

**Report of the Director  
of the  
National Archives  
for  
2012**

31 May 2013

## CONTENTS

### **1. Legislation**

- 1.1 National Archives Act 1986
- 1.8 Proposed amalgamation with the National Library
- 1.9 New legislation
- 1.14 Records management
- 1.16 Freedom of Information Acts 1997 and 2003
- 1.20 Data Protection (Amendment) Act 2003

### **2. Resources**

- 2.1 Financial allocations
- 2.2 Staff
- 2.10 Information and Communications Technology (ICT)
- 2.19 Urgent need for new accommodation
- 2.22 Premises at Bishop Street
- 2.25 Premises at Four Courts
- 2.28 Fire safety and health and safety

### **3. Acquisition**

- 3.1 Departmental records
- 3.2 Main provisions of the National Archives Act and Regulations
- 3.6 Advice and training given to Government Departments and Courts Service
- 3.8 Appraisal of Departmental records proposed for destruction
- 3.11 Transfer of records by Government Departments
- 3.16 Transfer of court and probate records
- 3.19 Transfer of records by scheduled bodies
- 3.23 Recalls system
- 3.24 Non-Departmental records
- 3.29 Hospital records
- 3.31 Records accessioned from other public and private sources
- 3.33 Business Records Survey
- 3.34 Church of Ireland records
- 3.35 Electronic records

### **4. Preservation**

- 4.1 Preservation of archives
- 4.10 Conservation of archives
- 4.14 Microfilming of archives

## **5. Services**

- 5.1 Reading Room
- 5.11 Correspondence, comments by users and User Group
- 5.14 Information and website
- 5.17 Outreach and lectures
- 5.21 Official visits

## **6. Finding aids, special projects and digitisation**

- 6.1 Finding aids,
- 6.11 Special projects and digitisation

## **7. Co-operation, training and media**

- 7.1 Council of National Cultural Institutions
- 7.4 European Union – co-operation on archives
- 7.11 Co-operation
- 7.16 Publications
- 7.17 Participation in training
- 7.18 Media coverage and television programmes
- 7.21 Membership and conferences

## **Appendixes**

- A. Staff of National Archives as of 31 December 2012
- B. Use of the Reading Room and Census website by the public, 2000–2012
- C. Records of the higher Courts and the Circuit Court/Summary of records accessioned by the National Archives in 2012
- D. Outreach: lectures and visits
- E. Filming: participation and co-operation
- F. Membership of organisations and attendance at conferences and working groups

# 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 3.2 – 3.4 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. Since March 2011, the Arts and Culture portfolio has been held by the Minister for Arts, Heritage and the Gaeltacht.

### **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 In 2012, the National Archives Advisory Council met five times. Two further members of the Council were appointed by the Minister.

- 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 the document **Public Service Reform** of 17 November 2011, the amalgamation of the National Archives with the National Library and Irish Manuscripts Commission, proposed in 2008, was included. The document states: 'Merge National Archives and the Irish Manuscripts Commission into the National Library while maintaining separate identities'. In November 2012, it was announced that the merger of the National Archives into the National Library would not be proceeded with, but that the National Archives would remain an integral part of the Department of Arts, Heritage and the Gaeltacht. It was also announced that the governance model of the National Archives would be extended to the National Library and National Museum, with the abolition of their respective boards and replacement by a joint National Museum and Library Council.

## **NEW LEGISLATION**

- Opportunity to address deficiencies in the National Archives Act 1986**
- 1.9 New legislation would provide an opportunity to address some deficiencies in the National Archives Act 1986.
- Records of state agencies**
- 1.10 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**
- 1.11 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 of North-South Bodies**

- 1.12 At present, there is no provision to enable the National Archives to take measures to preserve records of North South Bodies established under the auspices of the North South Ministerial Council in the aftermath of the Good Friday Agreement of 1998. The records of these bodies fall outside of the archival remit of both the National Archives and the Public Record Office of Northern Ireland. Both institutions have, however, already received contact from representatives of these bodies with regard to the management and preservation of records.

### **30-year Rule**

- 1.13 Archival law in the United Kingdom has been changed to reduce the 30-year period after which government records become eligible for release to public inspection, to one of 20 years. It is proposed that this reduction in the period of closure be implemented gradually over the next five years. As it becomes effective, releases of records of Irish government under the National Archives Act, 1986, which enshrines a 30-year rule, will no longer be synchronised with the release of those of British and Northern Ireland government, records of which will be released for public inspection earlier than those of Irish government. Similar legislation may need to be contemplated for the records of Irish government. In January 2014, records of British and Northern Ireland government for the year 1983 and 1984 will be released for public inspection, while records of Irish government for 1983 only are due for release under the 30-year rule of the National Archives Act, 1986.

## **RECORDS MANAGEMENT**

- 1.14 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.
- 1.15 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**

- 1.16 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. At present, the FOI Acts applies 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.

- 1.17 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).
- 1.18 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.
- 1.19 No FOI request was received by the National Archives during 2012. A request received in 2009 became the subject of an appeal to the Information Commissioner in 2011. The records were subsequently released to the requester in 2012 after consultation with the Information Commissioner.

#### **DATA PROTECTION (AMENDMENT) ACT 2003**

- 1.20 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, affecting a large range of archives accepted into its custody for permanent preservation.

## 2. RESOURCES

### FINANCIAL ALLOCATIONS

- 2.1 The financial allocations made available to the National Archives from the Vote of the Department of Arts, Heritage & the Gaeltacht (formerly Arts, Sport and Tourism and Tourism, Culture and Sport) from 2009 to 2012 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 2009 to 2012

Subhead	2009 €	2010 €	2011 €	2012 €
A.1 (Administrative expenses – pay of permanent staff)	2,133,000	1,922,000	1,879,000	2,110,000
A.3 (Grant-in-aid – matching receipts from fees for copies of archives etc. – current non-pay expenditure)	66,000	66,000	56,000	56,000
A.4 Current (General expenses – mostly current non-pay expenditure, but incl. pay for 2 Archivists in 2009)	1,515,000	1,254,000	1,058,000	1,000.00
A.4 Capital (General expenses – capital expenditure)	306,000	400,000	400,000	409,000
A.6 (Census Digitisation Project)	90,000	90,000	30,000	-
A.6 (Crowley Bequest Project)	50,000	50,000	50,000	50,000
A.6 (Tithe Applotment Project)	-	-	-	10,000
A.6 (“Who Do You Think You Are” Exhibition)	-	-	-	10,000
<b>TOTAL</b>	<b>4,160,000</b>	<b>3,782,000</b>	<b>3,473,000</b>	<b>3,645,000</b>

*Note: The allocations from Subheads A.1, A.3 and A.4 recorded above are the same as the Estimates recorded in the annual Revised Estimates for Public Services.*

### STAFF

- 2.2 Appendix A contains a list of the staff of the National Archives as of 31 December 2012 (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 **Retirement of Dr David Craig, Director**

The Director, Dr David Craig, retired on 20 January 2012. David started work in the Public Record Office in 1973 as part of the first large intake of staff since the destruction of 1922. He was awarded a PhD in 1984 for his work on the memoranda roll of the Irish exchequer of Edward II. David was promoted to Senior Archivist in 1980 and became head of the office in 1985, just before the passage of the landmark National Archives Act in 1986.

David led the Public Record Office/National Archives through a period of enormous change. In the early years of his career he resumed the survey and microfilming of Church of Ireland records and oversaw the major Australian transportation records project. This was a joint project with IBM and was one of the first archives-based computer projects in the world. From 1990 National Archives was using email and had an internal network and in 1995 became the first National Archives in Europe and the first civil service body in Ireland to have a website. David was a director of the Business Records Survey and in the mid-1990s one of the prime movers behind the Local Authority Archives Survey. He was a member of Irish Manuscripts Commission, of the Council of the National Cultural Institutions and of a number of high level genealogy bodies. On an international level, he was a founding member of the European Board of National Archivists in 1999 and ensured that the National Archives was active in both the European Archives Group and the DLM Forum. He was a founding member of the Irish Region of the Society of Archivists, and was active in a number of other groups including the Irish Society for Archives, the Labour History Society and the Group for the Study of Irish Historic Settlement.

David was closely involved in drafting the legislation that became the National Archives Act, 1986. The Act brought about a very large-scale increase in functions and responsibilities including the application of new requirements to government departments, the development of policies and procedures and making the complex practical arrangements necessary for the new situation. The need for accommodation to deal with the enormous quantities of archives transferred resulted in the closure of the State Paper Office and the Reading Room in the Four Courts and in moving to Bishop Street. The period after the move to Bishop Street was marked by the development of new services such as conservation and digitisation, the revival of microfilming, the provision of high quality storage, the expansion of staff and the possibilities of digital access, including the digitisation of the Census records of 1901 and 1911. During this period the number of users of the National Archives increased 10-fold, and every day record numbers now view our websites, including the Census.

David's period as Director saw an institution rooted in the 19<sup>th</sup> century, and destroyed in 1922, transformed into a body that can be compared to equivalent institutions anywhere in the world in its remit and operations. His work in the National Archives laid the foundation of current and future activities in meeting the needs of preserving the national archival heritage and providing access to the public.

#### **Sad loss of former staff member, Pauline Dunne, RIP**

2.5 All the staff of the National Archives were very saddened to hear of Pauline's death in July 2012. Pauline was a long-standing member of staff, having spent several years in the National Archives prior to her appointment to head office on promotion in 2001 and then returning to work here from 2007 to 2011. Pauline loved her work in the National Archives and was held in very high esteem by all of the staff and the readers. She was

very dedicated and showed a keen interest in the historical records of the National Archives. She is sadly missed on a professional level but also on a personal level by her many friends in the National Archives.

#### **Retirement of Mary Toolis**

- 2.6 Mary retired from the National Archives in February 2012. She was appointed to the National Archives in 2006 when she transferred from our head office, the Department of Arts, Sport & Tourism. Mary was based in Corporate Services and took great delight and pride in looking after the day to day needs of all the staff. We wish Mary a very happy retirement from the National Archives.

#### **Short-term work placements**

- 2.7 Seven people worked in the National Archives on voluntary three-week work placements during 2012. Four were third-level students wishing to obtain relevant experience prior to assessment for admission to a postgraduate course in archival studies and three were already engaged in study of archives, in Aberystwyth University, Dundee University and the École Nationale des Chartes in France. We also had a JobBridge placement and 2 volunteers.
- 2.8 Each placement student receives a general induction which enhances their experience of work in the National Archives. Tasks assigned to the students and volunteers included sorting, boxing and data entry under professional supervision.

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

- 2.9 The National Archives set aside a period of time in 2012 for the purpose of bringing PMDS up to date.

### **INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)**

- 2.10 The main areas of responsibilities for the Information and Communications Technology (ICT) Unit within the National Archives include computer network support and development, database and other application support and development, the management and maintenance 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, one of whom was newly assigned to the Unit during 2012.

#### **National Archives network**

- 2.11 The National Archives IT network comprises two distinct elements. Its local area network (LAN) is housed at the Bishop Street headquarters and comprises the various hardware and equipment required to operate and run its in-house systems, applications and services. The LAN also houses its electronic data storage facilities.

