inter PARES (international research project on the permanent preservation of authentic and reliable electronic records): Ken Hannigan
 - 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
 - Mass De-Acidification Steering Group: Frances McGee
 - Selection Committee under the Taxes Consolidation Act, 1997, section 1003 (Donations of heritage items to approved bodies): Director and Aideen Ireland
 - Women's History Project, Management Committee: Catriona Crowe

ATTENDANCE AT CONFERENCES AND MEETINGS

- 8.8 In the course of 2001 members of the staff of the National Archives attended the following conferences and meetings:
- All-Russian Congress of the Russian Society of Historians and Archivists (Moscow)
 - British Cartographic Society, Map Curators' Group (Oxford)
 - Church Archivists' Conference (Dublin)
 - Civil Service IT Group seminar (Dublin)
 - EPRANET Group meeting (The Hague)
 - Meeting of Ministries of Foreign Affairs archivists organised by the Belgian Presidency of the European Union (Brussels)
 - Fourth Irish Genealogical Congress (Dublin)
 - International Council on Archives, European Conference (Florence)
 - InterPARES Appraisal Task Force meetings (Ottawa and Toronto)
 - InterPARES International Team meetings (Vancouver and Washington D.C.)

- National Preservation Office, Caring for Collections Conference (London)
- Public Record Office, Public Service Quality Group Forum (London)
- Society of Archivists EAD/Data Exchange Group meeting (London)
- Society of Archivists, Annual Conference (Aberystwyth)
- Trinity College, Dublin, Department of Modern History: research seminars in contemporary Irish history
- Women's History Association, Annual Conference (Coleraine)

8.9 Due to travel restrictions resulting from the outbreak of foot and mouth disease, it was not possible to travel to several meetings and conferences in the United Kingdom in the course of the year.

PARTICIPATION IN TRAINING COURSES

8.10 During the course of 2001 members of the staff of the National Archives took part in the following training courses:

- Adobe Photoshop (Moresoft Computers Ltd.)
- Effective written communication (Department of Arts, Heritage, Gaeltacht and the Islands)
- Euro changeover training (Department of Arts, Heritage, Gaeltacht and the Islands)
- Evac+Chair training (Consolidated Enterprises Ltd.)
- Fire safety training (Nifast Ltd. and OPW)
- Induction training for new members of staff (Department of Arts, Heritage, Gaeltacht and the Islands)
- Interviewing skills (Department of Arts, Heritage, Gaeltacht and the Islands)
- Microsoft Office applications (Jefferson Training and Moresoft Computers Ltd.)
- Public procurement (Department of Arts, Heritage, Gaeltacht and the Islands)
- Safety Officers' course (Department of Arts, Heritage, Gaeltacht and the Islands)
- Smart reading (Reading Development Institute)
- Visiontime system (Flexitime Ltd.)
- Windows NT network administration (IT Consultancy and CTI)
- 'XML – the nuts and bolts' workshop (Department of Computer Science, UCD)

Performance Management and Development System (PMDS)

8.11 Training towards the full implementation of the Performance Management and Development System continued in 2001. By the end of the year all members of the National Archives staff had completed Module 1 of the training programme.

MEETING WITH PUBLIC RECORD OFFICE OF NORTHERN IRELAND ADVISORY BOARD

8.12 The Director and Ken Hannigan, Senior Archivist, attended the joint meeting of the National Archives Advisory Council and the Public Record Office of Northern Ireland Advisory Board which was held in the St. Stephen's Green Hotel, Dublin, on 28 August 2001. The meeting included a review of joint projects which might be undertaken by the two institutions, and a presentation of work in progress on a joint portal linking the web-sites of both institutions, by Elizabeth McEvoy from the National Archives and Dr. Ann McVeigh from PRONI. Following the joint meeting,

the members of the PRONI Advisory Board visited the National Archives where they were given a brief introduction to the Reading Room by Aideen Ireland, Archivist in charge of reader services.

