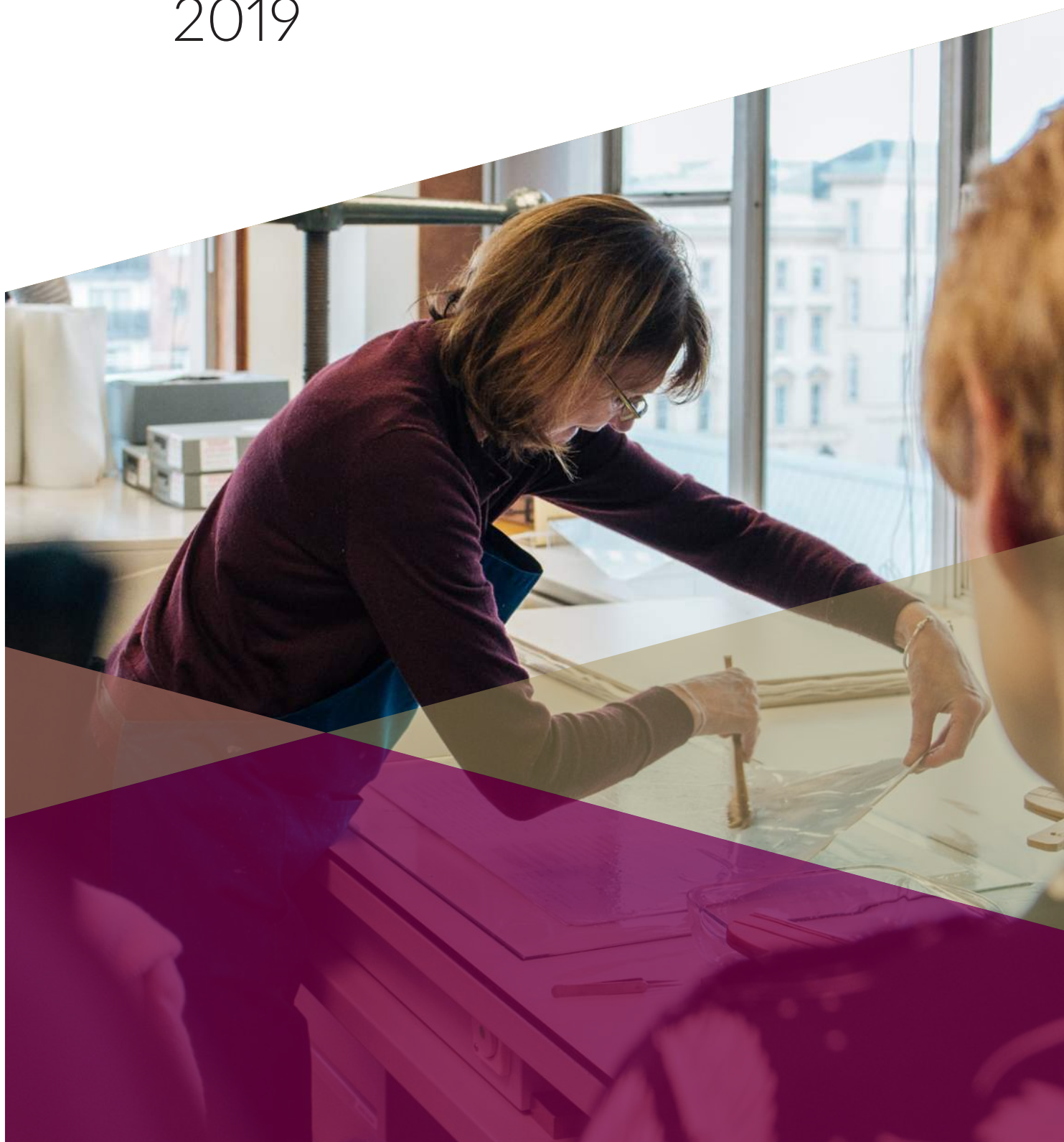




An Chartlann Náisiúnta  
National Archives

# Report of the Director of the National Archives 2019



## 2019 in Numbers

**7,727** Total number of researchers using the Reading Room

**2,452** Visits to Genealogy Advisory Service in 2019

**12,638,446** Number of hits recorded on nationalarchives.ie during 2019

**303** We welcomed 303 visitors through our doors on Culture Night

**2,773** Readers' Tickets were issued during 2019

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On 5 August 2019, John McDonough formally resigned his position as Director of the National Archives. While this report for 2019 relates to much of 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.