- 2.12 The second element comprises a network of servers which are hosted at a commercial data centre. These servers host the National Archives suite of websites which comprise the main website [www.nationalarchives.ie](http://www.nationalarchives.ie), the CSORP online records [www.csorp.nationalarchives.ie](http://www.csorp.nationalarchives.ie) and the 1921 Treaty anniversary exhibition [www.treaty.nationalarchives](http://www.treaty.nationalarchives). These servers also host the online Genealogy records from the Census of Ireland for 1901 and 1911, the Tithe Applotment Books and the Soldiers' Wills. These can be accessed at [www.genealogy.nationalarchives.ie](http://www.genealogy.nationalarchives.ie).
- 2.13 These online facilities have grown significantly over recent years, and a review of hardware and architecture was undertaken during 2012 to ensure that facilities could cope with existing and future needs. As a result, a major hardware and system upgrade will be undertaken from early next year
- 2.14 The ICT Unit also continued its general role of maintaining and improving information technology and communication facilities for all staff. Additional hardware equipment and software applications were procured and installed as necessary.

#### **Digitisation**

- 2.15 During 2012, the ICT Unit provided significant input towards digitization work associated with the online facilities for the Soldiers' Wills project, which was launched in November 2012. Major input was also provided towards the online publication of the Tithe Applotment records for 1823 – 1837, launched at the same time. The ICT Unit also provided support to a number of other digitization projects under development within the National Archives

#### **Systems**

- 2.16 The National Archives Staff use ADLIB, a professional-standard collections management software application which offers full archival collections management capability. The Adlib package also includes a web module, allowing for the publication online of archive catalogue lists and associated images. Hosting arrangements for this additional package were implemented during 2012, and has allowed for the speedy online publication of large additional numbers of records and finding aids.
- 2.17 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.

#### **Security**

- 2.18 The ICT Unit is very aware of the need to pay close scrutiny to best IT systems security practice, to ensure that all applications in use are more than adequate for its needs. In 2012, its firewall and anti-virus facilities were examined and reviewed to ensure that they were in keeping with best practice.

Similarly, Internet, Email and Telephone usage policies as well as network connectivity/firewall policies have been kept up to date.

## **URGENT NEED FOR NEW ACCOMMODATION**

### **2.19 New building**

As indicated in previous Reports, our existing premises are both too small and below 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 statutory transfers from Government Departments and the Courts, the National Archives needs additional shelved storage space for approximately 5,000 standard boxes of archives.

2.20 As in 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 they would otherwise be destroyed, but the documents cannot be made accessible.

### **Assistance received from Office of Public Works**

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

## **PREMISES AT BISHOP STREET**

### **Works to the exterior of Bishop Street building**

2.22 Works on the warehouse roof and building perimeter, which were started in 2011 and were funded jointly by National Archives and OPW, were completed early in 2012. The perimeter works were part of the general upgrading of the exterior of the entire building and as part of these works, a new loading bay and new accessions room were created. Some works were still ongoing at the end of the year. New signage was completed on the Bride Street facades and in Peter Street.

### **Planning for long-term accommodation**

2.23 Discussions with OPW about planning for all of the accommodation needs of the National Archives, both immediate and medium-term, were continued. The development of the warehouse space to provide multi-year accommodation from 2013 is under examination in OPW.

### **Immediate-term storage needs**

2.24 The perennial problem of space in which to store the annual transfer of records from Government Departments and the Courts was addressed in 2011 by the installation of mobile shelving in a ground floor room, thereby increasing capacity. This space is to be used for shelving documents which are at present inaccessible. Pending the provision of more long-term space outlined at 2.21 above, it will again be necessary in 2013 to provide a further solution of this kind to accommodate transfers in that year but areas which are suitable for adaptation are now limited in number.

## **PREMISES AT THE FOUR COURTS**

### **Refurbishment**

- 2.25 The refurbishment of the National Archives Four Courts premises continued in 2012. The last of the old fixed metal shelving was removed from one room on floor 1 and the two rooms remaining on floor 2. The rooms were re-decorated and new custom-made shelving was installed. In the basement 4 of the 20 vaults and the centre area were refurbished and fitted with new shelving. These works result in greater density of use and major improvements in the working and storage environment because of the increased level of cleanliness. At the end of 2012 the remaining work in the Four Courts consists of 12 vaults in the basement and 3 large rooms on floor 1.
- 2.26 It was necessary to move the archives to temporary locations for the duration of the works, during which time they were not accessible. The opportunity was taken to re-organise and rationalise some collections prior to their return to the new storage areas. See 4.4 below for preservation work carried out in preparation for the moves.

## **FIRE SAFETY AND HEALTH AND SAFETY**

- 2.27 In 2012 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 and maintenance of all systems was kept up to date.
- 2.28 The Emergency Plan was up-dated and circulated to all staff in December.

### 3. ACQUISITION

- 3.1 The National Archives acquires archival records of official origin from Departments of State and the courts, referred to as 'Departmental records', in accordance with its legal mandate under the National Archives Act, 1986. It is also empowered to acquire records and documents of non-official origin where they are considered to be worthy of preservation, or where they complement existing holdings of Departmental records or are in danger of destruction. Through the medium of the Business Records Survey, records of business firms and other organisations and institutions are accessioned for preservation.

#### MAIN PROVISIONS OF THE NATIONAL ARCHIVES ACT AND REGULATIONS IN RELATION TO DEPARTMENTAL RECORDS

- 3.2 In the Act, 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.
- 3.3 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**

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

#### **Certifying Officers**

- 3.5 The names of officers of Departments serving as Certifying Officers can be found on the National Archives website.

### **ADVICE AND TRAINING GIVEN TO GOVERNMENT DEPARTMENTS AND COURTS SERVICE**

- 3.6 Records management advice continued to be provided to the Department of the Taoiseach in the course of 2012, and advice continued to be given to a range of Departments and offices on issues relating to their compliance with the National Archives Act 1986.
- 3.7 Training of relevant staff of the Probate Office, District Probate Registries, Circuit Court Offices and District Court Offices on obligations under the National Archives Act continued in 2012 and was combined with visits to certain Circuit and District Court Offices, with corresponding benefits in the efficiency with which court and testamentary records are transferred to the National Archives. There was engagement with staff of the Courts Service in relation to the transfer to the National Archives of backlogs of records of the District Courts.

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

- 3.8 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.
- 3.9 A total of nine authorisations for the disposal of records issued in 2012 in relation to records of the Department of Education and Skills and the Department of Social Protection.
- 3.10 Guidelines for the retention and disposal of FOI request case files are at an advanced state of preparation.

## **TRANSFER OF DEPARTMENTAL RECORDS**

- 3.11 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 records accessioned during 2012 are summarised in Appendix C.3.

### **Media Preview of records released by Government Departments**

- 3.12 As usual, a selection of the records to be released by Government Departments in January 2013 was made available to representatives of the media at a preview running from 5 to 7 December 2012.
- 3.13 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 28 December 2012. See 7.18 below regarding coverage of released records by the media.

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

- 3.14 Meetings with Certifying Officers from Departments holding records relating to Northern Ireland (Department of the Taoiseach, Department of Foreign Affairs, the Department of Justice and Law Reform and the Office of the Attorney General) took place prior to the media preview of records for 1982 due for release in January 2013. I am very grateful to the Certifying Officers and staff of these Departments for the effort made in ensuring that such records are examined to facilitate release for public inspection.

### **Met Éireann**

- 3.15 Substantial quantities of documents continued to be accessioned during 2012 from Met Éireann consisting of records of the Irish Meteorological Service, established in 1936, and of its successor bodies. These records were transferred from Met Éireann headquarters in Glasnevin and from a weather station in Rosslare, County Wexford. I am very grateful to the Director and staff of Met Éireann for the considerable amount of work undertaken in collaboration with staff of the National Archive to effect the transfer and, in particular, for the assistance of Mairéad Treanor, Librarian of Met Éireann.



## **TRANSFER OF DEPARTMENTAL RECORDS BY THE COURTS AND PROBATE OFFICE**

- 3.16 Under the National Archives Act, Court and probate records are, like other 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 20 years old. In recognition of the fact that court offices and probate offices did not have storage space and as probate records in particular have for many years been transferred when they are 20 years old, the National Archives continued to accept annual transfers when 20 years old. However, due to constraints on suitable accommodation, I was obliged to write to the Probate Officer in October 2012 and advise that the National Archives would suspend accepting annual transfers of such records when 20 years old and would implement incrementally the 30-year rule, commencing in 2013.
- 3.17 During 2012, advice continued to be given to the Courts Service. Several Circuit Court Offices transferred backlogs of older records, work which was facilitated by suspension of the practice of accepting 20-year old probate records referred to at 3.16 above. Serious attempts have been made in recent years to address the backlogs of records due for transfer from many Circuit Court Offices, with the result that many have been eliminated. However, a considerable backlog remains to be transferred, including records of the Dublin Circuit Court. Space constraints in the National Archives and insufficient staffing prevent completion of this work, and also the initiation of similar large-scale work in respect of the records of District Court Offices. During 2012, all District Court records for County Louth and County Cavan, ranging in date from the early 1900s to the 1990s were transferred. It is hoped that this work can continue in a limited manner during 2013.
- 3.18 The position at the end of 2012 with regard to the transfer of the records of the higher Courts and the Circuit Court is summarised in Appendix C.2 below and the records accessioned in 2012 are summarised in Appendix C.5.

## **TRANSFER OF DEPARTMENTAL RECORDS BY SCHEDULED BODIES**

- 3.19 The National Archives remains unable to accession large quantities of records due for transfer from many of the 61 Bodies listed in the Schedule to the National Archives Act, pending the provision of additional accommodation.
- 3.20 In 2012, records accessioned included those from the Office of Secretary to the President and the Office of the Attorney General. The records accessioned are summarised in Appendix C.4 below.
- Ordnance Survey**
- 3.21 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. 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 by Ordnance Survey Ireland in preparation for transfer and National Archives needs to have appropriate space in which to accommodate this large collection comprising mostly large-format documents. This work will take several years.

### **Valuation Office**

- 3.22 Following discussions with the Valuation Office early in 2012 and on-going contact during the year, it is now hoped that a solution will be found to the long-standing problems associated with the Valuation Office maps, which cannot be made available for public inspection until the work is complete. There continues to be demand from the public for access to these documents.

### **RECALLS SYSTEM**

- 3.23 Under the National Archives Act and Regulations, Departments of State and the courts are permitted to recall records transferred to the National Archives where an official business need arises. In 2012, 217 documents were recalled by Departments including Education & Skills; Foreign Affairs and Trades; Finance; Jobs, Enterprise and Innovation; Health; Justice, Equality and Law Reform; the Taoiseach; Áras an Uachtaráin; Attorney General's Office; Courts Service including Circuit Court Offices and the Probate Office; Director of Public Prosecutions; Office of Public Works; Commissioners of Charitable Donations and Bequest.

