



An Chartlann Náisiúnta  
National Archives

# Statement of Services to Government 2018

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## Introduction

The purpose of this Statement of Services is to provide information on the services available from the National Archives to Departments of State and Public Service Bodies (PSB) subject to the National Archives Act, 1986.

The National Archives will provide PSBs with advice, guidance and training to facilitate the selection of records worthy of permanent preservation.

The responsibilities of those bodies subject to the National Archives Act are outlined in the National Archives Act, 1986 and subsequent Regulations, 1988.

## Role of the National Archives

Under the terms of the National Archives Act, 1986, the National Archives is responsible for the preservation of departmental records that warrant permanent preservation as archives, and of providing access to archives in its care to members of the general public.

The National Archives Act, 1986, applies to:

- Departments of State, including all courts and 61 bodies named in the schedule to the National Archives Act, 1986 and those added to the schedule by Statutory Instrument or
- Committees, commissions or tribunals of inquiry appointed by the Government, a member of the Government or the Attorney General, (hereafter referred to as Departments of State)

The National Archives may also acquire archival collections that complement its existing holdings from private sources through donation, loan or purchase.

Our collections are used by a wide variety of researchers, including policy makers, academics from a range of disciplines, genealogists, legal researchers and local historians.

## Provision of services to bodies

The National Archives provides the following services to Departments of State subject to the National Archives Act, 1986:

- Acquisition of departmental records older than 30 years that warrant permanent preservation as archives
- Training of departmental staff in the preparation of records, and associated documentation, for transfer and release to the general public
- Provision of archival quality boxes for annual record transfers
- Managing the transfer of records to the National Archives
- Provision of safe and secure permanent archival storage
- Recall of records by Departments of State under section 8(9) of the National Archives Act, 1986
- Advice on the management, preservation, conservation and reproduction of records
- Advice on the management of records and the legal framework pertaining to the records of Departments of State
- Inspection and examination of records, and compilation of appraisal reports for records under consideration for disposal

## Accessing services

Policies and information regarding use of its services and holdings may be accessed from the homepage of the website of the National Archives: [www.nationalarchives.ie](http://www.nationalarchives.ie).

Services are available Monday to Friday, 09.15 – 17.00

Telephone: + 353 (0)1 4072 300

Email: [query@nationalarchives.ie](mailto:query@nationalarchives.ie)

Address: National Archives, Bishop Street, Dublin D08 DF85, Ireland.

## Service priorities

The National Archives is committed to the delivery of its services in a timely and efficient manner consistent with available resources.

We prioritise requests from bodies subject to the National Archives Act, 1986. Where resources permit we will advise and engage with other public service organisations.

## **Advice and assistance**

- We provide guidance on procedures for the appointment of authorised officers in bodies subject to the National Archives Act, 1986 (Consenting Officer, Certifying Officer and Requisitioning Officer)
- We respond to enquiries from bodies relating to the arrangement, management and preservation of their records
- We provide advice on the conservation and proper storage of records warranting permanent preservation as archives
- We provide advice on the purchase of archival boxes and conservation materials where backlogs exist
- We advise on procedures for the recall of records held in our custody by Departments of State under section 8(9) of the National Archives Act, 1986

## **Transferring 30-year old records**

- We provide training to staff on how to arrange, number, clean, pack and label records due for transfer
- We provide training to staff on the preparation of records schedules and relevant certificates for the transfer and release of records to the public
- We advise on all aspects of the transfer process
- We provide archival quality boxes where resources permit
- We manage exceptions to the normal selection and transfer process

## **Selection and withholding of 30-year old records**

- We advise on the application of record exemptions under section 8 of the National Archives Act, 1986
- We provide guidance on the preparation of records schedules and relevant certificates for the retention, withholding or abstraction of records

## **Facilitating requests for records disposal**

- We inspect and advise on the archival value of records proposed for destruction
- We prepare appraisal reports with recommendations for the Director for the retention or disposal of records, as appropriate
- We advise on appropriate methods of disposal of records in a manner that ensures their confidentiality is not affected and their contents are not ascertainable, in accordance with section 7(5) of the National Archives Act, 1986

## Services we do not provide

To ensure that the resources of the National Archives are used effectively, we are unable to respond to the following categories of enquiry:

- Undertake appraisal or inspection visits at short notice
- Assist in the emptying or bulk transfer of office contents
- Accept records less than 30 years old without the permission of the Director
- We cannot provide archival quality boxes in cases where large backlogs of records are being transferred

## Contacts and further information

Email: [query@nationalarchives.ie](mailto:query@nationalarchives.ie)



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**National Archives**

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