Jacob's Factory elevations, where the National Archives now stands on Bishop Street.  
Courtesy of the Irish Architectural Archive

# 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 August 2017, 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 2017 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 2019, the National Archives Advisory Council met on five occasions: Tuesday, 5 February 2019; Tuesday, 14 May 2019; Thursday, 25 July 2019; Monday, 2 September 2019 and Monday, 11 November 2019.
- 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.



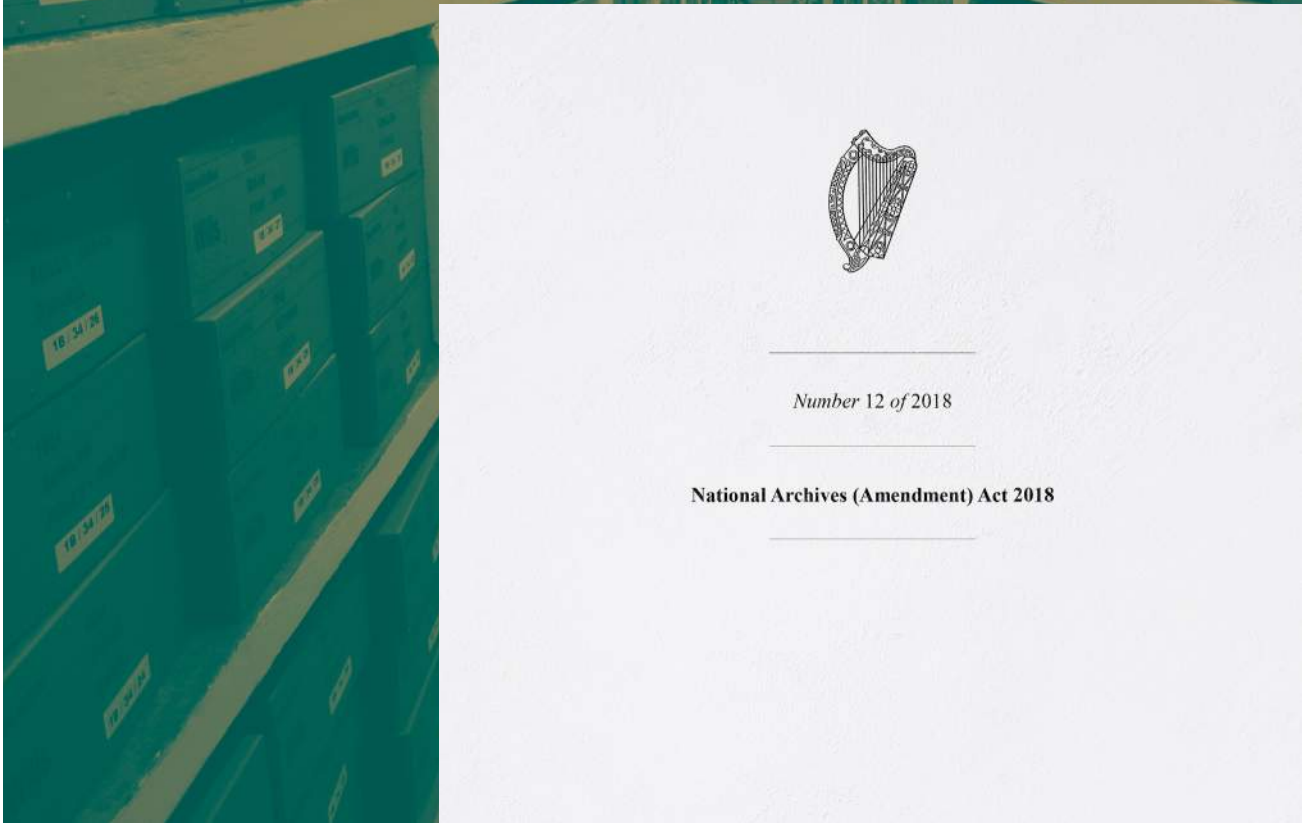


# New Legislation

The greatest deficiency in the National Archives Act 1986 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.

- 1.8
- There is a pressing need for new legislation to address some deficiencies in the National Archives Act 1986 and a detailed submission in this regard was made to the former Department of Arts, Heritage and the Gaeltacht in 2013.
- 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 1.19 – 1.20 and 3.8 – 3.17 below).
- 1.10
- There is also a need for mandatory provisions to ensure more effective legislative protection for records created and retained in digital 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.

# New Legislation



- 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.
- 1.13
- 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 2019, but preparatory work was undertaken in conjunction with the Department of Culture, Heritage and the Gaeltacht during 2019 with a view to making such an order during the period 2020–2021.