### **NON-DEPARTMENTAL RECORDS**

- 3.24 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 relating to 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.
- 3.25 Under sections 2(1)(c) and 4(1)(e)–(f) of the National Archives Act, the National Archives may:
- 1 acquire records from state-sponsored bodies; and
  - 2 give advice to state-sponsored bodies on the management, preservation and reproduction of records under their control.
- 3.26 State-sponsored bodies are not obliged to preserve their records and make them available for public inspection, or to transfer records to the National Archives. Very few have either transferred their older records to the National Archives or made other arrangements for their preservation and availability for public inspection. No records were acquired by the National Archives from state-sponsored bodies during 2012.
- 3.27 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. 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

- 3.28 In December 2012, I wrote to each town council in Ireland concerning the protection of their archives in the event of the abolition of such councils, as proposed in the Local Government Reform Action Plan *Putting People First*.

## **HOSPITAL RECORDS**

### **Grangegorman Hospital Archives: project funded by Wellcome Trust**

- 3.29 Following application in 2011, the National Archives was successful in obtaining an award of funding by the Wellcome Trust in early 2012 for work on the archives of Grangegorman Hospital, Dublin. A project was put in place to carry out archival and conservation processing of this very large collection. The work started in May 2012 and is carried out by a project team consisting of an Archivist, a Conservator, a Project Assistant and a Preservation Assistant. Good progress was made in the cleaning, arrangement and listing of the collection by the end of the year.
- 3.30 Grangegorman Hospital was founded as the Richmond Asylum in 1814 and became the largest and most important psychiatric hospital in Ireland. The archives are the most voluminous collection of hospital archives known in Ireland. A second grant was awarded by the Wellcome Trust later in 2012 for Year 2 of this project. We are grateful to the Wellcome Trust and to the management team in Grangegorman Hospital (St Brendan's) for their support.

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

- 3.31 The National Archives may also acquire records from other sources, both public and private, by purchase, donation, bequest or loan, in accordance with sections 2(1)(c) and 4(1)(f) of the National Archives Act.

### **Accessions from private sources**

- 3.32 The more important accessions from private sources received during 2012 (including those accessioned through the Business Records Survey) are summarised in Appendix C.6 below.

## **BUSINESS RECORDS SURVEY**

- 3.33 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. 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. The work of the Survey is carried out by one of our permanent Archivists. We are very grateful to all who deposited records or assisted the Survey in other ways.

## **CHURCH OF IRELAND RECORDS**

- 3.34 During 2012 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 continues to co-operate with the Representative Church Body Library regarding permission to photograph or reproduce these documents.

## **ELECTRONIC RECORDS**

### **Our digital heritage**

- 3.35 In the annual reports since 1997, attention has repeatedly been drawn to the pressing need for action to ensure the long-term preservation of records in electronic form. Much of the business of Government is now transacted electronically and it is essential that a legal and regulatory framework, and resources and systems be put in place to ensure that the electronic records generated can be managed and preserved into the future, thereby facilitating Government accountability and preservation of the national memory.

### **Electronic Records Unit**

- 3.36 The National Archives has been unable for several years to build on modest developments made between late 2003 and 2004 towards the establishment of a viable digital preservation programme when it had a dedicated post of Archivist (Electronic Records) within an Electronic Records Unit. The Archivist (Electronic Records) resigned in late 2004 and the vacant post remains unfilled. In 2008, responsibility for aspects of electronic records work was assigned part-time to an Archivist whose time is largely taken up with other core duties. This cannot be seen as an adequate means of addressing work which needs several qualified staff on a full-time basis.
- 3.37 In previous reports, the importance has been set out of the exercise by the Minister for Finance of powers under Section 19(3) of the National Archives Act, 1986 and Section 15(5) of the Freedom of Information Act, 1997 to make regulations concerning the management of records. Guidelines on the management of electronic records would contribute significantly to facilitating compliance with such regulations by Government Departments. It is clear that the absence of such regulations continues to pose difficulties for government departments who are struggling to manage their electronic records effectively. Between 2010 and 2012, the National Archives was contacted by Department of the Taoiseach, Department of Transport, Tourism and Sport, Department of the Environment, Heritage and Local Government, the Houses of the Oireachtas, Department of Foreign Affairs, Department of Social Protection, Office of the Director of Public Prosecutions, seeking guidance on the management of electronic records.
- 3.38 Apart from the allocation of adequate human resources and the making of regulations and associated guidelines, 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 term is to continue to monitor international standards and best practice guidance.

## 4. PRESERVATION

### PRESERVATION OF ARCHIVES

4.1 Preservation is one of the main statutory functions of the National Archives. It affects the work of all of the staff, takes a great deal of staff time and requires resources.

4.2 All new transfers of records are packed in archival quality acid-free boxes and checked before placement on shelves in order to avoid the creation of future backlogs. Minor elements of re-packing and re-boxing take place on a continuous basis. Special preservation work, including boxing, is also carried out on existing holdings. Other projects involve entire collections which are checked, placed in new enclosures and boxes. Further tasks involve preliminary boxing of documents, assessment of the work required and capture on database with a view to rational planning of future work

#### **Preservation work in Bishop Street**

4.3 Work carried out in 2011 includes the continuation of the Down Survey tracings, ED 1 files and Soldiers' Wills, re-organisation of testamentary documents and Department of Justice files. The re-packing of testamentary grants also continued and will take several years to complete.

#### **Preservation work in the Four Courts**

4.4 The large-scale work of preservation packing of archives in the Four Courts, initiated in 2010 in conjunction with the refurbishment of the building, was continued. In 2012 over 7,500 boxes of archives were re-packed in archival quality, acid-free boxes. This work included documents which were previously loose, in parcels or in non-archival quality boxes. In addition to boxing, documents were checked, cleaned and re-ordered where necessary: Documents re-packed include Circuit Court and other courts, Department of Justice files and Quit Rent Office.

#### **Preservation work on business records**

4.5 The programme of preservation packing of business records, including extensive boxing, was completed as far as possible in the Four Courts. Work on the business collections stored in Bishop Street, some of them very large-scale, was started in 2012. Many of these records consist of collections which were rescued from destruction and which require very large amounts of archival processing in addition to conservation work. These collections were mapped and entered in a database which will be used to establish priorities in archival work and conservation. This work has brought about great improvements, but without more staff and resources it will be impossible to carry out the further work required.

#### **Environmental monitoring**

- 4.6 Our monitoring system continues to provide high-quality data about temperature, relative humidity and light. During the year 2012, it showed that the environment both buildings falls short of recommended standards. The upgrade of the system was completed.

**Preservation training**

- 4.7 Training of all staff in the preservation handling of documents was continued.

**Disaster Plan and training**

- 4.8 The National Archives Disaster Plan was up-dated and in-house disaster training sessions were carried out with the teams in December 2012.

**Shelf-listing**

- 4.9 The shelf-listing work was continued in both Bishop Street and the Four Courts.

**CONSERVATION OF ARCHIVES**

**Conservation work**

- 4.10 Conservation repair work was carried out on a wide variety of documents, including maps (Quit Rent Office Down Survey maps, Down Survey tracings, maps from the Miscellaneous series, Boundary Survey maps, Railway maps from Crown and Peace collections and Pembroke Estate maps in preparation for exhibition) and other documents (Chief Secretary's Office Registered Papers, Cabinet minutes, General Prisons Board photographs and files, ED 1, Valuation Office volumes, Chancery Pleadings, Soldiers' Wills, OPW Howth Harbour documents, files from the Department of Justice, OPW drawings in preparation for photography and Department of Foreign Affairs files in preparation for digitisation by the United States Holocaust Memorial Museum). Urgent minor conservation work was carried out on documents in use in the Reading Room, and for photography or digitisation. In addition, advice was given on a number of projects concerning collections being worked on by other staff and assessments were carried out on Valuation Office maps.

- 4.11 The phase-boxing programme was continued, with the cleaning, consolidation and boxing was carried out on volumes of Cabinet Minutes, Books of Survey and Distribution, Prison Registers, OPW, Royal Hospital Kilmmainham and Department of Justice. Assessments of a number of other collections were carried out with a view to planning future work.

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

**Conservation scholars**

- 4.13 The Conservation Scholarships were continued in 2012. 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

## **MICROFILMING OF ARCHIVES**

### **National Archives Microfilming Unit**

- 4.14 Microfilming of Ordnance Survey Name Books and 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**

- 4.15 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.

## 5. SERVICES TO THE PUBLIC

### READING ROOM

5.1 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.

5.2 The archives are kept in secure storage areas and are produced by a member of staff when ordered by a reader. Finding aids to the archives are available on open access in the Reading Room, and microfilms are available on a self-service basis,

#### **Number of visits**

5.3 In 2012, the total number of persons visiting the Reading Room during opening hours was 13,085 (excluding 49 accredited journalists at the annual media preview). The number of new Readers' Tickets issued was 4,027; the total number of Readers' Tickets issued, including renewals, was 4,782. The charts in Appendixes B.1 and B.2 compare these figures with those for previous years and the chart in Appendix B.3 shows the number of visits to the Reading Room per month in 2012.

#### **Archives inspected in the Reading Room**

5.4 In 2011, 23,896 documents were inspected by readers in the Reading Room. 6680 microfilms were inspected by readers. Because of shortage of staff we were unfortunately obliged to continue the restrictions on the hours of service to readers in the Reading Room. Considering that many of the most commonly used documents held by the National Archives are now available online and in the circumstances of the restricted hours, the number of productions of documents was relatively high and demonstrates that researchers are now accessing a wide range of documents.

#### **Production of archives stored in commercial storage**

5.5 In 2011, 336 boxes of archives stored off-site in a commercial facility were ordered by researchers in the Reading Room.

#### **Copying of archives**

5.6 30,157 pages of copies were provided to readers in 2012, over 6,000 of which were made by the instant copy service. There were 652 orders for research copies. In addition approximately 13,500 pages of copies were provided at the media preview in December 2012.

#### **Certified copies**

5.7 In 2011, 1,408 orders for certified copies, consisting of 4,559 pages, were completed.

#### **Charges for copying**

5.8 Work on a new Fees Order was completed and was published in December as Statutory Instrument no. 503 of 2012. The new fees will take effect on 2 January 2013.



- Photography by members of the public**
- 5.9 Readers are permitted to take digital photographs, without flash, during specified hours under supervision and with the permission of the Duty Archivist. Other photography may take place after 5.00 p.m. by special arrangement with the Duty Archivist.

- Genealogy Service**
- 5.10 The Genealogy Service remained popular with readers during 2012 and 2,048 consultations were given. Due to budgetary constraints the Service is reduced to 3.5 hours per day, with one member on duty.

## CORRESPONDENCE, COMMENTS BY USERS

- Correspondence**
- 5.11 The number of items of correspondence (e-mail and postal) received from members of the public in 2012 was 6,350.

- Comments by users**
- 5.12 The National Archives takes account of the opinions of users by means of comment cards, available in the locker room, and through the customer service feedback facility on our website. We are grateful to the readers who provide us with feedback on the services and we endeavour to pay attention to the comments made.

## INFORMATION AND WEBSITE

- 5.14 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. In 2012 the brochures *Reading Room Information* and *Sources for Family and Local History* were rewritten and expanded.