VISITS TO OTHER ARCHIVES

- 8.13 In December 2001, Ken Hannigan, Acting Director, and Thomas Quinlan, Archivist, attended the joint meeting of the National Archives Advisory Council and the Lord Chancellor's Advisory Council on Public Records at the Public Record Office, London. Following this, Ken Hannigan was shown around the Family Records Centre, a joint facility provided by the Office of National Statistics and the Public Record Office to streamline and improve public access to census returns and records of births, marriages and deaths. We wish to thank the Family Records Centre and its Acting Manager, Mr Oliver Lee, for the time and effort taken to make this visit a very informative and useful one.
- 8.14 Also in December 2001, Frances McGee, Senior Archivist, visited the Map Department of the British Library and was given a detailed tour of the Map Reading Room, including examination of finding aids and reference material on open access, and the map storage areas.

MEMBERSHIP OF OTHER ORGANISATIONS

- 8.15 The National Archives was an institutional or associate member of the following organisations in 2001:
- 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 & 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
- 8.16 In addition, most members of the professional staff were members of the Society of Archivists in a personal capacity. In April 2001 Aideen Ireland was elected

Chairman, to serve for a two-year period. 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 was President of the Fourth Irish Genealogical Conference, held in Dublin in 2001, and Gregory O'Connor was a member of the organising committee of the Conference.

EXHIBITIONS MOUNTED BY OTHER ORGANISATIONS

- 8.17 During 2001 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 2001. Appropriate arrangements were made for the monitoring of the items while on loan.
 - Ulster Museum, Belfast: Three items from the series of Official Papers were lent for display in an exhibition commemorating the 200th anniversary of the passing of the Act of Union.

RTE – 'SEVEN AGES' TELEVISION SERIES

- 8.18 The seven-part RTE television series on modern Irish history, Seven Ages, directed by Sean Ó Mórdha and dealing with the development of modern Ireland from 1919 to the 1990s, was screened in January – February 2001. The National Archives was happy to co-operate in the making of this series. A large number of records held here were used and Catriona Crowe, Archivist, appeared and commented on various aspects of the history of the period.

PUBLICATION OF MATERIAL IN THE NATIONAL ARCHIVES BY ENECLANN

- 8.19 In the course of 2001, Eneclann Ltd., a Dublin-based company specialising in providing professional services in the fields of history and archives, produced two CD-ROMs of material in the National Archives. The William Smith O'Brien Petition, edited by Ruth Lawler, contains the names of over 80,000 people from all parts of Ireland, and from Liverpool, Manchester and elsewhere in England, who signed petitions to the Lord Lieutenant asking for clemency for William Smith O'Brien, a leader of the Young Ireland movement, who had been sentenced to death following the failure of the 1848 rising. The 1851 Dublin City Census, edited by Seán Magee, contains over 60,000 names and addresses (and some occupations) of heads of households in Dublin city, originally compiled by David A. Chart in the Public Record Office of Ireland. This is particularly valuable in view of the destruction of the original census returns for 1851 in the Four Courts fire in 1922. We are happy to have been able to co-operate with Eneclann in making these records available to a wider audience.

MISCELLANEOUS

8.20 The National Archives also co-operated with or gave assistance to the following:

- Belturbet Town Commissioners
- Civil Service Commission
- Crossing the Line Films
- Dublin City Archives
- Dúchas
- Dundalk Institute of Technology
- Eastern Health Board
- Economic and Social Research Council-funded project on sources for medieval Irish history in the Public Record Office, London
- Guardian Unlimited
- Institute of Civil Engineers of Ireland
- Irish Girl Guides
- Irish Society for the Prevention of Cruelty to Children
- Kerry County Council
- Mid-Western Health Board
- North-Eastern Health Board
- Norwegian Local Authority Archivists visit to Dublin
- Preservation Microfilm Users Group (Ireland)