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## New Legislation

- 1.14** The Department of Culture, Heritage and the Gaeltacht, together with the National Archives, established an inter-departmental committee – including representatives of the Department of the Taoiseach, the Department of Foreign Affairs and Trade, the Department of Justice and Equality, and the Office of the Attorney General – to scope work arising from the making of a statutory order under the National Archives (Amendment) Act, 2018 to release certain records relating to Anglo-Irish matters when 20 years old. This committee has identified the volume of records of relevance and the resources required, including staff, to prepare these records for public availability. In 2019, the National Archives made a formal submission to advise the Department of Culture, Heritage and the Gaeltacht of the resource implications for the National Archives arising from the making of a statutory order.

### Records Management

- 1.15** 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.
- 1.16** 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. Sections 3.8 to 3.17 below report on the management of public service records and participation by the National Archives in efforts to initiate a Public Service Records Management Project.

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## Freedom of Information and Data Protection

### Freedom of Information

- 1.17** 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.
- 1.18** The National Archives is itself one of the public bodies listed in the FOI Acts, and records held by the National Archives which are not otherwise available for public inspection are subject to the provisions of the Acts. However, section 46(2) of the FOI Act 1997 states that it does not apply to a record that is available for inspection by members of the public. Consequently, the FOI Acts do not apply to archives in the National Archives that are available for public inspection.