- Websites**
- 5.15 The National Archives now has seven live websites. These websites recorded a total of 3.6 million visits and almost 175 million hits during 2012, as below:

Website	Visits	Hits
<a href="http://www.nationalarchives.ie">www.nationalarchives.ie</a>	656,245	16,640,158
<a href="http://www.csorp.nationalarchives.ie">www.csorp.nationalarchives.ie</a>	17,863	640,241
<a href="http://www.treaty.nationalarchives.ie">www.treaty.nationalarchives.ie</a>	28,999	1,146,989
<a href="http://www.genealogy.nationalarchives.ie">www.genealogy.nationalarchives.ie</a> *	24,414	258,077
<a href="http://www.census.nationalarchives.ie">www.census.nationalarchives.ie</a>	2,869,389	154,111,149
<a href="http://www.soldierwills.nationalarchives.ie">www.soldierwills.nationalarchives.ie</a> *	15,713	339,043
<a href="http://www.titheapplotmentbooks.nationalarchives.ie">www.titheapplotmentbooks.nationalarchives.ie</a> *	34,376	1,405,846

\*These sites were launched in November of 2012, so do not represent figures for a full year.

The main National Archives website recorded 16,640,158 hits during 2012. While this figure shows a significant decrease on previous years, it does not include hits for the search returns from the “Search the Archives” facility of the site. This facility uses the Adlib cataloguing system and arrangements are being made with the service provider to capture these figures for future reporting.

#### **Document of the Month**

- 5.16 Since October 2003, our website has featured the ‘Document of the Month’, in which a digital image of a different document is displayed each month, accompanied by a short commentary. Digitised copies of a number of Pembroke Estate maps of Dublin City were made available online in conjunction with the Merrion Square 250 celebrations.

### **OUTREACH: LECTURES AND VISITS**

#### **Lectures given by staff**

- 5.17 Lectures given by members of staff to groups, conferences and meetings play a significant role in promoting the holdings of the National Archives. See Appendix D.

#### **Group visits**

- 5.18 A large number of group visits was made to the National Archives, see Appendix D. These visits are an important means of promoting knowledge about the documents held and the possibilities of research, and form an introduction for many new readers. Unfortunately it is not possible to accommodate groups on Saturdays, so evening visits remain a popular choice for many.

#### **‘Who do you think you are? Live’**

- 5.19 For the sixth year running, the National Archives took part in the ‘Who Do You Think You Are? Live’ show at the Exhibition Centre, Olympia, London on 24 - 26 February. About 350 people visited the National Archives stand per day.

#### **‘Back to our Past’**

- 5.20 For the third year running, the National Archives was invited to participate at the ‘Back to our Past: the Irish Genealogy and Family / Social History Experience’ in the ‘Over 50s Show’ at the Royal Dublin Society from 19-21 October. It is estimated that 350 people per day visited the National Archives stand.

### **OFFICIAL VISITS TO THE NATIONAL ARCHIVES**

- 5.21 The National Archives was visited in 2012 by Uachtarán na hÉireann, Michael D. Higgins on 1 November. The Minister for Arts, Heritage and the Gaeltacht Jimmy Deenihan T.D. also attended. Other visits included the Minister for Arts, Heritage and the Gaeltacht, Jimmy Deenihan T.D. and the Minister of State in OPW, Brian Hayes T.D who visited the buildings in Bishop Street and the Four Courts. Minister Deenihan launched new on-line resources, the *Tithe Applotment Books* and the *Soldiers’ Wills* on 8 November. The British Ambassador, Mr Dominick Chilcott, also spoke on that occasion. Minister Alan Shatter was present to mark the press launch of Department of Justice files. Other visitors included Ms Anne Ferris T.D. and Mr Eoghan Murphy T.D, the Audit Committee of Department of Arts, Heritage and the Gaeltacht and senior staff of the Public Record Office of Northern Ireland.

## 6. FINDING AIDS, SPECIAL PROJECTS AND DIGITISATION

### FINDING AIDS

- 6.1 A significant activity of the National Archives involves the creation of finding aids to provide descriptive information on archival records to facilitate searching and retrieval by users and staff. These finding aids are made available in both hard copy format in our Reading Room and online on our website at <http://www.nationalarchives.ie/search-the-archives/>.
- 6.2 During 2012, finding aids work comprised activities ranging from the creation of finding aids to previously uncatalogued collections of archives, adapting schedules of records transferred by Departments and the courts to create new finding aids, and digitising legacy hard copy finding aids. All of this work was carried out in accordance with the International Council on Archives' international descriptive standard, ISAD (G), [Irish Guidelines for Archival Description](#), and the National Archives editorial style guide.
- 6.3 The report for 2010 described the deployment of the Adlib Archive collections management and cataloguing software in the National Archives. It also treated of the issuing of new guidelines and templates for Departments and courts transferring records that now require them to provide schedules of records to the National Archives in electronic format and in a more standardised manner. This has ensured a more efficient transfer of records and related information to the National Archives; a more seamless and faster process for the preparation of finding aids through the editing and upload of these record schedules to Adlib for better management of finding aids; and enhanced search and retrieval of records.
- 6.4 During 2012, the National Archives purchased the Adlib Archive internet module, which permits delivery of archival finding aids directly from the cataloguing system to the National Archives website. This development occurred in conjunction with a redesign of the website, which was launched in November. Considerable efficiencies have now been achieved in the preparation and delivery of finding aids to users via the website.
- 6.5 The task of retrospectively inputting older accessions into the Adlib Archive collections management system continued during 2012. This is 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. As of December 2012, 1,887 accession entries had been added to Adlib Archive, comprising approximately 181,500 individual catalogue entries.

6.6 An additional benefit of Adlib Archive is that all data in the 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 European Union's APENet Project.

#### **Some specific finding aids projects and upgrade work**

6.7 In addition to the regular work of adapting schedules of records being transferred on an annual basis by Departments and the courts to create finding aids, further work on the arrangement, listing and boxing of records already in the National Archives was undertaken in 2012.

6.8 The most significant upgrade to finding aids in 2012 was the uploading of digitised finding aids to testamentary records for the years 1922 to 1982 to the online catalogue. The National Archives is the repository for all testamentary records, i.e. original wills and other documents relating to the administration of the estates of deceased persons in Ireland and currently holds original testamentary records relating to over 1 million people for the period 1900 to 1990 approximately. Information on testamentary records spanning the years 1858 to 1982 is currently made available to the public in the form of paper lists (called 'testamentary calendars') available in the Reading Room of the National Archives in which information is arranged by year and alphabetically by name of deceased person. These lists, or calendars, for the years 1922 to 1982 are now available as .pdf documents for download from the National Archives online catalogue, together with indexes to the names of testators contained in the calendars for the years 1935 to 1949. It is proposed to undertake work in 2013 that will lead to the upload of indexes to names of testators contained in the calendars for the years 1922 to 1934 and 1950 to 1951. This work will complement work already being undertaken in conjunction with the Genealogical Society of Utah to make available the testamentary calendars for the years 1858 to 1920.

6.9 Work is ongoing in the checking of finding aids to annual transfers of testamentary records prior to upload to Adlib Archive for availability on the website. At present, this work entails both keeping abreast of work to check annual transfers of approximately 25,000 individual testamentary files, combined with validation of similar transfers of testamentary files received for the period 1983 to 1988. Although extremely time-consuming, it is essential that this work is carried out in order to ensure that accurate information is available in our online catalogue.

6.10 During 2012, all records of the Louth and Cavan district courts transferred in February and March of that year were processed and finding aids created.

## **SPECIAL PROJECTS AND DIGITISATION**

### **1901 and 1911 digitisation**

6.11 A large number of corrections to the Census website needs to be carried out but has been delayed by lack of staff. From July 2012 corrections were made by a JobBridge placement and by the end of the year 15,000 corrections were completed. The census website will be rebuilt to incorporate the changes.

- 6.12 The book, *Dublin 1911*, based on the census records and site, edited by Catriona Crowe and published in partnership with the Royal Irish Academy in November 1911, had sold 14,000 copies by the end of 2012.

#### **Census Website**

- 6.13 During 2012, the Census website received in excess of **154 million** hits and over **2.8 million** visits. The total figures for use of the Census website from its inception in 2007 to December 2012 are **799, 511,573** hits and **16,017,540** visits.

#### **New Genealogy pages on the National Archives website**

- 6.14 With the placement online of the Tithe Applotment Books and the Soldiers' Wills (see 6.30), NAI launched a new Genealogy section on our website, to incorporate these new resources and further material due to be placed online in 2013.

#### **Crowley Bequest project – Chief Secretary's Office Registered Papers, 1818-22.**

- 6.15 The background to the Crowley Bequest Project was outlined in the 2009 Report. 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 (CSORP) for the period 1818–1852. In particular, the fund is used to pay the salaries of two Archivists (who have fixed-term five-year contracts) and one Conservation Scholar for 12 months.

- 6.16 Full archival processing of the Chief Secretary's Office Registered Papers by the Archivists commenced at the start of November 2008. By 31 December 2012, 17,500 registered files of papers for the years 1818–25 was processed by the Archivists, while 18,015 registered files for the years 1818–24 were conserved by the Conservation Intern or Scholar. 2, 079 entries were made in the biographical database.

- 6.17 The Crowley Bequest Project website (<http://www.csorp.nationalarchives.ie/>) received 640,241 hits and 17,863 visits during 2012.

- 6.18 Work on the Crowley project was severely hampered in 2012 as a result of the departure of one of the project archivists. By the end of 2012, the vacancy has not been filled.

#### **Partnership with the Genealogical Society of Utah**

- 6.19 A partnership agreement with the Genealogical Society of Utah (GSU), signed in 2009, provides for the GSU to digitise and index some of the National Archives' most valuable genealogical holdings from microfilms already made by the GSU. In November 2012, the Tithe Applotment Books, 1823 – 1837, the most important surviving national genealogical source available for the pre-Famine period, were placed free to access online on the GSU website, FamilySearch.org, and on the National Archives website. The website received over 1.4 million hits and 34,376 visitors in November and December 2013.

- 6.20 Also under the terms of this agreement, Petty Sessions Records, 1852 – 1922, were digitised and indexed by a commercial company which was 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, FindMyPast.ie, is available free in the Reading Room of the National Archives.

- 6.21 This partnership is greatly improving free access to important genealogical records in the custody of the National Archives, at minimal cost to the State.

#### **Documents on Irish Foreign Policy**

- 6.22 This series of volumes is produced in partnership with the Department of Foreign Affairs and the Royal Irish Academy. The Project is based in the National Archives, and Catriona Crowe is one of the Editors. Eight volumes have been published to date covering the period 1919 – 1948, focusing overwhelmingly on material from the National Archives. Volumes I – V are available free to access at [www.difp.ie](http://www.difp.ie).

- 6.23 In 2012, work continued on selection, transcription and contextualising of documents, and preparation for publication, proof reading and oversight of production for Volume VIII, covering the period 1945 – 48, which was published in November 2012.

#### **Bureau of Military History digitisation**

- 6.24 The website [www.bureauofmilitaryhistory.ie](http://www.bureauofmilitaryhistory.ie) was launched by Minister for Arts, Heritage and the Gaeltacht, Jimmy Deenihan T.D. on 7 August 2012. During 2012, the National Archives explored enhancements to the site with Military Archives and the Cultura project, an EU digital humanities project based in the computer science department, Trinity College, Dublin.

