



An Chartlann Náisiúnta
National Archives

Report of the Director of the National Archives 2018



2018 in Numbers

7,547 Total number of researchers using the Reading Room

23,190 In 2018, readers viewed 23,190 documents onsite in the Reading Room

12,858,078 Number of hits recorded on nationalarchives.ie during 2018

304 We welcomed 304 visitors through our doors on Culture Night

2,920 Reader's Tickets were issued during 2018.

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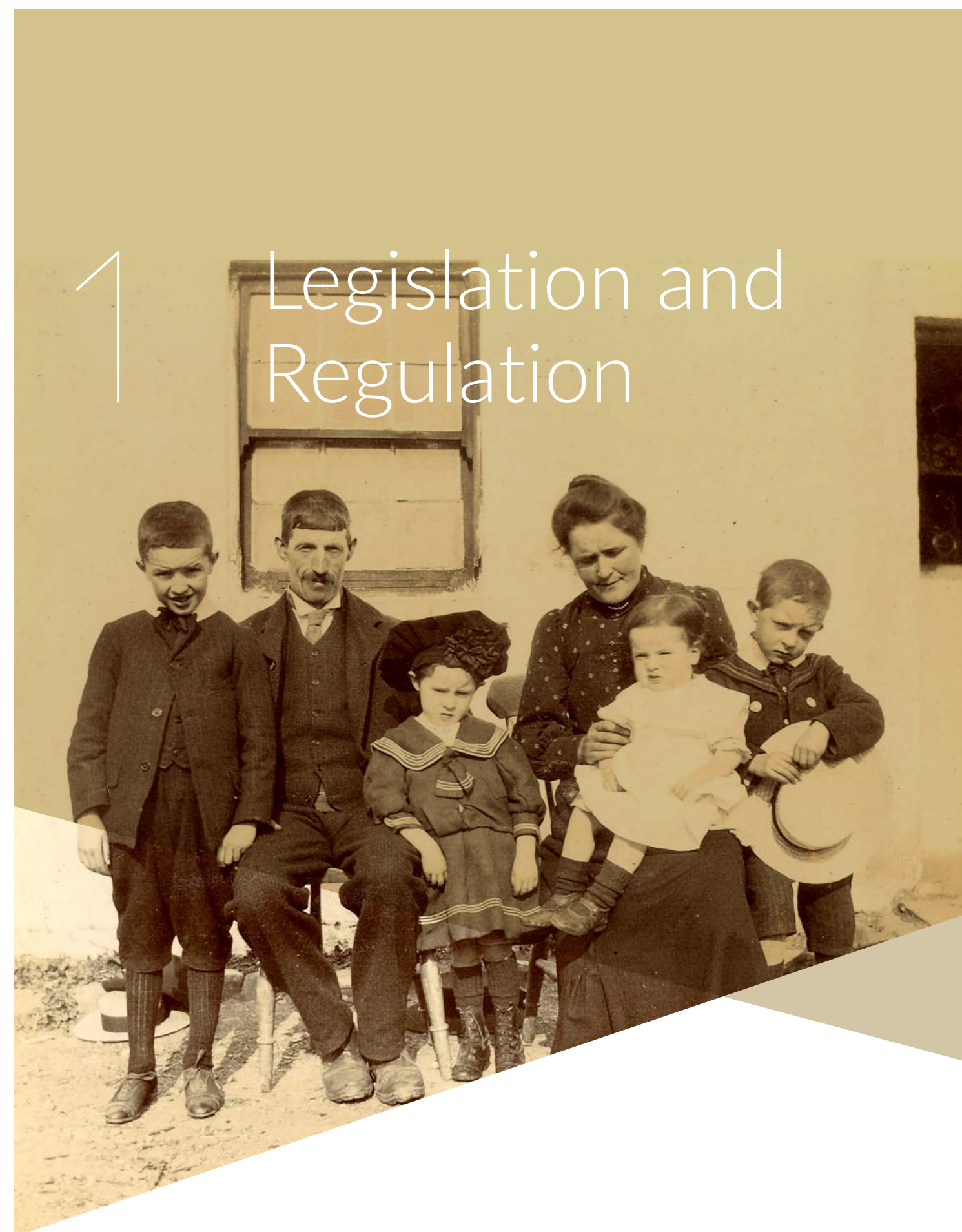
Cover image: Extract from printed sketchbook of paintings by Sergeant M Clarke entitled 'The Irish Soldier in UNIFIL' published by the Defence Forces magazine An Cosantóir, 1986, NAI, 2017/11/222.

On 5 August 2019, John McDonough formally resigned his position as Director of the National Archives. While this report for 2018 relates to his period in office, it was written and submitted under my hand in my capacity as Acting Director, appointed 17 September 2019 and serving to 20 April 2020.



Tom Quinlan,
Director (Acting) and
Keeper, Collection Care and Customer Service,
National Archives.

20 April 2020.



1 Legislation and Regulation

Image: Thomas Collection Family Portrait,
PRIV98/28/1

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.
- 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.
- 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 Government with responsibility for the National Archives, although some powers relating to Departmental records are still exercised by the Taoiseach. From March 2016, the Arts and Culture portfolio has been held by the Minister for Culture, 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 Act, 1986

- 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 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. The current members of the Council were appointed on 19 July 2107 and their term of office will run to 18 July 2022. The names of current members are to be found in Appendix A.
- 1.6
- In 2018, the National Archives Advisory Council met on four occasions: Wednesday, 17 January 2018; Wednesday, 25 April 2018; Wednesday, 4 July 2018 and Wednesday, 24 October 2018. The Council reports separately on its activities.
- 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.

Image: National Archives
Director's Report 2016.



New Legislation

- 1.8 There is a pressing need for new legislation to address some deficiencies in the National Archives Act 1986.
- 1.9 The greatest deficiency in the Act is that, while it has mandatory provisions that apply to Departments of State (including the courts and commissions and committees of inquiry), none apply to state agencies outside the Departmental 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. The National Archives sought legal advice on the inclusion of new bodies in the Schedule to the National Archives Act, 1986 as a consequence of approaches by a number of bodies seeking to be made subject to its provisions, particularly in the context of GDPR and archiving in the public interest (see 1.17 – 1.18 and 3.8 – 3.16 below).
- 1.10 There is also a need for mandatory provisions to ensure more effective legislative protection for records created and retained in electronic format, taking account of the particular difficulties in managing and preserving such records.
- 1.11 In addition, there is currently no provision to enable the National Archives 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 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.
- 1.12 **National Archives (Amendment) Act, 2018**
Archival law in the United Kingdom was changed in 2010 to reduce the 30-year period after which government records become eligible for release to public inspection to one of 20 years. This reduction in the period of closure is being implemented on a phased basis, which commenced in 2013 and will be completed in 2021. As this has potential implications for balanced Irish research and scholarship, particularly of the history of Anglo-Irish relations, similar legislative change was introduced in Ireland in 2018.

New Legislation

The National Archives (Amendment) Act, 2018, permits the Minister to specify by statutory order particular classes that may be released for public inspection when 20 years old.

The National Archives (Amendment) Act, 2018, which was enacted in August 2018, permits the Minister to specify by statutory order particular classes that may be released for public inspection when 20 years old. No statutory order was made by the Minister during 2018, but it is planned to examine the feasibility of making such an order during 2019/2020.

Records Management

- 1.13 One notable failing of the Irish public service has been the poor quality of its records and information management. This has been highlighted in the proceedings and reports of several tribunals of enquiry, and has also been referred to in the reports of the Information Commissioner.
- 1.14 With a view to improving records and information management in the Irish public service, existing powers held by the Minister for Public Expenditure and Reform under the Freedom of Information Act, 2014, Section 8(11)(b) and the National Archives Act 1986, Section 19(3) should now be exercised to make statutory regulations on records management to allow the National Archives to issue detailed records management guidelines. When the regulations and related guidelines are being drafted, they should take as their starting point the International Standard for Records Management, ISO 15489-1:2016 and related standards. Any such regulations and guidelines should be issued in the wider context of an information governance framework. 3.17 to 3.26 below report on participation by the National Archives in efforts to initiate a Public Service Records Management Project.

Freedom of Information and Data Protection

Freedom of Information

1.15 The Freedom of Information Acts 1997, 2003 and 2014, (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 a range of additional public bodies.

1.16 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.

Data Protection

1.17 The General Data Protection Regulation (GDPR) came into force on 25 May 2018. It replaces the existing Data Protection Directive 95/46 EC. The GDPR was implemented in Ireland through the Data Protection Act, 2018. All organisations, both public and private, that process personal data will be subject to the provisions of GDPR. This includes all Departments of State and other bodies subject to the National Archives Act, 1986. The National Archives issued a detailed guidance note on the intersection of data protection and national archives obligations (see 3.12 – 3.17 below).

1.18 GDPR does not take precedence over the National Archives Act, 1986 with respect to the archival management of Departmental records. Before destruction, retention or withholding of records from public inspection can take place, relevant provisions of the National Archives Act, 1986 and Regulations, 1988 apply. In practice, this means that any Department of State or other body subject to the National Archives Act, 1986, cannot dispose of any departmental record without the permission of the Director of the National Archives. Where departmental records have been identified as warranting permanent preservation as archives but transfer to the National Archives has not taken place, the Department of State will not be in breach of GDPR if measures have been put in place to restrict access and prevent further processing. This applies to both paper and electronic records.

Freedom of Information and Data Protection

Departmental records identified as warranting permanent preservation as archives must be retained by Departments of State and transferred to the National Archives after 30 years, including records that contain personal data.

Data Protection Steering Group

1.19 During 2018, the Senior Archivist, Current Records, participated in a working group coordinated by the National Archives in the UK and chaired by Dr Elizabeth Lomas, Associate Professor of Information Studies, University College London. The working group produced guidance on practical measures for archival services to implement measures for compliance with GDPR. Although largely focussed on data protection legislation in the UK, the guidance was also designed to reflect the situation in Ireland through the involvement of the Archives and Records Association, which is the professional body representing archivists, records managers and conservators in Ireland and the UK. Guidance was issued in May 2018 and published on the website of the UK National Archives. A foreword from the UK Information Commissioner, which endorsed the guidance, was included in the final version.

Other Legislation and Regulation Affecting Archives

1.20

Since 2013, the National Archives has been engaged with the Department of Education and Skills in relation to enactment of the Retention of Records Bill, providing observations on various drafts. This work continued through 2018.



Financial Allocations

2.1 The financial allocations, exclusive of pay of permanent staff, made available to the National Archives from the Vote of the Department of Culture, Heritage and the Gaeltacht in 2018 are set out below. 15% of this annual allocation was unspent at the end of 2018 due to insufficient staff capacity to upgrade ICT hardware and undertake other initiatives.

Breakdown of the National Archives financial allocations from 2015 to 2018 as recorded in the annual Revised Estimates for Public Services¹

Subhead Description	2015	2016	2017	2018
	€	€	€	€
A.3 Current (Grant-in-aid – matching receipts from fees for copying archives, etc.)	40,000	40,000	40,000	40,000
A.4 Current	1,015,000	1,165,000	1,215,000	1,265,000
A.4 Capital	351,000	351,000	351,000	351,000
Total	1,406,000	1,556,000	1,606,000	1,656,000

1. The allocations are to the National Archives and the National Archives Advisory Council.

Staff

The National Archives currently has a staffing complement of 42 (FTEs) and is operating with a vacancy rate of almost 15% when compared to 2017.

Staffing levels

2.2 As outlined in previous reports, the National Archives does not have sufficient staff to enable it to carry out the full range of functions of a national archival repository of comparable size, or even fulfil all statutory responsibilities set out in the National Archives Act, 1986. The areas in which the National Archives cannot carry out work include systematic and comprehensive transfer of all Departmental records of permanent value to archival custody; processing and cataloguing of all archives in its custody for public availability; provision of enhanced public access to archives through digitisation; as well as surveys and appraisal of records in the custody of Departments to allow authorised disposal of records of low value by Departments and other offices subject to the Act of 1986.

Work Force Plan

2.3 The National Archives submits an annual workforce plan. Each plan is drafted following consultation across the office and, over the past number of years, has given a cogent and considered indication of the requirement for a gradual steady growth in staffing resources. The 2018 workforce plan noted a minimum staffing requirement of 55 FTE. It includes posts in ICT and professional positions for conservation and digital collections curation.

2.4 In mid-2018, the Department announced that there was a significant constraint on recruitment at departmental level. Consequently, vacancies, both extant and identified in our workforce plan as priorities with regard to service delivery, were left unfilled.

2.5 The National Archives currently has a staffing complement of 42 (FTEs) and is operating with a vacancy rate of almost 15% when compared to 2017. While two Archivists were promoted to Senior Archivist in 2017 to replace staff retiring in 2016, the consequential

vacancies at the grade of Archivist remained unfilled during 2018. In addition, an Archivist resigned in January 2018 to take up alternative employment and was not replaced. The position of Conservator remains unfilled. In the general services grades, two Executive Officers vacancies from 2017 have yet to be filled; also two vacancies created by the retirement of one Clerical Officer and the transfer of another. Two of our Service Officers were promoted to Clerical Officer in 2017 and the consequential vacancies in the former grade were not filled during 2018.

- 2.6** In May 2018, a Public Appointment Service competition was held to create an Archivist panel to fill the 3 extant vacancies and to draw down 5 additional archivists/records managers for the Public Service Records Management Project (see 3.17 – 3.26). The panel has been in place since June 2018, but no vacancies or new positions have been filled to date.
- 2.7** During 2018, the National Archives was engaged in a number of significant programmes of work. These included the Archive Repository Project, which entails partnership with the Office of Public Works to develop archival quality storage within the warehouse structure at our Bishop Street building. This necessitated sourcing alternative storage for approximately 70,000 boxes of archives stored there and their move to alternative temporary accommodation at other off-site locations. The work programmes also included the Public Service Record Management Project. This project, in co-operation with the Department of Public Expenditure and Reform, is intended to address the complex issues of records management in both paper and electronic formats across the civil service. It has been in the scoping and preparatory stage for over 18 months, but due to the staffing shortfall, no progress could be made in project implementation during 2018. Internally, the National Archives worked towards publishing a number of policy or procedural documents but was reluctant to progress this work without the agreed Public Service Records Management Project staffing resources in place.

Information and Communications Technology (ICT)

- 2.9** The main areas of responsibilities for the Information and Communications Technology (ICT) Unit within the National Archives include network support and development; database and other application support and development; management and maintenance of the telephone network, mobile telephony and communications; support of equipment and software for in-house digital scanning and photography; maintenance and management of all audio-visual and security recording equipment; and monitoring 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. During 2018, the ICT Unit operated only with an ICT Manager at the grade of Higher Executive Officer. The two Clerical Officer positions intended to provide backup support and helpdesk services remained vacant, making the National Archives reliant on the ICT Manager to cover all ICT-related work. The absence of sufficient staff caused significant delays in project and operational ICT implementations, such as upgrade of the National Archives telephone network and planning for digital assets management.

National Archives IT Network

- 2.10** The National Archives IT network comprises 2 distinct elements. Its VLAN (Virtual Local Area Network, including the hardware required to operate and run its in-house systems, applications and services.
- 2.11** The second element comprises servers hosted at a commercial data centre. These servers host the National Archives suite of websites, the principal of which is www.nationalarchives.ie (see 5.13 below).
- 2.12** The National Archives staff use ADLIB, a collections management software application which offers full archival collections management capability. The staff also use a bespoke tracking system for the movement of archival documents between storage and Reading Room areas. As in previous years, continuous review of the system was in place, and necessary maintenance and upgrading was undertaken as required.

Information and Communications Technology (ICT)

Digitisation

- 2.13 The ICT Unit provided input towards digitization work during 2018, including digitization of the archives of the Dáil Éireann Secretariat, 1919–1922, a collaborative project with the Houses of the Oireachtas as part of the *Dáil 100* events and the Decade of Centenaries exhibitions (see 7.17 – 7.19 below).

Review of National Archives websites

- 2.14 An RFT was issued in 2017 for a comprehensive overhaul of the National Archives website www.nationalarchives.ie. This is a significant undertaking to review the content and devise a more intuitive look and feel, with support for ease of use on mobile devices. This work concluded during 2018 and a new website is expected to be launched formally in 2019.

