Report of the Director of the National Archives for 2010

28 November 2011
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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 1702) 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).

1.3 However, since 1993, most powers conferred on the Taoiseach by the Act have been exercised by the Minister holding the Arts and Culture portfolio, and that Minister has been the member of the Government with responsibility for the National Archives, although some powers relating to Departmental records are still exercised by the Taoiseach. From 2002 until May 2010, the Arts and Culture portfolio was held by the Minister for Arts, Sport and Tourism. Since May 2010, it has been held by the Minister for Tourism, Culture and Sport.

Director of the National Archives

1.4 The National Archives operates under the control and management of the Director, who is appointed by and answers to the Minister. The functions of the Director are summarised in section 4(1) of the Act. They include the following:

- the control and management of the National Archives;
- the preservation, restoration, arrangement and description of archives in the custody of the National Archives;
- making archives available for public inspection in accordance with the Act, and providing copies of archives;
- the preparation of guides, lists, indexes and other finding aids to archives, and the publication of archives, finding aids and other material relating to archives;
- the examination and acquisition of Departmental records in accordance with the Act, and the inspection of arrangements for the preservation of Departmental records;
- the acquisition of other records appropriate for preservation by the National Archives;
- giving advice to members of the Government and public service organisations on the management, preservation and reproduction of records under their control.

National Archives Advisory Council

1.5 The Act also provided for the establishment of the National Archives Advisory Council, whose members are appointed by the Minister. The principal statutory function of the Council is to advise the Minister in the exercise of 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.
1.6 The terms of office of the persons appointed as members of the Council in late 2002 came to an end in late 2007. In the spring of 2008, the then Minister for Arts, Sport and Tourism (the late Mr Seamus Brennan, T.D.), made six appointments to the Council, but when he resigned due to ill-health shortly afterwards, he had not made any decision concerning the remaining six vacancies on the Council, including that of Chairman. Those vacancies remained unfilled at the end of 2010.

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

PROPOSED AMALGAMATION WITH THE NATIONAL LIBRARY
1.8 In his Budget Speech of 14 October 2008, the Minister for Finance announced that the Government had decided to proceed with a wide range of amalgamations of state agencies, including the merger of the National Archives and the Irish Manuscripts Commission into the National Library.

1.9 There were no developments regarding this matter in 2010.

NEW LEGISLATION

Opportunity to address deficiencies in the National Archives Act 1986
1.10 New legislation would provide an opportunity to address some deficiencies in the National Archives Act 1986.

Records of state agencies
1.11 The greatest deficiency in the National Archives Act 1986 is that none of its mandatory provisions apply to state agencies outside the Civil Service. In those few cases where records of such agencies have been transferred to the National Archives, this has been done on an entirely voluntary basis.

Electronic records
1.12 There is also a need for additional mandatory provisions to ensure more effective legislative protection for records created and retained in electronic format, taking account of the particular difficulties in preserving such records.

RECORDS MANAGEMENT

1.13 One notable failing of the Irish public service has been the poor quality of its records or document management. This has been highlighted in the proceedings and reports of several tribunals of enquiry, and has also been referred to in the reports of the Information Commissioner.
1.14 With a view to improving records management in the Irish public service, the Minister for Finance should exercise his powers under the Freedom of Information Act 1997, Section 15(5), and the National Archives Act 1986, Section 19(3), to make Regulations concerning Records Management, and the National Archives should issue detailed Records Management Guidelines under those Regulations. When the Regulations and Guidelines are being drafted, they should take as their starting point the international standard for Records Management, ISO 15489, but the Guidelines should go into more detail than is appropriate in an international standard, and should take account of international best practice.

FREEDOM OF INFORMATION ACTS 1997 AND 2003

1.15 The Freedom of Information Acts 1997 and 2003 (the FOI Acts) are of major importance for the work of the National Archives. The original Act of 1997 became law on 21 April 1997, and has since been extended to additional bodies by regulations made under that Act by the Minister for Finance. As of the end of 2009, the FOI Acts applied to records held by Government Departments, other bodies within the Civil Service, non-commercial state sponsored bodies, local authorities, the health service, publicly funded voluntary hospitals, other public and voluntary organisations in the health and social services sectors, universities, institutes of technology, and other third-level colleges.

1.16 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

1.17 Under the FOI Acts, every person now has the right of access to records held by Government Departments, local authorities, the health service 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.

1.18 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 National Archives

1.19 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.

1.20 No FOI request was received by the National Archives during 2010. A request received in 2009 became the subject of an internal review request during 2010.

1.21 Section 15 of the FOI Act 1997 requires the publication by each public body of a reference book describing its structure, functions and records. A revised version of our Section 15 reference book was completed in 2005.

1.22 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

1.23 The Data Protection (Amendment) Act 2003 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 has much greater implications for the work of the National Archives than it had before.
2. RESOURCES

FINANCIAL ALLOCATIONS

2.1 The financial allocations made available to the National Archives from the Vote of the Department of Arts, Sport and Tourism from 2008 to 2010 are set out in the following Table, in which they are broken down by major subhead.

Financial allocations in respect of the National Archives from 2008 to 2010

<table>
<thead>
<tr>
<th>Subhead</th>
<th>2008 €</th>
<th>2009 €</th>
<th>2010 €</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1 (Administrative expenses – pay of permanent staff)</td>
<td>1,803,000</td>
<td>2,133,000</td>
<td>1,922,000</td>
</tr>
<tr>
<td>A.2 – A.8 (Administrative expenses – current non-pay expenditure)</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>A.2 – A.8 (Administrative expenses – capital non-pay expenditure)</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>D.1 (Grant-in-aid – matching receipts from fees for copies of archives etc. – current non-pay expenditure)</td>
<td>60,000</td>
<td>66,000</td>
<td>66,000</td>
</tr>
<tr>
<td>D.2 Current (General expenses – mostly current non-pay expenditure, but including pay for two Archivists in 2008 &amp; 2009)</td>
<td>1,804,000</td>
<td>1,515,000</td>
<td>1,254,000</td>
</tr>
<tr>
<td>D.2 Capital (General expenses – capital expenditure)</td>
<td>350,000</td>
<td>306,000</td>
<td>400,000</td>
</tr>
<tr>
<td>D.4 (Census Digitisation Project)</td>
<td>1,000,000</td>
<td>90,000</td>
<td>90,000</td>
</tr>
<tr>
<td>D.4 (Crowley Bequest Project)</td>
<td>Nil</td>
<td>50,000</td>
<td>50,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>5,017,000</td>
<td>4,160,000</td>
<td>3,782,000</td>
</tr>
</tbody>
</table>

Note:
(i) The allocations from Subheads A, D.1 and D.2 recorded above are the same as the Estimates recorded in the annual Revised Estimates for Public Services.

(ii) Re. National Archives Rationalisation Project
In addition to funding outlined above, the Department of Arts, Sport & Tourism funded the initial stage of a phased programme of improvement works in the Four Courts and Bishop Street involving re-boxing, movement of archives and the installation of mobile shelving.
STAFF

2.2 Appendix A below contains a list of the staff of the National Archives as of 31 December 2010 (including vacancies).

Substantial increase in staffing still required

2.3 As outlined in previous reports, the National Archives does not have sufficient staff or other resources to allow it to carry out the full range of functions of a national archival repository or the statutory responsibilities set out in the National Archives Act, 1986. The increases sanctioned over the last decade have helped to bring about very significant improvements in our capacity to meet some key objectives, but there are still many areas in which we are failing to meet our statutory commitments in a satisfactory manner.

2.4 Given the economic and financial crises currently faced by the State, and given the consequent ongoing Moratorium on recruitment to the public sector imposed by the Government in 2009, I appreciate that a substantial increase in staff numbers is not realistically obtainable in the short term. Nevertheless, at the very least, we must retain staffing at its present level if we are to avoid a drastic negative impact on our services to Government and the public.

2.5 Retirement of John Delaney, Clerical Officer
John Delaney, Clerical Officer, retired in April 2010. John started work in the National Archives in January 2001 after years of working in industry. Following a period working in some of the background areas of the National Archives, John’s career was spent in the Reading Room, as a result of which he was well known to many of the readers. John’s work in the Reading Room involved a wide range of knowledge and skills, from providing guidance to readers on how to find the documents they needed for their research, to taking orders for copies, to showing readers how to use the microfilms. John was always cheerful in carrying out whatever task was required and helpful to his colleagues and to readers, many of whom remarked on his kindness. Many readers whom he has assisted acknowledged him in their publications. John loved working in the Reading Room and took great pride in his work.

John’s great interests outside of work were golf and horse racing. He was a keen golfer, and a follower of golf competitions local and elsewhere. Through careful management, he was able to arrange holiday time to coincide with major race meetings, such as the Cheltenham Festival and he enjoyed telling his colleagues about race meetings attended. He planned to move back to his native Co. Wexford on retirement. John’s sterling service in the Reading Room is missed by readers and staff alike.

2.6 Retirement of Paddy Byrne and Senan Lowe, Services Officers
In July 2010 the National Archives lost its long-standing ‘duo’ at the reception desk in the Entrance Hall, Paddy Byrne and Senan Lowe. All of our regular readers would have known Paddy and Senan very well as the friendly team who operated our reception desk for many years. By coincidence they both retired in the same month. Paddy joined the National Archives in 2000, having spent several years working as a teacher. Senan joined the National Archives in 2005 having spent his earlier working life as a telephonist in Telecom Éireann.
Paddy and Senan clearly enjoyed working together at the reception desk and they developed an excellent rapport with regular readers and visitors to the National Archives. Paddy was a fluent Irish speaker and he was always pleased to have the opportunity to converse in Irish with visitors to the building. He also had a keen interest in foreign travel and was looking forward to the freedom of retirement to allow more time for visits abroad. Senan, who was originally from Co. Clare, was an avid GAA fan and he loved to meet people from his native county.

For several months after the retirement of Paddy and Senan readers continued to enquire as to their whereabouts. Their retirement in July 2010 was akin to the closing of a chapter in the history of the National Archives.

2.7 Retirement of Tom Gilsenan, Executive Officer
Tom Gilsenan, Executive Officer, retired in October 2010. Following some years in the retail trade, Tom joined the Civil Service and had worked in the Department of the Taoiseach for approximately 10 years before joining the National Archives in 1992. Tom’s early years in the National Archives were spent working at the Reading Room counter. He was promoted to Staff Officer and became the supervisor of the Reading Room in 1998. In 2002 he was promoted to Executive Officer and in 2003, he became the Archives Storage Manager, with responsibility for the care and safeguarding of all of the documents in our custody. This involved multiple duties including microfilm management, dealing with recalls from Government Departments and keeping track of the hundreds of documents produced every week to the public and staff and ensuring they were returned to storage promptly and correctly. In 2007 Tom became Executive Assistant to the Director, work he combined with his long-standing responsibility for the post-production work on microfilms created in the National Archives by the Genealogical Society of Utah, recalls and managing productions and returns from off-site storage.

Tom had a life-long association with Dundalk Football Club and had strong views on matters musical. His colleagues, even those with no knowledge of the subjects, became familiar with his references to singers and songs and his footballing metaphors applied to work situations. From his years in the Reading Room he was well known to our readers. Tom made a very strong contribution to the work of the National Archives, with his eye for detail, high standards in everything he undertook and the energy and commitment with which he worked.

2.8 Staff changes in general service grades
Three vacancies at the grade of Services Officer were filled in September 2010 by recruitment. Two of the vacancies resulted from the retirements above, and one was long-standing. The vacancy resulting from the retirement of the Executive Officer was not filled. One of the existing Clerical Officer vacancies was filled in August 2010 by transfer from another Department. As a result, the work carried out by the staff teams in reception, productions and returns, microfilm room and preservation packing was reorganised.

Short-term work placements
2.9 Eight people worked in the National Archives on voluntary short-term work placements during 2010. These included third-level students wishing to obtain relevant experience prior to assessment for admission to a postgraduate course in archival studies and two students already engaged in such studies, one from the Ecole Nationale des Chartes in France and the other from University College Dublin.
2.10 A general induction is given to each placement student, including working with archivists and genealogists, assisting researchers, and attending presentations on the work of the National Archives. Although requiring considerable input of staff time, this programme enhances each placement student’s experience of work in the National Archives.

2.11 Tasks assigned to the students consisted of the sorting, boxing and basic listing of archives under professional supervision. Where possible, the students were given some experience of the production of archives from, and the return of archives to storage areas, and of activities arranged for visiting groups.