#### **RTE's History Show Document of the Month**

- 6.25 RTE's History Show will feature a "Document of the Month" from the National Archives. Each month, this document is read and contextualised on the programme, and the resulting materials placed on the RTE website. By the end of 2012, 4 such broadcasts had taken place

#### **Decade of Centenaries**

- 6.26 Catriona Crowe is a member of several steering committees relating to the decade of centenaries, including the Universities Ireland Steering Committee, the 1913 Steering Committee, the Irish Times Steering Committee and the Imperial War Museum Steering Committee. She remained active on the Military Service Pensions Project Steering Committee, and edited a substantial *Guide to the Military Service Pensions Files*, which will be published to coincide with the first online release of the archive in 2013.
- 6.27 Catriona Crowe co-edited a special supplement to the Irish Times on female suffrage, *How Irish Women Won the Vote*, which was published in October 2012, and distributed to every second-level school in Ireland, with the co-operation of the Department of Arts, Heritage and the Gaeltacht.
- 6.28 In June 2012, Universities Ireland held a conference on Commemoration and Public History in the Royal Hospital, Kilmainham. The conference had a strong archival segment, involving speakers from the National Archives, the Public Record Office of Northern Ireland and the Imperial War Museum, including planning for the decade ahead in terms of finding, processing, making accessible and digitising records dealing with the period.
- 6.29 The National Archives will support the Imperial War Museum's project, *Lives of World War 1*, which will digitise all available information on WW1 combatants, including the 250,000 Irishmen who fought. The 1911 census database will be made available to the

project as a vital dataset to illustrate the soldiers' backgrounds. They will also be making use of the Soldiers' Wills, see 6.30 below.

### **Soldiers' Wills**

- 6.30 An in-house digitisation project was carried out by National Archives staff on our collection of Soldiers' Wills. These are the wills of Irish soldiers who died while serving in the British Army. Most of the wills are from the period of World War I, with a small number from the South African War, 1899-1902. There are approximately 9,000 wills. Work on the wills up to the end of 1917, including indexing, was completed in 2012 and the website was launched by Minister Deenihan in November. The website received 339,043 hits and 15,713 visitors in November and December 2012.

### **Conflict Archive on the INternet (CAIN)**

- 6.31 On 25 October 2012, a range of digitised original archival records from the National Archives relating to the conflict in Northern Ireland was launched by Minister Jimmy Deenihan, T.D., on the University of Ulster's CAIN (Conflict Archive on the INternet) website.

Staff from the University of Ulster and the National Archives worked closely together on a small pilot project in 2012 to provide free access to Irish archival records relating to the early years of 'the Troubles' and the results of their endeavours can be seen on the University of Ulster's CAIN website at <http://cain.ulster.ac.uk/nai/>. The digitised archival records comprise government records that deal with the early period of 'the Troubles' in Northern Ireland from 1965-1969, including documents from the Public Record Office of Northern Ireland. The records provide a valuable on-line digital resource for researchers looking for information on the conflict and politics of Northern Ireland during this period. Thanks are due to the University of Ulster for facilitating this project, particularly Dr Brendan Lynn.

## 7. CO-OPERATION, TRAINING AND MEDIA

### COUNCIL OF NATIONAL CULTURAL INSTITUTIONS

- 7.1 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: the Abbey Theatre, the Arts Council, the Chester Beatty Library, the Crawford Gallery, the Heritage Council, the Irish Museum of Modern Art, the National Archives, the National Concert Hall, the National Gallery, the National Library and the National Museum.

#### **Working groups**

- 7.2 The Council has established a number of working groups, comprising staff members from the member institutions. As of 31 December 2012, the National Archives was represented on the following working groups by the following members of staff:
- Conservation: Zoë Reid
  - Education, Community and Outreach: Catriona Crowe
  - Information Technology: Anthony Murphy
  - Marketing: Catriona Crowe

#### **Heritage Fund**

- 7.3 The Council also meets as a statutory body to make recommendations to the Minister for Arts, Heritage and the Gaeltacht 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**

- 7.4 In 2012, the National Archives remained actively involved in co-operation on archives within the European Union (EU). The European Board of National Archivists (EBNA) is a voluntary body made up of the National Archivists of EU Member States, which meets twice a year in the state then holding the EU Presidency. The National Archives was represented at the meetings held in Copenhagen in May 2011 and in Nicosia in October 2011 by Frances McGee, Acting Director, who gave a presentation to the latter meeting on the proposal to merge the National Archives and the National Library of Ireland.

#### **European Archives Group**

- 7.5 The European Archives Group (EAG) 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. EAG meetings took place immediately following the EBNA meetings above.



- Data Protection**
- 7.6 Concern was expressed at these meetings about the content of the draft EU Data Protection Regulation, as these proposals may mean that records subject to the Regulation will not be retained by creating bodies until the date at which they come under the jurisdiction of the archives in the different countries. This would have serious implications for the holdings of archives in the future. This matter continues to be discussed, with the drafting of a code on data protection for archives being one of the options under consideration.
- European Heads of Conservation**
- 7.7 This is an informal group comprising the heads of preservation and conservation in the National Archives of the EU Member States and which now meets once a year. The National Archives was represented at the meeting held in June 2012 in Copenhagen in association with the other archives meetings.
- DLM Forum Foundation**
- 7.8 In 2012, the National Archives remained fully engaged in the work of the DLM Forum Foundation. Originally established as the DLM Forum in 1997, its role is to explore how to engage public administration and the ICT industry in a collaborative way to facilitate the preservation of digital records. The work of the DLM Forum Foundation is supported by the European Commission and public archives in European Union member states. 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. Thomas Quinlan and Micheál Ó Conaire continue jointly to represent the office at members' meetings of the DLM Forum Foundation. The DLM Forum Foundation met on 31 May – 1 June 2012 in Copenhagen and on 15 – 16 November in Zagreb. Micheál Ó Conaire represented the National Archives at both meetings.
- EU APENet and APEx Projects**
- 7.9 From 2009 to 2012, the National Archives was one of 17 member states of the European Union participating in the APENet (Archives Portal Europe) project, which is a Best Practice Network project supported by the European Commission with the objective of creating a common access point to the catalogues of European archival institutions (see <http://www.apenet.eu/>). The APENet Project concluded in January 2012.
- 7.10 In March 2012, the National Archives became a participant in the APEx project – the Archives Portal Europe network of excellence – which is a framework for European archives to collaborate for enhanced access to their online content. APEx is funded and supported by the European Commission within the ICT Policy Support Programme (ICT-PSP). During the APEx project (2012–2015), the Archives Portal Europe will be widened and deepened in terms of more numerous and diverse institutions participating, increased content being made available via this single central access point and more functionalities offered to the user to explore the archival treasures featured online. During 2012, Elizabeth McEvoy edited and proof-read a range of documents in her role as the project's proof-reader while Micheál Ó Conaire prepared and submitted the National Archives' finding aids and associated data to the portal. See <http://www.archivesportaleurope.net>

## CO-OPERATION

### **Department of Justice and Equality Archives Advisory Group**

- 7.11 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). The Group met once during 2012 and concluded its work of reviewing approximately 1,000 crime and security files for the period 1939 to 1943 preparatory to transfer to the National Archives and release for public inspection. Minister Alan Shatter, TD, attended the National Archives on 22 November 2012 on the occasion of a press launch of the records prior to their public release in January 2013.
- 7.12 The National Archives co-operated with the following:
- University College Dublin School of History and Archives
  - Irish Historic Towns Atlas, Royal Irish Academy
  - Europeana
  - Barber Institute of Fine Arts, Birmingham on Thomas Bodkin, first Director
  - Irish Architectural Archive on Merrion Square 250 exhibition
  - National Library of Ireland
  - NUI Maynooth on the Pugin exhibition
  - Office of Public Works on Skellig Michael lighthouse
  - Peamount Healthcare on their centenary exhibition
  - Trinity College Dublin, History Department on the CIRCLE project and the Down Survey maps
  - University College Dublin, School of Architecture
  - United States Holocaust Memorial Museum
  - Pernod Ricard - Irish Distillers Limited
  - Irish Presidency of the European Council Culture Programme
- 7.13 Advice and assistance was given to individuals and to a wide range of bodies, including:
- Registry of Deeds
  - Met Éireann
  - St Brendan's Hospital Grangegorman
  - St Brigid's Hospital, Ballinasloe
  - St Davnet's Hospital, Monaghan
  - Archive Unit, National Monuments, Department of the Environment, Heritage and Local Government
  - The Courts Service
  - Department of Arts, Heritage and Gaeltacht, National Monuments
  - Dublin City Library and Archives
  - Geological Survey of Ireland
  - Registry of Deeds
  - Valuation Office
  - Ordnance Survey Ireland

- Loan for exhibition**
- 7.14 **Kilmainham Gaol**  
 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.
- Irish Architectural Archive**
- 7.15 The National Archives loaned 12 maps from the Pembroke Estate Collection for the exhibition in the Irish Architectural Archive *Merrion Square 250*, which took place between 20 August and 26 October 2012.

## **PUBLICATIONS**

- 7.16 Zoë Reid and Benjamin van de Wetering, ‘*Conservation of the 16<sup>th</sup> and 17<sup>th</sup> century Chancery Pleadings at the National Archives of Ireland*’, **Journal of the Institute of Conservation**, vol. 35, no. 2, 2012.

## **PARTICIPATION IN TRAINING**

- 7.17 During 2012 members of the staff of the National Archives took part in the following training courses or sessions
- Induction training, across Divisions, for all new staff and placements
  - Emergency Preparedness Training for Disaster Teams
  - In-house preservation-related training
  - Archives and Records Association registration scheme (Archivist)
  - ARA/IRMS training ‘*Practical tools for retention*’
  - Microsoft Access and Photoshop courses

## **MEDIA COVERAGE AND TELEVISION PROGRAMMES**

- Media coverage of annual release of archives**
- 7.18 Newspapers published on 28 and 29 December 2012 carried extensive coverage on several pages based on the content of the records relating to 1982 made available at the media preview (see 3.13 and 3.14 above), which fell due for release in January 2013. The documentary ‘Behind Closed Doors’, which was broadcast on RTÉ in December 2012, featured documents made available during the course of the preview.
- 7.19 In the print and e-media, the National Archives featured in a number of articles including *Architecture Ireland*, *Echo News*, the *Irish Daily Mail*, the *Irish Mirror*, the *Irish Times*, the *Sunday Times*, the *Meath Chronicle* and the Royal Institute of Architects of Ireland, *Newsletter*. Also on [www.iarc.ie](http://www.iarc.ie), [www.failteireland.ie](http://www.failteireland.ie), [www.riai.ie](http://www.riai.ie) and [www.thejournal.ie](http://www.thejournal.ie).
- 7.20 National Archives staff participated in or assisted in the making of a number of television programmes. Details are listed in Appendix E

## **MEMBERSHIP AND ATTENDANCE AT CONFERENCES AND SEMINARS**

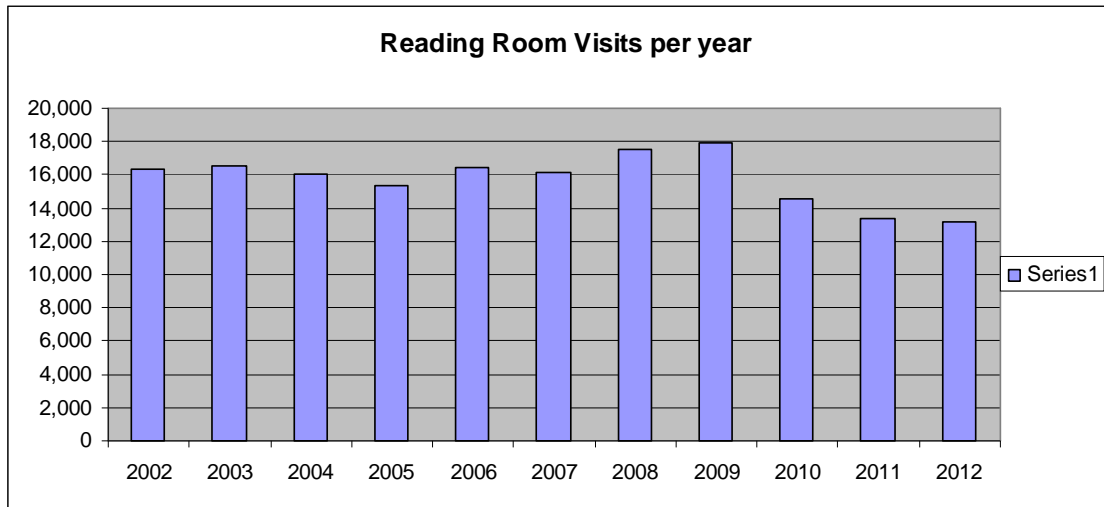
- 7.21 Membership of organisations and representation of the National Archives on bodies and attendance at conferences and working groups, other than matters outlined in the text of the report, are listed in Appendix F.