APPENDIX A Staff of the National Archives as of 31 December 2001

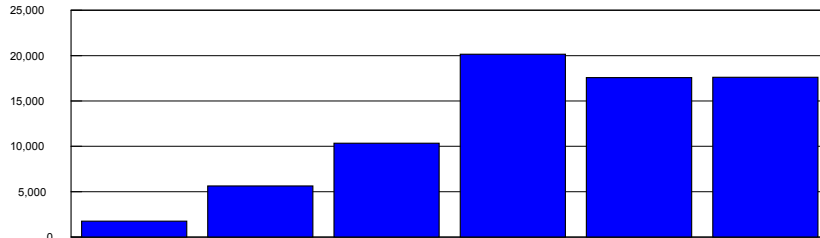
GRADE Within each grade, names are given in alphabetical order of surname	NAMES	TOTAL
Director	David Craig, PhD	1
Keeper	Ken Hannigan, BA, H Dip Ed (with short-term allowance for Director duties)	1
Senior Archivists	Catriona Crowe, BA Aideen Ireland, MA, Dip Archival Studies Frances McGee, M ès Lettres, H Dip Ed (with short-term allowance for Keeper duties)	3
Archivist with allowance for Senior Archivist duties	Vacancy (for duration of Crowley Bequest Project)	1*
Archivists	Philomena Connolly, PhD, Dip Archive Admin Brian Donnelly, BA, Dip Archival Studies Gregory O'Connor, MA, Dip Legal Studies Thomas Quinlan, BA, Dip Archival Studies (and 1 vacancy)	5
Archivist (Electronic Records Specialist)	Vacancy	1
Temporary Archivists	Elizabeth McEvoy, M Phil, Dip Archival Studies (contract ending on 31 May 2004) (and 3 vacancies)	4
Temporary Archivists (Crowley Bequest Project)	2 vacancies	2*
Conservator	Vacancy	1
IT Manager (HEO level)	Vacancy	1
Higher Executive Officer	Noreen Lynch	1
Staff Officers	Tom Gilsenan Eileen Treacy	2
Clerical Officer with allowance for Reading Room duties	Christy Allen	1

Clerical Officers	Paul Carolan Kieran Crowley Sandra Daly John Delaney Breda Devereux Philip Doyle Lorcan Farrell Gemma Harkin Bernadette Kelly Jimi McKillop Eamonn Mullally David O'Neill (temporary) Ken Robinson Patrick Sarsfield	14
Head Services Officer	Michael Whelan	1
Services Officers with allowance for Clerical Officer duties	John Brazil Mary Carney Michael Flood Brendan Martin	4
Services Officers	Patrick Byrne Senan Lowe	2
TOTAL		45

* One post of Senior Archivist/Archivist with allowance for Senior Archivist duties and 2 posts of Temporary Archivist will be held for the five-year term of the Crowley Bequest Project and will be paid from the Crowley Bequest funds.

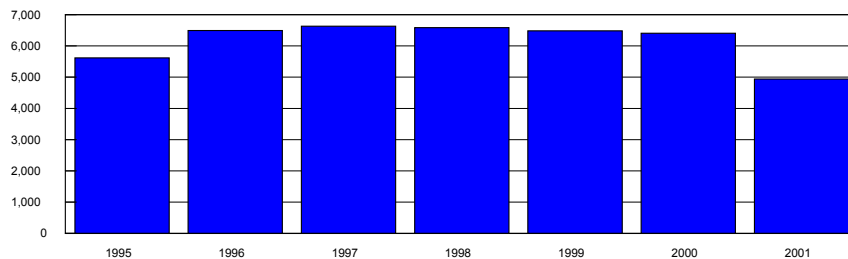
APPENDIX B Use of the Reading Room by the public, 1971–2001

Appendix B.1 Visits to Reading Room per year 1971 - 2001



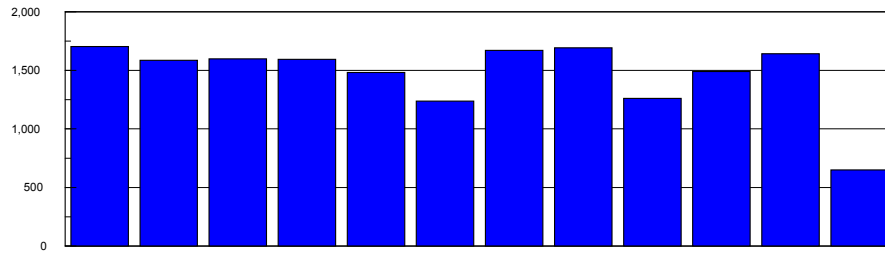
	1971	1981	1991	1996	2000	2001
■	1,754	5,631	10,341	20,155	17,582	17,608