Performance Management and Development System (PMDS)

2.12 The National Archives set aside a period of time in early 2010 for the purpose of bringing PMDS up to date in the organisation.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

2.13 The main areas of responsibilities for the ICT Unit within the National Archives include computer network development and support, database and other application development and support, the management of the telephone network, mobile telephony and communications, in-house digital scanning and photography, the maintenance and management of all audio-visual and security recording equipment, and of technical matters in relation to the National Archives websites. The ICT Unit has primary responsibility for the procurement of computer hardware and software and other ICT-related equipment and consultancies, and for managing all relevant maintenance and support contracts. The Unit comprises an ICT Manager, Anthony Murphy at Assistant Principal Officer level, and two full-time Clerical Officers.

National Archives network

2.14 During 2010, the National Archives engaged external expertise to undertake a network infrastructure review of the Census of Ireland online facility equipment and architecture. The facility has been in operation since December 2007, and traffic/usage levels had grown significantly during the intervening period to coincide with the launches of additional census data. The review made a number of recommendations designed to eliminate possible points of failure of service. As a consequence, additional hardware was installed and configuration changes implemented to meet the recommendations.

2.15 The ICT Unit also continued its general role of maintaining and improving information technology and communication facilities for all staff. Additional hardware and software requirements were procured and installed, while a significant amount of obsolete equipment was disposed of in compliance with relevant guidelines.

2.16 As in previous years, the availability of sufficient capacity to meet current and future data storage requirements was given close attention. Plans for expansion of storage capacity, subject to necessary funding, have been put in place.
2.17 Digitisation
In 2010 the National Archives completed its work of digitizing and publishing online the returns from the 1901 and 1911 Census of Ireland and the ICT Unit continued to provide support. As in the case of the 1911 Census data, the 1901 publication included all category data such as religion, occupation, marital status, literacy, etc. It also featured the enhanced searching/filtering for all categories of data, as developed for the 1911 data. The Census of Ireland online facility has proved to be immensely popular with users since its phased launch in December 2007, see 8.14-8.18 below.

2.18 The ICT Unit also provided support to a number of other digitization projects under development within the National Archives.

2.19 Systems
The National Archives uses a bespoke-developed recording and tracking system for the movement of archival documents between its storage and Reading Room areas. As in previous years, a continuous review of the system was in place and necessary maintenance and upgrading was undertaken as required.

2.20 In recent years, the National Archives procured a professional-standard collections management software package offering full archives management. During 2010, the rollout of this system to all professional staff was completed. The necessary training to use the system is ongoing. Additionally, steps were taken to identify the necessary supports required to implement the Web Module of the system, and procurement and hosting options will now be put in place.

2.21 Security
As in previous years, the National Archives continuously reviewed its Internet and Email usage policies as well as network connectivity/firewall policies to ensure that they conform to required standards. It also continued to review its CCTV and door access control systems, and identified a number of additional locations where cameras and door access controls would be desirable. Equipment for this has now been put in place.

2.22 During 2010, the National Archives migrated to a more comprehensive Anti-virus software package and investigated the installation of a new web filtering solution. This is due to be implemented very shortly.

2.23 URGENT NEED FOR NEW ACCOMMODATION

2.23 New building
As indicated in previous Reports, our existing premises are both much too small and seriously sub-standard. Consequently, we have for many years been in urgent need of a new and much larger building which complies with recognised standards for the storage of archives. Each year, in order to deal with the routine transfers, the National Archives needs additional shelved storage space for approximately 5,000 standard boxes of archives accessioned from Government Departments and the Courts.

2.24 There were no developments during 2010 regarding the provision of a long-term solution to the accommodation needs of the National Archives.
As in 2009 and previous years, several Departments have been asked to retain records which we are unable to accept. We have continued to accept archives in rescue situations, where would otherwise be destroyed, but the documents are stored in a loading bay which is unsuitable in every respect, and cannot be made accessible.

Archives placed in commercial storage

In 2010, 425 boxes of archives stored off-site were ordered by researchers in the Reading Room from the commercial storage facility arranged as a temporary measure by the Office of Public Works in September 2008. While the retrieval of documents is carried out efficiently by the company, a great deal of extra work is generated for National Archives staff over and above the work of tracking productions and returns within our own premises.

Assistance received from Office of Public Works

We wish to acknowledge the assistance on all building-related matters provided by OPW: the Dublin Castle Regional Architect's Office and especially Mr Brian Coyle, Ms Gabriella Navas, Mr Dermot Foran and Mr Paul Sherwin; Head Office staff, especially Commissioner John McMahon, Mr Liam Egan, Mr Liam Basquille, Mr Kevin McKenna, Ms Angela Rolfe, Ms Terri Sweeney, Ms Anna Kramarczyk, Mr Tim Kelly and Mr James Hayde; and, in relation to the Four Courts, the Dublin North Regional Architect’s Office, especially Mr Martin Brennan.

EXISTING PREMISES AT BISHOP STREET

Medium-term storage needs

Following the departure in January 2010 of the Land Commission Records Branch from Bishop St, discussions took place with OPW who initiated an examination of the area with a view to finding a medium-term solution.

Immediate and short-term storage needs and rationalisation project

In the short term, additional space, needed in 2010 to deal with the annual transfers from Departments and the Courts, was created by replacing static shelving by mobile shelving in one area of the Front Block. This work was funded by the Department of Tourism, Culture and Sport as part of the rationalisation project.

Sprinkler system and electrical work

Work on the sprinkler system and lighting throughout the building, which had started late in 2009, was continued and completed in April 2010. This work brings the sprinkler system into conformity with the highest standards. The opportunity was used to upgrade the lighting in the storage areas and also to install energy-efficient measures which will assist in meeting overall targets for energy reduction in state-run buildings. Stringent protective measures were planned in advance of these works to ensure that no damage was caused to any of the archives stored within the building. In order to minimise disruption to researchers, the works took place floor by floor, and the archives on each floor were not accessible during the works for a period of approximately four weeks. This work required a great deal of advance organisation by the National Archives. Notification was provided through notices in Bishop Street and on our website and the position was constantly up-dated. Indexes giving ready reference to archives closed at any one time were created, and made available on the website.
Mobile phone masts on the roof of the National Archives premises

2.31 During 2010, work continued on the erection of telecommunications equipment on the roof of the National Archives, in line with plans for the installation of ten additional microwave dishes. By the end of the year, five of the additional microwave dishes were installed on the roof of the National Archives. Throughout 2010, the National Archives succeeded in having the following outstanding issues addressed in relation to both the original installation and the second larger installation: safety signage, exclusion zones marked around antennae, safety railings on roof, access to cabin on roof, cabin on roof connected to the fire alarm system.

2.32 Work began in 2010 on the installation of separate meters for the masts on the roof of the National Archives. The works are due for completion early in 2011. The National Archives continues to seek refunds for electricity and will seek final refunds upon completion of independent power-supply works in 2011.

EXISTING PREMISES AT FOUR COURTS

Rationalisation project: Four Courts

2.33 The Department of Tourism, Culture and Sport provided additional funding to enable works to be carried out in the National Archives building at the Four Courts. The objective of the works was two-fold: to improve working conditions for staff by reducing health and safety risks from dust and manual handling problems, and to achieve greater density of storage. In conjunction with OPW Dublin North, a plan of works in three phases was developed to deal with floor 2 and parts of the basement. Half of the Four Courts building is fitted with concrete shelving, which is not suitable for the storage of large heavy volumes and high density could not be achieved there. In other areas, new, static, high-density, modern steel shelving is to be installed and in areas with concrete shelving, the shelves and all concrete surfaces are to be sealed or painted. Plans were developed for three vaults of the basement, with painting of all surfaces and the installation of new shelving. It is hoped that at a later stage the remainder of the basement can be completed in this manner. See also 3.7 -3.8.

FIRE SAFETY AND HEALTH AND SAFETY

2.34 In 2010 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 and maintenance of all systems was kept up to date.

Emergency Plan

2.35 The Emergency Plan was up-dated and circulated to all staff in December.
3. PRESERVATION AND REPROGRAPHICS

PRESERVATION OF ARCHIVES

Accommodation complying with recognised standards for the storage 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.

Environmental monitoring
3.2 Our monitoring system continues to provide high-quality data about temperature, relative humidity and light. During the year 2010, it showed that the environment in almost every part of the storage areas at Bishop Street remains outside the ranges recommended for the storage of archival documents. At the Four Courts it also showed an environment that falls short of recommended conditions.

Preservation training
3.3 Training of all staff in the preservation handling of documents was continued.

Disaster Plan
3.4 The National Archives Disaster Plan was up-dated. There were changes in staff members who take part in the Disaster Teams and disaster training was carried out by a specialist consultant in September 2010. A further in-house training session was held in order to refresh the memory of the disaster teams.

PRESERVATION PROGRAMME

Multi-disciplinary approach
3.5 Our multi-disciplinary approach to preservation continued in 2010, involving archivists, conservators, reprographic and other staff working together, frequently in parallel to building or other improvement works. This programme of work consists of minimum and specific intervention and confers long-term benefits by improving the physical condition and the finding aids. We consider this to be a successful approach but it requires major input of staff time at all levels. In 2010 documents in this programme which required conservation work included Down Survey tracings, ED 1 files and Soldiers’ Wills. This work was carried out in addition to the rationalisation work described at 3.7 and 3.8 below.

Preservation packing in Bishop St
3.6 In addition to packing all new transfers of records in archival quality acid-free boxes, our preservation programme endeavours to deal with some of the backlog of packing problems. In Bishop St, work was carried out on wills from Cork District Registry which required checking, re-arrangement and re-boxing and work was started late in the year on the phase-boxing of OPW registers. Minor elements of re-packing and phase-boxing take place on a continuous basis.

Preservation packing and rationalisation in the Four Courts
3.7 In tandem with the improvements in the building outlined above, a major programme of preservation packing of archives held in the Four Courts was undertaken, and over 3,500 boxes of archives were re-packed in archival quality, acid-free boxes. This work included documents which were previously loose or in non-archival quality boxes and documents which were still in the original parcels. In addition to re-boxing, documents
were checked and re-ordered where necessary: Documents re-packed include records of the Mercantile Marine Office, Land Commission, Companies Registration Office, Dairy Disposal Company and Circuit Court files.

3.8 Special arrangements were made for dealing with the pre-1926 High Court documents. There were particular difficulties about these documents, which are due to be moved and reshelved as part of the improvement works, but which were in poor condition and not able to withstand a move. These documents consist of files of papers laced into covers which have deteriorated badly over the years, with many of the leather covers suffering from red rot. It was decided to retain the units as created, to discard the damaged covers and to clean and re-box the documents. With special financial assistance from the Department of Tourism, Culture and Sport, suitable boxes were obtained and the work was started in November, with approximately one-third of the work completed by the end of the year.

**Preservation work on business records**

3.9 A special programme of work on the preservation packing of business records was initiated in March 2010 with the objective of improving the standard of preservation care of these documents, carrying out any re-arrangement required, while rationalising and improving the storage. Most of the collections of business records which are listed and accessible to the public are stored in the Four Courts. Because of shortage of space, these documents were stored in space which was over-crowded. The preservation work involved a great deal of cleaning and preparation of documents before they could be boxed, labelled, re-shelved and shelf-listed. In many cases, special-sized boxed were needed because business records are frequently in non-standard sizes. The assistance of conservation staff was invaluable in identifying solutions. The work was carried out by a preservation assistant working on contract, with guidance and assistance from National Archives staff. This work is on-going at the end of the year.

3.10 Many of the business records in Bishop Street consist of collections which were rescued from destruction and which require an immense amount of archival processing by professional staff. These have been brought under better control, but without more staff it is impossible to do the work required. This work has brought about great improvements and is on-going at the end of the year.

**Shelf-listing**

3.11 The shelf-listing work was continued, in Bishop Street and the Four Courts. There is now only one person working full time in this area and while the work was well advanced by the end of the year it requires further time.

**Preservation cleaning of Front block and Warehouse**

3.12 Following the major cleaning of the warehouse carried out in 2009, new arrangements were made for routine cleaning of all areas where archives are stored, in the Front block and warehouse. Discussions are under way with OPW about building works to the perimeter of the warehouse and until these problems are remedied, it will continue to be extremely difficult to maintain any kind of reasonable standard of cleanliness in these areas.

**CONSERVATION WORK**

**Conservation work**

3.13 Conservation repair work was carried out on a wide variety of documents, including maps (Down Survey tracings, maps from the Miscellaneous series, Boundary Survey maps, Pembroke Estate maps, OPW plans of St Stephen’s Green and Valuation Office...
Town plans) and other documents (Chancery Pleadings, ED 1, Chief Secretary’s Office Registered Papers, Soldiers’ Wills, Department of Foreign Affairs files, Privy Council Office Teachers’ Register, Coroner’s Indexes and OPW Howth Harbour documents). In addition minor repairs are undertaken on damaged items notified by the Reading Room.

3.14 The phase-boxing programme was continued, with the cleaning, consolidation and boxing of the remaining volumes of the Government Letter Books. Treatment of the Office of Public Works registers was begun. Assessments of a range of collections were carried out with a view to planning future work.

