

**Report of the Director of the
National Archives
for
2003**

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1. LEGISLATION

NATIONAL ARCHIVES ACT 1986

- 1.1 The principal legislative basis for the National Archives is the National Archives Act 1986 and the Regulations made under that Act. When the Act came into operation in 1988, the Public Record Office of Ireland (founded in 1867) and the State Paper Office (founded in 2002) were amalgamated to form the National Archives. The detailed provisions of the Act relate mainly to Departmental records, and are summarised in paragraph 5.2 below.

Ministerial responsibility for the National Archives

- 1.2 The National Archives is a statutory body within the Civil Service. When established in 1988, it was part of the Department of the Taoiseach (the head of government or prime minister), but it is now part of the Department of the Arts, Sport and Tourism. Consequently, most powers conferred on the Taoiseach by the Act are now exercised by the Minister for Arts, Sport and Tourism, although some powers relating to Departmental records are still exercised by the Taoiseach.

Director of the National Archives

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

National Archives Advisory Council

- 1.4 The Act also provided for the establishment of the National Archives Advisory Council, whose members are appointed by the Minister. The principal statutory function of the Council is to advise the Minister in the exercise of his powers under the 1986 Act, on all matters affecting archives within the scope of the Act, and on the use of the archives by the public.

Annual Reports

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

FREEDOM OF INFORMATION ACTS 1997 AND 2003

1.6 The Freedom of Information Acts 1997 and 2003 (the FOI Acts) are also of major importance for the work of the National Archives. The original Act of 1997 became law on 21 April 1997, and has since been extended to additional bodies by regulations made under that Act by the Minister for Finance. As of the end of 2003 the FOI Acts 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.

1.7 The Freedom of Information (Amendment) Act 2003 came into force on 11 April 2003. It introduced a number of important amendments to the Act of 1997, notably in relation to Section 19 (Government Records), Section 20 (Deliberations of Public Bodies), Section 24 (Security, Defence and International Relations) and Section 47 (Fees).

Rights established by the FOI Acts

1.8 Under the FOI Acts, 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 Acts.

- 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 Acts, 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 Acts, and is subject to any relevant exemption from access provided for in the Acts.

1.9 The FOI Acts have 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 Acts, and are subject to any relevant exemption provided for in the Acts.

FOI and the management of records held by public bodies

1.10 Section 15(5) of the FOI Act 1997 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.

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- 1.11 The power conferred by the FOI Acts 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

- 1.12 During 2003, the National Archives remained involved in work related to the implementation of the FOI Act throughout the public sector. However, I am no longer a member of the main FOI Interdepartmental Working Group.
- 1.13 The National Archives is itself one of the public bodies listed in the FOI Acts, and records held by the National Archives which are not otherwise available for public inspection are subject to the provisions of the Acts. However, section 46(2) of the FOI Act 1997 states that it does not apply to a record that is available for inspection by members of the public. Consequently, the FOI Acts do not apply to archives in the National Archives that are available for public inspection.
- 1.14 During 2003, seven FOI requests were received, all of which were answered by the National Archives. Two requests were granted in full and two were part-granted. FOI did not apply to the records sought in two cases as the records were already in the public domain and the requesters were not aware of this. In relation to the remaining request, no records were held by the National Archives.
- 1.15 Section 15 of the FOI Act 1997 requires the publication by each public body of a reference book describing its structure, functions and records. Our Section 15 reference book was published in November 2001.
- 1.16 Under section 16 of the FOI Act 1997, 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.

DATA PROTECTION (AMENDMENT) ACT 2003

- 1.17 The Data Protection (Amendment) Act 2003 has extended to “manual data” (i.e. records kept in books, files, microfilm and other traditional formats) the protections for personal information relating to living people that were previously applicable only to “automated data” (i.e. records kept in electronic form). As a result, Data Protection law will have much greater implications for the work of the National Archives than it had before.

2. RESOURCES

FINANCIAL ALLOCATIONS

- 2.1 When allowance is made for inflation, the financial allocations made to the National Archives by the Department of Arts, Sport and Tourism in 2003 kept our overall financial position at about the same level as in the previous year. The financial allocations for 2002 and 2003 are compared in Table 1.

Table 1 **Financial allocations in respect of the National Archives in 2002 and 2003**

Subhead	2002	2003
	€	€
A.1 (Administrative expenses – pay of permanent staff)	1,186,000	1,200,000
A.2 – A.6 (Administrative expenses – current non-pay expenditure)	357,000	324,000
D.1 (Grant-in-aid – matching receipts from fees for copies of archives etc. – current non-pay expenditure)	74,000	76,000
D.2 Current (General expenses – mostly current non-pay expenditure, but including pay of Temporary Archivists)	931,000	937,000
D.2 Capital (General expenses – capital expenditure)	170,000	277,000
TOTAL	2,718,000	2,814,00

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 Subheads A2 – A6 in 2002 was €357,000, rather than €281,000 as shown in the Estimates.

STAFF

General

- 2.2 In 2003 the number of staff in the National Archives paid from exchequer funds remained at 42. Several of the new posts created in 2001 and 2002 were filled during 2003, including the posts of Conservator and Archivist (Electronic Records), but the post of Higher Executive Officer (ICT Manager) remained unfilled. When all vacancies have been filled, including the vacant posts of Archivist payable from the Crowley Bequest fund, 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 2003.

Increase in staffing still a requirement

- 2.3 The increases in staff sanctioned in recent years have significantly improved our capacity to meet some key objectives. However, as stated in previous reports, it is my firm view that a much larger increase is required to enable us to undertake our statutory responsibilities in full.

Filling of professional posts

- 2.4 As recorded in my Report for 2002, an advertisement to fill 7 vacancies for Archivists, including an Archivist specialising in Electronic Records appeared in the National Newspapers and on our website in December 2002, with a closing date of 9 January 2003 for receipt of applications. Arising from these competitions the following appointments were made:

- John McDonough was appointed to the post of Archivist (Electronic Records) and took up duty on 28 July 2003;
- Helen Hewson was appointed to the post of Archivist and took up duty on 17 June 2003;
- Mary Mackey was appointed to the post of Archivist and took up duty on 1 December 2003;
- Elizabeth McEvoy, who was already employed as Archivist on a fixed-term contract, was awarded a new fixed-term contract on 7 November 2003;
- Timothy O'Connor was appointed to the post of Archivist (fixed-term contract) and took up duty on 21 July 2003, but resigned to take up a position elsewhere on 3 October 2003;
- Jennifer Moran was appointed to the post of Archivist (fixed-term contract) and took up duty on 28 July 2003;
- Hazel Menton was appointed to the post of Archivist (fixed-term contract) and took up duty on 18 August 2003.

- 2.5 The panel that had been created as a result of the main Archivist competition was exhausted before all posts had been filled. Some of the candidates who had been placed on the panel did not accept offers of the posts in the National Archives, having already accepted offers of employment elsewhere. Consequently, two posts of Archivist (fixed-term contract) were left unfilled at the end of the year.

Higher Executive Officer (ICT Manager)

- 2.6 This vacancy was notified to all eligible staff in the Department of Arts, Sport and Tourism on 6 August 2003, but no candidate with the necessary skill and experience came forward, so permission was sought from the Department of Finance to invite applications from eligible serving staff in all Government Departments. This was agreed, and arrangements for a Civil Service-wide competition were being put in place by the Public Appointments Service at the end of 2003.