## Appendix A: Staff of the National Archives as of 31 December 2012

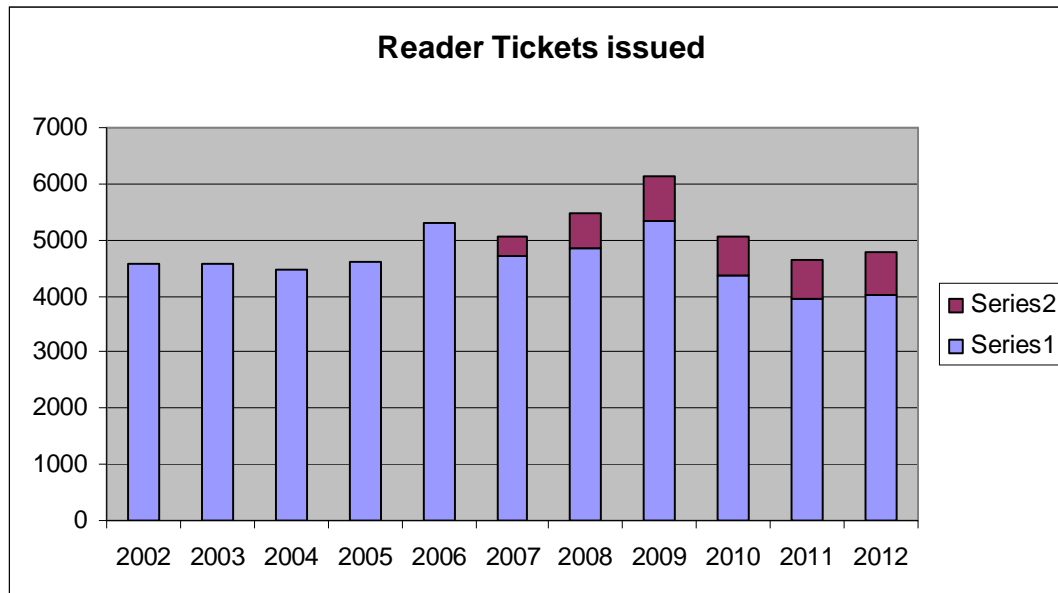
<u>GRADE</u> <i>(and key responsibilities of senior staff)</i>	<u>NAMES</u>	<u>TOTAL</u>
<b>Director</b>	<i>Vacancy</i>	1
<b>Keeper &amp; Acting Director</b> <b>(Collection Care and Customer Service)</b>	Frances McGee, M ès Lettres, H Dip Ed	1
<b>Keeper (Acting)</b> <b>(Records Acquisition and Service Development)</b>	Thomas Quinlan, BA, Dip Archival Studies	1
<b>Assistant Principal</b> (Head of Administration)	Fergus Walsh	1
<b>Assistant Principal</b> (ICT Manager)	Anthony Murphy	1
<b>Senior Archivist (Special Projects)</b>	Catriona Crowe, BA	1
<b>Senior Archivist (Reader Services)</b>	Aideen Ireland, MA, Dip Archival Studies	1
<b>Senior Archivist (Acting)</b> <b>(Records Acquisition and Description)</b>	Helen Hewson, BA, Dip Archival Studies	1
<b>Archivists (Higher)</b>	Brian Donnelly, BA, Dip Archival Studies Gregory O'Connor, MA, Dip Legal Studies	2
<b>Archivists</b>	Jennifer Dunne, MA, Dip Archival Studies Kevin Forkan, PhD, MA (Archives & Records Management) Niamh McDonnell, MA, H Dip Archival Studies, Dip Legal Studies Elizabeth McEvoy, M Phil, Dip Archival Studies Mary Mackey, MA, Dip Archival Studies Hazel Menton, BA, MA (Archives & Records Management) Micheál Ó Conaire, M Litt, MA (Archives & Records Management) <i>Vacancy</i>	8
<b>Archivist</b> (Electronic Records)	<i>Vacancy</i>	1
<b>Archivists on fixed-term contract</b> <i>(Two fixed-term contract posts payable from the Crowley Bequest for the duration of the Crowley Bequest project)</i>	Nigel Johnston, MA, H Dip Archival Studies  <i>Vacancy</i>	2
<b>Conservator</b>	Zoë Reid, BA, Dip Conservator-Restorer <i>(work-sharing – 2.5 days per week)</i>	1
<b>Higher Executive Officer</b> (Corporate Services)	Noreen Lynch	1

<b><u>GRADE</u></b> <i>(and key responsibilities of senior staff)</i>	<b><u>NAMES</u></b>	<b><u>TOTAL</u></b>
<b>Executive Officers</b>	Mary Chaney ( <i>work-sharing – 4 days per week</i> ) Richard Foley ( <i>work-sharing – 4 days per week</i> ) Tony McLaughlin Angela Mennella <b>Vacancy</b>	5
<b>Staff Officers</b>	Christopher Allen Philip Doyle ( <i>work-sharing – 4 days per week</i> ) Ken Robinson	3
<b>Clerical Officers</b>	Sarah Cashen Robert Coffey Breda Devereux Gemma Harkin ( <i>work-sharing – 3 days per week</i> ) Bernadette Kelly ( <i>work-sharing – 4 days per week</i> ) Sabrina Kelly Declan Kenny Enda Lowry Tom McBride Karen McDonnell Eamonn Mullally David O'Neill Patrick Sarsfield <b>2 Vacancies</b>	15
Head Services Officer	Ken Martin	1
<b>Services Officers</b> <b>(with allowance for Clerical Officer duties)</b>	Denis Callanan Mary Carney Patrick Ellard Michael Flood Michael Mahony Brendan Martin	6
<b>TOTAL (incl. vacancies):</b>		<b>53</b>

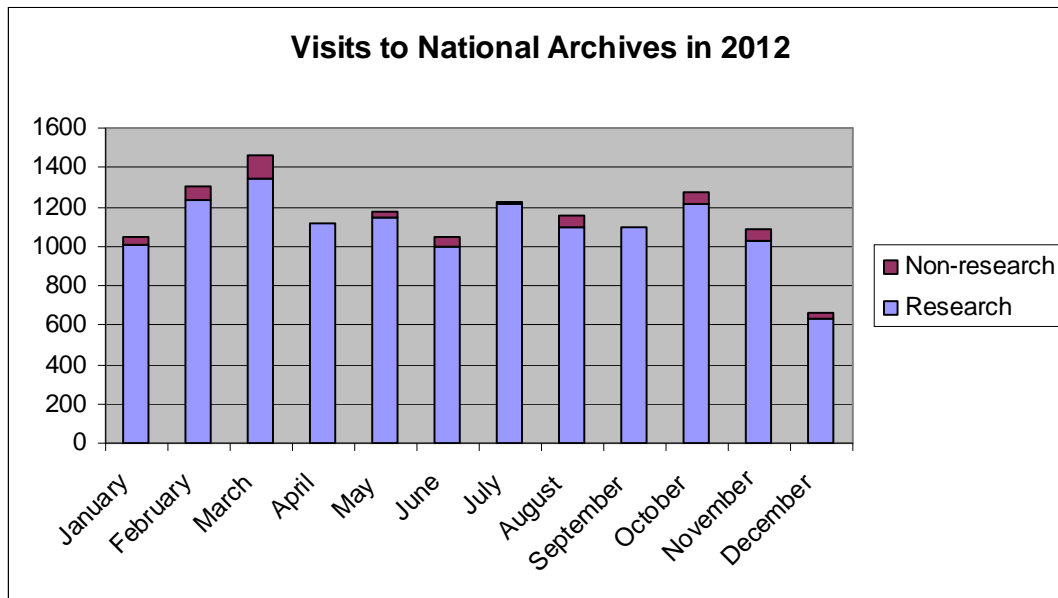
**Appendix B.1: Visits to Reading Room per year, 2002 – 2012**



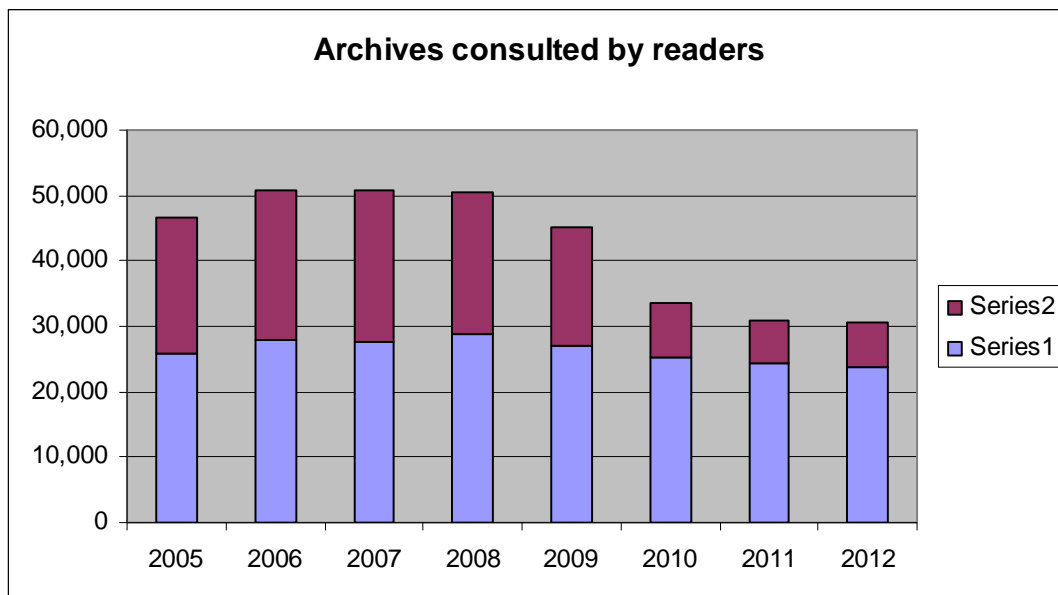
**Appendix B.2: Reader tickets issued per year, 2002 – 2012**