3.15 We continued to rely heavily on work by contract conservators because of the very small number of permanent staff.

Conservation scholars

3.16 The Conservation Scholarships were continued in 2010. Two scholarships were awarded, one for general conservation work and one for work on the Crowley Bequest documents. This is an important programme for the National Archives and functions very successfully. The scholarships are intended for newly-qualified conservators and both assist the profession by providing paid experience in a large institution and the National Archives in providing trained conservators. A research paper on watermarks in the papers of the Chief Secretary’s Office by one of the scholars is due to be published in a conservation journal in the UK.

MICROFILMING

National Archives Microfilming Unit

3.17 Microfilming of Ordnance Survey Name Books and the Commissioners of National Education grant applications was continued. Duplication of films for security purposes and repairs to films in use in the Reading Room were also carried out as required.

Storage of preservation microfilms

3.18 The master copies of National Archives preservation microfilms are sent to the UK national microfilm storage facility situated in the National Library of Wales in Aberystwyth.

Reference microfilm collections

3.19 Microfilms of the following series were added to the reference collection available to readers: Ordnance Survey Name Books (Mayo and Meath) and Commissioners of National Education grant applications (vols 7-11). Copies of the microfilms of the Petty Sessions Dog Licence Registers (1,163 volumes) and the Valuation Office Miscellaneous books (OL.X) are now available for public consultation. In addition the listing of the copies and negatives of the backlog of microfilms was complete and the microfilm lists are now up to date.

Storage of preservation microfilms

3.20 The master copies of National Archives preservation microfilms are sent to the UK national microfilm storage facility situated in the National Library of Wales in Aberystwyth for security storage.

Microfilming by the Genealogical Society of Utah

3.21 Microfilming of the Petty Sessions Dog Licence Registers and the Petty Sessions Miscellaneous series was completed. Some Petty Sessions volumes, which were
accessioned only in 2010 and thereby omitted in the filming completed in 2009, were also filmed. This microfilming work was carried out by volunteers and staff from the Genealogical Society of Utah, but requires continuous co-operation and input from National Archives staff.

3.22 As it is now the policy of the Genealogical Society of Utah that new projects are carried out by digitisation rather than microfilming, the completion of this work marks the end of a long period of co-operation with the National Archives, which began in the 1960s with the microfilming of the 1901 Census.

COPYING OF ARCHIVES AND PRESERVATION SCANNING

Copying of archives
3.23 We continue to provide copies to readers on demand. Overhead scanners are currently used to provide hard copies and to carry out digitisation as part of preservation programmes of work. It is envisaged that our copying services will be developed in the future to provide digital copies on disc or by email, and colour prints.

3.24 45,180 pages of photocopies were provided to readers in 2010, approximately one-fifth of which were made by the instant copy service. There were 853 orders for research copies. In addition 14,038 pages of copies were provided at the media preview in December 2010.

Certified copies
3.25 In 2010, 1,614 orders for certified copies, consisting of 4,268 pages, were completed.

Charges for copying
3.26 Our current charges for copies ordered by members of the public were set in 1988. Since that time the range of copies and media available have changed greatly, due to the introduction of new technology. Accordingly, during 2009 we undertook a review of our copying services, as the charges for copies being applied in no way reflect the actual cost of the production of such copies. I am considering the findings of the review, and hope to be in a position in 2011 to revise our charges.

Preservation scanning: Soldiers’ Wills project
3.27 The Soldiers’ Wills date mostly from the First World War, although a few date from the early 20th century. There is considerable interest from researchers in these documents, but their frail format and poor condition makes inspection and handling difficult. They have now been re-packed (with conservation carried out as necessary), re-listed in a database, and are being scanned by National Archives staff. Work on the scanning of the Soldiers’ Wills continued and the initial capture of documents from the remaining part of 1917 and 1918 is now complete. Further work on the database and the digital copies was carried out, but overall this work is behind schedule because of the absence of a key member of staff.
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 Bishop Street. The Reading Room is open from 10.00 a.m. to 5.00 p.m., Monday to Friday (excluding public holidays and the three-day media preview of 30-year old Departmental records in December). In 2010 the Reading Room was open to the public for three days between Christmas and New Year. The reader numbers fully justified this initiative.

Finding aids to the archives are available on open access in the Reading Room, and some are also online, while microfilms of many archives are available on a self-service basis. However, the original archives are kept in secure storage areas and are produced by a member of staff when ordered by a reader.

Number of visits

4.2 In 2010, the total number of visits to the Reading Room during opening hours was 14,598 (including 43 accredited journalists at the annual media preview). The number of new Readers' Tickets issued was 4,365; including renewals the total number of Readers' Tickets issued was 5,063. The tables in Appendix B.1 and B.2 compare these figures with those for previous years, while the table in Appendix B.3 shows the number of visits to the Reading Room per month in 2010. The bad weather in January, November and December affected reader numbers for those months.

Restriction of productions due to shortage of staff

4.3 In 2010, the total number of documents inspected by readers in the Reading Room was 25,272. The total number of microfilms inspected was 8,357. See Appendix B.4.

4.4 It remained necessary to continue the restrictions on service to readers in the Reading Room due to shortage of staff and the embargo on recruitment throughout the public service. I regret that this is necessary but it is essential for the long-term safety of the documents in our custody that staff are able to carry out all of the behind the scenes operations associated with productions. In the circumstances, the number of productions of documents was relatively high.

Closure of Reading Room due to inclement weather and industrial action

4.5 In January 2010 the Reading Room closed at 4.00 on three occasions due to disruption caused by severe snow. During the months of November and December 2010 staff continued to keep the Reading Room open until 5.00 although reader numbers were severely depleted during the three weeks of continuous snow.

4.6 Industrial action by members of the Civil and Public Services Union (CPSU) trade union resulted in several half-day closures of the Reading Room during the months of February and March, on a total of 7 occasions. In late March and early April CPSU action resulted in no productions of documents housed in the Four Courts for four days.

Reading Room opening hours

4.7 As stated in previous reports, there is a demand from the public for an extension of opening hours in the evenings and/or at the weekends. However, shortage of staff, particularly in the grades of Clerical Officer and Services Officer, continues to make this impossible.
4.8 Due to staff shortages and budgetary constraints, it was not possible to open for Culture Night (Friday 24 September), or to hold an Open Day during 2010.

**Digital photography by members of the public**

4.9 Readers are permitted to take digital photographs, without flash, during specified Reading Room opening hours under staff supervision and with the permission of the Archivist on Duty.

**GENEALOGY SERVICE**

4.10 The Genealogy Service remained extremely popular with readers during 2010, and 3,815 consultations were given, with August, July and September the busiest months. This was a reduction on previous years, which may have been caused by the launching of the 1901 census web-site and the severe weather. The service is provided by members of the Association of Professional Genealogists in Ireland (APGI).

4.11 Additional on-line resources, including the *Irish Times* and the *Dictionary of Irish Biography* were made available to the Genealogy Service during the year.

**CORRESPONDENCE, COMMENTS BY USERS AND USER GROUP**

**Correspondence**

4.12 The number of items of correspondence received from members of the public in 2010 (5,604 items), marginally higher than in 2009.

**Comments by users**

4.13 The National Archives takes account of the opinions of users through comment cards and through the customer service feedback facility on our website.

4.14 The most popular means of commenting is through the use of comment cards. The cards are available in the public locker room and relate to either the Reading Room or the website. The comments can be made anonymously or with name and address. Some comments draw our attention to particular faults, such as limited opening hours, but most praise the service received and the helpfulness of staff and genealogists.

4.15 If requested, replies are made to the comment cards. In 2010, a total of 61 comments on the Reading Room were received, of which 28 requested a reply. 12 comments were received relating to the website, of which 5 requested a reply.

**Council of National Cultural Institutions and Fáilte Ireland Survey**

4.16 In Spring 2010 the Council of National Cultural Institutions and Fáilte Ireland commissioned a survey of visitors born outside Ireland to national cultural institutions, including the National Archives. As the National Archives did not meet the criteria laid down by the framers of the survey (no café or shop, could not provide general guided tours or an exhibition, and could not guarantee a minimum of 200 answered questionnaires) it was agreed that no representative of Ipsos MRBI would be in attendance in our premises on a daily basis, but that the questionnaires would be left in the Locker Room to be filled out by interested members of the public. In all 69 questionnaires were returned during the months of May, June, July and August. A representative of Ipsos MRBI was present in the National Archives on 25 August, 31 August and 5 October to conduct interviews with readers.
4.17 While a detailed analysis from Ipsos MRBI has not yet been received, in broad terms visitors were satisfied with their visit to the National Archives which had met, or exceeded, their expectations. Most rated their experience of the National Archives as being the same as for similar institutions in other countries and free admission was supported by most respondents but not all responses were complimentary. The free-text box on the form was used to praise or criticise the National Archives, its staff and services and, where possible, the criticisms were responded to by letter.

User Group

4.18 The National Archives User Group did not meet during 2010, but its members were kept informed of developments within the National Archives by e-mail. Members of the User Group were invited to receptions in the National Archives during the year.

GROUP VISITS AND LECTURES

Group visits

4.19 Among those who visited the National Archives for seminars or tours in 2010 were groups of second-level, third-level and fourth-level students from the following institutions and subject areas:

- Central Library, Ilac Centre
- GMIT (Heritage Studies)
- Independent Colleges (genealogy)
- Mary Immaculate College (history)
- NUI Galway (archaeology)
- NUI Maynooth (archives, local history certificate and diploma courses, and staff librarians)
- Public Service Quality Group, Access subgroup (quarterly meeting)
- Queen’s University Belfast (history)
- St Patrick’s College Drumcondra (history)
- Trinity College Dublin (history, TRIARC)
- University College Cork (archaeology, local history)
- University College Dublin (archives and records management, history, urban and building conservation)
- University of Limerick (history)

4.20 Other visiting groups included members or participants from:

- Active Senior IT Society at Terenure Enterprise Centre (family history)
- Celtic Quest (family history)
- Dalesman Group (family history)
- Friends of St Patrick’s Cathedral
- Independent Colleges (Diploma in Family History)
- Military Archives
- National Library of Ireland
- New England Historic Genealogical Society
- North Tipperary Genealogy Centre
- PROBUS (Malahide group)
- Scoil Chonglais, Baltinglass (Transition Year)
- The Irish Ancestral Research Association (TIARA)
- Third Age College (family history)
- University College Dublin (Diploma in Genealogy)
- VECs – Dundrum and Kiltiernan (family history)
- Warrenmount School (history classes)
Western Family History Society

4.21 On 27 October an after-hours visit to the Reading Room was organised for all first year History students at Trinity College Dublin. The students were introduced to the pre- and post- 1922 collections and finding aids in addition to a demonstration of the CIRCLE database (Calendar of Irish Chancery Letters, c. 1244 – 1509). Original documents and photographs relating to the pre-1922 holdings were on display.

After-hours facilities were granted to members of the Mount Merrion Historical Society to photograph maps of the Pembroke Estate relating to Mount Merrion as part of the Mount Merrion 300 celebrations. An exhibition and website are planned for 2011.

4.22 During the year 16 groups visited the National Archives without consulting records in the Reading Room; 9 groups used the Conference Room during the working day and 7 groups used the Reading Room after 5.00.

All these visits took place between Monday and Friday. Due to lack of staff, it has not been possible to open the National Archives to specialist groups on Saturdays. There is a noticeable rise in the number of evening groups because Saturdays are not available. This is a serious inconvenience to many groups for whom it is not possible to visit during the working week or in the evenings. The evening groups visiting the Reading Room are large and the time of two hours allocated for the visit (5.00 – 7.00), is not sufficient to deal adequately with groups with specialised interests.

Lectures

4.23 As in previous years, members of staff gave lectures and talks to outside bodies, including:

- ARA-I seminar on records management: access to archives
- International Women’s Day seminar, City Hall, Dublin: sources for women’s history
- Irish Conference of Historians in Britain, Southampton University: children’s records
- Kilkenny Arts Festival
- National Museum of Ireland 1916 Conference: Bureau of Military History material
- NUI Galway symposium: 1916-related records
- Society of Australian Genealogists and other Australian genealogical societies (Melbourne, Canberra, Sydney: Gregory O’Connor during the month of August)
- Rathangan, Co. Kildare, Transition Year students
- TCD visiting MA students: children’s records
- TCD MPhil Contemporary Irish History students: sources
- UCD Masters in Archives and Records Management
- Women’s History Association of Ireland, Boston College: digitisation
- Women’s History Association of Ireland joint conference with Irish Labour History Society on Women and Work

4.24 Talks given on the subject of the census included:

- European Science Foundation, Strasbourg, annual conference
- DARIAH Steering Committee
- Dublin City Library genealogy day
- Egovernment conference in Limerick
- Greystones Historical Society
- Mater Dei Institute, Irish Studies MA students
- National Library of Ireland genealogy seminar
ARCHIVE AWARENESS CAMPAIGN, OPEN DAY, CULTURE NIGHT, AND ‘WHO DO YOU THINK YOU ARE?’