Intranet development

- 2.15 In 2017, the National Archives commenced the development of an Intranet to introduce a shared facility for staff to access corporate facilities and share key documentation from their work, as well as post news on National Archives' initiatives and wider events of relevance to our work. It was difficult to make progress on this work during 2018 due to staffing resources.

DSpace

- 2.16 DSpace is a digital asset management system, most commonly used as an institutional repository system by libraries and research universities. The pilot installation of Dspace by the National Archives in 2017 was reviewed and external assistance sought to investigate its development as an in-house platform to manage digital images. This work was suspended in 2018 due to ICT staffing capacity.

Security and usage policies.

- 2.17 The ICT Unit remains aware of the need to pay close scrutiny to best IT systems security practice and to ensure that all applications in use meet needs. In 2018, all firewall and anti-virus facilities were kept under review to ensure that they were in keeping with best practice. Similarly, Internet, e-mail and telephone usage policies as well as network connectivity/firewall policies have been kept up to date.

Accommodation

Decant of material from our warehouse to facilitate the redevelopment of a modern archival repository.



Archives Repository Project

- 2.18 There was welcome progress in advancing the Archives Repository Project, which entails partnership with the Office of Public Works to develop archival quality storage within the warehouse structure at our Bishop Street building. The launch of Project Ireland 2040 included the very welcome announcement of the allocation by Government of €22m to advance this work and OPW made substantial progress in drafting of a Request for Tenders for construction works.
- 2.19 Pending completion of the Archives Repository Project, the National Archives will remain unable to accept the full range of Departmental records eligible for transfer, which includes substantial backlogs of records, some dating from the late 19th century. As in previous years, several Departments have been asked to retain records which we are unable to accept.

Accommodation

- 2.20** Due to space constraints onsite at Bishop Street, it was agreed with OPW in 2014 that the smaller volume annual releases of 30-year old policy-related records routinely transferred by a limited number of high profile Departments and offices would continue to be made and would be stored in commercial storage following release to public inspection on 1 January of each year. This arrangement will continue until completion of the Archives Repository Project.
- 2.21** Minor works were carried out in Bishop Street to move the Genealogy Advisory Service to a new office off the Reading Room public foyer on floor 5 and to develop its former consultation room into a Seminar Room for use by visiting groups of students, academics and other researchers. Plans were also made to upgrade the office spaces on floor 5 with a view to consolidating and improving staff facilities. Other internal works were deferred until 2019 due to capacity issues with the OPW.
- 2.22** **Master Planning**
Work commenced with John McLaughlin Architects to plan accommodation for public service delivery in Bishop Street so as to maximise potential in the areas of interaction with the public, outreach and promotion of services.
- 2.23** **Premises at Four Courts**
The National Archives continued to occupy the repository storage of the former Public Record Office of Ireland building at the Four Courts during 2018 and to continue a programme of rehousing of the archives stored there to give greater density of use and major improvements in the storage environment.
- 2.24** **Assistance received from Office of Public Works**
We wish to acknowledge the assistance on all building-related matters provided by OPW: the Dublin Castle Regional Architect's Office and especially Ms Gabriella Navas and Mr Dermot Foran; Head Office staff, especially Commissioner John McMahon, Ms Edel Collins, Mr Niall Parsons and Mr Gerry Gleeson.

Governance

- 2.25** **Risk Management**
The National Archives reviewed and confirmed its risk register in 2018. In particular, the following potential risks were noted:
- Loss of corporate knowledge and capacity through retirement/redeployment and delay/failure of timely appointment of replacement staff.
 - Inability to acquire records and thereby secure their preservation due to lack of suitable storage space in the National Archives.
 - Lack of a comprehensive formal records management policy for State.
 - Loss of electronic records and archives or access to them, due to degeneration of storage media and/or redundancy of operating systems.
 - Destruction of or damage to archives in our custody due to sub-standard storage space.
 - Misplacement of archives being returned following consultation by readers.
 - Destruction of or damage to archives and records in transit to, from or between our buildings.
 - Theft of archives.
- It is intended to devote time in 2019 to undertake a comprehensive review of our risk register and to align our risks with those of the Department.
- 2.26** **Procurement of services**
A number of current contracts were reviewed to inform future procurement. The National Archives liaises with the Office of Government Procurement on an ongoing basis with regard to the optimum approach to contracting of external services. This includes obtaining advice on best procurement practice and tendering for products and services, through OGP frameworks where possible, thereby ensuring access to relevant expertise and value for money. The National Archives also works closely with the Procurement Unit in the Department of Culture, Heritage and the Gaeltacht to fulfil its regulatory and reporting requirements in respect of procurement.
- 2.27** **National Archives Records Management**
During 2018, the Senior Archivist, Current Records, developed a retention schedule for business records created by the National Archives. Feedback was provided by all senior staff and the retention schedule was approved by senior management. This project was the beginning of our own audit of records as part of compliance with the Data Protection Act, 2018 and preparation

Governance

for implementation of the eDocs electronic records management system by the Office of the Government Chief Information Officer. During 2018, the implementation of the retention policy began on a pilot basis in the Archives and Government Services Division. Paper records held by the Division were surveyed and organised, and a new folder structure was developed for born digital records. This project will continue during 2019 and will be rolled out to each division on a phased basis.

Fire Safety and Emergency Plan

- 2.28 In 2018, we continued to build on the progress made in previous years with regard to fire safety. Maintenance of all fire detection and extinction systems and equipment was kept up to date.
- 2.29 The Emergency Plan was up-dated in December and circulated.



Image: Public Records Office Repository

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 and complement existing holdings of Departmental records, or are worthy of preservation and in danger of destruction.

Main Provisions of the National Archives Act, 1986 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 Officer 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.

Current Records

The Current Records Unit was formed to fill a void in the organisational structure of the National Archives to cater for development of a coherent strategy and operational capacity for managing disposal of departmental records.

Current Records Unit

- 3.5 The Current Records Unit was established at the beginning of 2018 following the appointment of a Senior Archivist to the Archives and Government Services Division of the National Archives on the retirement of the Senior Archivist on Special Projects, the latter position being considered unnecessary following completion of a number of online projects.
- 3.6 The unit was formed to fill a void in the organisational structure of the National Archives to cater for development of a coherent strategy and operational capacity for managing disposal of departmental records under section 7 of the National Archives Act, 1986. It had long been recognised that this area required a full-time senior member of staff, but continued understaffing had made this impossible.
- 3.7 The absence of a dedicated, full-time senior staff member had resulted in the build-up of a backlog applications for the disposal of records under Section 7 of the National Archives Act, 1986, some of which had been outstanding for a number of years (see 3.27 to 3.31 below). This situation was compounded by the introduction of the General Data Protection Regulation (GDPR) and enactment of the Data Protection Act, 2018 in May 2018, and the lack of awareness across the civil service of derogations for retention of records containing personal data beyond their business function where they warranted retention for archiving purposes in the public interest and for historical and statistical research.

Current Records

General Data Protection Regulation (GDPR) and records management in the civil service

- 3.8 In the absence of guidance from the Department of Public Expenditure and Reform or the Data Protection Commission on GDPR and record keeping, the National Archives experienced a substantial increase in queries during 2018 from Departments of State and bodies subject to the National Archives Act, 1986, as well as from other bodies, for guidance on compliance with data protection legislation and development of records management policies and retention schedules.
- 3.9 Section 19 of the National Archives Act, 1986 allows for the Minister for Public Service (now the Minister for Public Expenditure and Reform) to introduce records management regulations, and Section 8 (11)(b) of the Freedom of Information Act, 2014 contains a similar clause with regard to the “management and maintenance of records held by FOI bodies”. Despite this, no statutory regulations have been made to date. In the absence of any regulations, Departments of State have attempted to manage their own records. This has led to a disjointed approach in compliance with obligations under the National Archives Act, 1986, particularly management of disposal of records.
- 3.10 The Senior Archivist, Current Records, gave presentations to various Departments of State and groups across the Civil Service in 2018 to highlight legal obligations to apply for disposal authorisation where relevant, regardless of whether records contained personal data or not. During the course of a number of surveys of Departments of State and other bodies, it became clear that unauthorised disposal was taking place.
- 3.11 **Guidance note on the compatibility of the National Archives Act, 1986 and the General Data Protection Regulation (GDPR)**
In May 2018, the Senior Archivist composed a guidance note on the compatibility of GDPR and the National Archives Act, 1986, which was published on our website at https://www.nationalarchives.ie/wp-content/uploads/2019/03/20190309Guidance-Note_GDPR_V4.pdf and circulated widely. This guidance was based on legal advice received from the Legal Advisor to the Department of Culture, Heritage and the Gaeltacht and the Office of the Attorney General. It sets out the conditions upon which disposal and retention of records containing personal data should be based and the processes and procedures to be followed.

“In view of the absence of knowledge of the role of the National Archives, I am concerned that unauthorised disposal of records that should be retained for their evidential and research value has, and will continue to take place.”


- 3.12** The increase in queries regarding GDPR and records management also highlighted a number of other issues in record keeping standards in the civil and public service. Many requests for advice were received from bodies created after the enactment of the National Archives Act, 1986. Approximately 150 bodies undertaking functions traditionally carried out by central government departments have been created since 1986 and are not subject to the National Archives Act, 1986. Although they are subject to provisions regarding record keeping in FOI legislation, there is no onus on them to seek guidance or approval from the Director of the National Archives before disposal of records can take place.
- 3.13** In view of the absence of knowledge of the role of the National Archives, I am concerned that unauthorised disposal of records that should be retained for their evidential and research value has, and will continue to take place. In the absence of records management regulations, which would make certain standards obligatory, Departments of State and public bodies will continue to manage their records in an uncoordinated way. This increases the risk of non-compliance with obligations under statutes with record keeping obligations, such as the Data Protection Act, 2018 and Freedom of Information Act, 2014.
- 3.14** In the case of born digital records, no migration plans are in place in many instances and information risks loss or access may be impossible to data stored on obsolete platforms or where proprietary software has been used and is no longer supported by commercial companies.

- 3.15** Our appraisal work has also highlighted the very heavy reliance on commercial storage by most government departments and agencies. In many instances, records are sent to commercial storage without proper audit systems in place. There is no method of tracking the contents of the files or the age of the files to identify records that should be disposed of where retention policies are in place, or to identify records over 30 years old and eligible for transfer to the National Archives. This is largely because the majority of Departments of State and other bodies do not have information management units overseen by qualified information professionals, such as archivists or records managers, to ensure compliance with obligations under record-keeping, records management or access legislation, including the National Archives Act, 1986, the Freedom of Information Act, 2014 and the Data Protection Act, 2018.
- 3.16** The appraisal work of the Current Records Unit also revealed information on commercial records storage facilities used. Although a number of such facilities provide high-quality, well-managed storage, some Departments of State surveyed are using facilities that do not comply with recognised best practice standards.
- 3.17** **Public Service Records Management Plan (PSRMP)**
In 2017, a pilot project was undertaken in the Department of Culture, Heritage and the Gaeltacht by records management consultants to scope a wider records management project for the civil service. Feedback on documentation produced as part of this project was provided by the National Archives.
- 3.18** Following this, a Memorandum to Government outlining a three-year civil service records management project received approval and a tender process began in 2018 to employ consultants to work with the National Archives to develop a framework for the implementation of records management structures across the civil service for both paper and born-digital records. This was to be funded by the Department of Public Expenditure and Reform through an increase in funding to the Department of Culture, Heritage and the Gaeltacht, with oversight by the National Archives.

County of Dublin District of Dun Police

NAME. Michael Hickie
OCCUPATION, Bookseller
RESIDENCE, 8 Bachelor's Walk.

Reg. No. 321 PHOTOGRAPH.



DATE OF DESCRIPTION, 26.7.92
HEIGHT, 5 Ft. 7 In.
AGE, 40 Years.
Make,
Hair,
Eyes,
Eyebrows,
Nose,
Mouth,
Complexion,
Visage,
Whiskers,
Moustache,
Beard,
Native Place,

REMARKS—(Here insert particulars of eccentric habits, peculiarities of gait, manner, &c., and marks on person).

No. of File. OBSERVATIONS.
Is an IRB man and a notorious
"Long-firm" swindler.
He was engaged in 1882 + 3 in
distributing arms in the South of
Ireland some of which were
discovered by the Police in Limerick
City - He resided for some time
in Birmingham.

[OVER.]

8113, 2000, 11, 55—J. W. & Co.

CSO/FEN/5/14

Current Records

- 3.19 A steering group was to be formed with representatives from Departments of State and public bodies and chaired by the National Archives and the Office of the Government Chief Information Officer. The project progressed to the stage of assessment of tenders by the National Archives, but no contract was awarded as the funding was not available. We remain hopeful that the project will be progressed in the future given the importance of the project across government.
- 3.20 The PSRMP was not only intended to analyse record keeping issues identified by the National Archives and to develop a framework for management of both paper and born digital records, but to scope development of a government-controlled digital repository for the storage of digital departmental records. Ireland continues to lag behind European national archives counterparts in the provision of a national digital repository for the maintenance and storage of digital records and other data over time. If this situation continues, there will be a deficit in the administrative history of the Irish State due to data loss. This issue has been highlighted in successive National Archives Director's annual reports for the past 15 years.
- 3.21 The National Archives can advise on matters relating to records that warrant permanent preservation as archives, but has no statutory function in the oversight of records management in the civil service. This is unusual in a European context and indicates that our establishing legislation requires revision to take account of developments in record keeping practices since 1986, including the issue of born digital records. The proposed outputs from the PRSMP included an assessment of existing legislation and the need for amendment of the National Archives Act, 1986 and formulation of records management regulations.
- 3.22 The National Archives attempts, within very limited statutory powers and resources, to provide guidance to Departments of State and other public bodies on the management of their records. Section 7 of the National Archives Act, 1986 states that the Director of the National Archives may grant permission for the disposal of records that do not warrant retention as archives. This provision has been used by the National Archives to intervene before records are 30 years old, in order to help Departments of State and other bodies comply with obligations under data

Current Records

protection legislation and to reduce the cost to the Exchequer of reliance on commercial storage for records where the business function has ceased.

- 3.23** During 2018, the Senior Archivist, Current Records, provided observations on a variety of proposed records management and retention policies. Although it is encouraging that many bodies have begun to take the records management seriously, there is widespread disparity in the standard of policies developed and the understanding of record keeping concepts and developments. Much of the documentation reflected concerns about data protection and failed to take account of broader record keeping obligations, including statutory obligations under national archives legislation. This again reflects the absence of professionally qualified record keeping personnel and the mistaken belief that information management requires no specialist knowledge or skills.
- 3.24** There is a misperception that archivists merely deal with old records. In reality, archivists work with records in any format throughout their entire lifecycle, from the moment of creation to disposal or transfer to archival custody for permanent preservation. This narrow interpretation of record keeping from a purely data protection perspective has placed the historical memory of Ireland at risk. The National Archives has worked to challenge this misunderstanding, but is coming at this from a weak position in terms of legislative power and resources, both financial and staffing.
- 3.25** General administrative records that are created across all departments and agencies to support the same functions, should be managed in a co-ordinated way. The lack of consistency in how records are managed is hampering attempts to introduce standardised practice. Government departments and public bodies remain individually responsible for their records under the National Archives Act, 1986. Any attempt to issue standardised disposal authorisation across the civil service would require an amendment to the Act.
- 3.26** In the absence of the PSRMP and guidance from the Department of Public Expenditure and Reform, a draft retention schedule for general series of administrative records has been developed by the National Archives. This was issued to a number of interested parties in 2018 as guidance only, on the understanding that any disposal requires the authorisation of the Director of the National Archives. Bodies

Current Records

subject to the National Archives Act have to seek permission from the Director of the National Archives to dispose of records; the retention schedule is not a charter for the destruction of records, but simply a pointer to record series for which authorisation would be forthcoming provided certain conditions are met.