Appendix B.2 Readers' tickets issued per year 1995 - 2001



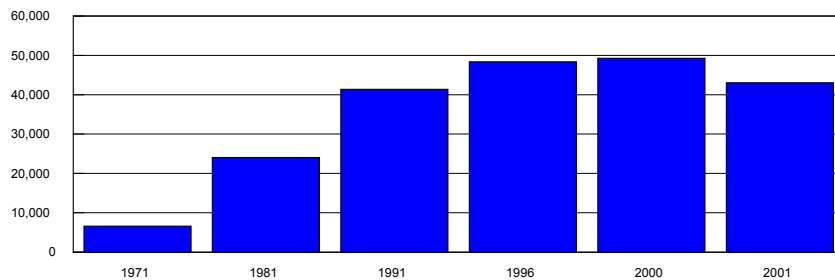
	1995	1996	1997	1998	1999	2000	2001
■	5,615	6,492	6,631	6,585	6,482	6,406	4,941

Appendix B.3 Visits to Reading Room per month in 2001



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
■	1,703	1,586	1,598	1,594	1,482	1,238	1,670	1,693	1,261	1,491	1,642	650

Appendix B.4 Archives consulted by readers, 1971 -2001



	1971	1981	1991	1996	2000	2001
■	6,597	24,070	41,376	48,346	49,276	43,042

APPENDIX C Transfer of records pre-dating 1972 from Government Departments and Offices of State for release to public inspection under the 30 year rule – statement of position at 31 December 2001

DEPARTMENT (DATE OF FOUNDATION, PREVIOUS NAMES ETC.)	CERTIFYING OFFICER(S)	RECORDS HELD IN THE NATIONAL ARCHIVES AS OF 31 DECEMBER 2001	RECORDS DUE FOR TRANSFER AS OF 31 DECEMBER 2001
Taoiseach (1919 as the Secretariat of Dáil Éireann; Department of the President of the Executive Council, 1922–37)	Peter Ryan George Shaw John Kennedy (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)	1919–71	None
Agriculture and Food (1899 as Agriculture and Technical Instruction; incorporates the former Department of Lands)	Brendan McInerney	1899–1968	c.1950–1971
Arts, Heritage, Gaeltacht and the Islands (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	1929–1989	1967–1971
Defence (1922)	Brian Spain Col. J. Moloney	1922–1962 and 1969–1971 (These records are held in the Military Archives, which has been approved as a place of deposit under the National Archives Act)	1963–1971

DEPARTMENT (DATE OF FOUNDATION, PREVIOUS NAMES ETC.)	CERTIFYING OFFICER(S)	RECORDS HELD IN THE NATIONAL ARCHIVES AS OF 31 DECEMBER 2001	RECORDS DUE FOR TRANSFER AS OF 31 DECEMBER 2001
Education and Science (1922, as Local Government and Public Health; earlier records from the Poor Law Commissioners and the Local Government Board)	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.1900–1971 (including Central Registry files, 1932–1971)
Enterprise, Trade and Employment (1993, as Enterprise and Employment; earlier records from the former Departments of Industry and Commerce and Labour)	Padraig Cullinane	1922–73	c.1960–71
Environment and Local Government (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.1960–1971
Finance (1922; incorporates the former Department of the Public Service)	Colm Gallagher	1922–1971	1951–1971 (Establishment Division, 1951–1971; new Divisions, 1960s)
Foreign Affairs (1919, as the Dáil Éireann Department of Foreign Affairs; Department of External Affairs, 1922–71)	Liam MacGabhann	1919–1970s (including records of embassies and consulates in other countries)	1960s–1971
Health and Children (1947, as Health; earlier records from the former Department of Local Government and Public Health)	Gerald Guidon	1920s–1963	1964–1971