Archive Awareness Campaign

4.25 On 25 August the National Archives was host to the launch of the Seventh Archive Awareness Campaign. The launch was organised by the Archives and Records Association, Ireland (formerly the Society of Archivists, Ireland).

‘Who Do You Think You Are? Live’

4.26 For the fourth year running, the National Archives participated in the ‘Who Do You Think You Are? Live’ at the National Hall, Olympia, London. Two of our Senior Archivists and one person from the Genealogy Service were in attendance from 26 - 28 February. There were demonstrations of the 1911 Census Online as well as other Irish genealogical sites. It is estimated that over 14,000 visited the exposition over three days.

4.27 As in previous years the stand of the National Archives was adjacent to those of the National Library of Ireland and the Public Record Office of Northern Ireland as well as to those of related Scottish organisations. The presence of Tourism Ireland in the same area as the other Irish exhibitors proved to be a great attraction and the booklet Tracing your ancestors in Ireland, produced by Fáilte Ireland, proved very popular.

4.28 This year the National Archives was invited to participate at the ‘Back to the Past – the Genealogy Experience’ as part of the ‘Over 50s Show’ held in the Royal Dublin Society in October. Two of our Senior Archivists and one person from the Genealogy Service were in attendance. Two talks were delivered on each of the three days, one by Catriona Crowe, Senior Archivist, and one by Aideen Ireland, Senior Archivist. It is estimated that about 500 people per day visited the National Archives stand and attendance at the National Archives talks in the Lecture Theatre was excellent. This event was also attended by the National Library of Ireland and Public Record Office of Northern Ireland and genealogical organisations.

INFORMATION BOOKLETS AND LEAFLETS

4.29 The National Archives list of county-based genealogical centres was expanded as was the list of genealogical researchers, and the updated lists are available in hard copy and on our website.

4.30 The information leaflet Concise Guide to the National Archives was updated in time for the 2010 ‘Who Do You Think You Are? Live’ in London. The leaflet Sources for Family and Local History was rewritten and was made available in print and on the National Archives website. Some facts about the National Archives was reprinted in November but, pending the appointment of a new National Archives Advisory Council, the text was not re-written.
WEBSITE

4.31 In 2010 the National Archives website recorded 33,270,812 hits and 1,233,144 visits.

Document of the Month

4.32 Since October 2003, a regular feature on our website has been the ‘Document of the Month’, in which a digital image of a different document is displayed each month, accompanied by a short commentary.
5. DEPARTMENTAL RECORDS

MAINS PROVISIONS OF THE NATIONAL ARCHIVES ACT AND REGULATIONS

5.1 In the National Archives Act, 1986 the term Departmental records is used to mean the records of:

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

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

- **Section 7 – Retention and disposal of Departmental records**
  Departmental records must be preserved, unless their disposal is authorised in writing by the Director of the National Archives or another officer of the National Archives designated by the Director for the purpose. Before authorising disposal, the Director or designated officer must be satisfied that the records do not warrant preservation by the National Archives.

- **Section 8 – Transfer of Departmental records to the National Archives**
  Departmental records which are more than 30 years old must in general be transferred to the National Archives to be made available for inspection by the public. Particular records may be retained by a Department and/or be withheld from public inspection only if they are covered by certificates made either:
  - **under Section 8(2)**
    to the effect that they are in regular use in that Department or are required in connection with its administration and that their transfer to the National Archives would seriously interfere with the administration of that Department;
  - **or under Section 8(4)**
    to the effect that to make them available for inspection by the public:
    (a) would be contrary to the public interest, or
    (b) would or might constitute a breach of statutory duty, or a breach of good faith on the ground that they contain information supplied in confidence, or
    (c) would or might cause distress or danger to living persons on the ground that they contain information about individuals, or would or might be likely to lead to an action for damages for defamation.

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

**Preparation of Departmental Records for Transfer**

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

Guidelines

5.4 Minor revisions were made during 2010 to the Guidelines for the Transfer of Departmental Records to the National Archives and the Guidelines for the Transfer of Court and Testamentary Records to the National Archives, which were issued in draft form in 2004. These revisions reflect changes necessitated by the introduction in 2009 of new collections-management software in the National Archives. It is intended to make these Guidelines available on the National Archives website.

Certifying Officers

5.5 The names of officers of Departments serving as Certifying Officers on 31 December 2010 are listed in Appendix C below.

ADVICE AND TRAINING GIVEN TO GOVERNMENT DEPARTMENTS AND COURTS SERVICE

5.6 Records management advice continued to be provided to the Department of the Taoiseach in the course of 2010, and advice was also given to a range of Departments on issues relating to their compliance with the National Archives Act 1986.

5.7 Training of relevant staff of the Probate Office, District Probate Registries and Circuit Court Offices on their obligations under the National Archives Act continued in 2010 and was combined with visits to certain High and Circuit Court Offices, with corresponding benefits in the efficiency with which court and testamentary records are transferred to the National Archives.

DEPARTMENT OF JUSTICE, EQUALITY AND LAW REFORM – ARCHIVES ADVISORY GROUP

5.8 In 2006 the then Minister for Justice, Equality and Law Reform, Mr Michael McDowell, T.D., established an Archives Advisory Group to advise him on matters relating to the historic archives of his Department. The National Archives is represented on the Group by Thomas Quinlan, Keeper (Acting).

5.9 The terms of reference of the Group are:

- ‘To advise the Department on the historical value of the archive records which it holds, or are under its control, which are over 30 years old.
- To advise the Department on the arrangements it could put in place to make records available for the purpose of advancing academic research, including any guidelines and conditions that could be applied by the Department in granting access to the records for that purpose.’

Release of files to public inspection

5.10 From its establishment in 2006 until 2009, the Group oversaw the examination and release to public inspection in the National Archives of approximately 1,200 individual crime and security files spanning the years 1922 to 1939. During 2010, approximately 1,000 additional files spanning the period 1940 to 1943 were reviewed for release. It is intended that these files will be transferred to the National Archives for release to the public in 2011. These files will prove of particular interest for the study of the
development and operation of security policy in Ireland during the Emergency, 1939-1945.

APPRAISAL OF DEPARTMENTAL RECORDS PROPOSED FOR DESTRUCTION

5.11 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.

5.12 In 2010, three authorisations for the destruction of records were granted in relation to records of the Department of Finance and the Public Appointments Service.

5.13 Appraisal work was undertaken on records that are generated in all Departments in the course of responding to requests for access to other records under the Freedom of Information Acts, 1997 and 2003. As a result of this work, certain draft disposal recommendations were prepared and agreed by the Director in late 2009. Consultation in relation to these recommendations took place with the Information Commissioner in 2010 and it will be possible for guidelines for the retention and disposal of FOI request case files to issue to all Departments during 2011.

TRANSFERS OF RECORDS BY GOVERNMENT DEPARTMENTS

5.14 Shortage of accommodation has meant that the National Archives has never been able to accept the full range of Departmental records due for transfer. The position with regard to the transfer of records by Government Departments at the end of 2010 is summarised in Appendix C below, while the records accessioned during 2010 are summarised in Appendix E.1.

Media Preview of records released by Government Departments

5.15 As usual, a selection of the records to be released by Government Departments in January 2011 was made available to representatives of the media at a preview running from 8 to 10 December 2010.

5.16 Records from a range of departments and offices were consulted by journalists representing national newspaper and broadcast organisations, including records of the Department of the Taoiseach, the Department of Foreign Affairs, the Department of Justice and Equality, the Office of Secretary to the President and the Office of the Attorney General. The publication of information in records available at the preview was subject to an embargo on publication or broadcasting prior to 1.00 am on 30 December 2010. See 9.16 below re coverage in the media.

Records relating to Northern Ireland

5.17 Meetings with Certifying Officers from Departments holding records relating to Northern Ireland (Department of the Taoiseach, Department of Foreign Affairs, and the Office of the Attorney General) took place prior to the media preview of records for 1980 due for release in January 2011. I am extremely grateful to these Departments for the effort made in ensuring that such records are examined to facilitate release for public inspection.
Department of Education and Science

5.18 The Department of Education and Science continued to work on the identification and preparation of records eligible for transfer, with the result that by the end of 2010, more progress had been made in reducing the substantial backlog of records due for transfer. Listing of records in the Department’s off-site storage continued to be done by staff of the Department. In addition, work on records already held by the National Archives was undertaken by staff of our Records Acquisition and Description Division in order to make them more accessible to public inspection and with a view to making the archival finding aids available via the National Archives website. In particular, work commenced on the arrangement, listing and re-packing of certain records of the Commissioners for Intermediate Education for the period 1890 to 1918 relating to the conduct of examinations for students. It is expected that work to create a fully-integrated archival finding aid to the records of the Commissioners for Intermediate Education will be completed during 2011.

TRANSFER OF COURT AND PROBATE RECORDS

5.19 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.

5.20 During 2010, advice continued to be given to the Courts Service on the storage of its records. Several Circuit Court Offices transferred backlogs of older records, and it is expected that more will do so in 2011. Due to efforts in recent years, backlogs of records due for transfer from many Circuit Court Offices have been almost eliminated. Space constraints prevent completion of this work and the initiation of similar large-scale work in respect of the records of District Court Offices.

5.21 The position at the end of 2010 with regard to the transfer of the records of the higher Courts and the Circuit Court is summarised in Appendix D below and the records accessioned in 2010 are summarised in Appendix E.3. Records of Cahir District Court were acquired with the assistance of Fergal Mawe, Solicitor. Records of the Carlow Petty Sessions Court were acquired with the assistance of Ms Bernadette Deasy of Carlow County Archives Service.

TRANSFER OF RECORDS BY SCHEDULED BODIES

5.22 The National Archives remains unable to accession large quantities of records due for transfer from the District Court and many of the 61 Bodies listed in the Schedule to the National Archives Act, pending the provision of additional accommodation.

5.23 In 2010 records were accessioned from the Office of Secretary to the President and the Office of the Attorney General. The records accessioned are summarised in Appendix E.2 below.
Ordnance Survey
5.24 The National Archives remained in contact with Ordnance Survey Ireland regarding our concern about the conditions in which the very large collection of 25” mapping records is kept. Various solutions were discussed with staff of Ordnance Survey Ireland. The documents are stored in a situation where they are at risk of damage or loss. Extensive work needs to be carried out on the documents in preparation for transfer and National Archives needs to have appropriate space in which to accommodate this large collection. This work will take several years.

Valuation Office
5.25 The situation with regard to outstanding work by the Valuation Office on schedules of documents placed in commercial storage and on the Field Maps and Perambulation Maps, stored in the National Archives, has not changed but was further discussed during the course of 2010 with staff of the Valuation Office. There continues to be a considerable demand for access to these documents, but National Archives is not in a position to carry out the work required to make the documents available for research.

RECALLS SYSTEM
5.26 The Recalls system continues to operate efficiently. Special boxes, designed to minimise the risk of documents going astray while in the custody of the recalling Department, continue to be used. In 2010, 201 documents were recalled by Departments including Foreign Affairs, Education & Science, Finance, Justice, Equality and Law Reform, Taoiseach and Áras an Uachtaráin, Attorney General’s Office, Office of Public Works, Probate Office, Commissioners of Charitable Donations and Bequests, Irish Prison Service and Circuit Court Offices.
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 1986 concerning Departmental records. These non-Departmental records include:

- records of state-sponsored bodies;
- local authority records and archives;
- health service and hospital records;
- 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.

LOCAL AUTHORITY RECORDS AND ARCHIVES

6.4 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.

6.5 During 2010 contact continued 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.
HOSPITAL RECORDS

Peamount Sanatorium Archives: project funded by Wellcome Trust
6.6 As described in my reports for 2008 and 2009, the Wellcome Trust funded a project entitled ‘Peamount Sanatorium Archives (including the Women's National Health Association of Ireland Archives) – Preservation and Access Project’. Peamount was the most important sanatorium and tuberculosis hospital in Ireland, and functioned as such between 1912 and 2004. The Women’s National Health Association of Ireland was founded in 1907 by Lady Aberdeen, wife of the Lord Lieutenant, to promote public health, and was instrumental in founding Peamount Sanatorium.

6.7 Work on this project has continued throughout 2010 in the National Archives and good progress has been made in listing the collection. In July 2010 a small additional grant was obtained from Wellcome Trust to enable completion of a Preservation Scoping Survey of the Peamount collection by a preservation management consultant and the report following this work was completed in September 2010.