Short-term work placements

- 2.7 During 2003, a total of 11 persons worked in the National Archives on voluntary unpaid short-term work placements. Of these, eight were third-level students wishing to obtain relevant work experience prior to assessment for admission to a postgraduate course in Archival Studies, while two were Transition Year students and one person came from the Allen Library, Dublin. The tasks assigned to them included: routine sorting, listing and boxing of archives; cleaning of older records; provision of shelf-lists for various record series; flattening and stamping maps; foldering of specific collections; boxing of non-current finding aids; sealing-up of collections that are currently closed to public access; and checking of microfilms.

Creation of Divisions and Units, and preparation of Statement of Duties

- 2.8 The filling of new posts during 2003 made it possible to create formal Divisions and Units in the National Archives for the first time. The Divisions and Units created were:

- Archives Storage and Preservation Division
- Reader Services Division
- Records Acquisition Division
- Special Projects Division
- Corporate Services Unit
- Electronic Records Unit
- ICT (Information and Communications Technology) Unit

- 2.9 In conjunction with the creation of Divisions and Units, a detailed Statement of Duties covering the duties of all staff was prepared, and relevant extracts were given to each member of staff.

Performance Management and Development System (PMDS)

- 2.10 Training towards the full implementation of PMDS continued in 2003, and the process of agreeing individual role profiles for all staff commenced.

Upgrading of existing posts to Staff Officer

- 2.11 In the context of the improved arrangements for staff supervision and development necessitated by PMDS, and also in the context of the restructuring of the National Archives into a number of divisions, we sought the upgrading of two existing posts to Staff Officer level. Approval for this upgrading was received in January 2003, and as a result two serving Clerical Officers, Philip Doyle and Christy Allen, were awarded Staff Officer allowances.

Partnership and “Sustaining Progress”

- 2.12 The Partnership process in the National Archives was further developed during 2003. In May and June, a considerable amount of time was devoted to the preparation of material concerning the National Archives for inclusion in the Department of Arts,

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Sport and Tourism's Action Plan for Modernisation and Flexibility under "Sustaining Progress", the Social Partnership Agreement for the period 2003-2005. In October and November, material was prepared for inclusion in the Department's First Progress Report under "Sustaining Progress".

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

- 2.13 Progress on extending the use of ICT within the National Archives continued to be hampered in 2003 by the absence of a full-time ICT unit with suitably trained and qualified staff dedicated to this function. In the absence of a full-time unit, necessary ICT work continued to be undertaken by a combination of part-time support from an IT consultancy company, amounting to one half-day per week on site, and part of the time of members of our staff at Keeper and Clerical Officer level.
- 2.14 Work continued on the development of a number of database systems designed to aid archival management. These included:
- A database listing system for listing archives compliant with the International Standard for Archival Description – ISAD(G).
 - Replacement of the existing paper-based system for ordering archival documents in the Reading Room and for tracking the movement of archives between storage and the Reading Room. Considerable progress was made during the year on developing a system which would require the minimum of input on the part of readers, thus reducing the possibility of inaccuracies in the ordering process, and which would be a "real-time" system from the point of ordering onwards, using bar-codes and scanners to record the movement of documents and their current whereabouts.
 - A bar-coded self-service system for the production and return of microfilms between the Reading Room and the Microfilm Storage Area, to eliminate both the waiting period for such productions and associated paperwork.

Work on the last two projects was nearing completion by the end of 2003, with a date in January 2004 set for their implementation.

PREMISES

New Building

- 2.15 During discussions with the Department of Arts, Sport and Tourism and the Office of Public Works (OPW) in early 2003, it was agreed that a more detailed brief for the proposed new building should be prepared. The resulting "Outline Brief and Schedule of Requirements for a New Building for the National Archives" was commissioned by the OPW, and was prepared by Building Design Partnership in consultation with the National Archives. It was completed and given to the Department and the OPW in June 2003.
- 2.16 In the "Outline Brief", the floor areas required were summarised as set out in following table:

Table 2 **Summary of areas required in new building,
based on “Outline Brief, 2003”**

Description	Area in square metres
Strong rooms for paper documents	12,000m ²
Other strong rooms	100m ²
Processing and technical services, staff accommodation and public areas	4,440 m ²
Allowance for plant, circulation etc.	4,135m ²
TOTAL	20,675m²

2.17 At a meeting later in the year, the Department of Arts, Sport and Tourism expressed concern that the extent of our requirements for a new building at Bishop Street might reduce that site’s potential for development through a Public Private Partnership, and requested that we identify any elements in the “Outline Brief” which could be located on a site other than that occupied by the headquarters, in order to reduce the size of the headquarters building. This request remained under consideration within the National Archives at the end of the year.

Upgrading of existing premises at Bishop Street

2.18 The works on Floors 3 and 4 in the Front Block at Bishop Street, which had been initiated in 2002, were completed in 2003. Badly needed new offices and workrooms were provided on Floor 3. The new conservation workshop on Floor 4 is a state-of-the-art facility for the conservation and repair of archival documents. The renovation of the archival storage rooms on the east side of Floor 4 required the removal of all of the archives stored there, the completion of building works (including mobile sprinkler work, motion-activated lighting and new ceiling) and the installation of mobile shelving, in two depths and with varying shelf arrangements.

2.19 In the course of other minor works carried out in 2003, a new Accessions Room adjacent to the Loading Bay was fitted out with shelving and plan cabinets, and staff toilets on the Ground Floor and Floors 1 and 2 were refurbished.

2.20 Preparations by our staff for the works planned to provide services to the public on the Ground Floor continued in the early part of the year, but ceased when we learnt that, as stated in my report for 2002, the OPW had decided that the works should not be proceeded with because of the proposal for a new building.

2.21 However, plans to provide a Self-Service Microfilm Room adjoining the Reading Room on Floor 5 were advanced. This will enable a major improvement in delivery of service to readers. It requires re-location of the overnight store, some building works, installation of equipment, and implementation of new work practices. In addition, a very large backlog of microfilms needs to be processed.

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- 2.22 Discussions also took place during the year regarding a proposal for a number of other related works on Floors 1, 5 and 6. Those works were proposed to enable the replacement of two existing kitchen areas on Floors 1 and 6 by one canteen for all staff on Floor 1, and to provide a new conference room on Floor 6, additional office space for staff on Floors 1 and 5, and new staff locker rooms and showers on Floor 1. The proposal for a single canteen was facilitated by the new statutory ban on smoking in public buildings, as this meant that separate kitchen arrangements for smokers and non-smokers were no longer necessary.

Assistance received from the OPW

- 2.23 We wish to record the valuable assistance on building-related matters provided by the Dublin Castle Regional Architect's Office of the OPW, and especially by Mr Brian Coyle and Ms Margot Healy.

Fire Safety and Health and Safety

- 2.24 In 2003 we continued to build on the progress made in previous years with regard to fire safety and health and safety. Fire drills were carried out throughout the year. The Fire and Safety Committee continued to meet and to deal with ongoing matters. The National Archives Emergency Plan was updated and re-circulated in December.
- 2.25 A Fire Safety Training Day for all staff was carried out by Dublin Fire Brigade on 4 December 2003. Training was also provided for key members of staff on the use of the Evac+Chair, which is used to evacuate un-ambulant persons from the building in the event of an emergency evacuation when the lifts cannot be used. In addition, First Aid Training was provided by the Order of Malta for two members of staff.
- 2.26 The reports of Forbes Leslie Network, the fire safety consultants appointed by the OPW in 2002, were received in February 2003. Those of their recommendations that could be implemented without major works or expense were implemented during 2003.

3. PRESERVATION OF ARCHIVES

- 3.1 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 2003 see paragraph 2.14 above.

Productions from the Four Courts

- 3.2 The high level of productions of archives from our Four Courts building to the Reading Room at Bishop Street is a cause of concern because of the risks caused to the documents while in transit and the amount of staff time required. This will not be solved until all of the accommodation of the National Archives is on one site.