Appraisal of records

- 3.27** 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. Assessing applications for the disposal of archives requires careful appraisal of the records and the business functions and processes they document.
- 3.28** During 2018, a disposal tracking system was developed to prioritise outstanding applications and to ensure a consistent approach to our own record keeping. In a number of cases, incomplete or inadequate applications had been received from departments. These were returned for further input by departments.
- 3.29** By the end of 2018, the backlog of disposal applications had been cleared and 27 disposal applications had been approved by the Director. This resulted in the disposal of approximately 4 million records that did not warrant permanent preservation as archives and where business or legal functions had ceased. The majority of these records related to records of processing activities and large-scale application schemes that did not contain unique information. In all cases, disposal authorisation was subject to a number of conditions.
- 3.30** In 5 cases, applications were refused on the grounds that the records did warrant permanent retention as archives or no adequate filing system was in place to allow for the easy identification of records for disposal. An application from the Department of Education and Skills for the disposal of Post-Primary Teacher personnel records that had been scanned as part of a retrospective digitisation project was refused on the grounds that no legal advice had been sought on the admissibility of the scanned images and, in the opinion of the National Archives, proper due diligence had not been followed with regard to digital preservation standards and long-term storage and access.

Current Records

3.31 The following appraisal survey work was undertaken during 2018 and Appendix D summarises the disposal authorisations granted:

- Department of Agriculture, Food and the Marine:
 - Portlaoise, County Laois
 - Backweston, County Kildare
 - Dublin Airport
 - Agriculture House, Dublin
 - Tullamore, County Offaly
 - Wexford
- Public Appointments Service: Dublin
- Department of Transport, Tourism and Sport: Killarney, County Kerry
- Department of Employment Affairs and Social Protection:
 - Dublin
 - Sligo
- Department of Education and Skills:
 - Athlone, County Westmeath
 - Tullamore, County Offaly
- Department of Foreign Affairs and Trade: Dublin
- Department of Justice and Equality: Dublin
- Department of Health: Dublin
- Companies Registration Office: Carlow

Archives

The role of Archives Unit is to accession and catalogue archives acquired by the National Archives

Archives Unit

3.32 The role of Archives Unit is to accession and catalogue archives acquired by the National Archives, whether from Departments of State and other bodies in accordance with Section 8 of the National Act, 1986 or through donation from private individuals, organisations and institutions. Because of the statutory role of the National Archives, the work of the Archives Unit is concentrated on the transfer of records by Departments of State and other bodies subject to the Act.

Transfer of records by Departments of State, including the courts

3.33 Due to a perennial shortage of accommodation for the storage of archives, the National Archives has never been able to accept the full range of Departmental records due for transfer. A statement of the position with respect to the transfer of records by Government Departments subject to the Act as of 31 December 2018 is set out in Appendix C, Table 1.

3.34 During 2018, the Senior Archivist in Archives Services continued an ongoing programme of work with a small range of Departments of State and other bodies attempting to address backlogs of archives due for transfer to archival custody. In this context, engagement concentrated on work with the Department of Agriculture and the Marine to accession Irish Land Commission Fair Rent Files for Counties Donegal, Dublin and Longford, 1881–1923, as well as with the Department of Finance to accession backlog Supply and Finance Division files spanning a period from the 1920s to the 1980s.

3.35 Work was also undertaken with the Department of Justice and Equality and the Revenue Commissioners. The presence in each of these bodies of a professional archivist greatly facilitated the work of preparing records for transfer. The Department of Finance is to be acknowledged for dedicating a team of staff to work under the

Archives

guidance of archivists from the National Archives to prepare its backlog records for transfer and I look forward to the continuation of this partnership approach.

- 3.36 I am pleased to note that our own parent Department of Culture, Heritage and the Gaeltacht transferred archives in 2018 relating to the arts and to the work of its Placenames Branch.
- 3.37 The records transferred by Departments of State are set out in Appendix C, Table 4.
- 3.38 Under the National Archives Act, 1986, records of the courts, including probate records, are, like other Departmental records, due for transfer to the National Archives and release for public inspection when 30 years old. However, under the Public Records (Ireland) Act, 1867, such records had previously been due for transfer to archival custody when 20 years old. Following a meeting in September 2015 with representatives from the Courts Service, it was decided that the courts would temporarily cease to transfer records to the National Archives until a decision was finalised on releasing records with data protection issues for public consultation and the Courts Service had the opportunity to consult the Office of the Data Protection Commissioner. As a result, no transfers of court records were received during 2018.
- 3.39 The position at the end of 2018 with regard to the transfer of the records of the courts is summarised in Appendix C, Table 2. No records were transferred by any court body in 2018 as indicated in Appendix C, Table 6 below.
- Transfer of records by Scheduled Bodies**
- 3.40 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 for archives through completion of the Archives Repository Project.
- 3.41 In 2018, records accessioned from scheduled bodies included transfers from the Office of Secretary to the President and the Office of the Attorney General. The records accessioned are summarised in Appendix C, Table 5.

Archives

Ordnance Survey

- 3.42 The National Archives remained in contact with Ordnance Survey Ireland due to concern about the conditions in which the very large collection of 25" mapping records is kept. Extensive work needs to be carried out on the archives of Ordnance Survey Ireland to prepare them for transfer and National Archives needs to have appropriate space in which to accommodate this large collection comprising mostly large-format documents.

Records accessioned from other sources

- 3.43 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, 1986. No such records were acquired during 2018.

Media preview of records released in January 2019

- 3.44 As usual, a selection of the records to be released Departments of State and scheduled bodies in January 2019 was made available to representatives of the media at a preview from 5 to 7 December 2018.
- 3.45 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 Department of Finance, the Department of Culture, Heritage and the Gaeltacht, the Office of Secretary to the President and the Office of the Attorney General. Publication of information in records available at the preview was subject to an embargo on publication or broadcasting prior to 1.00 am on 27 December 2018.

Records relating to Northern Ireland

- 3.46 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 1988 due for release in January 2019. I am very grateful to the Certifying Officers and staff of these bodies for the effort made in ensuring that such records are examined to facilitate release for public inspection.

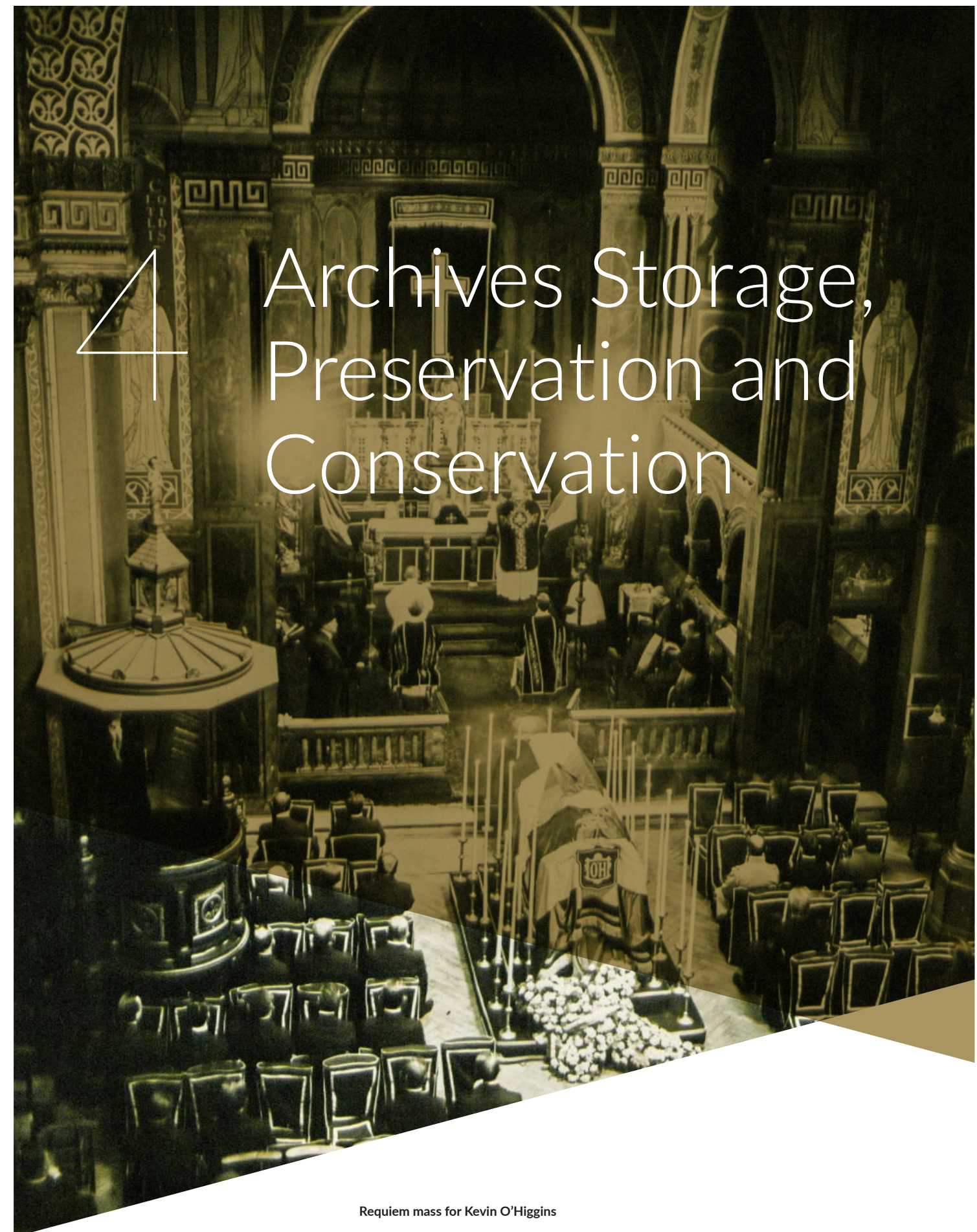
Archives

Church of Ireland records

- 3.47 During 2018, 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 systematically 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, digitise or otherwise reproduce and publish these records.

Training in the transfer of records

- 3.48 Archives and Government Services provides training to government departments, scheduled bodies and the courts in the preparation of records for transfer to the National Archives. In 2018, a total of 20 staff from bodies subject to the National Archives Act, 1986 attended training.



Requiem mass for Kevin O'Higgins

Preservation of Archives

- 4.1 Preservation of archives 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 an ongoing commitment of resources.
- 4.2 All new accessions 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 of archives requiring intervention. Elements of re-packing and re-boxing take place on a continuous basis throughout the year. 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 and assessment of the work required and capture of information for planning of future work. There is ongoing training of staff in preservation handling of archives.
- Preservation work in Bishop Street**
- 4.3 Preservation activities carried out in 2018 included on-going processing of 19th century Commissioners of National Education records and the re-packing of testamentary grants. This latter work will take several years more.
- 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 refurbishment of the building, was continued. In 2018, archives continued to be re-packed in archival quality, acid-free boxes. This work included documents which were previously contained in parcels or in non-archival quality boxes. Work continued on the sorting, arranging, listing and re-packing of large format court documents in particular.
- Storage of preservation microfilms**
- 4.5 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.

Preservation of Archives

- Disaster Plan**
- 4.6 The National Archives Disaster Plan was up-dated and disaster training sessions with the disaster recovery teams were carried out by a specialist trainer in December 2018.
- Shelf-listing**
- 4.7 The work of shelf-listing to record the storage location of documents to facilitate online ordering and automated recording of document movement was continued in Bishop Street storage areas.
- Preparations for commencement of Archives Repository Project**
- 4.8 I have previously reported on the Archives Repository Project, which will provide the National Archives with purpose-built archival storage to international standards within the warehouse structure at Bishop Street. Completion of the first phase of this work, providing storage on two levels, will ensure that the National Archives has sufficient space capacity to accept the transfer of Departmental records until at least 2040. Construction works for the first phase will also make provision for future expansion of storage to provide up to three additional level of storage over time. The construction project is overseen by the Office of Public Works, with professional archival input from the National Archives. A design team has been in place since 2016 and it is hoped that tendering for construction will take place in 2019.
- 4.9 I am pleased to report significant progress to prepare for the Archives Repository Project during 2018. Alternative off-site accommodation was sourced by OPW in 2017 to house archives stored in the Bishop Street warehouse, thereby facilitating commencement of construction works on the Archives Repository Project. Fit-out of this alternative accommodation was completed during 2018 and, in mid-2018, work commenced on preparing to move approximately 70,000 boxes of archives from the warehouse to this alternative accommodation. This move of archives is an enormous undertaking, likely to take several months and expected to be completed during 2019. It is being project managed by the Senior Archivist, Archives Storage and Preservation.

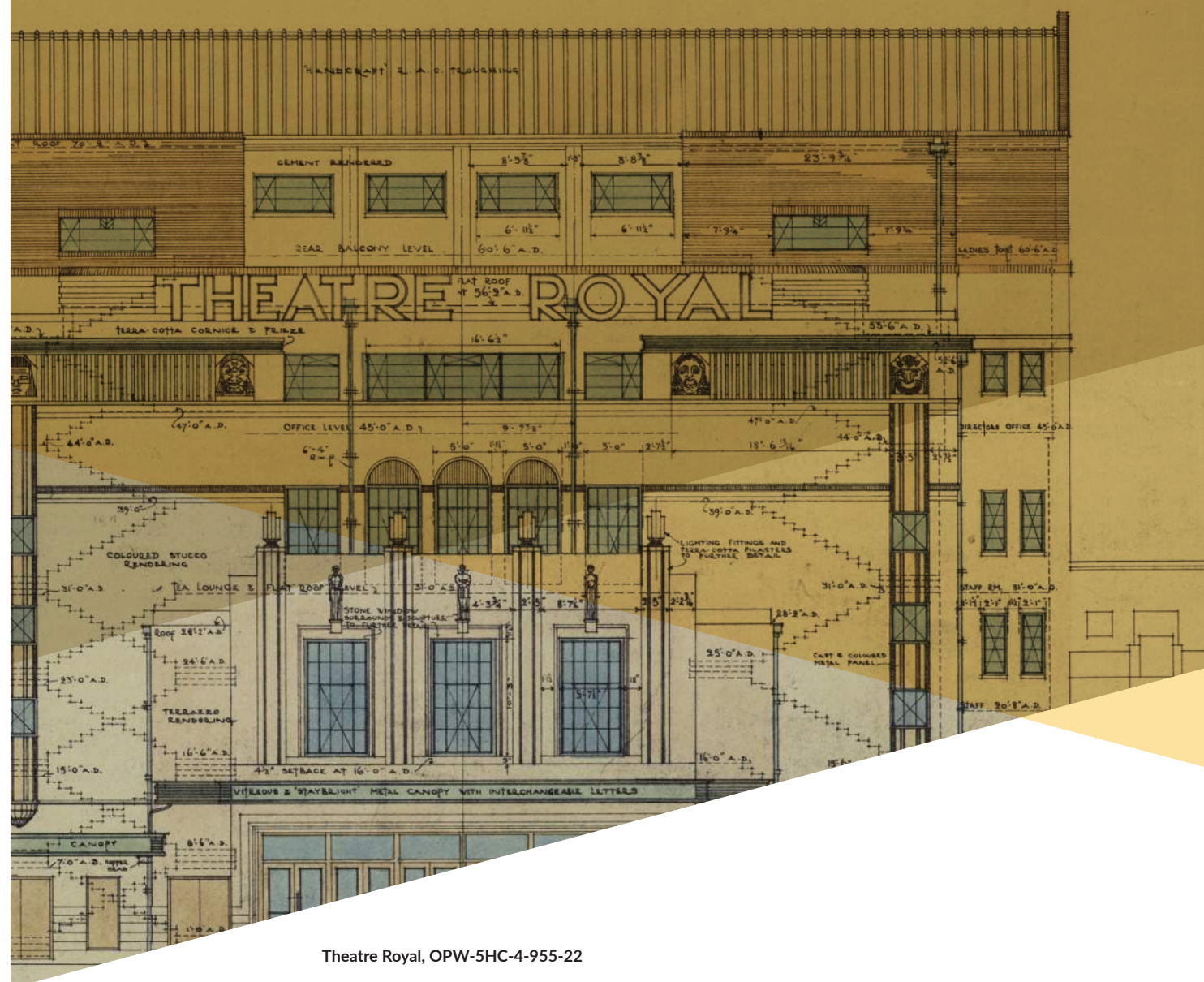
Conservation of Archives

- 4.10** **Conservation repair work**
Conservation services supports core activities essential to the long term preservation of the holdings of the National Archives. During 2018, work was carried out on key projects, including records from a variety of central Government archives: 19th century records of the Commissioners of National Education; historic 1918 correspondence from the archives of the Office of the Chief Secretary of State for Ireland; General Prison's Board files relating to Irish Suffragettes and Fenians; and architectural plans and elevations. These records were for use by researchers in the public Reading Room, for digitisation for online access and for publication.
- 4.11** Assessing, surveying and planning treatment solutions and workflow for a number of pilot digitisation projects was carried out in 2018 and the Senior Conservator was assisted in the preparation of material by conservation and digital project assistants on short-term, externally-funded projects.
- 4.12** Conservation Unit managed the upgrading of the lighting in conservation work room (Room 4.4) and established a conservation project work room, with specialised equipment on floor 2 for both contract and permanent staff to process collections.
- 4.13** **Environmental monitoring**
Our monitoring system continues to provide high-quality data about temperature and relative humidity. During 2018, it showed that the environment in both buildings falls short of recommended standards. Calibration and servicing of environmental monitoring equipment and the purchase of additional monitors for both the Bishop Street and the Four Courts repositories was also completed.
- 4.14** Advice was given on a number of projects concerning collections being worked on by other staff and to Departments of State and bodies working with archive collections of historic and neglected records. This included significant input into a project to digitise archives of the Dáil Éireann Secretariat in partnership with the Houses of the Oireachtas (see 7.17–719 below), as well as assistance with the development of methodologies and work flows in the Valuation Office maps project (see 4.16 below). Guidance and support was given in connection with the loan by GSI of almost 100 sketches for exhibition at the Crawford Art Gallery, Cork and the National Museum of Ireland (see 7.27 below).