St Brendan’s Hospital, Grangegorman: application to Wellcome Trust
6.8 The National Archives has been involved for many years with St Brendan’s Hospital Grangegorman regarding their archives. Following agreement with the Health Service Executive and the hospital authorities, the National Archives applied to the Wellcome Trust for funding for two complementary surveys to be carried out by consultants, as a preliminary to making application for funding for the archival work. Funding for the surveys was awarded in December 2010.

RECORDS ACCESSIONED FROM OTHER PUBLIC AND PRIVATE SOURCES

6.9 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.

National School records
6.10 No records of National Schools were deposited in 2010.

Accessions from private sources
6.11 The more important accessions from private sources received during 2010 (including those accessioned through the Business Records Survey) are summarised in Appendix E.5 below.

Solicitors’ records
6.12 No records were accessioned from solicitors' firms during 2010.

BUSINESS RECORDS SURVEY

6.13 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

6.14 During 2010 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 now being transferred to the Representative Church Body Library, with fewer being held by the parish clergy. The National Archives co-operated with the Representative Church Body Library regarding permission to photograph or reproduce these documents.
7. ELECTRONIC RECORDS

OUR DIGITAL HERITAGE

7.1 In Annual Reports since 1997, I have repeatedly drawn attention to the pressing need for co-ordinated action to ensure the long-term preservation of our digital heritage. Much of the business of Government is now transacted electronically, and it is essential that structures, systems and resources be in place to enable the archival records thus created to be preserved into the future.

ELECTRONIC RECORDS UNIT

7.2 Because it had proved impossible to fill the vacancy resulting from the resignation of our first Archivist (Electronic Records) at the end of 2004, the National Archives has been unable for several years to build on modest developments in 2003 and 2004 towards the establishment of a viable digital preservation programme.

7.3 In 2008, it was decided that the post of Archivist with duties relating to electronic records should be included in the open competition for Archivists to be held in that year. In 2009, responsibility for electronic records was allocated to Micheál Ó Conaire, following his joining the staff of the National Archives as an Archivist recruited from the 2008 open competition.

7.4 As a result of discussions with the Department of Finance in late 2008, agreement was reached on the secondment to the National Archives in 2009 of a member of its staff with expertise in electronic records management issues. It was intended that this seconded staff member would work with relevant National Archives staff in the preparation of guidelines for the management of electronic records.

7.5 However, the promised secondment did not take place in 2009 or 2010, with the result that there is no progress to report on the preparation of guidelines for the management of electronic records. In addition, although allocated responsibility for electronic records, it has not been possible for Micheál Ó Conaire to devote his time exclusively to this area of work. Because of limited staffing resources in the National Archives and his relevant experience, he is also tasked with supporting the work of finding aids creation and management, particularly the upload of finding aids to the National Archives archival collections management system, Adlib. In addition, the demands of participating as a member of the Reading Room duty archivist rota has further reduced the amount of time that can be devoted to electronic records-related work.

7.6 Apart from human resources, any progress towards the development of a digital preservation programme in the National Archives will require significant investment in the necessary technological resources. Until these are available, the most that the National Archives will be able to achieve in the short terms is to continue to monitor international standards and best practice guidance and see which can be applied in an Irish context.

CO-OPERATIVE AND INTERNATIONAL PROJECTS

7.7 The National Archives has continued its attempts to focus attention on digital preservation issues through its participation on international projects and committees active in this area.
7.8 From 1999, the National Archives has been involved in two international initiatives aimed at developing strategies for the long-term preservation of digital records. These were the DLM (Document Lifecycle Management) Forum Foundation and InterPARES (International Research on Permanent Authentic Records in Electronic Systems).

7.9 The DLM Forum Foundation (originally the DLM Forum) was created though an initiative of the European Commission in 1997 with support from the public archives of European Union member states, but since 2002 it has been an independent body with members from both the public and private sectors in Europe. It sets standards and guidelines within the disciplines dealing with archives, records and document-lifecycle management. InterPARES is an interdisciplinary research project co-ordinated by the University of British Columbia.

7.10 Because of shortage of resources and other more pressing demands on staff time, it proved impossible for the National Archives to be active in InterPARES during 2010. However, Thomas Quinlan and Micheál Ó Conaire continued jointly to represent the office at members’ meetings of the DLM Forum Foundation. Micheál Ó Conaire attended meetings of the DLM Forum Foundation in Madrid in Spain in April, and in Brussels in Belgium in November.

7.11 Liaison with the Public Record Office of Northern Ireland in relation to electronic records management issues continues and the National Archives continues to be an active member of the Information and Records Management Society’s Ireland Group.
8. FINDING AIDS AND DIGITISATION

FINDING AIDS

8.1 Work continued in 2010 on refurbishing our finding aids, transferring loose-format finding aids in the Reading Room to a more durable bound format or providing new copies of them. Work to convert the lists of records transferred on an annual basis by Departments and the courts into archival finding aids is ongoing and is the most time-consuming aspect of the work of accessioning records and creating finding aids as it entails completing a stock-take of all transferred records on receipt in the National Archives. The task of rebinding older finding aids to Departmental records in colour-coded binders for ease of use has been largely completed.

Finding aids standards

8.2 Our Records Acquisition and Description Division continued its activity of examining the existing system of finding aids, identifying those requiring upgrading and developing policies and procedures to facilitate the development of a new network of finding aids compliant with the International Standard for Description, ISAD(G). Work had commenced in 2007 to set standards for the presentation of information on the various series of archives held by the National Archives, and was taken further during 2008 and 2009 through the participation of two members of staff on a Society of Archivists, Ireland sub-committee, which published Irish Guidelines for Archival Description in March 2009. These Guidelines, together with an internally prepared editorial style-guide are now in use in the National Archives in the preparation of finding aids.

Collections-management software

8.3 Several archival repositories and manuscript libraries in the United Kingdom and Ireland make use of specially developed collections-management software packages with a range of features that permit the management of archival collections in an integrated manner from acquisition, through cataloguing, conservation work and digitisation, to publication of the catalogues on the web. During 2008, the National Archives obtained on trial versions of the two commercially available software packages on the market, and after evaluation, the product Adlib Archive was chosen and purchased.

8.4 The provision of training for staff and preparations for deployment of Adlib occupied a considerable amount of staff time during 2009, as existing systems for the acquisition and cataloguing of archives had to be examined and, in many cases, re-engineered, guidelines for best practice in the use of Adlib Archive were prepared, and the application was also customised in-house to ensure that it met the needs of users in the National Archives.

8.5 In January 2010, the National Archives commenced roll-out of Adlib Archive to a number of staff. As of January 1, 2010, all new accessions received in the National Archives are recorded in Adlib through both an accession entry in the accessions database, and, when catalogued, a full item level entry in the catalogue, which is ISAD (G) compliant. To aid this process, new transfer guidelines have been issued to Departments transferring records that require them to provide transfer lists in a more standardised manner through the use of a template provided by the National Archives. This process will ensure a more efficient and seamless transfer of records to the National Archives, facilitating a faster turnaround in preparing finding aids and in making records available to the public.
8.6 In addition, work has begun on retrospectively inputting older accessions into the Adlib Archive system. This process is quite time consuming as the format and quality of older catalogue lists in the National Archives varies greatly. Before each list is uploaded to Adlib Archive it is checked and, if necessary, amended, to ensure that it conforms to ISAD (G). In this manner, we are systematically ensuring that the finding aids produced by the National Archives adhere to international standards. It is planned to make this information available to the public via a user friendly web interface on the National Archives website once a significant body of records have been inputted into the system. At time of writing, 230 pre-2010 accessions have been uploaded to Adlib comprising 47,828 individual catalogue entries. These figures are expected to increase substantially over the next few years.

8.7 An additional benefit of Adlib Archive is that all data in the Adlib system is available as fully portable XML files, therefore ensuring that the data can be extracted at any future date without incurring any loss or large expense. This portability ensures not only that the data can be migrated to alternative systems in the future should the need arise, but also allows for the easy exchange of data, enabling the National Archives to participate in initiatives such as the Archives Portal for Europe, see 8.9-8.13 below.

Specific finding aids upgrade work

8.8 In addition to the work on finding aids to the archives of the Commissioners for Intermediate Education described at 5.18 above, considerable staff time was expended during 2010 in upgrading finding aids to the archives of the Office of Public Works. Re-listing of archives in the series OPW/1 to OPW/3, several sub-series in OPW/5, and OPW/6 was completed. Re-listing of archives in series OPW/4 will be completed during 2011. Work was also commenced to create finding aids to uncatalogued Customs and Excise records generated by the registration of shipping vessels during the 19th century. The finding aid to these archives will also be completed during 2011. Work is also ongoing in the checking of finding aids to annual transfers of testamentary records prior to upload to Adlib Archive. It planned that all such upgraded finding aids will be made available on the National Archives website by 2012.

ARCHIVES PORTAL EUROPE

8.9 In December 2009, the National Archives of Ireland became a member of the APEnet (Archives Portal Europe) project, which is a Best Practice Network project supported by the European Commission and running from January 2009 to January 2012. The national archives of 17 member-states of the European Union are participating in the project, in co-operation with the EUROPEANA initiative (see http://www.europeana.eu/portal/aboutus.html), with the objective of creating a common access point to the catalogues of European archival institutions. The National Archives is represented by Elizabeth McEvoy, Archivist.

8.10 A task force has been established within the National Archives to ensure delivery of our commitments to the project, co-ordinated by Elizabeth McEvoy. In that capacity, she attended meetings in León in Spain and Warsaw in Poland during 2010. Micheál Ó Conaire also attended the APEnet meeting in León.

8.11 During 2010, Elizabeth McEvoy edited and proof-read a range of documents emanating from the project and facilitated the translation into Irish of content for the APEnet project website. The National Archives’ finding aids contribution and associated data were prepared and submitted to the APEnet pilot portal by Micheál Ó Conaire.
8.12 Participation in APEnet is conditional on archival institutions contributing catalogue descriptions of their holdings that are structured in accordance with international archival standards. The APEnet project has developed a number of auxiliary computer programs (converters and plug-ins) to facilitate data exchange and provide on-demand access from the portal. An XML schema has also been developed, which is based on Encoded Archival Description (EAD). The particular version of EAD developed for the project, known as APEnet EAD, takes into account practices within participating institutions and has been developed in conjunction with the National Archives and the other project members.

8.13 The APEnet project coincides with the National Archives own initiative to move all archival finding aids to its electronic collections management system, Adlib Archive, ensuring conformity with the International Standard on Archival Description - ISAD(G) – as part of the process. Likewise, information on the creators of records, places and people associated with records are being entered into Adlib Archive in accordance with ISAAR (CPF). Adlib Archive provides a facility that permits export of National Archives data in XML format and the fact that Adlib Archive has been developed based on international archival standards, has enabled the National Archives to develop an XSLT script, in conjunction with the APEnet team, to convert our data from Adlib XML to APEnet EAD for launch on the APEnet portal site in January 2012.

DIGITISATION OF THE 1901 AND 1911 CENSUS RETURNS

8.14 The entire 1901 census was placed online in June 2010. Catriona Crowe participated in many publicity and outreach events relating to the site, including visits to New York and London in July to formally launch the new portion of the website with Minister for Arts, Sport and Tourism, Mary Hanafin, TD. The issue of how to resolve the lack of staff to carry out corrections and verifications to the site was ongoing at the end of 2010.

8.15 A publication in partnership with the Royal Irish Academy on Dublin in 1911, based on the census records, was planned for the anniversary year in 2011. Funding was secured from the Department of Arts, Sport and Tourism for the publication.

8.16 Funding was also secured for an oral history project based on the 1911 census to be carried out in partnership with the Computer Science Department, Trinity College, Dublin. Work will commence on this project in 2011.

8.17 On 7 July the Council of Irish Genealogical Organisations 2009 Award for Excellence in Genealogy was presented to Dr David Craig and Catriona Crowe by Steven fceary-Smyrl (President, CIGO) for the work on the 1901 and 1911 Census. The award is now on public display in the National Archives.

Census Website Visits and hits

8.18 During 2010, the Census website received in excess of 278 million hits and over 4 million visits. The total figures for use of the Census website from its inception in 2007 to December 2010 is 471,284,319 hits and 10,293,217 visits.

CROWLEY BEQUEST PROJECT – CHIEF SECRETARY’S OFFICE REGISTERED PAPERS, 1818-52

8.19 The background to the Crowley Bequest Project was explained in my report for 2009. The project is funded principally from a bequest made by the late Professor Francis J.
Crowley, and will result in the digital publication of the Chief Secretary’s Office Registered Papers for the period 1818 – 1852. In particular, the fund is being used to pay the salaries of two Archivists (who have fixed-term five-year contracts) and one Conservation Intern or Scholar (the scholarship has replaced the internship, and is awarded annually for a 12-month period beginning in the autumn).