**Appendix B.3: Visits to Reading Room, by researchers, per month in 2012**

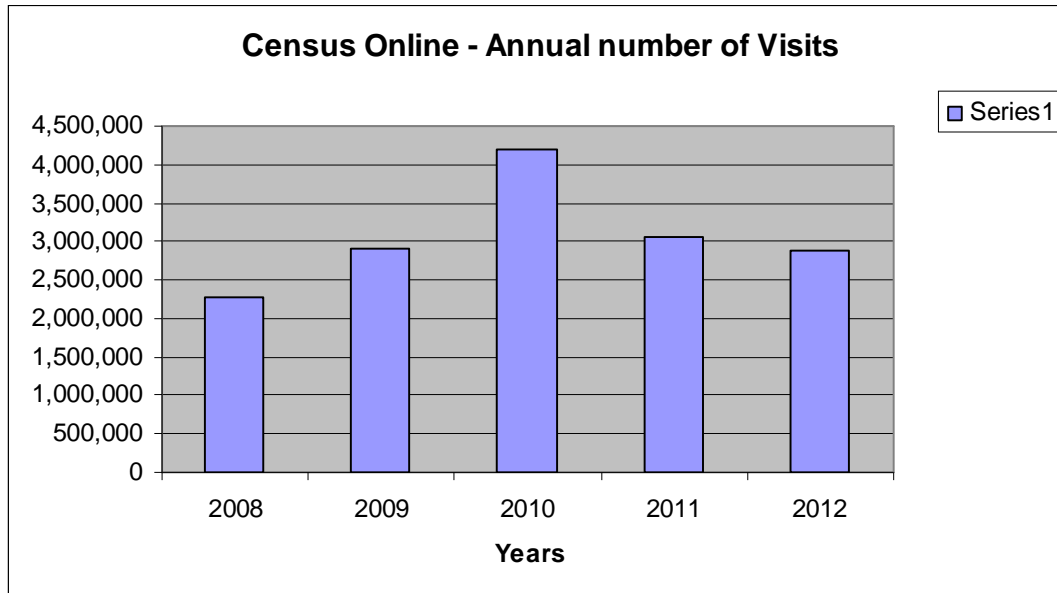


**Appendix B.4: Archives consulted by readers, 2005 – 2012**





## Appendix B.5: Census 1901 & 1911 statistics



## Appendix C.1

### Transfer of records pre-dating 1983 from Government Departments and Offices of State for release to public inspection under the 30-year rule: statement of position as of 31 December 2012

DEPARTMENT OF	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2012	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2012
the Taoiseach	1919–1982	None
Agriculture, Food and the Marine	1899–1980s	circa 1950–1982
<b>Arts, Heritage and the Gaeltacht</b>	circa 1922–1962	1963–1982
<b>Communications, Energy and Natural Resources</b>	1845–1970s	1964–1982 (and some older records)
Former <b>Department of Community, Rural and Gaeltacht Affairs</b> (now abolished & functions given to 7 departments)	1929–1989	1967–1982
<b>Defence</b>	1922–1978  (The records are held in the Military Archives, which has been approved as a place of deposit under the National Archives Act.)	1963–1982 (on a temporary basis only)
<b>Education and Skills</b>	1831–1993	circa 1922–1982
<b>Jobs, Enterprise and Innovation</b>	1922–1976	circa 1960–1982

<b>DEPARTMENT OF</b>	<b>RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2012</b>	<b>RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2012</b>
<b>the Environment, Community and Local Government</b>	1838–1970s	circa 1960–1982
<b>Finance</b>	1922–1976	1975–1982
<b>Foreign Affairs and Trade</b>	1919–1982	None
Former <b>Department of Health and Children</b> now Department of Health and Department of Children and Youth Affairs	1920s–1980s	1964–1982
<b>Justice and Equality</b>	1922–1982	circa 1970–1982
<b>Social Protection</b>	1919–1980	1970s – 1982
Transport, Tourism and Sport	circa 1922–1970s	circa 1960–1982
<b>OFFICE OF</b>	<b>RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2012</b>	<b>RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2012</b>
the Secretary to the President	1937–1982	None
the Attorney General	1922–1982	None
the Comptroller and Auditor General	1920s–1962	1963–1982

## Appendix C.2

### Transfer of records from higher Courts and the Circuit Court: statement of position as of 31 December 2012

<b>COURT</b>	<b>MAIN RECORD SERIES</b>	<b>LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2012</b>	<b>YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE</b>
<b>Supreme Court</b>	Books of Appeal	1970	1971 – 1982
<b>Court of Criminal Appeal</b>	Files	1972	1973 – 1982
<b>Central Criminal Court</b>	Files	1968 (Wicklow, 1969)	1969 – 1982
<b>High Court, Central Office</b>	Plenary, Summary, Special Summons and State Side files	1970	1971 – 1982
<b>HIGH COURT, PROBATE:</b>			
<b>Probate Office, Dublin</b>	Testamentary papers	1990	None
<b>Castlebar District</b>	Testamentary papers	1991	None
<b>Cavan District</b>	Testamentary papers	1990	None
<b>Clonmel District</b>	Testamentary papers	1988	None
<b>Cork District</b>	Testamentary papers	1990	None
<b>Dundalk District</b>	Testamentary papers	1987	None
<b>Galway District</b>	Testamentary papers	1985	None
<b>Kilkenny District</b>	Testamentary papers	1985	None
<b>Letterkenny (formerly Lifford) District</b>	Testamentary papers	1991	None
<b>Limerick District</b>	Testamentary papers	1988	None
<b>Mullingar District</b>	Testamentary papers	1990	None
<b>Sligo District</b>	Testamentary papers	1987	None
<b>Tralee District</b>	Testamentary papers	1989	None

<b>COURT</b>	<b>MAIN RECORD SERIES</b>	<b>LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2012</b>	<b>YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE</b>
<b>Waterford District</b>	Testamentary papers	1990	None
<b>Wexford District</b>	Testamentary papers	1989	None
<b>CIRCUIT COURT OFFICES (County Registrars):</b>			
<b>Carlow</b>	Civil and criminal files	1977	1978 – 1982
<b>Cavan</b>	Civil and criminal files	1990	None
<b>Clare</b>	Civil and criminal files	1975	1976–1982
<b>Cork</b>	Civil and criminal files	1986	None
<b>Donegal</b>	Civil and criminal files	1986	None
<b>Dublin</b>	Civil files Criminal files	1960 1972	1961–1982 1973–1982
<b>Galway</b>	Civil and criminal files	1985	None
<b>Kerry</b>	Civil and criminal files	1980	1981 – 1982
<b>Kildare</b>	Civil and criminal files	1975	1976–1982
<b>Kilkenny</b>	Civil and criminal files	1990	None
<b>Laois</b>	Civil and criminal files	1945	1946–1982
<b>Leitrim</b>	Civil and criminal files	1962	1963–1982
<b>Limerick</b>	Civil and criminal files	1982	None
<b>Longford</b>	Civil and criminal files	1987	None
<b>Louth</b>	Civil and criminal files	1985	None
<b>Mayo</b>	Civil and criminal files	1990	None
<b>Meath</b>	Civil and criminal files	1984	None
<b>Monaghan</b>	Civil and criminal files	1987	None
<b>Offaly</b>	Civil and criminal files	1983	None
<b>Roscommon</b>	Civil and criminal files	1985	None
<b>Sligo</b>	Civil and criminal files	1987	None
<b>Tipperary</b>	Civil and criminal files	1986	None

<b>COURT</b>	<b>MAIN RECORD SERIES</b>	<b>LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2012</b>	<b>YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE</b>
<b>Waterford</b>	Civil and criminal files	1961	1962–1982
<b>Westmeath</b>	Civil and criminal files	1988	None
<b>Wexford</b>	Civil and criminal files	1989	None
<b>Wicklow</b>	Civil and criminal files	1982	None

## Appendix C.3

### Summary of records accessioned by the National Archives in 2011

#### Records accessioned from Government Departments

Accession number	Department of	Description
2012/90	the Taoiseach	Central Registry S files relating mainly to 1982
2012/76	Education and Skills	Administrative files of the National Museum of Ireland, 1920s-1970s
2012/58	Foreign Affairs	Files of the Secretary's Office relating mainly to 1982
2012/59	Foreign Affairs	Files of the Central Registry of the Department relating mainly to 1982
2012/25	Foreign Affairs	Files of the Permanent Diplomatic Representation of Ireland to the European Community, 1982
2012/26	Foreign Affairs	Files of the Embassy of Ireland to the Federal Republic of Germany, Bonn, 1982
2012/27	Foreign Affairs	Files of the Consulate General of Ireland at Boston, USA, relating mainly to 1982
2012/28	Foreign Affairs	Files of the Embassy of Ireland to Australia, Canberra, relating mainly to 1982
2012/29	Foreign Affairs	Files of the Irish Diplomatic Consulate in Chicago, United States of America, relating mainly to 1982
2012/30	Foreign Affairs	Files of the Embassy of Ireland to the Holy See relating mainly to 1982
2012/32	Foreign Affairs	Files of the Embassy of Ireland to the Union of Soviet Socialist Republics, Moscow, 1982
2012/34	Foreign Affairs	Files of the Permanent Diplomatic Representation of Ireland to the United Nations, New York, 1982
2012/35	Foreign Affairs	Files of the Embassy of Ireland to Canada, Ottawa, 1982
2012/38	Foreign Affairs	Files of the Embassy of Ireland to the United States of America, Washington, 1982

<b>Accession number</b>	<b>Department of</b>	<b>Description</b>
2012/82	Roinn na Gaeltachta	Files of the former Roinn na Gaeltachta, 1954-1980
2012/88	Justice and Equality	Registered files of the Civil Law Reform Division Division, 1972-1979
2011/25	Justice and Equality	Crime and Security registered files, 1940-1943
2012/95	Justice and Equality	Diversity and Equality Law Division (files created by the Department of Labour and inherited by the Department of Justice and Equality), 1975-1982
2012/96	Justice and Equality	Registered files of the Criminal Law Reform Division, 1979-1983
2012/78	Department of Social Protection	Registered files from the IA series, INF series, PLAN series, year/6/number series, 1948-1982
2012/79	Department of Tourism, Transport and Sport	Maritime Transport Division: statutory instruments and byelaws relating to the management of harbours and ports, 1930-1983

#### **Appendix C.4**

##### **Records accessioned from scheduled bodies**

<b>Accession number</b>	<b>Scheduled body</b>	<b>Description</b>
2012/89	Office of Secretary to the President	Registered P files, 1938-1982
2012/21	Office of the Attorney General	SR files relating mainly to 1982
2012/22	Office of the Attorney General	PC files relating mainly to 1982
2012/60	Office of Public Works	Small quantity of 19 <sup>th</sup> century registered files