DEPARTMENT (DATE OF FOUNDATION, PREVIOUS NAMES ETC.)	CERTIFYING OFFICER(S)	RECORDS HELD IN THE NATIONAL ARCHIVES AS OF 31 DECEMBER 2001	RECORDS DUE FOR TRANSFER AS OF 31 DECEMBER 2001
Justice, Equality and Law Reform (1922, as Home Affairs; Department of Justice, 1924–97; incorporates the former Department of Equality and Law Reform)	Noel Synnott Henry Mitchell David Costello John Lohan Ken Bruton Michelle Shannon Brian Purcell Michael Flahive John Kenny Denis O'Neill John Cronin Michael Gleeson John Haskins Tony McDermottroe John Hurley Jimmy Martin Fergus O'Callaghan Alec Dolan Anne Doyle	1922–1970s	c.1960–1971
Marine and Natural Resources (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)	Michael Prendergast	1845–1963	1964–1971 (and some older records)
Public Enterprise (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 Keaney Robin McKay Eamonn Molloy Fintan O'Brien Tom Ferris Matthew Benville Peter O'Neill Brendan Toomey Tom Kennington Kevin Humphreys	c.1900–1971	c.1960–1971

DEPARTMENT (DATE OF FOUNDATION, PREVIOUS NAMES ETC.)	CERTIFYING OFFICER(S)	RECORDS HELD IN THE NATIONAL ARCHIVES AS OF 31 DECEMBER 2001	RECORDS DUE FOR TRANSFER AS OF 31 DECEMBER 2001
Social Community and Family Affairs (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
Tourism, Sport and Recreation (1997; earlier records from Education and the former Departments of Industry and Commerce and Transport and Power)	Susan McGrath	c.1922–1962	1963–1971
OFFICE (DATE OF FOUNDATION)	CERTIFYING OFFICERS	RECORDS HELD IN THE NATIONAL ARCHIVES AS OF 31 DECEMBER 2001	RECORDS DUE FOR TRANSFER AS OF 31 DECEMBER 2001
Office of the Attorney General (1922)	Pat O'Sullivan	1922–1979	None
Office of the Comptroller and Auditor General (1922)	Richard Rapple	1920s–1962	1963–1971
Office of Secretary to the President (1937)	Brian McCarthy	1937–1971	None

**APPENDIX D Transfer of records from the higher courts and the
Circuit Court – statement of position at 31 December
2001**

Court	Main record series	Latest year in National Archives at 31 December 2001	Years due for transfer under 30 year rule
Supreme Court	Books of Appeal	1970	1971
Court of Criminal Appeal	Files	1972	None
Central Criminal Court	Files	1968 (Wicklow, 1969)	1969–71
High Court, Central Office	Plenary, Summary, Special Summons and State Side files	1970	1971
High Court, Probate Registries:			
Probate Office, Dublin	Wills and administration papers	1980	None
Castlebar	Wills and administration papers	1978	None
Cavan	Wills and administration papers	1980	None
Clonmel	Wills and administration papers	1977	None
Cork	Wills and administration papers	1978	None
Dundalk	Wills and administration papers	1981	None
Galway	Wills and administration papers	1977	None
Kilkenny	Wills and administration papers	1980	None
Letterkenny (formerly Lifford)	Wills and administration papers	1979	None
Limerick	Wills and administration papers	1978	None
Mullingar	Wills and administration papers	1978	None
Waterford	Wills and administration papers	1977	None
Wexford	Wills and administration papers	1974	None

Court	Main record series	Latest year in National Archives at 31 December 2001	Years due for transfer under 30 year rule
Circuit Court Offices (County Registrars):			
Carlow	Civil and criminal files	1977	None
Cavan	Civil and criminal files	1980	None
Clare	Civil and criminal files	1944	1945–71
Donegal	Civil and criminal files	1968	1969–71
Dublin	Civil files Criminal files	1960 1972	1961–71 None
Galway	Civil and criminal files	1974	None
Kerry	Civil and criminal files	1970	None
Kildare	Civil and criminal files	1975	None
Kilkenny	Civil and criminal files	1973	None
Laois	Civil and criminal files	1945	1946–71
Leitrim	Civil and criminal files	1962	1963–71
Limerick	Civil and criminal files	1978	None
Longford	Civil and criminal files	1979	None
Louth	Civil and criminal files	1978	None
Mayo	Civil and criminal files	1978	None
Meath	Civil and criminal files	1976	None
Monaghan	Civil and criminal files	1969	1970–71
Offaly	Civil and criminal files	1945	1946–71
Roscommon	Civil and criminal files	1964	1965–71
Sligo	Civil and criminal files	1978	None
Tipperary	Civil and criminal files	1976	None
Waterford	Civil and criminal files	1961	1962–71
Westmeath	Civil and criminal files	1978	None
Wexford	Civil and criminal files	1944	1945–71
Wicklow	Civil and criminal files	1975	None