8.20 Full archival processing of the Chief Secretary’s Office Registered Papers by the Archivists commenced at the start of November 2008. By 31 December 2010, close to 13,200 registered files of papers for the years 1818–24 had been processed by the Archivists, while slightly less than 9,000 registered files for the years 1818–24 had been conserved by the Conservation Intern or Scholar.

8.21 Work is ongoing on the preparation of the project’s website. It is expected that the website will be launched in late 2011.

FAMINE RELIEF COMMISSION, 1845–47

8.22 A large part of the Relief Commission Papers relating to the Great Famine, 1845 – 47, were conserved and digitised by Ancestry.com free of charge in 2010. The images, linked to our existing catalogue, will appear on the National Archives website in 2011.

PARTNERSHIP WITH THE GENEALOGICAL SOCIETY OF UTAH

8.23 Under the terms of the partnership agreement with the Genealogical Society of Utah (GSU), signed in 2009, which provides for the GSU to digitise and index some of the National Archives’ most valuable genealogical holdings, work proceeded on digitising and indexing the Tithe Applotment Books, 1823 – 1837, the most important surviving national genealogical source available for the pre-Famine period. The resulting images and nominal database will be placed on the GSU website, FamilySearch.org, and on the National Archives website, free to access on both sites.

8.24 Also under the terms of this agreement, Landed Estates Court Rentals, 1848 – 1885, were digitised and indexed by Eneclann, a company given permission to charge subscriptions for access to the online records for a period of five years, after which time they will be made available free on the National Archives website. During the five-year period, the website will be available free in the National Archives Reading Room. The same arrangement will apply to Prison Records, 1798 – 1900, and Petty Sessions records, 1853 – 1922.

8.25 This partnership will greatly increase access to important genealogical records in the custody of the National Archives.

DOCUMENTS ON IRISH FOREIGN POLICY

8.26 Catriona Crowe is an Editor of this series of volumes, produced in partnership with the Department of Foreign Affairs and the Royal Irish Academy. The Project is based in the National Archives, and its volumes, seven to date covering the period 1919 – 1945, focus overwhelmingly on material in the custody of the National Archives.

8.27 In 2010, Volume V11, covering the period 1941 – 45, was published, launched by the Minister for Foreign Affairs, Micheál Martin, and received favourable reviews in the national press. Volumes 111 – V were placed online free to access at www.difp.ie.
BUREAU OF MILITARY HISTORY DIGITISATION

8.28 Funding was secured from the Department of Arts, Sport and Tourism for digitisation of some of the records of the Bureau of Military History, in partnership with the Military Archives. The Military Archives holds the original records, but the National Archives has stored and made available duplicate statements since the release of the material in 2003. They have been one of the most popular documents requested by researchers since the census went online.

8.29 The Bureau of Military History was established in the late 1940s with the purpose of collecting statements and documents from participants in the events of Ireland’s revolutionary period, 1913 – 1921. Participants included people like Ernest Blythe, Kathleen Lynn, Louise Gavan Duffy, Sean McEntee, Dan Breen, Robert Brennan, and the widows, sons and daughters of many of the key participants who died during the period. The collection comprises 1,773 witness statements as well as 12 voice recordings digitized from the original tapes, ca. 600 photographs, and 334 groups of contemporary documents. The statements have been entirely transcribed, making it possible for the first time to search across all 36,000 pages. The photographs, indexes and samples of contemporary documents have also been digitised.

8.30 The website, which will be launched in 2011, will be enhanced by essays on the history of the collection by Professor Diarmaid Ferriter and Dr. Eve Morrison. It is expected that the website will be enormously popular with the general public, with academic students of the revolutionary period, with second-level history students who will be able to use it for mandatory research studies for the Leaving Certificate, and with the Irish diaspora, which maintains a great deal of interest in this period. The website will also fit with the Government’s strategy leading up to the centenary of 1916, by providing the first large-scale collection of primary sources relating to this period in web format.
9. CO-OPERATION, TRAINING AND MEDIA

COUNCIL OF NATIONAL CULTURAL INSTITUTIONS

9.1 The Council was established by the Minister for Arts, Heritage, Gaeltacht and the Islands in October 1998. Its terms of reference include the provision of a forum for sharing ideas and experiences, and the exploration of areas of co-operation between the institutions. Its members are the Directors or Chief Executives of the following institutions:

- 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)
- Crawford Art Gallery (since 2007)
- Culture Ireland (since 2008)

9.2 The Council is chaired by one of its members, who holds office as Chair for approximately 12 months. Peter Murray, Director of the Crawford Gallery, Cork is the Chair from Summer 2010 to Summer 2011.

Working groups

9.3 The Council has established a number of working groups, comprising staff members from the member institutions. As of 31 December 2010, the National Archives was represented on the following working groups by the following members of staff:

- CNCI – Fáilte Ireland, Cultural Institutions Research : Aideen Ireland
- Conservation: Frances McGee and Zoë Reid
- Education, Community and Outreach: Catriona Crowe
- Information Technology: Anthony Murphy
- Marketing: Catriona Crowe

Heritage Fund

9.4 The Council also meets as a statutory body to make recommendations to the Minister for Tourism, Culture and Sport 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.

EUROPEAN UNION - CO-OPERATION ON ARCHIVES

European Board of National Archivists

9.5 In 2010 the National Archives remained actively involved in co-operation on archives within the European Union (EU). I am a member of the European Board of National Archivists (EBNA), which is a voluntary body made up of the National Archivists of
EU Member States, and which meets once or twice a year in the state then holding the EU Presidency. I was represented by Frances McGee, Keeper, at the meetings of EBNA held in Madrid in May 2010 and in Brussels in November 2010. Representation of Ireland at regular meetings of EU Foreign Ministry Archivists is shared between the Department of the Foreign Affairs and the National Archives.

**European Archives Group**

9.6 As explained in previous annual reports, the European Archives Group was established on foot of the European Council Recommendation of 14 November 2005 concerning priority actions to increase cooperation in the fields of archives. The Group consists of one representative from each Member State and one representative from each of the five EU Institutions. It is chaired by the European Commission, and its secretariat is provided by the Secretariat General of the Commission.

9.7 Ireland was represented at the meetings of the Group in Madrid in May 2010 and in Brussels in November 2010 by Frances McGee, Keeper.

**CO-OPERATION WITH FÁILTE IRELAND**

9.8 By arrangement with Fáilte Ireland, visits were made to the National Archives by British and New Zealand journalists. Similarly arranged visits resulted in an interview with Aideen Ireland and members of the Genealogy Service published in September *Family History Monthly* and research into the family history of a member of staff of GMTV (ITV).

**CO-OPERATION WITH THE NATIONAL LIBRARY OF IRELAND**

9.9 With my approval and that of the Director of the National Library of Ireland, the Genealogical Projects Committee was set up, consisting of Catriona Crowe and Aideen Ireland (National Archives) and Ciara Kerrigan and Sandra McDermott (National Library of Ireland). The collaborative projects discussed included work on the Surnames Index (index to surnames in Tithe Applotment and Primary Valuation books), Voters’ Registers and printed Landed Estates Court rentals.

**REPRESENTATION ON OTHER BODIES**

9.10 In 2010 members of the staff of the National Archives served in their official capacity on the following bodies:

- Abbey Theatre, Archives Committee: Catriona Crowe
- APEnet, Archives Portal Europe: Elizabeth McEvoy and Micheál Ó Conaire
- Archaeological Excavation Archive for Dublin City, steering group (Archaeological Archive Study): Aideen Ireland
- Blue Shield (UK and Ireland): Helen Hewson
- British Library Preservation Advisory Panel: Frances McGee
- Civil Service IT Group: Anthony Murphy
- DARIAH (resources for cultural digitisation), Steering Committee: Catriona Crowe
- Department of Arts, Sport and Tourism, Church Records Steering Group: Catriona Crowe
- Department of Justice, Equality and Law Reform, Archives Advisory Group: Thomas Quinlan
- Department of the Taoiseach, Working Group on Military Service Medal and Pension files: Catriona Crowe
Digital Humanities Observatory Cultural Liaison Committee: Catriona Crowe
Digital Research Infrastructure for the Arts and Humanities (DARIAH), Irish Steering Committee: Catriona Crowe
DLM Forum (Electronic Records in the EU): Thomas Quinlan and Micheál Ó Conaire
GMIT, Heritage Studies: Aideen Ireland
Irish Architectural Archive, Board: Aideen Ireland
Irish Genealogy Limited: Director (as observer)
Irish Manuscripts Commission: Director
OPW History Steering Committee: Catriona Crowe
Preservation Copying Group: Frances McGe.
Public Service Quality Group, and Access Subgroup: Aideen Ireland
Selection Committee under the Taxes Consolidation Act, 1997, section 1003 (Donations of heritage items to approved bodies): Director
Society of Archivists’ External Qualifications Sub-committee: Mary Mackey

ATTENDANCE AT CONFERENCES AND MEETINGS

9.11 In 2010 members of the staff of the National Archives attended the following conferences and seminars:

- APEnet, Archives Portal Europe (Leon, Spain; Warsaw, Poland)
- DLM Forum members’ meetings (Madrid, Spain; Brussels, Belgium)
- European Board of National Archivists (Madrid, Spain; Brussels, Belgium)
- Irish Conference of Historians (Limerick)
- Irish-Scottish Women’s History Conference (Dublin).
- I-CHORA 5: Fifth International Conference on the History of Records and Archives, Records, archives and technology: interdependence over time (University College London)
- Climate Change & the Risk to Material Culture (Hunt Museum, Limerick)
- Mining Heritage Trust of Ireland symposium Holding on to your history (presentation given) (Geological Survey of Ireland, Dublin)
- Records Management Society, Ireland (Dublin)
- British Library Preservation Advisory Centre, meeting in London
- PAC Preservation Copying Group meeting in Edinburgh and a meeting of this group was hosted by the National Archives on 4 November 2010
- PAC Training Day ‘Advocacy, Evidence and Support’ at National Library of Ireland was attended by 3 members of staff, one of whom was a member of the discussion panel
- Blue Shield Ireland
- CIRCLE (Calendar of Irish Chancery Letters) (TCD)
- ENVIART conference, Impact of the indoor environment on the preservation of our moveable heritage, Dublin
- Europeana information seminar (Library Council, Farmleigh House, Dublin)
- Dublin City Archives and Dublin City Archaeology - Dublin City Archaeological Archive (seminar, Dublin)
- Legal History Society (seminar, Belfast : AGM Dublin)
- Medical Humanities conference (UCC)
- Public Service Quality Group, annual public meeting, London.
PARTICIPATION IN TRAINING

Internal training
9.12 During 2010 members of the staff of the National Archives took part in the following internal training courses or sessions:
- Induction training, across Divisions, for new staff and placement students
- Adlib advanced training for archivists
- Upgraded order docket system

External training
9.13 Also during 2010 members of the staff of the National Archives took part in the following external training courses or events:
- Public Financial Management (Dublin)
- Irish State Administration Database launch and demonstration (Dublin)
- Archivist completed Masters in Archives and Records Administration
- Archivist completed a course in Electronic Records Management through the University of Dundee
- ARA, Ireland, training day on Ethics, 2 December 2010.
- Browsealoud webinar (in National Archives with Browsealoud)
- Powerpoint (Dublin)
- Public Affairs Ireland, ‘Giving excellent customer service’ (Dublin)
- Public Affairs Ireland, Search Engine Optimisation and Social Media Optimisation’
- Website accessibility training (Paciello Group, Dublin)
- Disaster Response training for Disaster Teams.

MEMBERSHIP OF OTHER ORGANISATIONS

9.14 The National Archives is an institutional or associate member of the following organisations:
- Association of Canadian Archivists
- British Cartographic Society
- British Library Preservation Advisory Centre, Advisory Group
- British Records Association
- Charles Close Society
- DLM Forum Foundation
- Economic and Social History Society of Ireland
- Eighteenth Century Ireland Society
- ICON Institute of Conservation
- IIC International Institute for Conservation
- Information and Records Society of Great Britain
- International Council on Archives
- Irish Genealogical Research Society
- Irish Historical Society
- Irish Labour History Society
- Irish Legal History Society
- Irish Professional Conservators and Restorers Association
- Military History Society of Ireland
- Society of American Archivists
9.15 In addition, most members of the professional staff are members in a personal capacity of the Archives & Records Association, Ireland.

MEDIAN COVERAGE AND TELEVISION PROGRAMMES

**Media coverage of annual release of archives**

9.16 Newspapers published on 30 and 31 December 2010 carried extensive coverage on several pages based on the content of the records made available at the media preview (see 5.15 and 5.16 above). The documentary ‘Behind Closed Doors’, which was broadcast on RTÉ in December 2010, featured documents made available during the course of the preview.