Conservation of Archives

- 4.15** Apart from our single Senior Conservatory, the National Archives has no conservation professionals on its permanent staff. Because of this, we continue to rely heavily on work by contract conservators, working under direction and supervision. This situation is not tenable in the long term.
- 4.16** **Valuation Office map project**
The archives of the Valuation Office in the National Archives includes a very large collection of maps which has not been accessible because preservation and conservation work needs to be carried out. Following discussions with the Valuation Office, an arrangement was reached in 2013 under which conservation work is funded by the Valuation Office, in addition to other work (see 7.10–12). A project conservator, supported by the Valuation Office, and a conservation intern, part funded by the Heritage Council worked on the collection in 2018 and significant progress was made to the end of the year.
- 4.17** Contribution to National Archives outreach activities continued through the publication of articles in print and online, presentations at conferences and workshops, as well as facilitating tours to explain the work of Conservation Unit to visitors and staff. These activities are mentioned elsewhere in this report.
- 4.18** **Irish Manuscripts Commission salvaged 1922 records project**
With the benefit of funding from the Irish Manuscripts Commission, work was undertaken on records salvaged from the Public Record Office of Ireland after its destruction in June 1922. The funding permitted the retention of the services of a conservator and a preservation assistant to undertake the cleaning of certain records.

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 our Reading Room at our headquarters building on Bishop Street. The Reading Room is open to the public from 10.00 a.m. to 5.00 p.m., Monday to Friday, excluding public holidays and over a five-day period in December to facilitate our annual media preview of 30-year old Departmental records due for public release the following January. It is also closed on occasion to facilitate staff meetings and training or other singular events, with such times notified in advance to the public.
- 5.2 Archives are kept in secure storage areas and are produced by a member of staff when ordered by a researcher, or 'reader', for consultation. Finding aids to the archives are available on open access in the Reading Room or on-line at www.nationalarchives.ie.
- Number of visits**
- 5.3 In 2018, the total number of researchers using the Reading Room during opening hours was 7,547. This number is exclusive of accredited journalists attending the annual December media preview and also of individuals visiting as part of an organised group tour or lecture visit. This number of researchers was a decrease over the 2017 figure of 8,521. However, the small decline in these numbers must be viewed in the context of increasing online provision for users, which is borne out by statistics of visits to our various websites showing a significant increase over 2017 (see 5.13 below). The charts in Appendix B compare these figures with those for the previous years and show the number of visits to the Reading Room per month in 2018.
- 5.4 An applicant for a Readers' Tickets must provide proof of identity and of address. These requirements were introduced in 2013 as a security measure and are in keeping with other archives and libraries. In addition, an applicant for a Reader's Ticket must sign an emergency evacuation notice, a data protection undertaking and a copyright declaration. Researchers wishing to use Wi-Fi in our Reading Room must sign the acceptable usage policy and those wishing to take photographs must make application to the Duty Archivist by completing the requisite form. 2920 Reader's Tickets were issued during 2018.

In 2018, readers viewed 23,190 documents onsite in the Reading Room. This represents an increase over the 2017 figure of 20,458 documents inspected.

Archives inspected in the Reading Room

5.5 In 2018, readers viewed 23,190 documents onsite in the Reading Room. This represents an increase over the 2017 figure of 20,458 documents inspected. Considering that many of the most commonly used documents held by the National Archives are now available online, this number of document productions was relatively high and demonstrates how the relatively smaller number of site visitors over 2017 figures were accessing larger volumes of original documents in our Reading Room. It can also be explained by the increasingly efficient output of staff engaged in the processing of archives (cataloguing, conservation, packing) as small inroads are made into the systematic processing of backlogs to make more original documents available.

Production of archives stored in commercial storage

5.6 In 2018, 703 documents stored off-site in a commercial records storage facility were ordered by researchers for use in the Reading Room. This figure is increasing annually as the National Archives must resort to use of commercial records storage off-site to a greater degree pending completion of the Archives Repository Project, which will permit the storage of larger quantities of original archival records onsite at Bishop Street. The work involved in the retrieval of archives from offsite storage is onerous. It must be carefully documented and is consequently labour intensive. It also delays timely public access to archives and exposes documents to various environmental risks during transit.

Copying archives

5.7 Copy documents amounting to 11,230 pages were provided to readers in 2018, 2,889 of which were made by the instant copy service.

The Genealogy Advisory Service remained popular with the public during 2018 and 2,344 consultations were given.

Certified copies

5.8 In 2018, 720 orders for certified copies, consisting of 2,685 pages, were completed.

Charges for copying

5.9 New fees under the *National Archives (Fees) Regulations, 2012* applied from 2 January 2013. Card payment facilities for personal callers to the Reading Room are available.

Photography by members of the public

5.10 Since 2013, rules governing photography by readers were altered to allow photography (without flash) to take place all day. Readers must apply formally to the Duty Archivist for permission to take photographs and must sign an appropriate undertaking in relation to copyright. This arrangement is popular with researchers, but the National Archives remains concerned because of the difficulty of ensuring that researchers do not damage or interfere with documents. Other forms of photography or filming takes place by special advance arrangement after Reading Room hours.

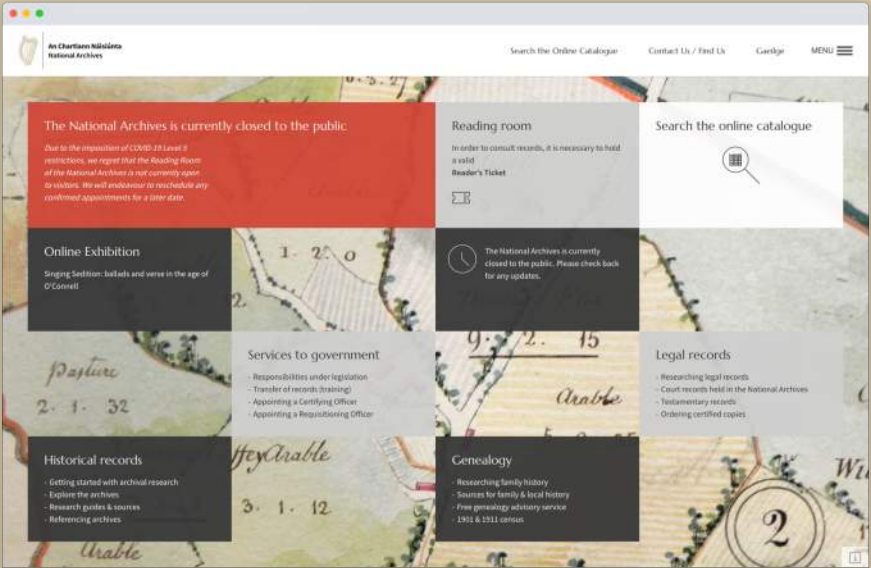
Genealogy Advisory Service

5.11 The Genealogy Advisory Service remained popular with the public during 2018 and 2,344 consultations were given. The service is available during Reading Room public hours. It is operated by professional genealogists, all of whom are members of Accredited Genealogists Ireland.

Public enquiries

5.12 3,167 telephone and written enquires were handled by staff in 2018.

Websites



Homepage of National Archives website – www.nationalarchives.ie

Usage statistics

- 5.13 The National Archives now has ten live websites, and these recorded a total of 8.2 million visits and in excess of 170 million hits during 2018.
- 5.14 The main National Archives website, www.nationalarchives.ie recorded 12,858,078 hits during 2018, which is a slight increase over the 2017 figure of 12,638,446 hits. Appendix B provides a breakdown of usage by website.

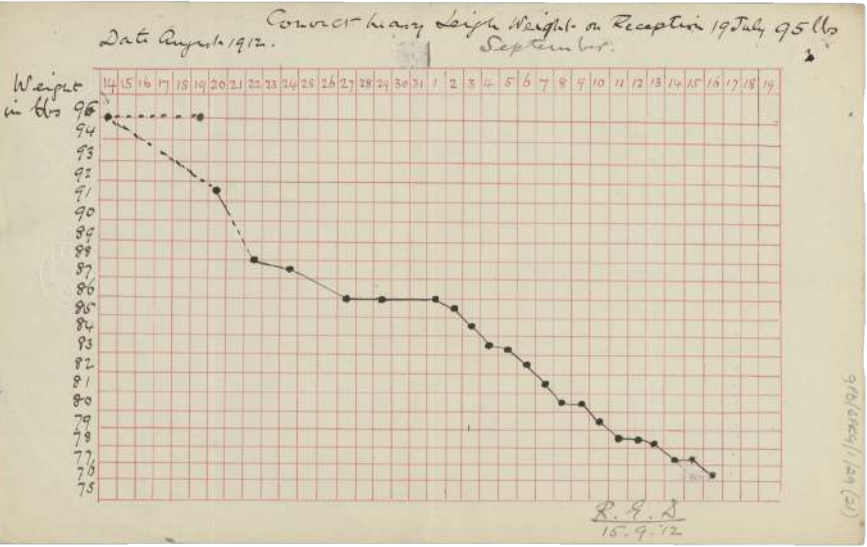
Re-design of www.nationalarchives.ie

- 5.15 Re-design of the main National Archives website, which commenced in 2017, was completed and launched in April 2018. Redesign involved updating of much of the content, as well as a complete overhaul of the presentation of information. The new website has a more user-friendly interface and assists researchers access information in a more efficient and practical manner. New features allow the National Archives to present video footage to showcase work behind the scenes in a new and interesting way. All content was translated into Irish to ensure compliance with obligations under the Irish Language Act, 2014. Feedback

Websites

on the new site has been very positive. The work of re-design was managed by the Senior Archivist, Current Records, who also created much of the new content. We are grateful to the web developers, Communicraft, for their input and to AIS Poland for technical support.

A report by RG Dowdall, medical officer Mountjoy Prison, in which he describes the hunger strike by Mary Leigh. A daily breakdown of her weight loss is included at the end of the report. She was admitted to Mountjoy Prison on 14 August 1912 weighing 95lbs but by the time of her release on medical grounds on the 16 September 1912 she weighed just 76lbs. (NAI, GPB/SFRG/1/29/ Part II)



Suffragette exhibition

- 5.16 The centenary of women's suffrage was commemorated through an online exhibition focussing on documents illustrating the prison conditions of activists, including the use of force-feeding (<https://www.nationalarchives.ie/article/suffragettes-prison-conditions-ireland/>). The exhibition used digital images of documents drawn from the archives of the General Prisons Board and was curated by the Senior Archivist, Current Records, as part of her work of developing content for the newly-designed website.

Document of the Month

- 5.17 Since October 2003, our website has carried a featured 'Document of the Month', in which a digital image of a different document is displayed each month, accompanied by a short commentary. This series continued throughout 2018.

Outreach: Lectures and Visits

808 individuals visited the National Archives in 2018 as part of a group visit.

Lectures given by staff

5.19 Lectures given by members of staff to groups, conferences, meetings and local societies play a significant role in promoting the holdings and work of the National Archives and are listed in Appendix E.

Group visits

5.20 808 individuals visited the National Archives in 2018 as part of a group visit. Of these 602 individuals visited during our normal hours of operation, while 206 visitor were facilitated with evening visits. 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. A list of groups who made visits in 2018 is in Appendix E.

'Back to our Past'

5.21 The National Archives participated in the 'Back to our Past: the Irish Genealogy and Family/Social History Experience' at the Titanic Centre, Belfast, 19–20 October and at the Royal Dublin Society, 19–21 October 2018. It is estimated that, between both events, in excess of 700 people visited the National Archives stands.

Culture Night

5.22 The National Archives participated in *Culture Night* on Friday, 19 September, when it remained open to visitors until 11.00 p.m. We welcomed 304 visitors through our doors, who were given tours of archival storage, conservation, digitisation and the Reading Room. Professional genealogists from our Genealogy Advisory Service were on hand to speak to those with an interest in family history research, while staff provided presentations on archival collections and gave thematic readings from selected documents.

Outreach: Lectures and Visits

The National Archives welcomed 304 visitors through our doors on Culture Night 2018.



National Archives, Ireland
@NARIreland



Conservator Ellen awaits the next round of visitors to explain the process of conserving Valuation Office maps.
[#culturenight](#) [#oichechultuir](#)



21 Sep 2018



↻ 5

♡ 25



Education and Outreach Archivist

5.23 In 2018, an archivist was assigned to Public Services with specific responsibility for education and outreach. A modest programme of activities was implemented in 2018, with a number of talks and presentations at events co-ordinated as listed in Appendix E. A dedicated seminar room was developed (see 2.21 above).



6 Finding Aids, Open Data and Digitisation

This file ref. NAI/CSO/RP/1918/2698 is the application for the release of Terence MacSwiney from custody.

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-thearchives/>.
- 6.2 Finding aids work in the National Archives comprises 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 converting legacy hard copy finding aids to digital format. This work is 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 National Archives uses dedicated cataloguing software to manage its finding aids work, including their delivery directly from the cataloguing system to the National Archives website. This also allows the easy exchange of data, enabling the National Archives to participate in initiatives such as the European Union's APEX Project (see <http://www.apex-project.eu/index.php/en/>).
- 6.4 The work of converting legacy hard copy finding aids to digital format continued during 2018. This is time-consuming as the format and quality of older catalogue lists in the National Archives varies greatly. Work on each finding aid entails editing 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. Appendix C, Table 7 contains information on finding aids work undertaken during 2018 reporting on additions to the online catalogue.
- Chief Secretary's Office Registered Papers (CSO/RP)**
- 6.5 The project to catalogue the Registered Papers series from the archives of the Office of the Chief Secretary for Ireland continued in 2018. In late 2018, one of the archivist employed on the cataloguing work resigned to take up an offer of alternative employment, leaving only one of the three original archivists remaining in post to undertake this work. Separately, the priority cataloguing work on CSO/RP post-1900 continued, with work completed on the papers for 1917 and 1918.

Finding Aids

CENSUS OF IRELAND, 1911.
Two Examples of the mode of filling up the Tables are given on the other side.

FORM A.
RETURN of the MEMBERS of this FAMILY and their VISITORS, BOARDERS, SERVANTS, &c., who slept at night in this House on the night of SUNDAY, the 2nd of APRIL, 1911.

NAME AND SURNAME. RELIGION. OCCUPATION. AGE. SEX. STATE, PROFESSION, or QUALIFICATION. PARTICULARS AS TO MARRIAGE. BIRTH DATE. DEATH DATE. OTHER INFORMATION.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John
2	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John
3	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John
4	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John
5	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John
6	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John
7	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John
8	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John
9	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John
10	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John
11	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John
12	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John
13	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John
14	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John
15	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John
16	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John
17	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John
18	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John
19	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John
20	Edward	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John	de Valera	Stephen	John

Document from the 1911 Census of Ireland.

Digitisation of Archives

Digitisation Unit

6.8 A programme of small scanning projects has been developed for the in-house Digitisation Unit, although resources in this area are limited, and staff working there are obliged to attend to other duties. New scanning equipment was purchased during 2018.