DISASTER PLAN

- 3.3 Further progress was made on the development of a detailed Disaster Plan for the National Archives. This work remained ongoing at the end of the year.

ENVIRONMENTAL MONITORING

- 3.4 The monitoring system, first installed in 1997, continued to provide high-quality data about temperature, relative humidity and light. The results of this monitoring over the year 2003 showed that the environment in almost every part of the storage areas in Bishop Street continued to fluctuate outside the ranges recommended for the storage of archival documents, and that our building at the Four Courts also has an environment that falls short of recommended conditions.

REPACKING OF ARCHIVES IN ARCHIVAL-QUALITY BOXES

Preservation packing

- 3.5 In accordance with long-standing policy, all new transfers of records to the National Archives are packed in archival-quality boxes, and other materials as appropriate. In 2003, the programme of backlog packing was continued in our premises at the Four Courts. It will take several years of work for the backlog of unboxed archives to be eliminated.

Work on Census of Population 1951

- 3.6 Following successful operations on other closed 20th century Census records in previous years, the arrangement, listing and packing of the parts of the 1951 Census forms in the custody of the National Archives was undertaken in 2003. This work was coordinated with the Central Statistics Office who hold the remaining parts of the forms, and I wish to acknowledge the advice and co-operation received from the Census of Population Division of that office in carrying it out.
- 3.7 Eight members of National Archives staff were designated 'Officers of Statistics' by the Central Statistics Office in order to work on these documents. The parts of the 1951 Census forms held by us, which consist of approximately 25 cubic metres of abstracts, were moved from the Four Courts to the Warehouse at Bishop Street where they were put into their archival arrangement, cleaned, listed and boxed in specially ordered archival-quality boxes. The boxes were then packed on pallets, wrapped and

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banded for security, and put away in a secure manner. The work took the equivalent of 50 working days to complete. 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 in January 2052.

CONSERVATION OF ARCHIVES

In-house conservation

- 3.8 Conservation repair by our Conservator was carried out on the following documents: Boundary Survey maps (part); Webber letters 2003/73; Ordnance Survey names on the map volumes 2002/33 and 2000/34; Department of Justice, Dundalk Prison Prisoner photographs; Pembroke Estate maps (part); Census of 1813 and 1821 (fragments); Receipt for Crown Rents 1696 2001/96; 1901 Census (part) prepared for photography. In addition, conservation assessments were carried out for work on the entire collection of Boundary Maps and on OS 150 Landed Estates Court files.
- 3.9 Work was also begun on the first stage of our phase boxing project, on grant books transferred from Probate Registries and on prison registers. This project includes consolidation of the red rot degradation on the binding of the books. The grant books were moved to the refurbished accommodation on Floor 4 at Bishop Street, and the prison registers returned to the Four Courts.

Conservation by private conservators

- 3.10 The conservation repair work on the Rebellion Papers continued and three boxes and some loose documents were completed. Box 2 of the Fenian photographs was conserved.
- 3.11 A private contractor continued work on the conservation repair of the Chancery Pleadings, and a total of 471 Pleadings were repaired in 2003. This work was carried out in the conservation facilities of the Chester Beatty Library until late April, and thereafter in the new conservation workshop of the National Archives. In this context, I wish once again to record my thanks to the Director, Dr Michael Ryan, and the Board of Trustees of the Chester Beatty Library for allowing this use of their facilities in 2002 and 2003.

PRESERVATION MICROFILMING

- 3.12 Preservation filming by the Library of Trinity College Dublin continued during 2003. A total of 14 boxes of the Rebellion Papers were filmed on 43 microfilms. Preservation microfilms were also made of 172 Ordnance Survey Name books on 23 microfilms.
- 3.13 The arrangement for by the Library of Trinity College on our behalf has now come to an end. I wish to express my thanks to the Librarian, Mr Robin Adams, and to the staff of the Library, especially Ms Sharon Sutton, for their co-operation over the years.

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

- 3.14 The Genealogical Society of Utah continued to carry out the programme of filming of certain classes of records held by the National Archives as specified in the agreement made in 2000. The archives filmed in 2003 comprised Valuation Office House Books,

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Board of Guardians Minute Books for the four Poor Law Unions in the Dublin area, and National School Roll Books.

Storage of preservation microfilms

- 3.15 The master copies of National Archives preservation microfilms – other than the master copies of films made by the Genealogical Society of Utah, which are stored at their headquarters in Salt Lake City, USA – are stored in the UK national microfilm storage facility situated in the National Library of Wales in Aberystwyth.

Plans to establish in-house microfilming

- 3.16 The lack of access to in-house microfilming continued to create difficulties. In the wider context of the creation of Divisions and Units within the National Archives, work continued on plans to establish a preservation-microfilming unit within the National Archives.

4. SERVICES TO THE PUBLIC

READING ROOM

- 4.1 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 a.m. to 5.00 p.m., Monday to Friday (excluding public holidays, the week from Christmas Eve until the end of the year, and during 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 or via Internet connection (both in the Reading Room and remotely), but the archives themselves are kept in secure storage areas and are produced by a member of staff when ordered by a reader.
- 4.2 In 2003, the total number of visits to the Reading Room during opening hours was 16,493 and the number of readers' tickets issued was 4,562. The tables in Appendix B.1 and B.2 compare these figures with those for previous years.
- 4.3 The total number of visits in 2003 was slightly higher than in 2002 (16,241), while the number of readers' tickets issued in 2003 was marginally lower than in 2002 (4,577). As in 2002, more information on our website and increased volumes of email and standard correspondence (5,236 pieces of correspondence received in 2003 as opposed to 4,889 in 2002) may also have reduced the necessity for some actual visits to the Reading Room. Furthermore, the provision of the Genealogy Service both here and in the National Library of Ireland is undoubtedly directing researchers more efficiently to the location of source materials, thus avoiding futile visits to the National Archives in search of records actually held elsewhere.
- 4.4 The table in Appendix B.3 shows the number of visits to the Reading Room per month in 2003. The busiest month was July, with 1,679 visits. The average number of visits per day in 2003 remained at about 70.
- 4.5 The number of archives consulted by readers during 2003 was 39,581, a significant increase on the previous year's figure of 35,161. The table in Appendix B.4 compares these figures with those for 1971, 1981, 1991 and 2001. The average number of archives consulted per visit was 2.40, compared to 2.44 in 2002. More records were read in July (the busiest month for visits) than in any other month,
- 4.6 The papers of the Meath Estate are still held in private custody in Kilruddery near Bray, Co. Wicklow, but records requested by researchers are temporarily transferred to the National Archives, where the records are housed and made available for research under the same conditions as records held permanently in the National Archives. Four researchers were facilitated in this way during 2003.
- Reading Room opening hours**
- 4.7 As stated in previous reports, there is clearly a need for an extension of opening hours in the evenings and/or at the weekends to cater for the needs of researchers who cannot attend during normal working hours or can only come to Dublin for short periods of time. However, a shortage of staff, particularly in the grades of Clerical Officer and Services Officer, continues to make this impossible. In this context, it is hoped that the inauguration of an Open Day in September (see 4.12 below) has gone some way towards introducing new users to the services of the National Archives.