**Media coverage of other events**

9.17 Arising from the media interest in the digitisation of the 1901 and 1911 census returns, a large number of radio, television and print media interviews were given by staff of the National Archives, mostly by Catriona Crowe and also by Aideen Ireland and David Craig.

9.18 On 11 January an article in the Irish Independent had a banner headline ‘Who do they think they are? Nine million flock to census website. The January 2010 issue of the BBC Who Do You Think You Are? magazine featured The Top 25 Sites ‘to watch’ in 2010 including the National Archives of Ireland at number 12 (for the 1911 census contextual material and the anticipated 1901 census launch). PRONI was at number 14 (for the projected launch of 1766 census, which includes material held in the National Archives).’

9.19 Professor Diarmait Ferriter and Patrick O’Mahony presented the ‘Documentary on One’ on RTÉ Radio 1 on ‘The Forgotten Visit’ (Richard Nixon’s visit to Ireland) on 2 October, drawing on departmental files in the National Archives.

**Filming for television programmes**

9.20 In 2010, the National Archives facilitated filming for television programmes in the National Archives, including:

- **Big Mountain Productions**: for TG4: ‘The Real Strumpet City’ was filmed in November 2010, for broadcast in 2011.
- **Midas Productions**: The series ‘Ceart agus Coir 3’ relating to murder trials, was filmed in 2009 for broadcast from January 2010 onwards on TG4.
- **Midas Productions**: The series ‘Idir Mná 2’ on women and crime, was filmed in 2009 for broadcast during October and November 2010 on TG4.
- **RTÉ**: The programme ‘Behind Closed Doors’, featuring the documents to be released under the 30-year-rule in January 2011, was broadcast on RTÉ 1 in late December 2010.
- **RTÉ**: The series relating to murder cases, including the ‘Murder in Little Jerusalem’, about the murder of two Jewish men in Dublin in 1923, and the ‘The Banner Bomb’, about a Garda who was killed in Co. Clare in 1929, were broadcast on RTÉ 1 on 11 and 18 October 2010.
- **RTÉ**: A programme in the ‘Scannal’ series relating to the destruction of the Nelson Column, Dublin, was filmed during 2009 for broadcasting on RTÉ 1 on 25 January 2010 and was repeated later in the year.
- **South Wind Blows Productions**: ‘The Limits of Liberty’, filmed for RTÉ during 2009, was broadcast on 1, 8 and 15 June 2010.
● **Tile Films**: ‘Cé a Chónaigh i mo Theachsa? / Who Lived in my House?’, a series on house histories for TG4 and featuring a house in Clifden was filmed with Micheál Ó Conaire taking part and was broadcast on 11 November 2010.

● **Tyrone Productions**: ‘Ireland’s Greatest’ featuring Michael McDowell on Michael Collins was broadcast on RTÉ 1 on 20 September. 2010.

9.21 In 2010, the National Archives had original documents scanned for use in television programmes, including:

- **BBC (Doire)**: programme on ‘Mine explosion at Ballymanus, Annagry [Co. Donegal] on 10 May 1943’.
- **Wall to Wall: Who Do You Think You Are?**: programme on Dervla Kirwan broadcast on BBC 1 on 2 August and on subsequent dates.
- **Who Do You Think You Are? (USA)**: programme Kildare and Wicklow roots.
- **World Media Rights Ltd**: History Documentary series on Ireland during World War II.

9.22 In 2010, the National Archives had original documents scanned for use in publications, including:

- Special co-operation with the Royal Irish Academy in providing access and copying for _The Cosgrave Party: a history of Cumann na nGaedheal, 1923-33_ by Dr Ciara Meehan (RIA, 2010).
- _Londonderry Sentinel_, 18 August 2010, ‘Far away in Australia’.

9.23 In 2010, the National Archives gave advice and assistance to:

- Archive Unit, National Monuments, Department of the Environment, Heritage and Local Government
- Cavan County Museum
- Central Statistics Office
- Land Commission Records Branch
- Local Authority Archives and Local Studies Library Services
- Medical Humanities group
- National University of Ireland
- St Brendan’s Hospital Grangegorman
- St Brigid’s Hospital, Ballinasloe

**LOAN FOR EXHIBITION**

**Kilmainham Gaol**

9.24 Since 1996 one prison register from the National Archives has been on loan to Kilmainham Gaol for exhibition. The National Archives monitors the volume while on loan.
**Appendix A**

**Staff of the National Archives as of 31 December 2010**

<table>
<thead>
<tr>
<th>GRADE (and key responsibilities of senior staff)</th>
<th>NAMES (within each grade, names given in alphabetical order of surname)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>David Craig, PhD</td>
<td>1</td>
</tr>
<tr>
<td>Keeper (Collection Care and Customer Service)</td>
<td>Frances McGee, M ès Lettres, H Dip Ed</td>
<td>1</td>
</tr>
<tr>
<td>Keeper (Acting) (Records Acquisition and Service Development)</td>
<td>Thomas Quinlan, BA, H Dip Archival Studies</td>
<td>1</td>
</tr>
<tr>
<td>Assistant Principal (Head of Administration)</td>
<td>Fergus Walsh</td>
<td>1</td>
</tr>
<tr>
<td>Assistant Principal (ICT Manager)</td>
<td>Anthony Murphy</td>
<td>1</td>
</tr>
<tr>
<td>Senior Archivist (Special Projects)</td>
<td>Catriona Crowe, BA</td>
<td>1</td>
</tr>
<tr>
<td>Senior Archivist (Reader Services)</td>
<td>Aideen Ireland, MA, Dip Archival Studies</td>
<td>1</td>
</tr>
<tr>
<td>Senior Archivist (Acting) (Records Acquisition and Description)</td>
<td>Helen Hewson, BA, H Dip Archival Studies</td>
<td>1</td>
</tr>
<tr>
<td>Archivists (Higher)</td>
<td>Brian Donnelly, BA, Dip Archival Studies Gregory O'Connor, MA, Dip Legal Studies</td>
<td>2</td>
</tr>
<tr>
<td>Archivist (Electronic Records)</td>
<td><em>Vacancy</em></td>
<td>1</td>
</tr>
<tr>
<td>GRADE (and key responsibilities of senior staff)</td>
<td>NAMES (within each grade, names given in alphabetical order of surname)</td>
<td>TOTAL</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Archivists on fixed-term contract (Crowley Bequest Project)¹</td>
<td>Julie Brooks, PhD, MA (Archives &amp; Records Management) Nigel Johnston, MA, H Dip Archival Studies</td>
<td>2</td>
</tr>
<tr>
<td>Conservator</td>
<td>Zoë Reid, BA, Dip Conservator-Restorer <em>(work-sharing – 2.5 days per week)</em></td>
<td>1</td>
</tr>
<tr>
<td>Higher Executive Officer (Corporate Services)</td>
<td>Noreen Lynch</td>
<td>1</td>
</tr>
<tr>
<td>Executive Officers</td>
<td>Mary Chaney <em>(work-sharing – 4 days per week)</em> Pauline Dunne Tony McLaughlin Angela Mennella <em>Vacancy</em></td>
<td>5</td>
</tr>
<tr>
<td>Staff Officers</td>
<td>Christopher Allen Philip Doyle Ken Robinson</td>
<td>3</td>
</tr>
<tr>
<td>Clerical Officers</td>
<td>Robert Coffey Brendan Crawford Breda Devereux Gemma Harkin <em>(work-sharing – 3 days per week)</em> Bernadette Kelly <em>(work-sharing – 4 days per week)</em> Sabrina Kelly Enda Lowry Tom McBride Karen McDonnell Eamonn Mullally David O'Neill Patrick Sarsfield Mary Toolis 2 <em>Vacancies</em></td>
<td>15</td>
</tr>
<tr>
<td>Head Services Officer</td>
<td>Ken Martin</td>
<td>1</td>
</tr>
<tr>
<td>Services Officers (with allowance for Clerical Officer duties)</td>
<td>Denis Callanan Mary Carney Patrick Ellard Michael Flood Michael Mahony Brendan Martin</td>
<td>6</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>53</td>
</tr>
</tbody>
</table>

¹ Two posts of Archivist on fixed-term contract are payable from the Crowley Bequest for the duration of the project funded by the bequest.
Appendix B

Use of the Reading Room by the Public, 1990 – 2010

Appendix B.1: Visits to Reading Room per year, 1990 – 2010

![Chart showing visits to the Reading Room per year from 1990 to 2010]

Note: Use of reading room by members of the public 1995 onwards includes members of the media in December.

Appendix B.2: Readers’ tickets issued per year, 2001 – 2010

![Chart showing new and renewal tickets issued per year from 2000 to 2010]
Appendix B.3: Visits to Reading Room, by researchers, per month in 2010

Appendix B.4: Archives consulted by readers, 1971 – 2010
## Appendix C

Transfer of records pre-dating 1980 from Government Departments and Offices of State for release to public inspection under the 30-year rule

– statement of position as of 31 December 2009

<table>
<thead>
<tr>
<th>DEPARTMENT OF</th>
<th>CERTIFYING OFFICER(S)</th>
<th>RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2009</th>
<th>RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>the Taoiseach</td>
<td>Philip Hamell Aileen Healy John Kennedy Paul McGarry (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.)</td>
<td>1919–79</td>
<td>None</td>
</tr>
<tr>
<td>Agriculture, Fisheries and Food</td>
<td>Brendan McInerney</td>
<td>1899–1980s</td>
<td>circa 1950–1979</td>
</tr>
<tr>
<td>Arts, Sport and Tourism</td>
<td>Susan McGrath</td>
<td>circa 1922–1962</td>
<td>1963–79</td>
</tr>
<tr>
<td>Communications, Energy and Natural Resources</td>
<td>Denis Maher Neasa Lehane</td>
<td>1845–1970s</td>
<td>1964–79 (and some older records)</td>
</tr>
<tr>
<td>Community, Rural and Gaeltacht Affairs</td>
<td>Mary Hurley</td>
<td>1929–89</td>
<td>1967–79</td>
</tr>
<tr>
<td>DEPARTMENT OF</td>
<td>CERTIFYING OFFICER(S)</td>
<td>RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2009</td>
<td>RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2009</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Defence</td>
<td>Jim Blighe</td>
<td>1922–78</td>
<td>1963–79</td>
</tr>
<tr>
<td></td>
<td>Col. Derry Fitzgerald</td>
<td>(The records are held in the Military Archives, which has been approved as a place of deposit under the National Archives Act.)</td>
<td></td>
</tr>
<tr>
<td>Education and Science</td>
<td>Christine Tiernan</td>
<td>1831–1993</td>
<td>circa 1922–1979</td>
</tr>
<tr>
<td>DEPARTMENT OF</td>
<td>CERTIFYING OFFICER(S)</td>
<td>RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2009</td>
<td>RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2009</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------</td>
<td>--------------------------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Finance</td>
<td>Judith Brady</td>
<td>1922–76</td>
<td>1975–79</td>
</tr>
<tr>
<td>DEPARTMENT OF</td>
<td>CERTIFYING OFFICER(S)</td>
<td>RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2009</td>
<td>RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2009</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------</td>
<td>-----------------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Foreign Affairs</td>
<td>Tim Mawe</td>
<td>1919–79</td>
<td>None</td>
</tr>
<tr>
<td>Health and Children</td>
<td>Kevin Conlon</td>
<td>1920s–1980s</td>
<td>1964–79</td>
</tr>
<tr>
<td>DEPARTMENT OF</td>
<td>CERTIFYING OFFICER(S)</td>
<td>RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2009</td>
<td>RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2009</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------</td>
<td>-----------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>DEPARTMENT OF</td>
<td>CERTIFYING OFFICER(S)</td>
<td>RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2009</td>
<td>RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2009</td>
</tr>
<tr>
<td>----------------</td>
<td>------------------------</td>
<td>------------------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>John Browne</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Andy Cullen</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maurice Carey</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Liam Daly</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>John Fearon</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Doreen Keaney</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Robin McKay</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eamonn Molloy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fintan O'Brien</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tom Ferris</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Matthew Benville</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Peter O’Neill</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brendan Toomey</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tom Kennington</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kevin Humphreys</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE OF</td>
<td>CERTIFYING OFFICER(S)</td>
<td>RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2009</td>
<td>RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2009</td>
</tr>
<tr>
<td>the Secretary to the President</td>
<td>Loughlin Quinn</td>
<td>1937–79</td>
<td>None</td>
</tr>
<tr>
<td>the Attorney General</td>
<td>Padraig McMahon</td>
<td>1922–79</td>
<td>None</td>
</tr>
<tr>
<td>the Comptroller and Auditor General</td>
<td>Maureen Mulligan</td>
<td>1920s–1962</td>
<td>1963–79</td>
</tr>
</tbody>
</table>
# Appendix D