6.9 A review and stocktake of the images created and held by the National Archives was continued by the Digital Imaging Unit. Archives imaged by the Digital Imaging Unit in 2018 included

- application forms for grants to build, equip or run primary schools (ED/1 series);
- Cabinet Minutes for 1988;
- OL/11 Valuation Office map pilot project;
- selected departmental files for the Conflict Archives on the INternet (CAIN) project;
- selected images of the Chief Secretary's Office records; and
- documents selected for social media purposes.

Dáil Éireann Archives

6.10 A programme of work was initiated, in collaboration with the Houses of the Oireachtas, to digitise archives from the revolutionary period 1981–1923, comprising more than 1,100 records (66,000 individual pages) of the Dáil Éireann Secretariat and the session papers of the First and Second Dáileanna (see 7.17 – 7.19 below)

1901/1911 Census Online Data Corrections

6.6 Since the National Archives' 1901 and 1911 online census went live, a facility has been available for users to report any errors discovered in the indexed census data transcribed from the individual census return forms in order to facilitate search and retrieval. For several years after going live, resource constraints didn't permit validation of these user submissions on an ongoing systematic basis to make any necessary corrections to the census data. In September 2017, a dedicated project commenced to validate error reports submitted in the period March 2010–December 2017.

6.7 Initial work concentrated on the development of a methodology to eliminate duplicate and spurious e-mails reporting transcription errors, as a result of which the total 138,420 e-mail error reports was reduced to approximately 91,366 e-mails containing suggested corrections to the census data. Between September and December 2017, a total of 16,910 e-mails was processed. In the period January to December 2018, a further 62,557 e-mails were processed and, where appropriate, corrections applied to the online census data. The project is scheduled for completion in March 2019.

Open Data

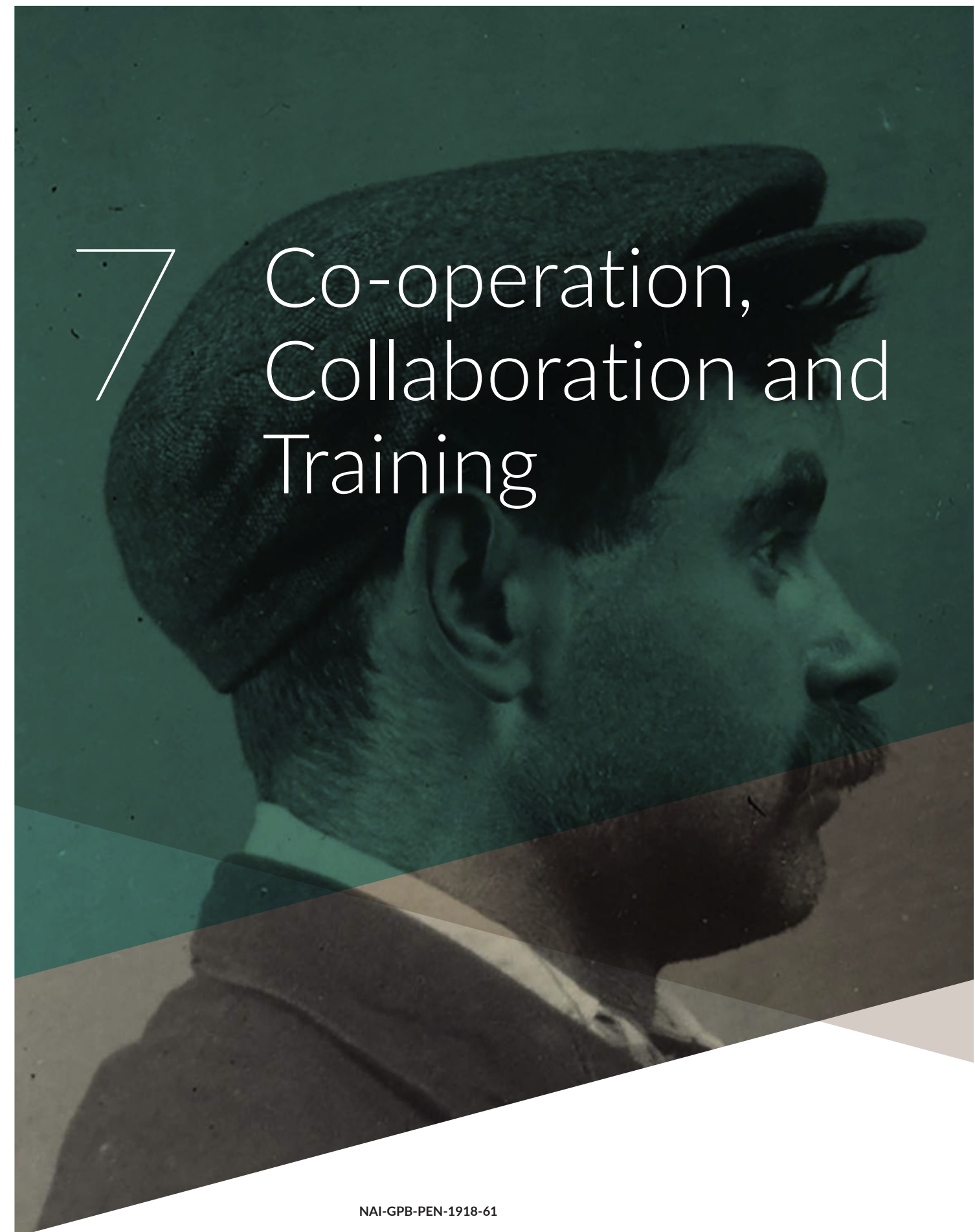
Until such time as our ICT and staffing resourcing is resolved any requirements to comply with government policy regarding Open Data cannot be met.

6.11

During 2018, three staff from the National Archives attended Open Data training provided as part of the implementation of the government's Open Data Strategy 2015 – 2022. The Senior Archivist, Current Records, was appointed the Open Data Liaison Officer for the National Archives. The National Archives recognises the significance of the data we hold and the potential for its use by various sectors as part of the Open Data strategy. Data sets held by the National Archives fall into three main categories:

- Data demonstrating our operation, including reader statistics and document productions, disposal and accession records;
- Data produced to facilitate access to archival collections, including catalogues;
- Data produced as part of genealogy projects, particularly census data which is extremely high value.

During 2018, work began on the preparation of a number of datasets for release, including implementation of the census corrections project. Any progress on the release of data sets has been severely hampered by the continued lack of staffing across the National Archives, but particularly at archivist and specialist ICT grades. Until such time as our ICT and staffing resourcing is resolved any requirements to comply with government policy regarding Open Data cannot be met.



Co-operation, Collaboration and Training

Council of National Cultural Institutions

7.1 The Council of National Cultural Institutions 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.

7.2 The Council has established a number of working groups, comprising staff members from the member institutions. As of 31 December 2018, the National Archives was represented on the following working groups:

- Conservation – by Senior Conservator, Conservation Unit, Collection Care and Public Services
- Learning and Education – by Keeper, Collection Care and Public Services
- Digitisation and Cataloguing – by Senior Archivist, Archives Storage and Preservation Unit, Collection Care and Public Services.

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.

Section 1003 Taxes Consolidation Act, 1997

7.4 Under Section 1003 of the Taxes Consolidation Act, 1997, tax relief is available in respect of the donation of important national heritage items to the Irish national collections. The relief consists of a tax credit equal to the value of the heritage item(s) donated, which can be credited against particular tax liabilities incurred by the donor. The national collections are described as “Approved Bodies” under the legislation. They are:

Co-operation, Collaboration and Training

- National Archives of Ireland
- National Gallery of Ireland
- National Library of Ireland
- National Museum of Ireland
- Irish Museum of Modern Art
- The Crawford Art Gallery Cork

The Director continued to represent the National Archives at meetings of the Section 1003 Committee.

7.5 In 2018, the National Archives remained actively involved in co-operation on archives within the European Union, notably by participation in the bodies outlined at 7.5 to 7.8 below.

European Board of National Archivists

7.6 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 by the Director at the meetings held in Sophia, Bulgaria in June 2018 and in Vienna, Austria in November 2018.

European Archives Group

7.7 The European Archives Group (EAG) was established on foot of the European Council Recommendation of 14 November 2005 to increase cooperation in the fields of archives. The Group consists of one representative from each Member State and 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 reported at 7.5 above.

European Heads of Conservation

7.8 This is an informal group comprising the heads of preservation and conservation in the National Archives of the EU Member States and associated countries. The group meets once a year in conjunction with the EBNA/EAG meeting held in the first half of the year and is attended by the National Archives Senior Conservator.

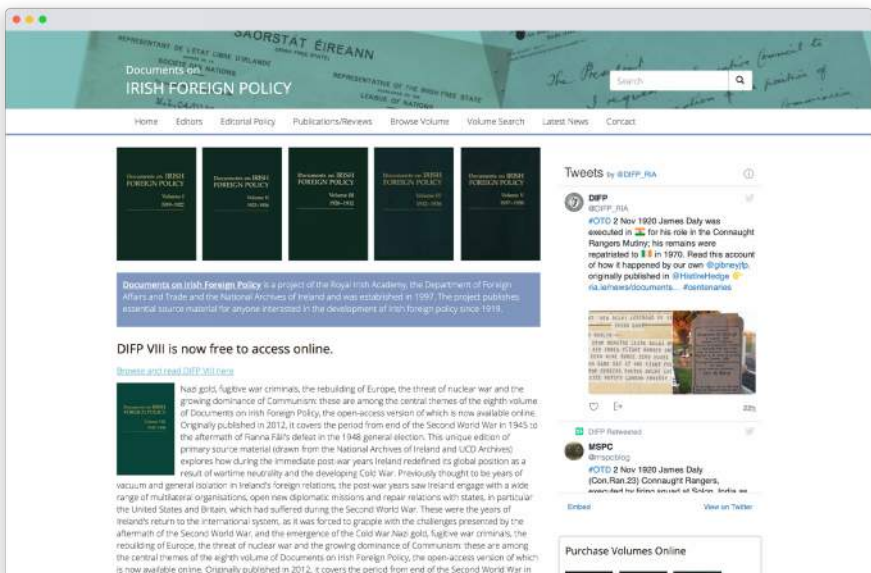
Co-operation, Collaboration and Training

DLM Forum Foundation

- 7.9 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. Its meetings are attended by a member of staff from Archives and Government Services in National Archives.

Documents on Irish Foreign Policy

- 7.10 This is a partnership project between the National Archives, the Department of Foreign Affairs and Trade, and the Royal Irish Academy. The project publishes a selection of documents relating to Irish foreign policy every two years. It is based in the National Archives and the Keeper, Collection Care and Public Services represents the National Archives on the project. In November 2018, Volume X, containing documents for the period 1951–1957 was published. Volumes I – VIII are available to access free at www.difp.ie.



Homepage of Documents on Irish Foreign Policy website - www.difp.ie

Co-operation, Collaboration and Training

Valuation Office

- 7.11 19th century records which had remained in the custody of the Valuation Office were transferred to the National Archives in 2013. This completed the collection of documents originally part-transferred in the 1940s. The archives of the Valuation Office in the National Archives now consist of manuscript maps and books created by the work of valuing property in Ireland for the purpose of levying rates. Comprising house books, field books, tenure books, quarto books and mill books created over the period 1830 to 1865 approximately, the surviving records provide invaluable information on landholding in Ireland in the early to mid-19th century. Funded by the Valuation Office, work commenced in July 2016 on the interpolation, arrangement and cataloguing of various accessions of valuation books received in the National Archives. Work on cataloguing 12,952 valuation books was undertaken by Frances McGee, formerly Acting Director of the National Archives, and was completed by 31 December 2017.

- 7.12 On 26 September 2018, the National Archives was delighted to host a launch by Commissioner of Valuation, John O'Sullivan, of *Archives of the Valuation Office 1830–65* May 2018, written by Frances McGee and published as part of the *Maynooth Research Guides for Local History* series of publications.

- 7.13 We are extremely grateful to the Valuation Office for its ongoing support of this cataloguing project and other conservation work on Valuation Office maps, particularly Mary Smyth, Catherine English and Anne Durkin.

Conflict Archive on the Internet (CAIN)

- 7.14 Since 2012, staff from the University of Ulster and the National Archives have been working together on a project to provide free access to digitised original archival records of Irish Government held in the National Archives that relate to the conflict in Northern Ireland. The results of their endeavours can be seen on the University of Ulster's CAIN (Conflict Archive on the INternet) website at <http://cain.ulster.ac.uk/nai/>. A range of digitised documents for the years 1981–1985 drawn from the archives of the Departments of the Taoiseach, Foreign Affairs and Trade, and Justice Equality and Law Reform was initially launched by Minister Jimmy Deenihan, T.D., on the CAIN website on 25 October

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2012. Following a further funding to the CAIN project from the Department of Foreign Affairs and Trade, an additional 750 digitised documents spanning the years 1970–1974 were launched online by Minister Deenihan on 28 November 2013. Minister Heather Humphreys launched documents for the years 1975–1980 online on 27 June 2017.

7.15 On 1 February 2018, Niall Burgess, Secretary General of the Department of Foreign Affairs launched online digitised documents for the years 1981–1985 at an event hosted at Iveagh House.

7.16 The digitised archival records complement similar material from the Public Record Office of Northern Ireland, providing a valuable on-line digital resource for researchers looking for information on the conflict and politics of Northern Ireland. Thanks are due to the University of Ulster for facilitating this project, particularly Dr Brendan Lynn. The National Archives input was co-ordinated by the Keeper, Collection Care and Public Services and the Senior Archivist, Archives Storage and Preservation.

Dáil 100

7.17 In collaboration with the Houses of the Oireachtas and with financial support from the Digitisation Fund of the Minister for Culture, Heritage and the Gaeltacht, work commenced in 2018 to digitise archives from the revolutionary period 1981–1923 consisting of records of the Dáil Éireann Secretariat and the session papers of the First and Second Dáileanna. This collaboration was undertaken as part of the *Dáil 100* events and the Decade of Centenaries exhibitions programme.

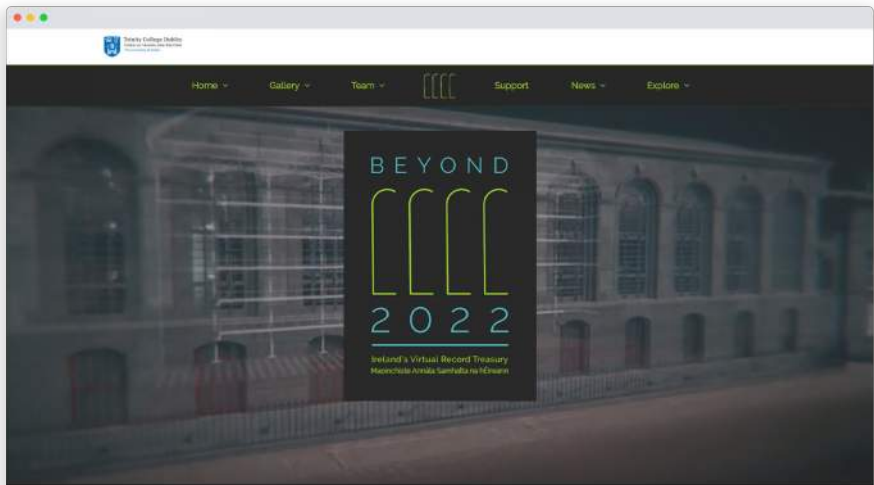
7.18 The archives to be digitised are in two series:

- DE/2 series, consisting of files of the Dáil Éireann Secretariat containing original and copy correspondence, primarily between Diarmuid Ó hÉigeartaigh, Secretary to Dáil Éireann, and members of the Dáil Éireann cabinet, as well as members of the Dáil. The 638 files (with over 22,000 pages) contain documents generated by the functioning of the administrative apparatus established in the aftermath of the 1918 General Election to support the work of the Dáil Éireann government, including the 1921 Anglo-Irish Treaty negotiations.
- DE/4 series, consisting of the proceedings of the First and Second Dáileanna, including session papers (i.e. departmental and committee reports submitted in the course of the meetings). The 553 files (with over 24,000 pages) contain papers relation to peace negotiations and the Treaty, the Committee of Information on the Case of Ulster [CICU] and the Belfast Boycott.

Co-operation, Collaboration and Training

7.19 An RFT was issued for preservation, conservation and digitisation services to enable the National Archives contribution to the project to be undertaken and the preservation and digitising work commenced in 2018.