Group visits

- 4.8 2003 was another busy year for organised groups visiting the Reading Room – an average of about two a month. October was particularly busy. Most groups come to the Reading Room during opening hours. However, the use of the Reading Room by groups during opening hours remained problematical and disruptive to other readers, and all but the most important such visits were discouraged, pending the development of new conference room facilities.
- 4.9 A total of 47 groups visited the National Archives by appointment in 2003. Of these, 26 were from third-level educational institutions in Ireland, comprising students in the fields of archival science, history, journalism, education, architecture, archaeology, local studies, tourism and heritage. Other visits included those by local history, archaeological and genealogical societies and groups, history teachers and secondary school students. More unusual were visits by the Hampshire Archives Trust, in which 24 friends and staff of the Hampshire Record Office participated, and a visit by the archivist for Roman Catholic archives in the Republic of Armenia.

Genealogy Service

- 4.10 As reported in my previous annual report, the National Archives entered into discussions with the Association of Professional Genealogists in Ireland in 2002, with a view to offering a Genealogy Service in the National Archives staffed by members of APGI, similar to the service already being offered in the National Library of Ireland. The Genealogy Service began in the National Archives on Monday 6 January 2003. The service proved to be instantly successful, resulting in 152 consultations in the month of January. In all, 3,220 consultations were given during the year by a rota of nine professional genealogists.

Open Day and Archive Awareness Campaign

- 4.11 Following on from an initiative of the National Council on Archives in the UK, Irish archival services, including the National Archives, decided to participate in an Archive Awareness Month in September 2003, together with archival repositories in Britain.
- 4.12 As our contribution to Archive Awareness Month, an Open Day took place in the National Archives on Saturday 27 September, when 84 members of the public attended for a day of seminars, visits and practical demonstrations. Our exhibition “The Calamitous Fire”, detailing the history of the Public Record Office of Ireland, was on view. A bookstall was also provided. Members of the Association of Professional Genealogists in Ireland provided their consultation services voluntarily.
- 4.13 Also in conjunction with the Archive Awareness Month, the National Archives mounted an online exhibition on its website. Selected for display were a number of records documenting notable Irish historical events that took place during the month of September over the last two centuries.

Visitor Survey

- 4.14 Following on from the Visitor Survey carried out by Marketing Edge for the National Archives in 2002, we decided to carry out a smaller-scale Visitor Survey in 2003 by inviting visitors to the reading room during November to complete a questionnaire. A total of 66 questionnaires were filled out during the month. Questions related to frequency of visits to the National Archives, access to the National Archives website, provision of Reader’s Ticket applications online, the provision of self-service microfilms, the provision of instant photocopying and the opening hours of the National Archives. The responses to this questionnaire helped to guide us in our plans for improvements in services to readers in 2004.

COPYING OF ARCHIVES FOR MEMBERS OF THE PUBLIC

- 4.15 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. Readers are also permitted to take their own photographs of selected documents with prior permission of staff. Such photography must be undertaken outside Reading Room opening hours.
- 4.16 Late in 2003 a new overhead book-scanner was purchased. This will be of great assistance to staff in making essential copies from heavy books, and will help avoid damage to the volumes.

WEBSITE

- 4.17 The National Archives website was further enhanced, with the addition of new finding aids as these became available in digital format. Work commenced on the creation of electronic finding aids to the archives of the Office of Secretary to the President, with a view to providing online access to them via our website.
- 4.18 A new searchable list of the private collections of Brian J. Cantwell, George Gavan Duffy, William Monsell, John Woulfe Flanagan and the Woulfe Flanagan family and the estate collection of the Richardson family of Counties Louth and Kildare was mounted on the site during the year, as were a list of over 800 small accessions from private sources and a summary of all accessions from private sources received for the years 1997 to 2002.

FINDING AIDS

- 4.19 As in previous years, 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 in recent 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 (now being undertaken by the National Library of Ireland) to compile listings of sources for estate papers in both the National Archives and the National Library of Ireland continue to be bound on receipt here. Work on rebinding lists of collections of private and estate accessions (1000 series) is ongoing.

Card indexes

- 4.20 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

- 4.21 The photocopied leaflet of Some Facts about the National Archives was printed as a booklet, and the existing booklet Sources for Local and Family History was expanded and rewritten. The information leaflet on genealogical and historical research is updated regularly in both paper and electronic formats.

LECTURES AND PUBLICATIONS

Lectures

- 4.22 Members of staff gave a total of 18 lectures and talks to outside bodies, including the Maynooth Diploma in Local History (in Kilkenny), the John Roberts Weekend organised by Waterford City Archives, and the Irish Genealogical Research Society.

Counties in Time – documents and commentaries from the National Archives

- 4.23 On Wednesday 3 December 2003 the Minister for Arts, Sport and Tourism, Mr. John O'Donoghue, T.D., launched our CD-ROM, Counties in Time – documents and commentaries from the National Archives of Ireland. This publication aims to introduce a sample of the records held in the National Archives of Ireland to a wide audience. The records chosen are from 31 record classes that relate, in nearly all cases, to each of the 32 counties of Ireland, and cover the period from the late 16th to the mid-20th century.
- 4.24 Preparation of the CD-ROM was originally undertaken as a project for the Millennium. It required extensive, time-consuming and specialised work by ourselves, our former partners (Local Ireland Ltd), and the contractors and sub-contractors engaged on the project (principally Eneclann Ltd and Lendac Systems Ltd). Work on the CD-ROM was almost completed in 2001, but unforeseen difficulties prevented its publication in either 2001 or 2002.
- 4.25 As published, Counties in Time contains images of almost 1,000 documents, along with transcripts of those which are difficult to read, explanatory introductions to all of the record classes, short illustrated county histories for each county, a glossary of terms, a timeline which provides a short chronology of Irish history since the 16th century, an introduction to the National Archives, and a guide to using original records for historical research. It is being marketed on our behalf by Eneclann Ltd, and is available for purchase through their website: www.eneclann.ie.
- 4.26 Counties in Time will be of interest to the general reader interested in the history of their own locality or in knowing about the National Archives and its holdings, but will be of particular relevance to teachers and second-level history students studying the revised Leaving Certificate history curriculum to be introduced in September 2004. Copies of the CD-ROM are being distributed to secondary schools.

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 4 – Functions of the Director of the National Archives**

The functions of the Director specified in this section include:

- the examination and acquisition of Departmental records in accordance with the Act;
- the inspection and examination of arrangements for the preservation of Departmental records and, with the consent or at the request of the appropriate member of the Government, the examination of Departmental records;
- the giving of advice to a member of the Government and to any public service organisation on the management, preservation and reproduction of records under their control.

- **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

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- (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.

Guidelines

- 5.4 In 2003 work was completed on the drafting of updated **Guidelines for the Transfer of Departmental Records to the National Archives** and on preparing **Guidelines for the Transfer of Court and Testamentary Records to the National Archives**.

Certifying Officers

- 5.5 The names of officers of Departments serving as Certifying Officers on 31 December 2003 are listed in Appendix C below.

ADVICE GIVEN TO DEPARTMENTS, COURTS AND SCHEDULED BODIES

- 5.6 Records management advice continued to be provided to the Department of the Taoiseach in the course of 2003. A considerable amount of staff time was devoted to assisting the Department of Finance in the identification and recall of records of the Department held in the National Archives in connection with work for the Ryan Commission. Advice continued to be given to a range of Departments on issues in connection with compliance with the National Archives Act, and to the Courts Service concerning the storage of its records.

APPRAISAL OF DEPARTMENTAL RECORDS PROPOSED FOR DESTRUCTION

- 5.7 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.
- 5.8 During 2003, work continued on the appraisal of records of the Office of the Revenue Commissioners. Three authorisations for the destruction of records were granted, two to the Office of the Revenue Commissioners and one to the Office of Secretary to the President.