APPENDIX E Summary of records accessioned by the National Archives in 2001

Appendix E.1 Records accessioned from Government Departments

Accession No.	Department	Description	Quantity
2002/3	Department of the Taoiseach	Volumes listing agenda items for meetings of the Provisional Government, 1922	1 box
2002/4	Department of the Taoiseach	Volumes listing agenda items for meetings of the Executive Council, 1922–37	2 boxes
2002/5	Department of the Taoiseach	State Documents, 1921–71	55 boxes
2002/6	Department of the Taoiseach	Government Minutes, 1971	½ box
2002/8	Department of the Taoiseach	Central Registry, S files, 1971	50 boxes
2002/9	Department of the Taoiseach	Private Office, RA files, relating mostly to 1971	3 boxes
2002/10	Department of the Taoiseach	Minute book of the Constitution Committee, 1922	½ box
2002/13	Department of the Taoiseach	Executive Council Cabinet Agenda, 1922–37	3 boxes
2002/24	Department of the Taoiseach	Assorted files relating to the preparation of the Report of the Commission for the Revival of the Irish Language, 1960s	3 boxes
2002/26	Department of the Taoiseach	Lynch Papers, 1971	1 box
2001/78	Department of Arts, Heritage, Gaeltacht and the Islands	Files relating to broadcasting, 1928–89	8 boxes
2001/98	Department of Education and Science	Minutes of the Board of Commissioners for Intermediate Education, 1878–1923	6 boxes
2001/74	Department of Enterprise, Trade and Employment	Files relating to the amendment of the Factories Acts, 1939–61	4 boxes
2001/90	Department of Finance	Files of the Civil Service (Compensation) Committee, 1920s	22 boxes
2001/114	Department of Finance	Establishment Division files (early series), 1922–24	64 boxes
2001/115	Department of Finance	Establishment Division files, 1924–50	197 boxes
2001/119	Department of Finance	Files of the Supply Division, 1954–69	79 boxes

2001/120	Department of Finance	Files of the Finance Division, 1965–69	97 boxes
2002/1	Department of Finance	Files of the Supply Division, 1970–71	26 boxes
2002/22	Department of Finance	Files of the Development Division, 1959–71, but relating mostly to 1971	15 boxes
2002/23	Department of Finance	Files of the Finance Division, 1970–71	60 boxes
2002/19	Department of Foreign Affairs	Central Registry files relating mostly to general political matters in the 1960s and 1970s	101 boxes
2002/20	Department of Foreign Affairs	Secretary's Office files, 1960s–1970s, but relating mostly to 1971	2 boxes
2001/85	Department of Justice, Equality and Law Reform	Visiting Committee Minute Books, Mountjoy and Kilkenny Prisons, 1920s–1950s	2 boxes
2001/100	Department of Justice, Equality and Law Reform	Chaplain's journal, Mountjoy Prison, 1918–23	½ box
2001/113	Department of Justice, Equality and Law Reform	Photograph albums of prisoners, 1904–1970s	14 boxes
2002/2	Department of Justice, Equality and Law Reform	Files of the Prisons Division, 1960s–1970s	15 boxes
2002/29	Department of Justice, Equality and Law Reform	Registered Crime and Security Files relating mostly to 1971	4 boxes
2002/25	Department of the Marine and Natural Resources	Miscellaneous bound volumes from the Mercantile Marine Office	1 pallet
2001/86	Department of Public Enterprise	Files relating to civil aviation matters, 1960s	2 boxes
2002/18	Department of Public Enterprise	Electricity and corporate affairs files, 1961–71	2 boxes
2002/21	Department of Social, Community and Family Affairs	Policy and administrative files, 1930s–1970s	14 boxes