Homepage of
Beyond 2022 website –
www.beyond2022.ie



Beyond 2022

7.20 Beyond 2022 is a project to reconstruct digitally the building and contents of the Public Record of Ireland (PROI) prior to destruction of the building and its contents by fire and explosion on 30 June 1922. It is a Trinity College Dublin-led project working in collaboration with the Public Record Office of Northern Ireland, The National Archives (UK), the Irish Manuscripts Commission and the National Archives. *Beyond 2022* aims to replicate the holdings of the PROI using surviving records, transcripts, published sources and copies of records in the National Archives and other institutions. National Archives staff assisted by providing contextual information about the destruction of the repository, identified archives which survived the bombing, gave advice on the arrangement and referencing of archives held by the former PROI and provided digital images of original documents.

Co-operation, Collaboration and Training

Irish Manuscripts Commission 1922 Salvaged Records

7.21

In 2017, the Irish Manuscripts Commission generously funded a conservation survey to assess the condition of documents saved from the Public Record Office of Ireland after the fire in June 1922 was carried out. Over sixteen weeks, a project conservator and preservation assistant assessed, documented and photographed 378 parcels of damaged archives. The aim of the project was to determine the condition and historical significance of the documents which ranged from the 14th to the early 20th centuries. Further funding received from the IMC in 2018 allowed a continuation of this work in the form of a project, using the services of a project conservator and preservation assistant, to clean of a selection of records salvaged from the Public Record Office of Ireland. It is planned that this IMC-National Archives collaboration will culminate in the publication of finding aids to salvaged records, as well as copies of some of the records.

Dublin City Council Culture Connects

7.22

In late 2016, the National Archives began collaborating with Dublin City Council's Culture Connects initiatives. The National Neighbourhood Out of the Box partnership aims to link people from communities in the Dublin City Council region with resources and support for research at the National Archives. Several group visits took place, introducing the work of an archives to those who were unaware of the wealth of material available and who had never used the service before. Visits by Dublin City Council's Culture Club also commenced, with thematic information sessions provided by National Archives staff for visiting groups co-ordinated by Culture Club. Further information is in Appendix E.

Commission of Investigation (Mother and Baby Homes and Certain Related Matters)

7.23

A Commission of Investigation into Mother and Baby Homes and a representative sample of County Homes was established by Order of Government in February 2015. The National Archives continued to liaise with the Commission and its researchers in 2018.

NAI, CB1/5 Common Bench Roll. Our Head of Conservation, Zoe Reid, working on a document from the reign of Henry V (1413–1414).



Co-Operation

7.24

The National Archives co-operated with the following:

- Public Record Office of Northern Ireland
- The National Archives, United Kingdom
- Irish Manuscripts Commission
- Dublin City Council Culture Company
- Europeana
- National Library of Ireland
- The Library of Trinity College Dublin
- Houses of the Oireachtas
- Irish Archives Resource Portal
- Digital Repository of Ireland
- Digital Preservation Coalition
- Royal Irish Academy, Irish Historic Towns Atlas
- University College Dublin School of History and Archives
- National University of Maynooth Department of History
- Century Ireland
- Representative Church Body Library
- Catholic Archdiocese of Dublin's Data Protection Working Group
- University of Ulster's Conflict Archive on the INternet (CAIN) Project
- Beyond 2022
- Mother and Baby Homes Commission of Investigation
- Archives and Records Association, Ireland
- Irish Society for Archives

7.25

Advice and assistance was given to individuals and to a wide range of bodies, including:

- Department of the Taoiseach
- Department of Finance
- Department of Justice and Equality
- Department of Foreign Affairs and Trade
- Department of Education and Skills
- Department of Culture, Heritage and the Gaeltacht
- Department of Jobs, Enterprise and Innovation
- Courts Service
- Chief State Solicitor's Office
- Registry of Deeds
- Property Registration Authority
- Valuation Office
- Ordnance Survey Ireland
- Central Statistics Office
- Office of the Secretary to the President
- Residential Institutions Redress Board
- Commission to Inquire into Child Abuse
- Geological Survey of Ireland
- Crawford Gallery
- National Museum of Ireland

Loan for Exhibition

7.26

Kilmainham Gaol Muesum

Since 1996, one register of Kilmainham Gaol inmates has been on loan from the National Archives to Kilmainham Gaol Museum for exhibition purposes. The National Archives monitors the storage of the volume while on loan.

7.27

STONES, SLABS AND SEASCAPES: George Victor Du Noyer's Images of Ireland

Agreement was given in 2017 by the Director, with the consent of the National Archives Advisory Council, to the loan of almost 100 Geological Survey of Ireland sketches by George Du Noyer for exhibition in the Crawford Art Gallery, Cork, October 2017 to February 2018, which then transferred to the National Museum of Ireland, May to December 2018.

The Archives of the Valuation Office, written by Frances McGee was launched in September 2018. This image shows a conservator working on the Valuation Office maps.

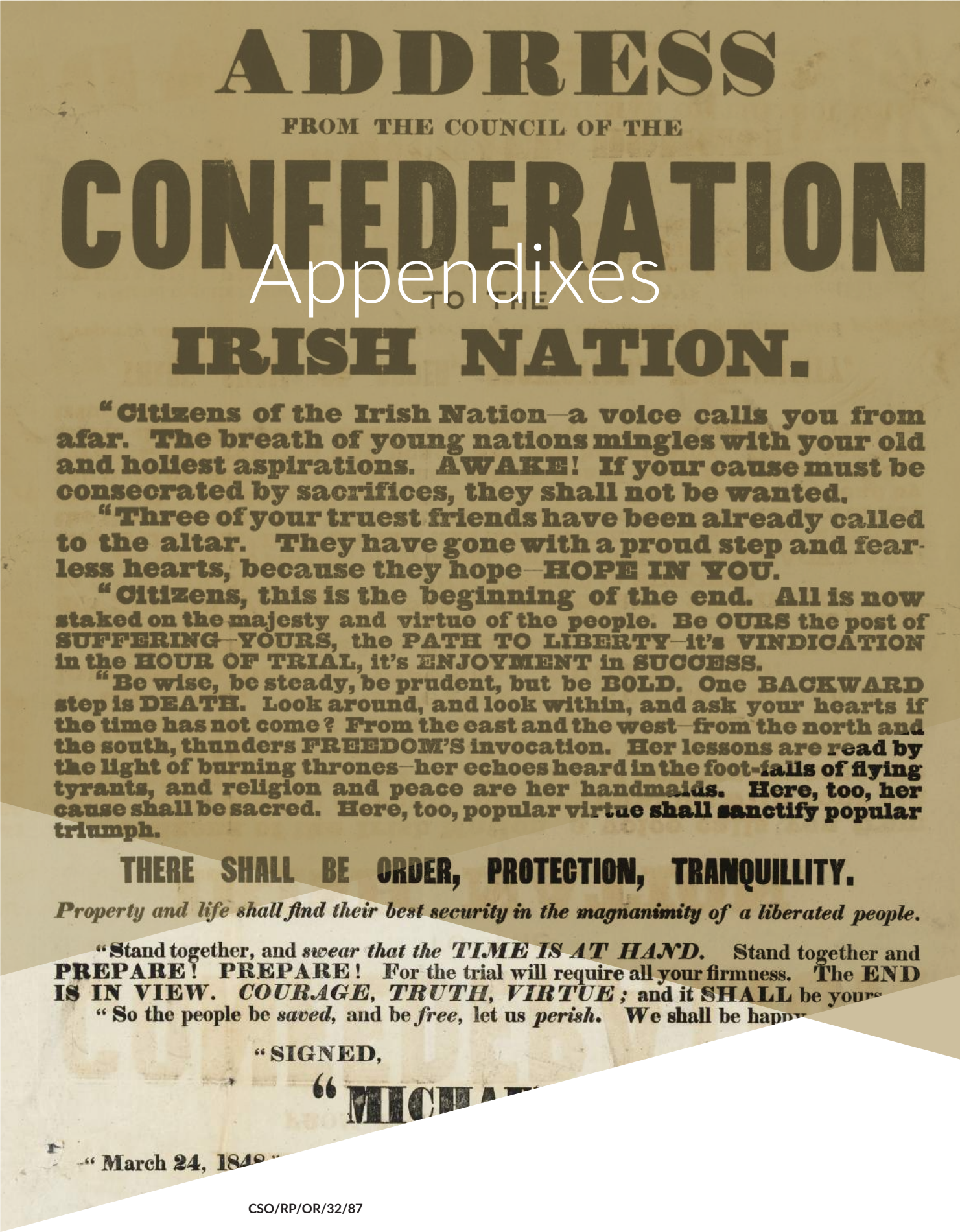


Participation in Training

7.27 During 2018, members of the staff of the National Archives took part in training courses, sessions, meetings and conferences as listed in Appendix F.

Membership of Organisations and Representation

7.28 Membership of organisations and representation of the National Archives on bodies are listed in Appendix F.



Appendix A

Members of National Archives Advisory Council as of 31 December 2018

Name	Institution/organisation/affiliation	Appointment	Termination of office
Mr Justice John Hedigan, Chairman of Council	Judge of the Court of Appeal	19 July 2017	18 July 2022 or on amendment of the National Archives Acts
Dr Hiram Morgan	Historian, Senior Lecturer, University College Cork, member of Irish Manuscripts Commission	19 July 2017	18 July 2022 or on amendment of the National Archives Acts
Dr Ciara Breathnach	Historian, Senior Lecturer, University of Limerick, member of Irish Manuscripts Commission	19 July 2017	18 July 2022 or on amendment of the National Archives Acts
Kieran Hoare	Archivist, National University of Ireland, Galway	19 July 2017	18 July 2022 or on amendment of the National Archives Acts
Dr Natalie Harrower	Director, Digital Repository of Ireland	19 July 2017	18 July 2022 or on amendment of the National Archives Acts
John Grenham	Professional Genealogist, Member of Accredited Genealogists Ireland.	19 July 2017	18 July 2022 or on amendment of the National Archives Acts
Dr Elizabeth Mullins	Historian, Lecturer in Archives, School of History and Archives, University College Dublin	19 July 2017	18 July 2022 or on amendment of the National Archives Acts
Catriona Mulcahy	University Archivist, University College Cork	19 July 2017	18 July 2022 or on amendment of the National Archives Acts
Michael Nolan	Senior Research Scientist, Intel Labs	19 July 2017	18 July 2022 or on amendment of the National Archives Acts
Comdt. Stephen MacEoin	Archivist, Military Archives	19 July 2017	18 July 2022 or on amendment of the National Archives Acts
Brian McGee	Archivist, Cork City and County Archives	19 July 2017	18 July 2022 or on amendment of the National Archives Acts
Dr Deirdre Raftery	Associate Professor, School of Education, University College Dublin	19 July 2017	18 July 2022 or on amendment of the National Archives Acts

Appendix B

Public use of the National Archives

Table 1
Footfall: visits to the Reading Room by month, January – December 2018

Month	Number of visits
January	671
February	664
March	541
April	502
May	707
June	647
July	712
August	748
September	662
October	640
November	720
December	333
Total visits	7547

Table 2
Footfall: total visits to the Reading Room, 2016 – 2018

Month	Number of visits
2016	7558
2017	8521
2018	7547

Public use of the National Archives

Table 3

Footfall: organised group visits, open events

Organised group visits	808
Culture Night	304

Table 4

Public enquiries

Written enquiries to Public Services	1539
Telephone enquiries to Duty Archivist	1628
Visit to Genealogy Advisory Service	2344

Table 5

Statistics of use of National Archives websites

Website	Visits	Hits
www.nationalarchives.ie	554,396	12,858,078
www.csorp.nationalarchives.ie	49,338	402,613
www.treaty.nationalarchives.ie	42,545	1,116,643
www.genealogy.nationalarchives.ie	228,887	1,226,282
www.census.nationalarchives.ie	6,737,145	143,189,970
www.soldierwills.nationalarchives.ie	51,124	612,486
www.titheapplotmentbooks.nationalarchives.ie	193,677	5,668,749
www.willcalendars.nationalarchives.ie	58,795	2,190,450
www.centenaries.nationalarchives.ie/centenaries	24,822	271,564
www.censussearchforms.nationalarchives.ie/	226,550	2,543,887

Public use of the National Archives

Table 6

Production of documents for use

From National Archives storage	23,190
From commercial off-site storage	703

Table 7

Copying archives

Type of copies	Orders	Pages
Certified/authenticated copy documents	720	2685
Instant copy documents	–	2889
Plain copy documents	486	5656

Table 1

Transfer of records from Government Departments to the National Archives for release to public inspection under the 30-year rule: statement of position as of 31 December 2018

Department of	Records in National Archives	Records due for transfer	Last year records transferred
Taoiseach	1919 to 1988	Transfers complete.	2018
Agriculture, Food and the Marine	1899 to 1960s	Transfers incomplete. Records from 1960s to 1988 outstanding. ²	2018 (partial transfer)
Culture, Heritage and the Gaeltacht	Late 1900s; 1922 to 1962; 1972 to 1988	Transfers incomplete. Records from 1950s to 1980s outstanding.	2018 ³ (partial transfer)
Department of Children and Youth Affairs (see Department of Health)			
Communication, Climate Action and Environment	1845 to 1970s	Transfers incomplete. Records from 1950s to 1988 outstanding.	2011 (partial transfer)
Defence	1922 to 1950s ⁴	Transfers incomplete. Records from 1960s to 1988 outstanding.	Not applicable
Education and Skills	1831 to 1980s	Transfers incomplete. Records from 1900s to 1988 outstanding.	2014 (partial transfer)

2. Includes records of the former Land Commission, a scheduled body, but now the Land Commission Records Branch of the Department; records include documents of title, 17th century onwards, as well as records of the Congested Districts Board, late 19th century; administrative records of the Land Commission from late 19th century.

In 2018, the Department transferred c52,961 Irish Land Commission files relating to the fixing of fair rents in counties Longford, Donegal and Dublin. Due to storage and staff constraints the files cannot be made available to the public.

3. Consists of two small transfers from the Placenames Commission (8 files) and Arts, Film and Investment Unit of records inherited from the Department of the Taoiseach and Department of Education (37 files).

4. The Department of Defence makes separate arrangements for the transfer of records to the custody of the Military Archives, a place of deposit for records of the Department and the Defence Forces under Section 14 of the National Archives Act, 1986. The bulk of records transferred extend in date from 1922 to the 1960s only.

Department of	Records in National Archives	Records due for transfer	Last year records transferred
Housing, Planning and Local Government	1838 to 1970s ⁵	Transfers incomplete. Records from 1960s to 1988 outstanding.	2016 (partial transfer)
Finance	1922 to 1988 ⁶	Transfers incomplete. Records from 1950s to 1980s outstanding.	2018
Foreign Affairs and Trade	1919 to 1988	Transfers complete. ⁷	2018
Health	1920s to 1980s	Transfers incomplete. Records from 1950s to 1988 outstanding. ⁸	2010 ⁹
Business, Enterprise and Innovation	1922 to 1976	Transfers incomplete. Records from 1960s to 1988 outstanding.	2009 (partial transfer)
Justice and Equality	1918 to 1988	Transfers incomplete. Records from 1920s to 1943; and 1969 to 1988 transferred.	2018 (partial transfer)
Public Expenditure and Reform (see Department of Finance)			
Employment Affairs and Social Protection	1919 to 1980	Transfers incomplete. Records from 1970s to 1988 outstanding.	2017 (partial transfer)
Transport, Tourism and Sport	1922 to 1988	Transfers incomplete. Records from 1960s to 1988 outstanding.	2018 (partial transfer)

5. A considerable quantity of records for the period 1920s to 1960s were transferred to the National Archives without appropriate finding aids. The task of cataloguing some 5000 boxes of archives is being undertaken by the National Archives as resources allow.

6. Although records of the Department of Finance up to 1988 have been transferred, many of the records transferred were not accompanied by appropriate finding aids and the task of re-cataloguing c2800 boxes of archives has been undertaken on an intermittent basis by the National Archives. Since 2015 the Department has been taking action to address the backlog of records held in their own offsite storage. In 2018, nineteen collections (1920s–1980s) were formally transferred by the Department, amounting to 3,870 files in 719 boxes.