TRANSFERS OF RECORDS BY GOVERNMENT DEPARTMENTS

- 5.9 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, since 2001 we have once again been very short of space.
- 5.10 The position with regard to the transfer of records by Government Departments at the end of 2003 is summarised in Appendix C below. The records accessioned during 2003 are summarised in Appendix E.1. In 2003, in addition to a routine transfer of 30- year old records, we received an additional instalment of backlog records from the Department of Finance, relating mostly to the 1930s, 1940s and 1950s. One small but noteworthy collection transferred from the Department of the Taoiseach comprised the records of the former Dáil Éireann Relief Bureau.

Media Preview of records released by Government Departments

- 5.11 As usual, a selection of the records to be released by Government Departments in January 2004 was made available to representatives of the media at a two-day media preview held on 11 and 12 December 2003. The preview was subject to an embargo on publication or broadcasting prior to 1.00 am on 1 January 2004.
- 5.12 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 Finance and Foreign Affairs, and files of the Offices of the Attorney General and the Secretary to the President, all relating mainly to 1973. Archives of the Defence Forces relating mainly to 1973 were temporarily deposited in the National Archives by the Military Archives for the purposes of the media preview.

Records relating to Northern Ireland

- 5.13 Meetings with Certifying Officers from Departments holding 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 1973 papers due for release in January 2004. The meetings were facilitated by the National Archives, and hosted by the Department of Foreign Affairs.

Department of Education and Science

- 5.14 The Department of Education and Science continued to tackle the backlog of its non-current records. Listing of records stored in a warehouse in Tullamore was ongoing, including the creation of database catalogues to more complex records, which it is hoped will be transferred to the National Archives in the near future. The National Archives liaised closely with the Department with regard to this work, and some small transfers of records were made during 2003.

TRANSFERS OF COURT AND PROBATE RECORDS

- 5.15 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 offices 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.
- 5.16 The position at the end of 2003 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 2003 are summarised in Appendix E.3. Large record transfers, including much backlog material, were made by Wexford Circuit Court Office and Offaly Circuit Court Office, the latter as a consequence of preparations for refurbishment works on Tullamore Court House.

TRANSFERS OF RECORDS BY SCHEDULED BODIES

- 5.17 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, work continued during 2003 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, and the Office of the Secretary to the President.
- 5.18 The records accessioned from Scheduled Bodies in 2003 are summarised in Appendix E.2 below.

Office of the Attorney General

- 5.19 Records were received from the Attorney General's Office, almost equally divided between files of the Parliamentary Draftsman's Office, relating mostly to 1973, and those of the main Office, relating to a range of years, including 1973.

Ordnance Survey

- 5.20 One member of Ordnance Survey staff continued to work in the National Archives premises, and some of the time of one of the Archivists recruited the National Archives in mid-2003 was devoted to work connected with Ordnance Survey transfers. Listing was carried out of documents relating to place names.

Valuation Office

- 5.21 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 associated inconvenience 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.
- 6.4 In the course of 2003 major listing work was completed on the records of Irish Steel Ltd (formerly Irish Steel Holdings), at the company's old plant in Haulbowline, County Cork. This is one of the largest archives of a state sponsored body examined to date and it provides many insights into the development and operation of this unique enterprise between 1947 and 1995. The collection includes records of an earlier steel-making concern, which was established on Haulbowline in 1938. The records were transferred to the National Archives early in 2003.

LOCAL AUTHORITY RECORDS AND ARCHIVES

- 6.5 Under section 80 of the Local Government Act 2001 (which re-enacted the provisions of 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 that section, 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 2003 the National Archives continued contact with the Department of the Environment, Heritage and Local Government on matters relating to the implementation of section 80 of the Local Government Act 2001. We also provided advice and assistance as requested by archivists 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 2003 to persuade National Schools to deposit their non-current records in the National Archives. This project has, again, met with some success and will continue during 2004. The records deposited in 2003 are summarised in Appendix E.4 below.
- 6.9 The more important accessions from private sources received during 2003 (including those accessioned through the Business Records Survey) are summarised in Appendix E.5 below. They include a large accession of archives from the Imperial Tobacco Company, consisting of records of W.D. Clarke and Son, John Player and Son, and W.D. and H.O. Wills, comprising administrative, operational and accounting records of these cigarette and tobacco manufacturers. We also received some important collections of family and institutional origin, including the papers of Daniel Webber M.P. and the Rev. Thomas Kelly. Among smaller accessions of particular interest are the visitors' books from McGuirk's Tea House, Lough Bray, Glencree, Co. Wicklow, spanning a period from the late 19th to early 20th centuries.
- 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.

BUSINESS RECORDS SURVEY

- 6.11 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. We are very grateful to all who deposited records or assisted the Survey in other ways.

CHURCH OF IRELAND RECORDS

- 6.12 During 2003 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. Most 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 Since 1997, I have repeatedly drawn attention in my Annual Reports to the pressing need for action to ensure the long-term preservation of digital heritage. Much of the business of Government is now transacted electronically, and it is essential that resources are in place to enable the archives thus created to be preserved into the future. The fact that the National Archives was unable to develop its own in-house facility for the long-term preservation of records created in digital form was a matter of very serious concern to me.

ELECTRONIC RECORDS UNIT

- 7.2 The new post of Archivist (Electronic Records), which was created in 2001, was eventually filled in 2003 and the person appointed to the post commenced work in the National Archives in August 2003. I hope that the establishment of our Electronic Records Unit will enable the National Archives to commence a digital preservation programme over the coming years.

Websites of public bodies

- 7.3 As recorded in Appendix E.6 below, one of the initial tasks undertaken by our Electronic Records Unit was the archiving of the current versions of the websites of the national cultural institutions, the Department of the Taoiseach, the Central Statistics Office and the Department of Foreign Affairs.

INTERNATIONAL PROJECTS

- 7.4 In the meantime, the National Archives has continued its attempts to focus attention on digital preservation issues through its participation in relevant international projects and committees.
- 7.5 During 2003 we remained involved in two international initiatives aimed at developing strategies for the long-term preservation of digital records. These were the European Commission's DLM (Document Lifecycle Management) Monitoring Committee on which Thomas Quinlan, Senior Archivist (Acting) represented the National Archives, and InterPARES (International Research on Permanent Authentic Records in Electronic Systems), an interdisciplinary research project co-ordinated by the University of British Columbia, on which Ken Hannigan, Keeper, represented the National Archives.
- 7.6 In particular, Ken Hannigan continued to attend meetings of InterPARES 2, which focuses on experiential, dynamic and interactive records created in the new digital environment, and will pay particular attention to the records of E-Government. This second phase of the InterPARES project also includes the participation of other National Archives, including those of Canada, the United States and the United Kingdom.
- 7.7 Thomas Quinlan attended a conference "Practical Experiences in Digital Preservation", which was held in London on 2-4 April and was organised by The

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National Archives of the United Kingdom. This conference provided a forum for those engaged in digital preservation activities to share experiences. He also attended a workshop “Preservation of Electronic Records as Archives”, held on 15-17 May and organised by the Archives Department of University College Dublin. This workshop was conducted by Terry Cook of the University of Manitoba, Canada.

IRISH SOCIAL SCIENCE DATA ARCHIVE

- 7.8 During 2003, Ken Hannigan remained a member of the Board of the Irish Social Science Data Archive, which is based in University College Dublin.

8. CO-OPERATION AND TRAINING

COUNCIL OF NATIONAL CULTURAL INSTITUTIONS

8.1 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)

8.2 The Council also meets as a statutory body to make recommendations to the Minister for Arts, Sport and Tourism on proposed acquisitions by five eligible institutions using the Heritage Fund established under the Heritage Fund Act, 2001. The five eligible institutions are the National Archives, the National Gallery, the National Library, the National Museum and the Irish Museum of Modern Art.