APPENDIX E Summary of records accessioned by the National Archives in 2001

Appendix E.2 Records accessioned from scheduled bodies

Accession No.	Scheduled body	Description	Quantity
2002/14	Office of the Attorney General	Parliamentary Draftsman files, 1922–72	36 boxes
2002/15	Office of the Attorney General	Legal Advice files, 1922–72	16 boxes
2002/16	Office of the Attorney General	Legal Advice ‘flimsies’, 1922–79	101 boxes
2002/17	Office of the Attorney General	Files relating to Chief State Solicitor’s Office cases, 1937–63	6 boxes
2001/73	Office of the Comptroller and Auditor General	General administrative files, 1923–70	7 boxes
2002/7	Office of Secretary to the President	Registered P files relating mostly to 1971	9 boxes
2001/76	Office of Public Works	1 copy deed, 1860 and 2 certified copy memorials of deeds, 1860 and 1870 relating mostly to inland navigation	3 items
2001/77	Office of Public Works	3 inland navigation tracings, c.1850s (including one copy)	3 items

APPENDIX E Summary of records accessioned by the National Archives in 2001

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

Court	Description of records	Quantity
High Court, Probate Registries:		
Probate Office	Wills, administration papers, etc., 1979–80	268 boxes
District Probate Registry, Cavan	Wills, administration papers, etc., 1975–80	c.50 boxes
District Probate Registry, Tralee	Wills, administration papers, etc., 1977–80	c.35 boxes
Circuit Court Offices:		
Cavan	Civil Bill files, etc., 1968–80	c.85 boxes
Longford	Civil Bill files, etc., 1973–79	28 boxes
District Court Offices:		
Carlow	Justices' minute books, etc., 1922–76	c.35 boxes
Dublin	Justices' minute books, etc., 1943–80	c.40 boxes
Swords (Co. Dublin)	Justices' minute books, etc., 1922–75	c.30 boxes

APPENDIX E Summary of records accessioned by the National Archives in 2001

Appendix E.4 Records accessioned from National Schools

Accession number(s)	National School	Description of records	Quantity
2001/64	SS Peter and Paul, Baldoyle, Dublin 13	Registers, daily report books	13 boxes
2001/66	Grangegorman, Dublin	Report books, roll books, 1910–50	4 boxes
2001/66	Rathmichael, Co. Dublin	Report books, roll books, 1879–1968	7 boxes
2001/66	St Mary's, Mountjoy Street, Dublin	Observation book, 1895–1925	1 item
2001/66	Tramore, Co. Waterford	Report book, 1961–72	1 item
2001/66	Killucan, Co. Westmeath	Registers, report books, roll books, 1893–1995	4 boxes
2001/66	Ballymore, Co. Wexford	Report books, roll books, 1917–63	3 boxes
2001/66	Glebe, Co. Wicklow	Registers, report books, roll books, 1892–1989	7 boxes
2001/67	Scoil Carmel, Firhouse, Co. Dublin	Daily report books, roll books, 1898–1952	4 boxes
2001/79	Dangan, Kilmore, Carrick on Shannon, Co. Roscommon	Registers and roll book, 1865–1948	2 boxes
2001/82	Ardara (Wood School), Co. Donegal	Registers, daily report books, roll books, 1949–1994	2 boxes
2001/82	Lettermacaward (Robertson), Co. Donegal	Registers, daily report books, roll books, 1886–1979	5 boxes
2001/99	Castledermot, Co. Kildare	Roll book, 1873–78	1 item
2001/99	Timolin, Co. Kildare	Roll books, report book, certificates of religious instruction, 1891–1939	5 items
2001/99	Kilternan, Co. Dublin	Corporal punishment book, 1928–30	1 item
2001/103	St Brigid's, Castleknock, Dublin 15	Registers, 1865–1983	4 boxes