## Appendix C.5

### Records accessioned from Court Offices and Probate Registries

#### High Court: Probate Office and District Probate Registries

Accession number	Probate Office or District Probate Registry	Description of records
2010/1 2011/1	Probate Office	Wills and administration papers, 1989 & 1990
2012/2	Castlebar District	Wills and administration papers, 1991
2011/6 2012/6	Letterkenny District	Wills and administration papers, 1990 & 1991

#### Circuit Court

Accession number	Circuit Court Office	Description of records
2009/66 2009/67 2009/68 2009/69 2009/70	Mayo	Civil bill files, 1986 – 1990

#### District Court

Accession number	District Court Office	Description of records
2012/41	Arva, County Cavan	Order and justices' minute books, 1921-1972
2012/42	Bailieborough, County Cavan	Order and justices' minute books, civil process books and registers of publicans' licenses, 1902-1978
2012/43	Ballinagh District Court, County Cavan	Order and justices' minute books, 1923-1961
2012/44	Ballyconnell District Court, County Cavan	Order and justices' minute books, 1926-1981
2012/45	Ballyjamesduff District Court, County Cavan	Order and justices' minute books, 1920-1968
2012/46	Belturbet District Court, County Cavan	Order and justices' minute books, 1921-1981

2012/47	Cavan District Court, County Cavan	Order and justices' minute books, 1921-1982
2012/48	Cootehall District Court, County Cavan	Order and justices' minute books, 1919-1980
2012/49	Killeshandra District Court, County Cavan	Order and justices' minute books, 1919-1961
2012/50	Kingscourt District Court, County Cavan	Order and justices' minute books, 1918-1980
2012/51	Mullagh District Court, County Cavan	Register of publicans' licenses, 1893-1926
2012/52	Shercock District Court, County Cavan	Order and justices' minute books, 1920-1961
2012/53	Virginia District Court, County Cavan	Order and justices' minute books, c1911-1967
2012/54	Carrigallen District Court, County Leitrim	Order and justices' minute books, 1916-1961
2012/55	Oldcastle District Court, County Meath	Ejectment book, 1924-1929
2012/56	Rockcorry District Court, County Monaghan	Register of publicans' licenses, 1874-1926
2012/63	Ardee District Court, County Louth	Justice's minute books, civil process and ejectment books, and register of publicans' licenses, 1927-1982
2012/64	Balbriggan District Court, County Dublin	Civil process book, 1955-1964
2012/65	Carlingford District Court, County Louth	Order and justice's minute books, and register of publicans' licenses, 1920-1983
2012/66	Castlebellingham District Court, County Louth	Order and justice's minute books, and register of publicans' licenses, 1910-1961
2012/67	Collon District Court, County Louth	Register of publicans' licenses, 1874-1926
2012/68	Drogheda District Court, County Louth	Order and justices' minute books, civil process and summary judgement books, ejectment and enforcement books, and register of publicans' licenses, 1875-1989
2012/69	Duleek/Julianstown District	Order and justices' minute books, and register of

	Court, County Louth	publicans' licenses, 1875-1961
2012/70	Dundalk District Court, County Louth	Order and minute books, civil process and summary judgement books, ejectment books and register of publicans' licenses, 1874-2001
2012/71	Dunleer District Court, County Louth	Order and minute books, ejectment and enforcement books, and register of publicans' licenses, 1874-1980
2012/72	Louth District Court, County Louth	Register of publicans' licenses, 1896-1919
2012/73	Mel District Court, County Louth	Register of publicans' licenses, 1874-1926
2012/74	Ravensdale District Court, County Louth	Register of publicans' licenses, 1875-1921
2012/75	Termonfeckin District Court, County Louth	Register of publicans' licenses, 1908-1925

**Appendix C.6**  
**Records accessioned from other sources: including records accessioned**  
**through the Business Records Survey**

<b>Accession number</b>	<b>Source</b>	<b>Description of records</b>
2012/20	Environmental Protection Agency	Local Authority Water Level Charts: c1971-2000
2012/57	Irish Girl Guides	Administrative records, to complement existing holdings, 1916-2001
2012/60	Office of Public Works	Small quantity of 19 <sup>th</sup> century registered files
2012/84	Met Éireann	Surface Charts, 1941-1977. Isobar charts covering the North Atlantic region, produced by duty forecasters at CAFO (Central Area Forecast Office) four times daily, to determine the position of air masses and associated fronts.
2012/85	Met Éireann	Hourly Charts, 1939-1978. Isobar charts covering the island of Ireland, produced by duty forecasters at CAFO (Central Area Forecast Office) every hour each day, to determine the position of air masses and associated fronts. Based on surface synoptic measurements taken on the hour every hour.
2012/87	Humanist Association of Ireland	Records of the Humanist Association of Ireland
2012/99	St Columba's Mental Hospital, Sligo	Administrative and operational records, 1900 – 2000
2012/100	Stephen Odlum	Johnson, Mooney and O'Brien Bakery: Horse register, 1934-1958
2012/101	St Brendan's Mental Hospital. Grangegorman, Dublin	Administrative and operational records, 1814 - 1990
2012/102	Mealy's Rare Books Limited	Legal documents relating to the retrial of Richard Burke, 1862
2012/103	Mealy's Rare Books Limited	Letter informing police about Sinn Fein activists, County Tipperary, c1920/1921

<b>Accession number</b>	<b>Source</b>	<b>Description of records</b>
2012/104	Whyte and Sons Auctioneers	Printed return of Carlow jurors, 1869
2012/105	Maurice H Duncan	Agreement between William Dargan and Directors of the Dublin and Kingstown railway, 1833
2012/106	Sean Heffernan	Law Clerks Joint Labour Committee: posters, 1940-1960s
2012/107	Sean Heffernan	Sale rental: estate of Richards and Jellot, Gorey County Wexford, 1920
2012/108	Sean Heffernan	Legion of Mary Concilium: notebook, 1960
2012/109	Sean Heffernan	Photocopy of register for Kilmagig Cemetery, Avoca, County Wicklow, 1939-1977
2012/110	Sean Heffernan	Photocopies of 2 account books for Avoca Copper Mines, 1940-1945
2012/111	Sean Heffernan	Miscellaneous rentals, 1880-1900
2012/112	Anonymous	Rathdown Board of Assistance: register of children sent to institutions, 1946-1960
2012/113	Carragh Halpin	Irish Thread Manufacturing Company: correspondence and accounts, 1930-1960
2012/114	Tom Sweeney	Letter patent appointing James McGhegg and Timothy Redmond, 1811-1823
2012/115	George Foxe	Conference of St Andrew, Society of St Vincent de Paul and Ladies Association of Charity: records, 1871-1930
2012/117	Kathleen Dawson	Templeogue Ladies Club records: minute books, 1965-1910
2012/118	Mary Donnelly	Bank of Ireland, Cork: security books, 1915-1917

## **Appendix D: Outreach: lectures and visits**

### **Lectures given**

Members of staff gave lectures and talks to outside bodies including:

- Archives and Records Association Conference
- Archives and Records Association Ireland training day
- Philanthropy and the Arts
- Blanchardstown Men's Group
- 2<sup>nd</sup> annual Galway International Heritage Conference (archives)
- Ireland Reaching Out, project (Loughrea)
- Irish Architectural Archive (Dublin)
- Irish Genealogical Research Society (Dublin)
- Kilmacanogue Society
- King's Hospital school
- PRONI, 'Health and Welfare in the Archives' conference
- TCD, First-Year History class
- Genealogical Conference (Clifden)
- UCD, 'Healthcare systems, regional and comparative perspectives in Britain and Ireland, 1850-1960' conference
- UCD, Masters in Archives and Records Management
- DRI first International Digital Humanities Conference
- Common Purpose
- Burren Law School
- Irish Labour History Society Annual Conference
- Women's History Association Annual Conference
- History Festival of Ireland, Carlow
- SHARP Conference, TCD
- Galway Heritage Conference
- Kilkenny Arts Festival
- NLI Genealogy Workshop
- Wexford Historical Society
- Oral History Network Annual Conference
- One Family anniversary event
- University of Montreal

### **Lectures on the Census included the following:**

- Little Museum of Dublin
- North Inner City History Society
- History Teachers' Association
- TCD Summer School
- Hewitt Summer School
- Digital Humanities Conference, NUI Maynooth
- University of Toronto

### **Group visits**

Visits by groups during 2012 included the following:

- American psychology students (re Grangegorman)
- Daulten Quaile Genealogy group, Gorey (family history)
- Dublin Adult Learning Centre
- Dublinia (genealogy course)
- Dublin City University Women's Studies postgraduates
- Dundrum and Kiltiernan VECs (family history)
- European Commission interpreters
- Galway Genealogy
- GMIT Heritage Studies
- Independent Colleges, Diploma in Family History
- Kilkenny Local History
- Loreto secondary school, Kilkenny (Anglo-Irish Treaty exhibition)
- Louth Local History
- National Print Museum (Heritage and Cultural Studies)
- NUI Galway History and Archaeology postgraduates
- NUI Maynooth, archives and local history certificate and diploma
- People's College (family history)
- St Bernadette's Parish, Belfast (family history)
- Strathclyde University (family history)
- Trinity College Dublin Centre for Contemporary History postgraduates
- Trinity College Dublin history postgraduates
- University College Cork History and Archaeology postgraduates
- University College Dublin History postgraduates
- University College Dublin Archives postgraduates
- University College Dublin Masters in Urban and Building Conservation

## Appendix E

### Filming: participation and co-operation

- BBC Newslines (NI): *Soldiers' wills* project.
- Mind the Gap Films: *Glaoch ón Tríú Reich* was broadcast on TG4.
- Mind The Gap Films: *Hands On!* was broadcast on RTÉ 1.
- Planet Korda: *See you at the Pictures* was filmed for RTÉ.
- RTÉ: *TV50, Battle Station* was broadcast on RTÉ 1.
- RTÉ: *Behind Closed Doors* was broadcast on RTÉ 1.
- RTÉ: *Nationwide* on Famine and workhouse records was broadcast on RTÉ 1.
- RTÉ: *Primetime* on Magdalen Laundries was broadcast on RTÉ 1.
- Sideline Productions: *The Irish Behind Bars* was broadcast on TV3.
- Steadipix Productions: *Wolfland* was broadcast on RTÉ 1.
- Tocht Films: *An Oiche a Gineadh m'Athair (Diarmuid Breathnach)* was broadcast on TG4.
- Tile Films: *My Civil War* was broadcast on RTÉ 1.
- "Who Do You Think You Are" (USA), Rashida Jones was broadcast on 8/7c NBC / RTÉ.
- Zampano Productions: *Graves of the Disappeared* was filmed for TV3.



## **Appendix F**

### **Membership of organisations and attendance at conferences and working groups**

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
- Records Management Society
- Society of American Archivists

In addition, most members of the professional staff are members in a personal capacity of the Archives & Records Association, Ireland.

#### **Conferences and working groups attended included the following:**

- APENet (2009–2012) (Madrid)
- APEx (2012–2015) (The Hague, Berlin, Copenhagen, Nicosia)
- Digital Repository of Ireland
- Public Service Quality Group, Access Committee meeting (Edinburgh)
- Public Service Quality Group, 17<sup>th</sup> Annual Forum London
- Royal College of Physicians conference
- British Library Preservation Advisory Centre
- PAC Preservation Copying Group