7. Records of some diplomatic missions are transferred on a cyclical basis as it is more cost effective. Consequently, not all records from all diplomatic missions up to 31 December 1988 have been transferred.

8. Due to space constraints in the National Archives, a considerable quantity of policy records of the Department of Health have not been accessioned. These remain in commercial storage funded by the Department.

Table 2

Transfer of records from the Courts to the National Archives for release to public inspection under the 30-year rule: statement of position as of 31 December 2018

Court	Latest year of records in National Archives	Records due for transfer	Last year records transferred
Supreme Court	1970	1971–1988	1990
Court of Criminal Appeal	1972	1973–1988	1990
Central Criminal Court	1968	1969–1988	1987
High Court	1970	1971–1988	2000
Probate Office	1991	Transfers complete	2017
Circuit Courts	1990	Transfers complete: Cavan, Cork, Donegal, Galway, Kilkenny, Longford, Louth, Mayo, Monaghan, Sligo, Tipperary, Westmeath and Wexford. Transfers incomplete: Carlow, Clare, Dublin, Kerry, Kildare, Laois, Leitrim, Limerick, Meath, Offaly, Roscommon, Waterford and Wicklow. ¹⁰	2014
District Courts ¹¹	1996	Transfers complete: Cavan, Cork, Galway, Kildare, Kilkenny, Louth, Monaghan, Sligo and Tipperary. Transfers incomplete: Carlow, Clare, Dublin, Leitrim, Mayo and Waterford. No transfers: Donegal, Kerry, Laois, Limerick, Longford, Meath, Offaly, Roscommon, Westmeath, Wexford and Wicklow.	2013

10. Backlogs of records for transfer from 1943 to 1988 in the case of County Laois; from 1960 to 1988 in the case of County Leitrim and from 1945 to 1988 in the case of County Waterford.

11. The District Courts were established under the Courts of Justice Act, 1924. Records of their predecessor Petty Sessions Courts, 1851 to 1922, were transferred to the former Public Record Office, predecessor of the National Archives.

Table 3

Bodies listed in the schedule to the National Archives Act, 1986 holding records eligible for transfer, but subject to Ministerial Direction of 1992 suspending requirement to transfer records under the 30-year rule due to accommodation constraints in the National Archives

12. Place of deposit under Section 14 of the National Archives Act, 1986.

Name of Body	Observations
Office of Secretary General to the President	Transfers completed to 1988, notwithstanding 1992 Ministerial Direction.
Office of the Attorney General (including Parliamentary Draftsman's Office, Statute Law Reform and Consolidation Office and Chief State Solicitor's Office)	Transfers completed of records of the Office of the Attorney General, 1922 to 1988 only, notwithstanding 1992 Ministerial Direction.
Office of the Comptroller and Auditor General	Records for the period 1920s–1962 transferred, notwithstanding 1992 Ministerial Direction
Central Statistics Office	Census 1926, 1936, 1946 and partial census records for 1951 transferred, but closed to public inspection for 100 years under the Statistics Act, 1997. Administrative records from the late 19th century onwards remain with the CSO.
National Archives Advisory Council	Records for 1987–1988 are eligible for transfer.
National Archives	No records transferred. Records of predecessor Public Record Office of Ireland and State Paper Office, 1867–1988, eligible.
National Museum of Ireland (including Natural History Museum)	No records transferred. Records spanning the years 1877–1988 eligible. ¹²
Office of the Paymaster General	No records transferred.
Office of the Director of Public Prosecutions	Records for the years 1973 – 1984 have been accepted by the National Archives for safekeeping. These records have not been reviewed for public inspection. Some administrative files transferred in 1988, see accessions table 1.
National Savings Committee	No records transferred

Revenue Commissioners	Records spanning a period from the 19th century to 1988 are eligible. Records of the Stamping Branch and Finance Bills were transferred in 2018, see accessions table 2.
Appeals Commissioners (Income Tax)	No records transferred
Commissioners of Public Works	Records from the late 18th century to the 1970s transferred. A quantity of eligible records remains with the OPW.
State Laboratory	No records transferred
Ordnance Survey	Transfers of mapping documents up to 1870s and administrative records up to the 1920s completed. OSI still holds all the administrative records from 1920s and an entire building full of late 19th-mid 20th century mapping records.
Commissioner of Valuation and Chief Boundary Surveyor	Records valuations up to 1865 and miscellaneous administrative records (1830-early 20th century) completed. The Valuation Office still holds a very large quantity of documents from the mid-1800s to present.
Stationery Office	No records transferred.
Review Body on Higher Remuneration in the Public Sector	No records transferred.
Public Service Advisory Council	No records transferred.
Civil Service Arbitration Boards	No records transferred.
Civil Service Commissioners	Records for the period 1927 – 1970s accepted by National Archives for safe-keeping, but have not been reviewed for public inspection.
Local Appointments Commissioners	Records for the period 1927 – 1970s accepted by National Archives for safe-keeping, but have not been reviewed for public inspection.
An Garda Síochána	No records transferred.
Land Registry	No records transferred.
Registry of Deeds	No records transferred. Eligible records span the years 1708–1988.
Prisons and St. Patrick’s Institution	Records of closed prisons from 1795 to 1922 transferred and Mountjoy Prison to 1970s. No post-1922 records transferred by other bodies.
Office of the Film Censor	Records 1920s to 1991 transferred, notwithstanding the 1992 Ministerial Direction
Censorship of Films Appeal Board	Records 1920s to 1991 transferred, notwithstanding the 1992 Ministerial Direction
Censorship of Publications Board	Records 1920s to 1991 transferred, notwithstanding the 1992 Ministerial Direction
Censorship of Publications Appeal Board	No records transferred.
Criminal Injuries Compensation Tribunal	No records transferred.
Commissioners of Charitable Donations and Bequests	Records from 19th to the mid-20th centuries transferred.
The Water Pollution Advisory Council	No records transferred.
The Rent Tribunal	No records transferred.

National Manpower Service	No records transferred.
The Labour Court	Records from 1946 to 1980 transferred
Rights Commissioners	No records transferred.
Employment Appeals Tribunal	No records transferred.
The Levy Appeals Tribunal	No records transferred.
Companies Registration Office	CRO currently transferring records to the National Archives, notwithstanding 1992 Ministerial Direction.
Patents Office	No records transferred.
Registry of Friendly Societies	See under Companies Registration Office above.
Restrictive Practices Commission	No records transferred.
Office of the Examiner of Restrictive Practices	No records transferred.
National Prices Commission	No records transferred.
Office of the Director of Consumer Affairs	No records transferred.
Registry of Building Societies	No records transferred.
National Consumer Advisory Council	No records transferred.
Motor Insurance Advisory Board	No records transferred.
An Coimisiún Dumpála	No records transferred.
Land Commission	see under Department of Agriculture, Food and the Marine in Table 1.
Office of Controller of Plant Breeders Rights	No records transferred.
Judicial Commissioner of Land Commission	No records transferred.
Appeal Tribunal of Land Commission	No records transferred.
Public Trustee of Land Commission	No records transferred.
Defence Forces	No records transferred. Place of deposit under Section 14 of the National Archives Act, 1986.
Army Pensions Board	No records transferred. Place of deposit under Section 14 of the National Archives Act, 1986.
General Register Office	No records transferred.
National Library (including the Genealogical Office)	No records transferred. Place of deposit under Section 14 of the National Archives Act, 1986.
Geological Survey of Ireland	No records transferred. Place of deposit under Section 14 of the National Archives Act, 1986.

Table 4

Records accessioned from Government Departments and Offices of State during 2018

Accession number	Department of	Description
2018/69	Taoiseach	Central Registry 'S' files relating mainly to 1988.
2018/68	Taoiseach	Northern Ireland Division files relating mainly to 1988.
2017/42	Agriculture, Food and the Marine	Irish Land Commission Fair Rent files for County Dublin, c1881 – c1923. (Note: the Irish Land Commission is a scheduled body under the National Archives Act, 1986 but has been referenced here as the transfer was prepared by the Department of Agriculture, Food and the Marine).
2016/57	Agriculture, Food and the Marine	Irish Land Commission Fair Rent files for County Donegal, c1881 – c1923. (Note: the Irish Land Commission is a scheduled body under the National Archives Act, 1986 but has been referenced here as the transfer was prepared by the Department of Agriculture, Food and the Marine).
2016/50	Agriculture, Food and the Marine	Irish Land Commission Fair Rent files for County Longford, c1881 – c1910. (Note: the Irish Land Commission is a scheduled body under the National Archives Act, 1986 but has been referenced here as the transfer was prepared by the Department of Agriculture, Food and the Marine).
2018/11	Culture, Heritage and the Gaeltacht	Files of the Placenames Branch, 1977–1997.
2018/184	Culture, Heritage and the Gaeltacht	Files relating to the Arts, 1951–1988.
2018/2	Finance	Supply series, files opened between 1980–c1988
2018/21	Finance	Supply series, files opened between 1940–1949.
2018/22	Finance	Supply series, files opened between 1950–1959.
2018/23	Finance	Supply series, files opened between 1960–1969.
2018/24	Finance	Supply series, files opened between 1970–1979.
2018/25	Finance	Supply series, files opened between 1930–1939.
2018/103	Finance	Supply series, files opened between 1980–c1988.
2018/104	Finance	Supply series, files opened between 1970–1979.
2018/105	Finance	Supply series, files opened between 1960–1969.
2017/58	Finance	Finance series, files opened between 1920–1929.

2017/59	Finance	Finance series, files opened between 1930–1939.
2017/60	Finance	Finance series, files opened between 1940–1949.
2017/61	Finance	Finances series, files opened between 1950–1959.
2017/62	Finance	Finances series, files opened between 1960–1969.
2017/63	Finance	Finance series, files opened between 1970–1979.
2018/1	Finance	Finance series, files opened between 1980–c1988.
2018/98	Finance	Finance series, files opened between 1980–c1988.
2018/99	Finance	Finance series, files opened between 1970–1979.
2018/100	Finance	Finance series, files opened between 1960–1969.
2017/16	Foreign Affairs and Trade	Files of the Embassy of Ireland to Australia, 1968–1987.
2018/27	Foreign Affairs and Trade	Files of the Secretary's Office, relating mainly to 1988.
2018/28	Foreign Affairs and Trade	Files of Headquarters' Central Registry, relating mainly to 1988.
2018/29	Foreign Affairs and Trade	Files of the Permanent Representation to the European Economic Community, Brussels, 1967–1988.
2018/30	Foreign Affairs and Trade	Files of the Embassy of Ireland to Germany, 1970–1988.
2018/31	Foreign Affairs and Trade	Files of the Boston Consulate General of Ireland, USA, 1985–1988.
2018/32	Foreign Affairs and Trade	Files of the Embassy of Ireland to Australia, 1983–1988.
2018/33	Foreign Affairs and Trade	Files of the Chicago Consulate General of Ireland, USA, 1956–1988.
2018/34	Foreign Affairs and Trade	Files of the Embassy of Ireland to the Holy See, 1969–1988.
2018/36	Foreign Affairs and Trade	Files of the Embassy of Ireland to the United Kingdom of Great Britain and Northern Ireland, 1986–1988.
2018/37	Foreign Affairs and Trade	Files of the Embassy of Ireland to the Union of Soviet Socialist Republics, 1975–1988.
2018/39	Foreign Affairs and Trade	Files of the Permanent Mission of Ireland to the United Nations, New York, 1967–1988.
2018/40	Foreign Affairs and Trade	Files of the Embassy of Ireland to Canada, 1951–1985.
2018/43	Foreign Affairs and Trade	Files of the Embassy of Ireland to the United States of America, Washington DC, 1974–1988.
2018/44	Foreign Affairs and Trade	Files of the Permanent Mission of Ireland to the United Nations, Geneva, 1972–1988.
2018/45	Foreign Affairs and Trade	Files of the Embassy of Ireland to Iran, 1976–1988.
2018/46	Foreign Affairs and Trade	Files of the Embassy of Ireland to Japan, 1973–1988.

90/102	Justice and Equality	Censorship files, 1927–1973.
2008/147	Justice and Equality	Files of the Civil Law Reform Division, 1942–1983.
2017/52	Justice and Equality	Files relating to prison policy, 1987.
2018/5	Justice and Equality	Files of Security and Northern Ireland Division, 1972–1987.
2018/6	Justice and Equality	Files of Comhairle na Míre (Bravery awards), 1945–1988.
2018/9	Justice and Equality	Committee on Criminal Legal Aid, 1976–1978.
2018/12	Justice and Equality	Court Orders signed by Minister for Justice in the Cumann na nGaedhael government, 1926–1928.
2018/50	Justice and Equality	Heraldry: files relating to change of names and arms, 1921–1943.
2018/51	Justice and Equality	Fines files, 1912–1925.
2018/52	Justice and Equality	Files relating to Remembrance Day commemoration ceremonies, 1924–1971.
2018/53	Justice and Equality	Files relating to Dogs Regulation Bill, 1924 and dog licensing, 1924–1978.
2018/54	Justice and Equality	Files relating to petrol rationing, 1939–1962.
2018/55	Justice and Equality	Food Hygiene Regulations, 1949–1959.
2018/56	Justice and Equality	Files relating to the Consular Convention between Ireland and the USA, 1949–1950.
2018/57	Justice and Equality	Files relating to proposed signature by Ireland of the Council for Europe Convention for the Protection of Human Rights and Fundamental Freedoms, 1950–1962.
2018/58	Justice and Equality	Files relating to petrol rationing, 1956–1980.
2018/61	Justice and Equality	Files relating to post war planning, 1942–1961.
2018/63	Justice and Equality	Files relating to James Larkin, 1909–1919.
2018/71	Justice and Equality	Files relating to Intoxicating Liquor Bill, 1923–1928.
2018/72	Justice and Equality	Claims for compensation for Easter Week, 1916, 1922–1930.
2018/73	Justice and Equality	General Prisons Board, 1891–1929.
2018/74	Justice and Equality	Petition to reprieve Commandant Leo O’Brien from death penalty, 1935.
2018/85	Justice and Equality	Compensation claims, Northern Ireland, 1922.
2018/86	Justice and Equality	Files relating to billeting of refugees in Northern Ireland, 1922–1924.
2018/93	Justice and Equality	Civil Law Reform Division, c1988.
2018/94	Justice and Equality	Files relating to deportation and repatriation, 1934–1962.
2018/95	Justice and Equality	Files of the Equality Division, 1935–1988.

2018/106	Justice and Equality	Files relating to Air Raid Precautions, 1922–1963.
2018/107	Justice and Equality	Returns under the Anatomy Act, 1933–1935.
2018/111	Justice and Equality	Peace Commissioner appointment ledgers, 1923–1960.
2016/6	Office of the Director of Public Prosecutions	Administrative files, 1927–1985.
2015/24	Transport, Tourism and Sport	Files of the Aviation Services Division, 1951–1986.
2018/92	Transport, Tourism and Sport	Files of the Maritime Transport Division, c1954–1988.
2018/185	Transport, Tourism and Sport	Sport: files relating to Olympic Games 1988, Seoul, Korea, 1985–1997.

Table 5

Records accessioned from
Scheduled Bodies during 2018

Accession number	Scheduled body	Description
2018/3	Office of the Attorney General	Registered subject related (SR) files, relating mainly to 1988.
2018/4	Office of the Attorney General	Parliamentary Counsel (PC) files, 1956–1979.
2018/60	Revenue Commissioners	Stamping Branch files , 1923–1988.
2018/84	Revenue Commissioners	Finance Bills, 1927–1965.
2018/96	Office of the Secretary General to the President	Registered files, 1937–1988.