8.3 The Council has established a number of working groups, comprising staff members from the member institutions. As of 31 December 2003, the National Archives was represented on the following working groups by the following members of staff:

- Education and Outreach Working Group: Catriona Crowe
- Information Technology Working Group: Ken Hannigan
- Marketing Group: Catriona Crowe

DOCUMENTS ON IRISH FOREIGN POLICY

8.4 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.

REPRESENTATION ON OTHER BODIES

8.5 In 2003 members of the staff of the National Archives served in their official capacity on the following bodies:

- Civil Service IT Group: Ken Hannigan
- DLM Monitoring Committee (EU Expert Group on Electronic Records):
Thomas Quinlan

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- Documents on Irish Foreign Policy project, Editorial Advisory Board: Catriona Crowe
- Eurofocus on Libraries, Archives and Museums (Library Council): Ken Hannigan
- Information Society Commission, Legal Issues Group: Ken Hannigan
- Inter-Departmental Committee on Military Archives: Director
- InterPARES (international research project on the permanent preservation of authentic and reliable electronic records): Ken Hannigan
- Irish Architectural Archive, Board: Aideen Ireland
- Irish Film Institute - Archives Committee : Aideen Ireland
- Irish Genealogy Limited: Director (as observer)
- 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

8.6 In the course of 2003 members of the staff of the National Archives attended the following conferences and meetings:

- Civil Service IT Group Seminar
- Disaster Training Day in Limerick, June 2003
- Directors of National Archives of E.U. Member States
- E.U. Expert Seminar on methods of digital archival description and access
- International Conference of Labour Historians, Liberty Hall, Dublin (the National Archives exhibition "The Calamitous Fire" was on display during the conference)
- InterPARES International Team Meetings
- InterPARES Plenary Workshops
- Irish Labour History Society Conference
- LIBER conference on preservation surrogates in The Hague, April 2003
- "Practical Experiences of Digital Preservation", The National Archives, United Kingdom, 2 – 4 April 2003
- Preservation Advisory Panel of the National Preservation Office, London, in October 2003
- Preservation Microfilm Users Group (Ireland) in Galway in June 2003
- "Preserving Electronic Records as Archives", Archives Department, University College Dublin, 15 – 17 May 2003.
- Research Seminar in Contemporary Irish History: "The Business of Irish Government: Administrative Style and the Bureaucratic Record, 1922-1971, Royal Irish Academy", Dublin
- Society of Archivists, Annual Conference and CTC (Southampton)
- Society of Archivists, Ireland AGM (Cork)
- Society of Archivists Workshop on buildings for archives in Dublin City Archive, June 2003

PARTICIPATION IN TRAINING COURSES

- 8.7 During the course of 2003 members of the staff of the National Archives took part in the following training courses:
- Customer charters, guidelines for preparation (CMOD)
 - Evac+Chair Training (In house)
 - Fire Safety Evacuation Training (In house)
 - Induction training for new members of staff (In house)
 - Performance Management and Development System (PMDS) training

VISITS TO OTHER ARCHIVES

- 8.8 In July Aideen Ireland visited the Public Record Office of Northern Ireland to examine services to the public and the provision of access to records in surrogate form. Thanks are due to the Chief Executive, Gerry Slater, and Valerie Adams for their co-operation and assistance.
- 8.9 In October Frances McGee visited the Public Record Office in Kew, London, to see book-scanners, and the Family Records Centre in London to observe the use of self-service microfilm.

MEMBERSHIP OF OTHER ORGANISATIONS

- 8.10 The National Archives was an institutional or associate member of the following organisations in 2003:
- American Conference for Irish Studies
 - American Institute for Conservation of Historic and Artistic Works
 - Association of Canadian Archivists
 - British Association for Irish Studies
 - British Association of Paper Historians
 - British Cartographic Society
 - British Records Association
 - Business Archives Council
 - Economic and Social History Society of Ireland
 - Eighteenth Century Ireland Society
 - European Commission on Preservation and Access
 - Institute of Paper Conservation
 - 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
 - National Preservation Office
 - Records Management Society of Great Britain
 - Scottish Society for Conservation and Restoration
 - Society of American Archivists
 - Society of Indexers

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- 8.11 In addition, most members of the professional staff were members of the Society of Archivists in a personal capacity. Aideen Ireland was elected Chairman of the Society of Archivists in April 2001, to serve for a two-year period, and stood down from that position at the AGM in April 2003.

EXHIBITIONS MOUNTED BY OTHER ORGANISATIONS

- 8.12 During 2003 the National Archives co-operated with other organisations on matters relating to exhibitions as follows:

- **Dun Laoghaire Harbour Company:** Photography took place in the National Archives in April for the publication and accompanying exhibition entitled “The Construction of Dun Laoghaire Harbour”.
- **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 2003. Appropriate arrangements were made for the monitoring of the items while on loan.
- **National Museum, Collins Barracks:** In 2003 talks began with Labhras Joye, curator of their forthcoming exhibition “Soldiers and Chiefs: The Irish at War at Home and Abroad, 1550-2001”, concerning research into relevant sources held in the National Archives.

Appendix A: Staff of the National Archives as of 31 December 2003

GRADE	NAMES (within each grade, names given in alphabetical order of surname)	TOTAL
Director	David Craig, PhD	1
Keeper	Ken Hannigan, BA, H Dip Ed	1
Keeper (Acting)	Frances McGee, M ès Lettres, H Dip Ed	1
Senior Archivists	Catriona Crowe, BA Aideen Ireland, MA, Dip Archival Studies	2
Senior Archivist (Acting)	Thomas Quinlan, BA, Dip Archival Studies	1
Archivists	Brian Donnelly, BA, Dip Archival Studies Helen Hewson, BA, Dip Archival Studies Mary Mackey, MA, Dip Archival Studies Gregory O'Connor, MA, Dip Legal Studies	4
Archivist (Electronic Records)	John McDonough, BA, Dip Archival Studies	1
Archivists on fixed-term contract	Elizabeth McEvoy, M Phil, Dip Archival Studies Hazel Menton, BA, Dip Archival Studies Jennifer Moran, BA, Dip Archival Studies (2 vacancies)	5
Archivists on fixed-term contract (Crowley Bequest Project)	2 vacancies	2
Conservator	Zoë Reid, BA, Dip Conservator- Restorer	1
ICT Manager (HEO level)	Vacancy	1
Higher Executive Officer	Noreen Lynch	1
Executive Officer	Tom Gilsenan	1

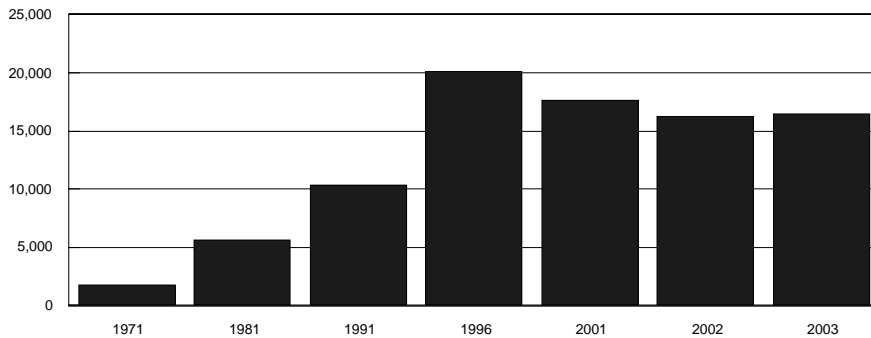
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GRADE	NAMES (within each grade, names given in alphabetical order of surname)	TOTAL
Staff Officer	Eileen Treacy	1
Staff Officer (Acting)	Christy Allen Philip Doyle	2
Clerical Officers	Paul Carolan Kieran Crowley Sandra Daly (work-sharing – 3 days per week) John Delaney Breda Devereux Lorca Farrell Gemma Harkin Bernadette Kelly Enda Lowry Eamonn Mullally David O'Neill Ken Robinson Patrick Sarsfield (1 work-sharing vacancy – 2 days per week)	13
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

Note: One post of Senior Archivist and two posts of Archivist on fixed-term contract are payable from the Crowley Bequest fund for the duration of the Crowley Bequest Project.