## Transfer of records from higher Courts and the Circuit Court

– statement of position as of 31 December 2010

<table>
<thead>
<tr>
<th>COURT</th>
<th>MAIN RECORD SERIES</th>
<th>LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2010</th>
<th>YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Court of Criminal Appeal</td>
<td>Files</td>
<td>1972</td>
<td>1973 – 1980</td>
</tr>
<tr>
<td>High Court, Central Office</td>
<td>Plenary, Summary, Special Summons and State Side files</td>
<td>1970</td>
<td>1971 – 1980</td>
</tr>
<tr>
<td><strong>HIGH COURT, PROBATE:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Probate Office, Dublin</td>
<td>Testamentary papers</td>
<td>1988</td>
<td>None</td>
</tr>
<tr>
<td>Castlebar District</td>
<td>Testamentary papers</td>
<td>1989</td>
<td>None</td>
</tr>
<tr>
<td>Cavan District</td>
<td>Testamentary papers</td>
<td>1988</td>
<td>None</td>
</tr>
<tr>
<td>Clonmel District</td>
<td>Testamentary papers</td>
<td>1988</td>
<td>None</td>
</tr>
<tr>
<td>Cork District</td>
<td>Testamentary papers</td>
<td>1988</td>
<td>None</td>
</tr>
<tr>
<td>Dundalk District</td>
<td>Testamentary papers</td>
<td>1987</td>
<td>None</td>
</tr>
<tr>
<td>Galway District</td>
<td>Testamentary papers</td>
<td>1985</td>
<td>None</td>
</tr>
<tr>
<td>Kilkenny District</td>
<td>Testamentary papers</td>
<td>1985</td>
<td>None</td>
</tr>
<tr>
<td>Letterkenny (formerly Lifford) District</td>
<td>Testamentary papers</td>
<td>1989</td>
<td>None</td>
</tr>
<tr>
<td>Limerick District</td>
<td>Testamentary papers</td>
<td>1988</td>
<td>None</td>
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<tr>
<td>Mullingar District</td>
<td>Testamentary papers</td>
<td>1988</td>
<td>None</td>
</tr>
<tr>
<td>Sligo District</td>
<td>Testamentary papers</td>
<td>1987</td>
<td>None</td>
</tr>
<tr>
<td>Tralee District</td>
<td>Testamentary papers</td>
<td>1987</td>
<td>None</td>
</tr>
<tr>
<td>Waterford District</td>
<td>Testamentary papers</td>
<td>1986</td>
<td>None</td>
</tr>
<tr>
<td>COURT</td>
<td>MAIN RECORD SERIES</td>
<td>LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2010</td>
<td>YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------</td>
<td>------------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Wexford District</td>
<td>Testamentary papers</td>
<td>1989</td>
<td>None</td>
</tr>
<tr>
<td>CIRCUIT COURT OFFICES</td>
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</tr>
<tr>
<td>(County Registrars):</td>
<td></td>
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<tr>
<td>Carlow</td>
<td>Civil and criminal files</td>
<td>1977</td>
<td>1978 – 1980</td>
</tr>
<tr>
<td>Cavan</td>
<td>Civil and criminal files</td>
<td>1987</td>
<td>None</td>
</tr>
<tr>
<td>Clare</td>
<td>Civil and criminal files</td>
<td>1975</td>
<td>1976–80</td>
</tr>
<tr>
<td>Cork</td>
<td>Civil and criminal files</td>
<td>1986</td>
<td>None</td>
</tr>
<tr>
<td>Donegal</td>
<td>Civil and criminal files</td>
<td>1986</td>
<td>None</td>
</tr>
<tr>
<td>Dublin</td>
<td>Civil files</td>
<td>1960</td>
<td>1961–80</td>
</tr>
<tr>
<td></td>
<td>Criminal files</td>
<td>1972</td>
<td>1973-80</td>
</tr>
<tr>
<td>Galway</td>
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<td>1985</td>
<td>None</td>
</tr>
<tr>
<td>Kerry</td>
<td>Civil and criminal files</td>
<td>1980</td>
<td>None</td>
</tr>
<tr>
<td>Kildare</td>
<td>Civil and criminal files</td>
<td>1975</td>
<td>1976–80</td>
</tr>
<tr>
<td>Kilkenny</td>
<td>Civil and criminal files</td>
<td>1990</td>
<td>None</td>
</tr>
<tr>
<td>Laois</td>
<td>Civil and criminal files</td>
<td>1945</td>
<td>1946–80</td>
</tr>
<tr>
<td>Leitrim</td>
<td>Civil and criminal files</td>
<td>1962</td>
<td>1963–80</td>
</tr>
<tr>
<td>Limerick</td>
<td>Civil and criminal files</td>
<td>1982</td>
<td>None</td>
</tr>
<tr>
<td>Longford</td>
<td>Civil and criminal files</td>
<td>1987</td>
<td>None</td>
</tr>
<tr>
<td>Louth</td>
<td>Civil and criminal files</td>
<td>1985</td>
<td>None</td>
</tr>
<tr>
<td>Mayo</td>
<td>Civil and criminal files</td>
<td>1982</td>
<td>None</td>
</tr>
<tr>
<td>Meath</td>
<td>Civil and criminal files</td>
<td>1984</td>
<td>None</td>
</tr>
<tr>
<td>Monaghan</td>
<td>Civil and criminal files</td>
<td>1987</td>
<td>None</td>
</tr>
<tr>
<td>Offaly</td>
<td>Civil and criminal files</td>
<td>1983</td>
<td>None</td>
</tr>
<tr>
<td>Roscommon</td>
<td>Civil and criminal files</td>
<td>1985</td>
<td>None</td>
</tr>
<tr>
<td>Sligo</td>
<td>Civil and criminal files</td>
<td>1987</td>
<td>None</td>
</tr>
<tr>
<td>Tipperary</td>
<td>Civil and criminal files</td>
<td>1986</td>
<td>None</td>
</tr>
<tr>
<td>Waterford</td>
<td>Civil and criminal files</td>
<td>1961</td>
<td>1962–80</td>
</tr>
<tr>
<td>Westmeath</td>
<td>Civil and criminal files</td>
<td>1988</td>
<td>None</td>
</tr>
<tr>
<td>Wexford</td>
<td>Civil and criminal files</td>
<td>1987</td>
<td>None</td>
</tr>
<tr>
<td>Wicklow</td>
<td>Civil and criminal files</td>
<td>1982</td>
<td>None</td>
</tr>
</tbody>
</table>
## Appendix E

### Summary of records accessioned by the National Archives in 2010

Appendix E.1: Records accessioned from Government Departments

<table>
<thead>
<tr>
<th>Accession number</th>
<th>Department of</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010/53</td>
<td>the Taoiseach</td>
<td>Central Registry S files relating mainly to 1980</td>
</tr>
<tr>
<td>2010/28; 2010/67</td>
<td>Education and Science</td>
<td>Correspondence files and other records of the Commissioners for National Education and Department of Education, 1850-2000</td>
</tr>
<tr>
<td>2010/18</td>
<td>Foreign Affairs</td>
<td>Files of the Secretary’s Office relating mainly to 1980</td>
</tr>
<tr>
<td>2010/19</td>
<td>Foreign Affairs</td>
<td>Files of the Central Registry of the Department relating mainly to 1980</td>
</tr>
<tr>
<td>2010/20</td>
<td>Foreign Affairs</td>
<td>Files of the Irish Embassy to the United Kingdom of Great Britain and Northern Ireland, 1979-1980</td>
</tr>
<tr>
<td>2010/31</td>
<td>Foreign Affairs</td>
<td>Files of the Irish Embassy to Canada, 1979 – 1980</td>
</tr>
<tr>
<td>2010/34</td>
<td>Foreign Affairs</td>
<td>Files of the Irish Embassy to the Union of Soviet Socialist Republics, Moscow, 1980</td>
</tr>
<tr>
<td>2010/35</td>
<td>Foreign Affairs</td>
<td>Files of the Irish Embassy to the Holy See relating mainly to 1980</td>
</tr>
<tr>
<td>2010/36</td>
<td>Foreign Affairs</td>
<td>Files of the Permanent Diplomatic Representation of Ireland to the European Community, 1980</td>
</tr>
<tr>
<td>2010/37</td>
<td>Foreign Affairs</td>
<td>Files of the Permanent Diplomatic Representation of Ireland to the United Nations, New York, 1980</td>
</tr>
<tr>
<td>2010/39</td>
<td>Foreign Affairs</td>
<td>Files of the Irish Diplomatic Consulate in Chicago, United States of America, 1980</td>
</tr>
<tr>
<td>2010/42</td>
<td>Foreign Affairs</td>
<td>Files of the Irish Embassy to Italy, 1980</td>
</tr>
<tr>
<td>2010/61</td>
<td>Foreign Affairs</td>
<td>Files of the Irish Embassy to Luxembourg, 1980</td>
</tr>
<tr>
<td>Accession number</td>
<td>Department of</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2010/63</td>
<td>Health and Children</td>
<td>Records of fever hospitals held by the Department of Health and Children, 1934 – 1986</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Accession number</th>
<th>Scheduled body</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010/66</td>
<td>Office of Secretary to the President</td>
<td>Registered P files, 1930 - 1980</td>
</tr>
<tr>
<td>2010/44</td>
<td>Ordnance Survey</td>
<td>Zinc printing plates for 25-inch (1:2500 scale) maps &amp; six associated volumes, c1900 – 1950</td>
</tr>
</tbody>
</table>
Appendix E.3: Records accessioned from Court Offices and Probate Registries

- High Court: Probate Office and District Probate Registries

<table>
<thead>
<tr>
<th>Accession number</th>
<th>Probate Office or District Probate Registry</th>
<th>Description of records</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010/2</td>
<td>Castlebar District</td>
<td>Wills and administration papers, 1989</td>
</tr>
<tr>
<td>2010/6</td>
<td>Letterkenny (formerly Lifford) District</td>
<td>Wills and administration papers, 1989</td>
</tr>
<tr>
<td>2010/15</td>
<td>Wexford District</td>
<td>Wills and administration papers, 1989</td>
</tr>
</tbody>
</table>

- Circuit Court

<table>
<thead>
<tr>
<th>Accession number</th>
<th>Circuit Court Office</th>
<th>Description of records</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006/30; 2006/123</td>
<td>Cork</td>
<td>Civil bill files, 1985 – 1986</td>
</tr>
<tr>
<td>2010/50</td>
<td>Wexford</td>
<td>Civil bill files, 1988</td>
</tr>
</tbody>
</table>

- District Court

<table>
<thead>
<tr>
<th>Accession number</th>
<th>District Court Office</th>
<th>Description of records</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010/58</td>
<td>Cahir</td>
<td>Judge's order books of Cahir District Court, County Tipperary</td>
</tr>
</tbody>
</table>

Appendix E.4: Records accessioned from National Schools

<table>
<thead>
<tr>
<th>Accession number</th>
<th>National School</th>
<th>Description of records</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>
Appendix E.5:  Records accessioned from other sources

- including records accessioned through the Business Records Survey

<table>
<thead>
<tr>
<th>Accession number</th>
<th>Source</th>
<th>Description of records</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010/17</td>
<td>Atkinson and Company, Dublin</td>
<td>Business and operational records of poplin manufacturing</td>
</tr>
<tr>
<td>2010/59</td>
<td>The Irish Learning Support Association</td>
<td>Administrative files and photographs, 1980s – 1990s</td>
</tr>
<tr>
<td>2010/60</td>
<td>Carlow County Library</td>
<td>Petty Sessions Order Books for the district of Carlow, 1851 – 1909</td>
</tr>
<tr>
<td>2010/70</td>
<td>Adam’s and Mealy’s ‘Independence’ Auction, April 2010</td>
<td>Assorted semi-official documents, late 18th to early 19th centuries, including records of the Congested Districts Board and documents relating to the Irish Race Congress, 1922</td>
</tr>
<tr>
<td>2010/71</td>
<td>Whyte’s Auction, April 2010</td>
<td>Assorted legal documents and estate papers, late 18th to mid-20th centuries</td>
</tr>
<tr>
<td>2010/72</td>
<td>Mealy’s Auction, July 2010</td>
<td>Assorted documents, including registers of operations at Mercer’s Hospital, 1910-1920</td>
</tr>
<tr>
<td>2010/73</td>
<td>Whyte’s Auction, November 2010</td>
<td>19th century deeds, and documents of the Dáil Éireann administration and the Ministry of Local Government, 1920s</td>
</tr>
<tr>
<td>2010/74</td>
<td>Mealy’s Auction, December 2010</td>
<td>Ledger of public house in Mullinavat, County Kilkenny, 1852-1871</td>
</tr>
</tbody>
</table>