Table 6

Records accessioned from Court Offices
and Probate Registries during 2018

High Court	No transfers
Circuit Court	No transfers
District Court	No transfers

Table 7

Finding aids published in the online
catalogue and made available on the
National Archives website during 2018

Department/Office	Description	Reference number
Office of the Attorney General	Parliamentary Counsel (PC) files, 2017 annual transfer of records.	2017/3
	Subject Related (SR) files, 2017 annual transfer of records.	2017/2
Chief Secretary's Office	Chief Secretary's Office: Registered Papers, 1831.	CSO/RP/1831
	Chief Secretary's Office: Registered Papers, Outrage Reports, 1831.	CSO/RP/OR/1831
Culture, Heritage and the Gaeltacht	Brainse Logainmneacha [Placenames Branch] files, 1977–1997.	2018/11
Finance	Finance 'F' series, files opened between 1970–1979.	2017/43
	Finance 'F' series, files opened between 1950–1959.	2016/14
	Finance 'F' series, files opened between 1960–1969.	2016/15
	Finance 'F' series, files opened between 1970–1979.	2016/16
	Finance 'F' series, files opened between 1980–c1987.	2017/44
Foreign Affairs and Trade	Headquarters' Central Registry, 2016 annual transfer of records, relating mainly to 1986.	2016/22
	Headquarters' Central Registry, 2017 annual transfer of records, relating mainly to 1987.	2017/4
	Secretary's Office, 2017 annual transfer of records, 1985–1987.	2017/5
	Chicago Consulate General of Ireland, USA, 2017 annual transfer of records, 1963–1987.	2017/17
	Embassy of Ireland to the Union of Soviet Socialist Republics, 2017 annual transfer of records, 1975–1987.	2017/21
	Embassy of Ireland to Japan, 2017 annual transfer of records, 1971–1987.	2017/31
	Permanent Mission of Ireland to the United Nations, New York, 2017 annual transfer of records, 1959–1987.	2017/23
	Embassy of Ireland to Egypt: files of the Honorary Consul to Sudan, 2017 annual transfer of records, 1981–1987.	2017/51
	Embassy of Ireland to Sweden, files relating to Poland, annual 2017 transfer of records, 1977–1987.	2017/40
	Permanent Mission of Ireland to the United Nations, Geneva, 2017 annual transfer of records, 1963–1987.	2017/29

	Embassy of Ireland to Australia, 2017 annual transfer of records, 1968–1987.	2017/16
	Embassy of Ireland to the Holy See, 2017 annual transfer of records, 1941–1987.	2017/18
	Permanent Representation of Ireland to the European Economic Community, Brussels, 2017 annual transfer of records, 1969–1987.	2017/13
	Embassy of Ireland to Belgium, 2017 annual transfer of records, 1948–1987.	2017/50
	Embassy of Ireland to Germany, 2017 annual transfer of records, 1966–1987.	2017/14
General Prisons Board	Penal files of prisoners discharged, 1881–1927.	GPB/PEN/1881 – GPB/PEN/1927
Office of Government Procurement	Government Supplies Agency, 1950–1994.	2017/12
Justice and Equality	Security and Northern Ireland Division files, 2017 annual transfer of records, 1969–1986.	2017/1
	Department of Labour: Equality Division files, 2017 annual transfer of records, 1970–1988.	2017/54
	‘Aliens’ [immigration] files, 1918–1954.	2014/85
	Compensation for personal injuries received during the Civil War and the War of Independence, 1922–1934.	2017/46
	Coroner and Gambling Policy, 1948.	2017/47
	Courts Policy Division, 1938.	2017/48
	Applications for Naturalisation and Citizenship by Foreign Nationals, 1923–1984.	2013/50
	Department of Labour, Equality Division, 1973–1978.	2008/134
	Criminal Law (Jurisdiction) Bill, 1976.	2008/150
	Garda Division, 1923–1980.	2008/152
	Crime 1 Division, 1959–1978.	2008/153
	Crime and Security Division, 1977–1984.	2008/154
	Courts Policy Division, 1936–1978.	2008/155
	Criminal Law Reform Division, 1951–1978.	2008/156
	Deportation files, 1926–1938.	2017/45
	Coroners, 1926–1984.	2015/83
Office of Public Works	Damage to Property (Compensation) Act, 1923: files relating to properties affected in Dublin City and County Dublin, 1916–1943.	OPW/6/1
	Military commandeered premises: files relating to counties Cork, Dublin, Kerry, Kildare, Limerick, Longford, Mayo, Offaly, Tipperary and Wexford, 1918–1941.	OPW/6/2

	Malicious destruction of Government property: files relating to post Truce damage cases in counties Clare, Cork, Dublin, Galway, Kerry, Kildare, Kilkenny, Limerick, Mayo, Offaly, Sligo, Tipperary, Waterford, Westmeath, Wexford, 1824–1945.	OPW/6/3
	Damaged premises in Dublin City, County Dublin: architectural plans, 1912–1926.	OPW/6/4
Office of Secretary General to the President	Registered files, 2017 annual transfer of records, 1938–1995.	2017/55
Employment Affairs and Social Protection	Planning Secretariat, 2017 annual transfer of records, 1973–1987.	2017/39

Appendix D

Disposal certificates issued, January – December 2018

NAI Reference	Department	Section	Quantity	Date issued
NAD_2018_1	Justice & Equality	Explosives Importation Licences	c.100 paper files plus ongoing disposal	1 May 2018
NAD_2018_2	Agriculture, Food & Marine	Beef Premium files	600,000 paper files	12 June 2018
NAD_2018_3	Foreign Affairs & Trade	Passport Applications 1997 – 2006	c. 2 million application forms and supporting documentation	14 June 2018
NAD_2018_4	Public Appointments Service	Candidate application forms, 1922 – 2004	c. 3,000 bankers' boxes + ongoing disposal of electronic records	27 June 2018
NAD_2018_5	Finance	Paymaster General	1246 bankers' boxes	12 June 2018
NAD_2018_6	Transport, Tourism & Sport	Sports Capital Programmes Division, unsuccessful sports capital grant applications, 2002 – ongoing	c. 7,800 paper files (2002–2012) & ongoing disposal of electronic files from 2012 c. 10GB and growing	27 June 2018
NAD_2018_7	Transport, Tourism & Sport	Sports Capital Programmes Division, PQ files, 2002 – ongoing	c. 500 paper PQ files	27 June 2018
NAD_2018_8	Agriculture & Food	Airport Inspection files	c. 866 files immediately & ongoing disposal of c. 1,300 accruing annually.	27 June 2018
NAD_2018_9	Justice & Equality	International Child Maintenance	c.100–130 files accruing annually	27 July 2018
NAD_2018_10	Revenue Commissioners	FOI case files		8 October 2018
NAD_2018_11	Revenue Commissioners	PQ case files		8 October 2018
NAD_2018_14	Companies Registration Office (DBEI)	Late penalty waiver files	2001 – 2015	15 November 2018
NAD_2018_16	Agriculture, Food & Marine	Requisition orders Records Branch – ILC	2012 – ongoing c.6,000 and accruing at a rate of c.1,500 per year.	4 December 2018
NAD_2018_17	Agriculture, Food & Marine	Consolidation of Entitlements applications – Entitlements Branch	2005 – 2014 c.35,000	1 February 2019

NAD_2018_18	Agriculture, Food & Marine	Unused Entitlements/Appeals applications – Entitlements Branch	2008 – 2014 c.600	1 February 2019
NAD_2018_19	Agriculture, Food & Marine	Roll-Back, Roll-Forward requests – Entitlements Branch	2005 – 2014 c.7,000	1 February 2019
NAD_2018_20	Agriculture, Food & Marine	National Reserve applications – Entitlements Branch	2005 – 2010 & 2015 – ongoing, c.30,000 & accruing	1 February 2019
NAD_2018_21	Agriculture, Food & Marine	Trading/Transfer of Entitlements – Entitlements Branch	2006 – 2010 c.50,000	1 February 2019
NAD_2018_22	Agriculture, Food & Marine	Ewe Premium – Entitlements Branch	2002 c.2,500	1 February 2019
NAD_2018_23	Agriculture, Food & Marine	Suckler Cow Premium – Entitlements Branch	2001 – 2003 c.20,000	1 February 2019
NAD_2018_24	Agriculture, Food & Marine	Training courses – Learning & Development Unit	c.70 files and accruing	4 December 2018
NAD_2018_25	Agriculture, Food & Marine	Candidate Application Forms – Direct Recruitment – HR Unit	2003 – ongoing c.2,000 & accruing	17 December 2018
NAD_2018_26	Agriculture, Food & Marine	Export Licence Refund files -	1988 – 2012 c.30,000 – 40,000	4-12-2018
NAD_2018_29	Justice & Equality	FOI case files	1998 – ongoing, c.6,000, accruing at a rate of c.700 annually	5 March 2019
NAD_2018_30	Justice & Equality	PQ case files	1970 – ongoing, c.600 banker's boxes	5 March 2019
NAD_2018_31	Employment Affairs and Social Protection	One Parent Family Payment Scheme	1997 – ongoing, 300,000, accruing at a rate of c. 7,000 annually	23 January 2019
NAD_2018_32	Employment Affairs and Social Protection	Health and Safety Benefit Payment Scheme	2003 – ongoing, c.4,500, accruing at a rate of c.300 annually	1 February 2019
NAD_2018_33	Employment Affairs and Social Protection	Adoptive Benefit Payment Scheme	2003 – ongoing, c.40 applications received annually	23 January 2019

D.1 Disposal applications declined during 2018

NAI Reference	Department	Section	Quantity	Date issued
NAD_2018_12	Health	Certain redress payment scheme (CRAFT files) <ul style="list-style-type: none">• Surgical Symphysiotomy Ex-Gratia Payment Scheme• Lourdes Hospital Payment Scheme• Medical Defence Union• Drogheda Review and miscellaneous files		Application refused by Director on 26 September 2018.
NAD_2018_13	Education & Skills	Personnel files (post-primary)	11,500 immediately and ongoing disposal of accruing files	Application refused by Director on 11 October 2018.
NAD_2018_15	Education & Skills	European Social Fund/ European Globalisation Fund	1974 – ongoing	Application refused by Director on 21 November 2018.
NAD_2018_27	Agriculture, Food & Marine	Teagasc files – State Bodies Division		Application refused by Director on 4 December 2018.
NAD_2018_28	Agriculture, Food & Marine	Investigations case files – Investigations Division		Application refused by Director on 4 December 2018.

Appendix E

Outreach: lectures and visits; collaboration and co-operation

Lectures and presentation

Members of staff gave lectures and presentations to various external bodies during 2018, including:

- Archives and Records Association, Ireland and Information and Records Management Society Seminar on Copyright and Data Protection
- Back to Our Past, Belfast (February) and Dublin (October)
- History Teachers' Association of Ireland annual conference
- Irish Manuscripts Commission 90th Anniversary Seminar “IMC at 90”
- Liberal Studies Group, Kilkenny
- Mullingar Transformative Recovery College
- National Gallery of Ireland and UK National Conservation Service seminar, “Passive Aggressive? – Changing the Climate in Archival and Museum Storage” (2 presentations)
- Quebec Family History Society, “Roots 2018” Conference, Montreal (2 presentations)
- Rotary Club of Dublin
- UCD, Masters in Archives and Records Management
- UCD Humanities Institute “Refugee Rights in Records” Symposium

Also, presentations to civil and public service bodies on records management, data protection and archives and obligations under the National Archives Act, 1986 as below:

- Department of Justice and Equality Data Protection Officers
- Department of Culture, Heritage and the Gaeltacht AP Network
- Department of Culture, Heritage and the Gaeltacht Induction for New Entrants
- Local Authority Archivists Network
- Civil Service Data Protection Officers Network
- Civil Service HR Managers Forum
- Department of Public Expenditure and Reform HR Central Policy Unit GDPR Working Group

Outreach: lectures and visits; collaboration and co-operation

Group visits

Visits by groups to the National Archives during 2018 included the following:

- Brabant Vocational College, Belgium
- Dublin Business School
- Dublin City Council Culture Company's Culture Club (7 visits)
- Dublin City Council Culture Company's "National Neighbourhood – My Place: A Project" Initiative (2 visits each by Transition Year Students from Synge Street CBS, Warrenmount Presentation Secondary School and St Patrick's Cathedral Grammar School)
- Dublin City University School of History and Geography
- Dublin Institute of Technology School of Journalism
- Galway-Mayo Institute of Technology Heritage Studies, Year III undergraduates
- Henrietta Adult and Communication Education Service (HACE)
- Irish Architectural Archive
- Marsh's Library
- Mullingar Transformative Recovery College
- National Archives of Botswana
- National Archives of Greenland
- National Archives Administration, Taiwan
- National Library of Ireland Genealogy Studies Programme
- National Print Museum
- NUI Galway, History and Archaeology postgraduates
- NUI Maynooth, Local History MA and Certificate
- NUI Maynooth, MA in Archives and Historical Records
- NUI Maynooth, Department of Irish History
- Public Record Office of Northern Ireland, public services staff
- State Archives of Lithuania
- Trinity College Dublin, Department of Manuscripts
- Trinity College Dublin, Department of History
- Ulster Historical Foundation
- University College Cork, History and Archaeology postgraduates
- University College Dublin, History and Archaeology undergraduates and postgraduates
- University College Dublin Library
- University College Dublin, Masters in Archives and Records Management
- University of Limerick MA in History of the Family
- Warrenmount Community Education Centre "Introduction to Tracing Your Family Tree"

Outreach: lectures and visits; collaboration and co-operation

Filming/broadcasting

- Animo Productions for "Who Do You Think You Are?"
- RTE for "Scannal" and radio documentary programmes
- Dublin City Council Culture Company for "National Neighbourhood"

Briefing meetings with Departments on obligations under National Archives Act, 1986

- Department of the Taoiseach
- Department of Agriculture, Food and the Marine
- Department of Culture, Heritage and the Gaeltacht
- Department of Defence
- Department of Education and Skills
- Department of Public Expenditure and Reform HR Central Policy Unit
- Charities Regulator
- Comptroller and Auditor General
- Council of National Cultural Institutions Data Protection Group
- Courts Service
- Insolvency Service of Ireland
- Irish Human Rights Commission
- Office of the Government Chief Information Officer
- Ordnance Survey of Ireland
- Property Registration Authority
- Public Appointments Service
- Revenue Commissioners
- Tourism Ireland

Co-operation and collaboration

- Archives and Records Association, including Archives and Records Association, Ireland
- Beyond 2022
- Blue Shield
- CAIN (Conflict Archives on the INternet), University of Ulster
- Digital Repository of Ireland
- Documents in Irish Foreign Policy
- Dublin City Council Culture Company National Neighbourhood
- Houses of the Oireachtas
- Mother and Baby Homes Commission of Investigation
- National Records of Scotland
- Public Record Office of Northern Ireland
- Royal Irish Academy Historic Towns Atlas
- RTE for "Scannal" and radio documentary programmes
- The National Archives, United Kingdom
- University College Dublin School of History and Archives

Appendix F

Attendance at conferences, working groups and training

- Induction training for all new staff and placements
- In-house preservation-related training
- Manual handling
- Fire security
- First Aid and Evac+Chair
- Higher Executive Officer training
- Planning and chairing meetings
- Report writing
- Professional Irish
- Mentoring
- Introductory and Intermediate Project Management
- Public Sector Procurement
- Freedom of Information Basic and Advanced Training
- General Data Protection Regulation
- Open Data
- Legal discovery and e-discovery
- E-Docs and E-Correspondence
- Emergency Preparedness Training for Disaster Teams
- ICCROM/Blue Shield First Aid to Cultural Heritage in Time of Crisis
- ICRI Conservation Activities in Ireland VI
- National Gallery of Ireland and UK National Conservation Service “Passive Aggressive? Changing the Climate in Archival and Museum Storage”
- Building and storage standards: BS:EN 16893 and BS 4971:2017
- Construction Law Conference
- Trinity College Dublin, Museum Lighting
- Information and Records Management Society Conference “Records at Risk”
- Irish Copyright Seminar, Library Association of Ireland
- Practical preservation and people: a briefing on metadata
- Getting Started with Digital Preservation
- E-mail preservation
- Records Management Standard ISO 15489-1:2016
- Appraisal of records
- European Diploma in Cultural Project Management
- Axiell User Conference
- International Council on Archives Records in Context Descriptive Standard

Attendance at conferences, working groups and training

- WordPress web training and website management
- Online marketing and digital strategy
- Media skills
- Microsoft Excel for Archivists
- Archives and Records Association Annual Conference
- Advanced Diploma in Data Protection Law, Honourable Society of King’s Inns
- “Don’t Risk It” Disaster Preparedness Training, Archives and Records Association, Ireland

The National Archives is an institutional or associate member of the following organisations:

- Association of Canadian Archivists
- British Cartographic Society
- 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 Management Society of Great Britain
- Institute of Conservator-Restorers in Ireland
- 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 of the Archives and Records Association, UK & Ireland.

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