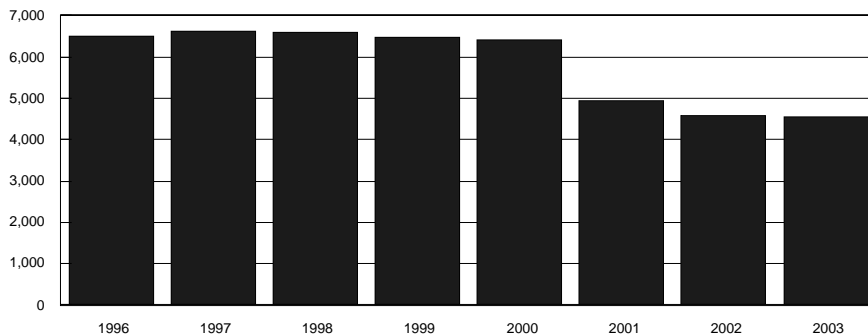
Appendix B: Use of the Reading Room by the Public, 1971–2003

Appendix B.1 Visits to Reading Room per year 1971 - 2003



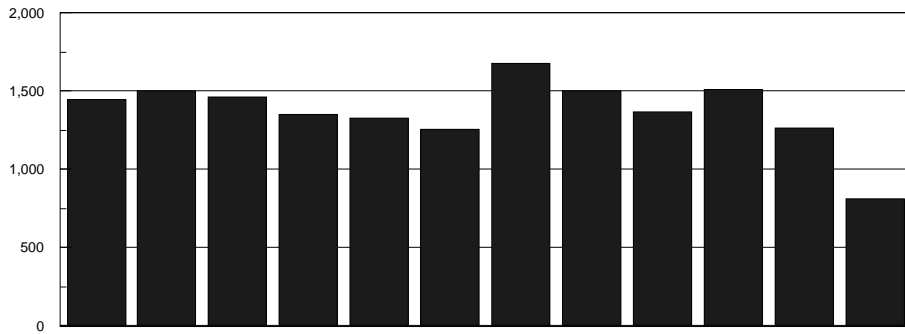
	1971	1981	1991	1996	2001	2002	2003
■	1,754	5,631	10,341	20,155	17,608	16,241	16,493

Appendix B.2 Readers' tickets issued per year 1996 - 2003



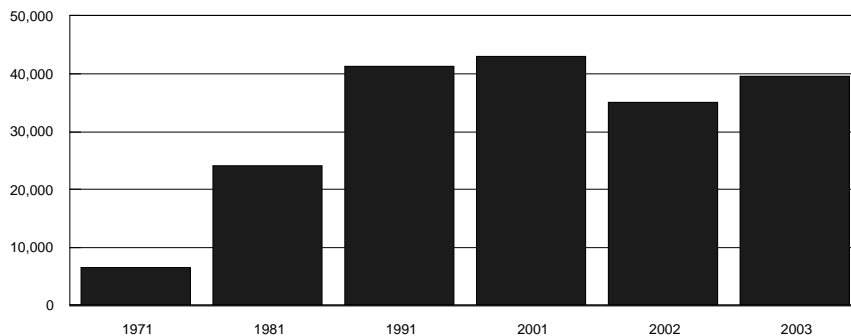
	1996	1997	1998	1999	2000	2001	2002	2003
■	6,492	6,631	6,585	6,482	6,406	4,941	4,577	4,562

Appendix B.3 Visits to Reading Room per month in 2003



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
■	1,450	1,500	1,468	1,354	1,326	1,255	1,679	1,504	1,372	1,508	1,267	810

Appendix B.4 Archives consulted by readers, 1971 -2003



	1971	1981	1991	2001	2002	2003
■	6,597	24,070	41,376	43,042	35,161	39,581

Appendix C: Transfer of records pre-dating 1974 from Government Departments and Offices of State for release to public inspection under the 30-year rule

– statement of position as of 31 December 2003

DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2003	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2003
the Taoiseach	Peter Ryan Ann Whelan John Kennedy (They were also serving as 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.)	1919–73	None
Agriculture and Food	Brendan McInerney	1899–1980s	circa 1950–1973
Arts, Sport and Tourism	Susan McGrath	circa 1922–1962	1963–1973
Communications, Marine and Natural Resources	Pat Ryan	1845–1972	1964–1973 (and some older records)
Community, Rural and Gaeltacht Affairs	Kevin O'Connor	1929–1989	1967–1973
Defence	Eilis O'Connell Col. J. Moloney	1922–1973 (The records are held in the Military Archives, which has been approved as a place of deposit under the National Archives Act.)	1963–1973

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2003	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2003
Education and Science	George Rowley	1831–1969	circa 1922–1973
Enterprise, Trade and Employment	Ciarán Ó Cuinneagáin Padraig Cullinane Ronnie Sheehan Eamonn Laird Gerry Donnelly Clare Dunne Billy Jestin Martin Lynch Ray McGee Freda Nolan Declan Morrin Tony Joyce Eamonn Carey Tony McGrath Jack Thompson Fergus McCafferty Michael O'Donnell John P. Kelly Michael English Lorraine Benson Margo Monaghan Kieran Grace Martin Shanagher Padraig Hennessy Conor O'Mahony Philip Donegan Pat Nolan Vincent Madigan Barry Harte Eamon McHale Paul Farrell Michael Cunniffe Pat Hayden Breda Power David Barry Sean Fitzpatrick Peter Fisher	1922–73	circa 1960–73
the Environment, Heritage and Local Government	Seamus O'Connor Eddie Lewis Brian Breathnach Ann McGuinness Tadhg Ó Seasnáin	1838–1969	circa 1960–1973
Finance	Colm Gallagher	1922–1973	None

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2003	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2003
Foreign Affairs	Liam MacGabhann	1919–1973	None
Health and Children	Gerald Guidon	1920s–1963	1964–1973
Justice, 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	1922–1973	circa 1960–1973
Social and Family Affairs	Liam Walsh	1919–1970s	1973

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2003	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2003
Transport	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	circa 1922–1973	circa 1960–1973
OFFICE OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2003	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2003
the Secretary to the President	Brian McCarthy	1937–1973	None
the Attorney General	Pat O'Sullivan	1922–1979	None
the Comptroller and Auditor General	Richard Rapple	1920s–1962	1963–1973

Appendix D: Transfer of records from higher courts and the Circuit Court

— statement of position as of
31 December 2003

COURT	MAIN RECORD SERIES	LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2003	YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE
Supreme Court	Books of Appeal	1970	1971-73
Court of Criminal Appeal	Files	1972	1973
Central Criminal Court	Files	1968 (Wicklow, 1969)	1969-73
High Court, Central Office	Plenary, Summary, Special Summons and State Side files	1970	1971-73
HIGH COURT, PROBATE:			
Probate Office, Dublin	Testamentary papers	1980	None
Castlebar District	Testamentary papers	1978	None
Cavan District	Testamentary papers	1980	None
Clonmel District	Testamentary papers	1977	None
Cork District	Testamentary papers	1978	None
Dundalk District	Testamentary papers	1981	None
Galway District	Testamentary papers	1977	None
Kilkenny District	Testamentary papers	1980	None
Letterkenny District (formerly Lifford)	Testamentary papers	1979	None
Limerick District	Testamentary papers	1978	None
Mullingar District	Testamentary papers	1978	None
Sligo District	Testamentary papers	1977	None
Waterford District	Testamentary papers	1977	None
Wexford District	Testamentary papers	1974	None