APPENDIX E Summary of records accessioned by the National Archives in 2001

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

Accession number(s)	Source	Description of records	Quantity
2001/65	British Railways Board, London	Plans of Lancashire & Yorkshire Railway Co. properties in Ireland, n.d.	1 box
2001/68	Susan Ward, Woodbridge, Suffolk, England	Official documents relating to the Bennison family, Co. Cavan, 1823–1912	¼ box
2001/70	Anthony Behan, Dublin	Account book for an unknown business, later used as a newspaper cuttings book, 1940s–1950s	1 item
2001/71	Roger Goacher, East Grinstead, West Sussex, England	Merchants' Warehousing Co. Ltd., Burgh Quay, Dublin: stocks and shares ledger, 1890–1924	1 item
2001/83	M.K. O'Doherty, Dublin	Records and publications of Monsignor E.F. O'Doherty (1918–98), 1940s–1990s	2 boxes
2001/84	F.J. Moyse, Clonmel, Co. Tipperary	<u>A favourite collection of the most advanced glees and catches for three and four voices</u> (Dublin, n.d. [late 18th cent.])	1 item
2001/87	Dr John Mackey, Blackrock, Co. Dublin	Correspondence and memoranda, mainly written to George Noble, Count Plunkett, 1911–38	¼ box
2001/89	James Scannell, Shankill, Co. Dublin	School text books and copy books, 1993–2001	1 box
2001/91	Anthony Dolan, Daingean, Co. Offaly	Testamentary records, 1871–1902	¼ box
2001/93	Stephen Clancy, Balla, Co. Mayo	Balla Town Improvement Association, Town Park and Legion of Mary, records, 1929–97	2 boxes
2001/96	Oxford Archaeological Trust	Receipts for Crown Rents received for properties in Dublin city and Cos. Dublin and Kildare, 1696	¼ box
2001/101	Nesta Evans, Bury St Edmunds, Suffolk, England	Transcript letters from members of the Fitzgerald family, Dublin, relating to the Easter Rising, 1916	¼ box
2001/106	Montana Historical Society, USA	Photographs of Ireland, early 20th cent.	4 items
2001/107	P.R.B. Davies, Rugby, Warwicks., England	Index to the Seymour Davies MSS [MSS on microfilm in National Archives, MFA 49]	¼ box

2001/109	Whytes Auctioneers, Dublin	Chief Secretary's Office Letter Book and Circular Letter Book relating to the General Prisons Board, early 20th cent.	1 box
2001/110	Order of St John/British Red Cross	Minute books, registers and correspondence relating to the relief of war disabled servicemen, the Irish Red Cross and the Blood Transfusion Service, 1917–70	c.55 boxes
2001/111	O'Keeffe and Moore, Solicitors, Dublin	Testamentary material, c.1750–1920	c.6 boxes
2001/112	Whytes Auctioneers, Dublin	Offices of Clerks of the Crown and Peace: miscellaneous documents relating to civil and criminal matters, 18th and 19th cent.	1 box
2001/121	Law Society of Ireland	Deeds in possession of several solicitors' firms for which the Law Society was appointed Receiver, c.1750–1950	14 boxes

APPENDIX E Summary of records accessioned by the National Archives in 2001

Appendix E.6 Records accessioned through the Business Records Survey

Accession number(s)	Source	Description of records	Quantity
CAR 20	Mr Michael Purcell, Carlow	John J. Duggan, solicitor, Carlow: legal papers, 19th cent. onwards	3 boxes
DUB 177	Bord Gáis	Alliance and Dublin Consumers' Gas Company: agreements, maps, plans and drawings (additional instalment)	c.30 boxes
DUB 182	Mr Nick Corish, Dublin	Matthew O'Byrne, Fountain Head bell foundry and Sheridan Brothers, Eagle Bell foundry: administrative and operational records, photographs etc., 1840–1974	6 boxes
WICK 33	Rev. Canon John Crawford, Dublin	Notes by Stephen G. Gallagher, county surveyor, Wicklow, on roads in the Irish Free State, 1931	1 item
2001/95	Eircom	Administrative and operational records, maps, plans and drawings, 1870–2000	650 boxes
2001/116	Aer Lingus	Files, photographs and publications relating to Aer Lingus and the development of Irish aviation, 20th cent.	119 boxes
2001/117	Padraic O Tailliur, Dublin	Dublin Ballast Office: ledgers, 1788–1805	5 boxes
2001/118	Mr James Martin, Dublin	Files and reports relating to Sir John Purser Griffith and the development of the Irish peat fuel industry, 1918–44	3 boxes
2001/120	Mr Tony Donohoe, Senior, Creevy, Co. Mayo	Crossmolina Old Age Pensions Sub-committee: minutes and registers of claims and questions, 1908–74	2 boxes
2001/122	Anonymous	Irish National Union of Vintners, Grocers and Allied Trades Assistants: administrative and financial records, 20th cent.	c.40 boxes