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COURT	MAIN RECORD SERIES	LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2003	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	1975	None
Donegal	Civil and criminal files	1968	1969–73
Dublin	Civil files Criminal files	1960 1972	1961–73 None
Galway	Civil and criminal files	1974	None
Kerry	Civil and criminal files	1980	None
Kildare	Civil and criminal files	1975	None
Kilkenny	Civil and criminal files	1973	None
Laois	Civil and criminal files	1945	1946–73
Leitrim	Civil and criminal files	1962	1963–73
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	1970–73
Offaly	Civil and criminal files	1983	None
Roscommon	Civil and criminal files	1964	1965–73
Sligo	Civil and criminal files	1978	None
Tipperary	Civil and criminal files	1976	None
Waterford	Civil and criminal files	1961	1962–73
Westmeath	Civil and criminal files	1978	None
Wexford	Civil and criminal files	1983	None
Wicklow	Civil and criminal files	1975	None

Appendix E: Summary of records accessioned by the National Archives in 2003

• Appendix E.1 Records accessioned from Government Departments

Accession number	Department of	Description
2004/19	Department of the Taoiseach	Government Minutes for 1973 - 1974
2004/20	Department of the Taoiseach	Government Minutes for 1973 - 1974
2004/21	Department of the Taoiseach	Central Registry S files relating mostly to 1973
2004/22	Department of the Taoiseach	Private Office files relating mostly to 1972 - 1973
2004/23	Department of the Taoiseach	Jack Lynch Papers
2004/24	Department of the Taoiseach	Files of the Mansion House All-Party Anti-Partition Committee relating mostly to 1973
2003/80	Department of the Taoiseach	Records of the Dáil Éireann Relief Bureau, early 20th century
2004/10	Department of the Agriculture and Food	Registered files, 1950s to 1980s
2004/11	Department of Agriculture and Food	PQ files, 1950s to 1980s
2004/13	Department of Agriculture and Food	Registered files relating to the administration of creameries, 1950s to 1980s
2003/84	Department of Communications, the Marine and Natural Resources	Plans and drawings relating mainly to Kingstown [Dún Laoghaire]
2003/74-79	Department of Education and Science	Various records of the Commissioners of National Education and successor Department of Education, late 19th to early 20th century
2004/17	Department of Enterprise, Trade and Employment	Files of the Company Law Administration Division relating mostly to 1973

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Accession number	Department of	Description
2004/18	Department of Enterprise, Trade and Employment	Files of the Overseas and Indigenous Industries Division
2004/4	Department of Finance	Registered files of the Finance Division, 1972 - 1973
2004/5	Department of Finance	Registered files of the Supply Division, 1972 - 1973
2004/6	Department of Finance	Registered files of the Development Division, 1972 - 1973
2003/27-69	Department of Finance	Assorted Finance, Supply and Establishment Division files, and PQ files, early 1920s to 1960s
2004/7	Department of Foreign Affairs	Central Registry files relating mostly to 1973
2004/8	Department of Foreign Affairs	Files of the Moscow Embassy
2004/9	Department of Foreign Affairs	International treaties and agreements
2004/15	Department of Foreign Affairs	Files of the Secretary's Office relating mostly to 1973
2003/82	Department of Foreign Affairs	Central Registry files relating mainly to overflights of Ireland by foreign aircraft
2004/12	Department of Justice, Equality and Law Reform	Central registry files relating mostly to 1973
2004/27-28	Department of Justice, Equality and Law Reform	Photocopy crime and security related files, 1973
2004/3	Department of Transport	Civil aviation files, 1973

• **Appendix E.2** **Records accessioned from scheduled bodies**

Accession number	Scheduled body	Description
2004/25	Secretary to the President, Office of the	Registered P files relating mostly to 1973
2003/81	Attorney General, Office of the	SR files, various years
2004/1	Attorney General, Office of the	SR files, relating mostly to 1973
2004/2	Attorney General, Office of the	Parliamentary Draftsman files relating mostly to 1973

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

- **Circuit Court**

Accession number	Circuit Court Office	Description of records
2003/105	Offaly	Civil bill papers, 1946 - 1983
2003/106	Wexford	Civil bill papers, 1945 - 1983

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

Accession number	National School	Description of records
2003/85	Gortanumera NS, Galway	Registers and roll books, 1900s – 1980s
2003/98	Harold's Cross NS, Dublin	Registers and roll books, 1850s - 1980s
2003/99	St Anthony's NS, Dublin	Registers and roll books, 1970s – 1980s

Appendix E.5

Records accessioned from other sources

– including records accessioned through the Business Records Survey

Accession number	Source	Description of records
2003/87	Fearon and Company, Solicitors	Legal documents relating to the estate of the Corballis family, Ratoath, Co Meath, 18th and 19th centuries
2003/90	Richard A Butler	Farm account books of RA Butler, Popeshall, Skerries, Co Dublin, 19th century
2003/96	Ó Cathain and Company, Solicitors	Certified copies of wills and probates, 19th century
2003/73	Sylvia Webber	Correspondence, journals and other publications of the Kelly and Webber families, 19th century
2003/100	Purchase	Records of Richard Power, salmon and trout exporter, Killorglin, Co Kerry, consisting of a day book, 1857 – 1862, and a sales book, 1896 - 1921
2003/91	Anonymous donation	Register of members of the Irish National League, Manorhamilton Branch, 1881
2003/92	Miss Brereton	Handwritten account by Daniel Brereton of his life in Montana, 1881 – 1898, and related correspondence
2003/103	Tony Donohoe	Ballina Cathedral, Co Mayo, Mass notices books and collections books, 1899 - 1982
2003/94	Terry Pavey, Imperial Tobacco Company	Records of W.D. Clarke and Son, John Player and Son and W.D. and H.O. Wills, comprising administrative, operational and accounting records, mid-19th to mid-20th centuries
2003/72	Tom McGuirk	Visitors' Books of McGuirk's tea house, Lough Bray, Glencree, Co. Wicklow, 19th to early 20th centuries.
2003/95	Annabel Griffiths	Documents relating to the sale through the Irish Land Commission of Atkinson family property in Co Limerick, late 19th and early 20th centuries
2003/105	Ken Fogarty	Personal papers of the O'Sullivan family of Kells, Co Meath and Clontarf, Dublin, 20th century
2003/70	Royal Society of Antiquaries of Ireland	Charter of the Royal Society of Antiquaries of Ireland, 1912

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Accession number	Source	Description of records
2003/71	Don Meegan, KPMG	Records of Irish Steel Limited, consisting of administrative and operational records, maps, plans and drawings, 1938 – 1995
2003/97	Irish Economic and Social History Society	Records of the Irish Economic and Social History Society, 20th century
2003/102	Thomson Gale	<u>Cabinet Papers of Stormont Administration, 1921 – 1972</u> , published by the Public Record Office of Northern Ireland in conjunction with Thomson Gale [microfilm copies of Northern Ireland government records (CAB 4)].

• **Appendix E.6** **Websites**

Accession number	Source	Description
2003/101	Various public bodies	Series of complete websites of the national cultural institutions, the Department of the Taoiseach, the Central Statistics Office and the Department of Foreign Affairs; archived during the period October-December 2003