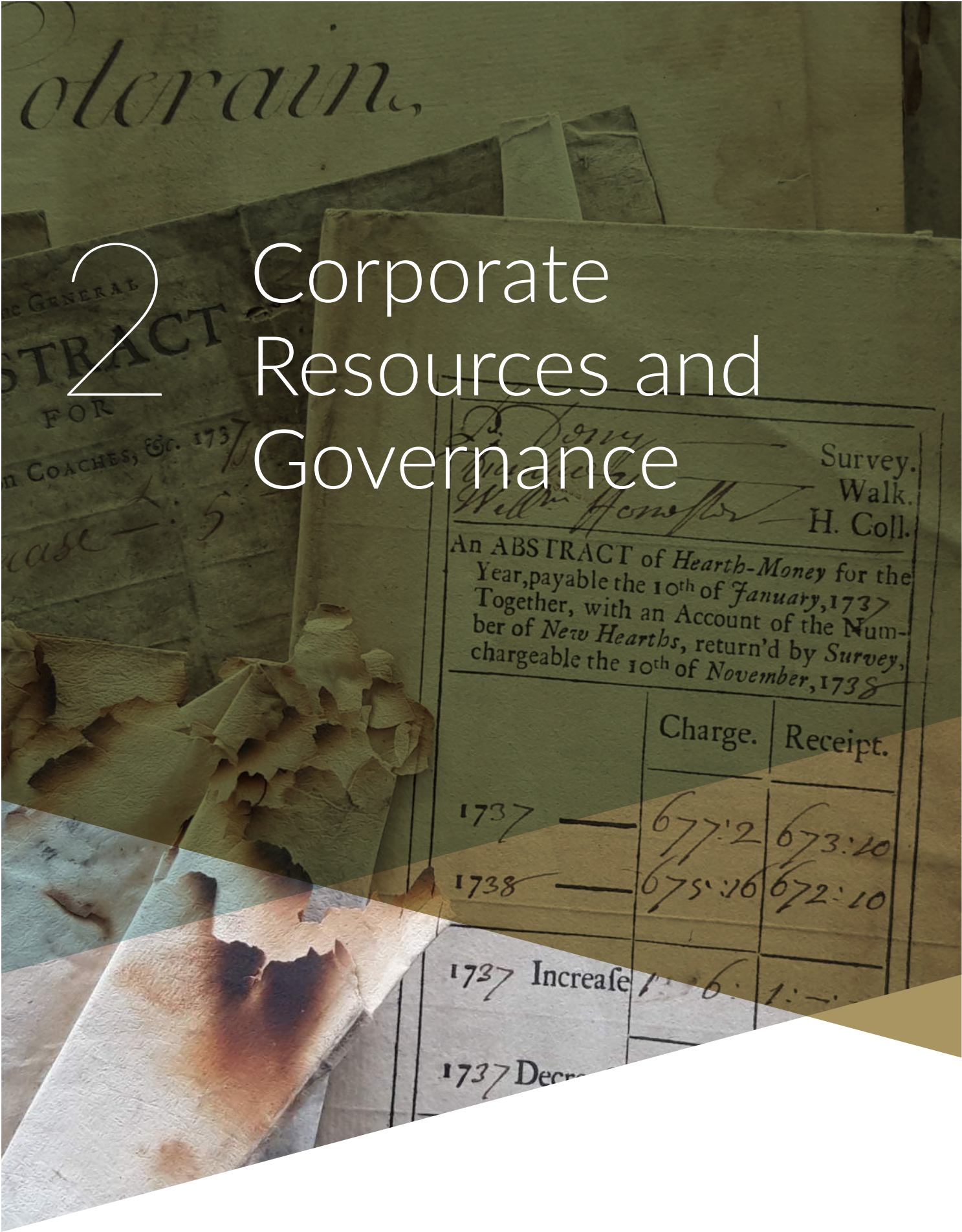
### Data Protection

- 1.19** 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 has issued a detailed guidance note on the intersection of data protection and national archives obligations, which is available at [https://www.nationalarchives.ie/wp-content/uploads/2019/03/20190309Guidance-Note\\_GDPR\\_V4.pdf](https://www.nationalarchives.ie/wp-content/uploads/2019/03/20190309Guidance-Note_GDPR_V4.pdf).
- 1.20** 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. 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.



# Other Legislation and Regulation Affecting Archives

1.21 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, 2019, providing observations on various drafts. This consultative role continued through 2019.



# 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 2019 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 2016 to 2019 as recorded in the annual Revised Estimates for Public Services<sup>1</sup>

Subhead Description	2016	2017	2018	2019
	€	€	€	€
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	1,165,000	1,215,000	1,265,000	1,315,000
A.4 Capital	351,000	351,000	351,000	351,000
Total	1,556,000	1,606,000	1,656,000	1,706,000

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

# Staff

Overall staff numbers fall far short of the minimum necessary to permit the National Archives to undertake the full range of functions of a national archival repository of comparable size and range of mandated functions.

## Staffing levels

2.2 As outlined in previous reports, the National Archives does not have sufficient staff to enable it to carry out all of the 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. Implementation of the 20-year access rule in accordance with provision under the National Archives (Amendment) Act, 2018 will not be possible without the allocation of a sufficient complement of additional staff dedicated for this purpose.

2.3 The National Archives currently has a staffing complement of 46 (FTEs), including one staff member on a fixed term contract employed to catalogue archives of the Office of the Chief Secretary for Ireland (see 6.5 – 6.6) and one staff member currently on long-term sick leave. This number does not include the post of Director, which fell vacant on 5 August 2019 on the resignation of the incumbent to take up alternative employment. Three staff retirements at the grades of Executive Officer, Clerical Officer and Services Officer respectively are anticipated in early 2020. Two Services Officers are awaiting assignment to the grade of Clerical Officer elsewhere in the civil service following successfully competing for appointment. Overall staff numbers fall far short of the minimum necessary to permit the National Archives to undertake the full range of functions of a national archival repository of comparable size and range of mandated functions.



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## Staff

### Work Force Plan

2.4 The National Archives submits an annual workforce plan to the Department. Each plan gives a cogent and considered indication of the requirement for staffing resources. The 2019 workforce plan noted a minimum staffing requirement of 62 FTEs. It includes posts such as professional positions for conservation and digital collections curation respectively. It also includes 4 staff at the grade of Archivist to fill existing vacant positions. This number of 62 FTE staff does not include 5 professional archivists/records managers on fixed term contract required to undertake work in connection with the Public Service Records Management Plan and 3 professional archivists on fixed term contract required to complete the project to catalogue certain archives of the Office of the Chief Secretary for Ireland (see 6.5 to 6.6).

2.5 During 2019, the staff of the National Archives were engaged in a number of significant programmes of work. These included:

2.5.1 Archive Repository Project – this entails partnership with the Office of Public Works to develop archival quality storage within the warehouse structure at our Bishop Street building. This necessitated the preparation for the move of approximately 70,000 boxes of archives from the warehouse to alternative temporary accommodation at other off-site locations.

2.5.2 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. 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.

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## Staff

Conservation cleaning of accounts books which survived the 1922 fire in the Public Record Office of Ireland.



2.5.3 *Beyond2022* – although not formally launched until December 2019, there was input by staff to preparatory work in advance of launch and ongoing collaboration with this project to digitally recreate the former Public Record Office of Ireland and its archival holdings will require the dedication of staff to liaise and co-ordinate with conservation, digitisation and cataloguing work, as well as the provision of facilities.

2.5.4 Salved 1922 Records Project – in collaboration with the Irish Manuscripts Commission, a project to conserve and catalogue original documents ranging in date from the 14th to the early 20th centuries which were saved from the Public Record Office of Ireland after the fire in June 1922 was formulated.

2.6 In late 2019, a submission on staffing levels additional to the Workforce Plan was made to the Department. In the absence of sufficient staff resources, the National Archives is making contingency plans with regard to its services for 2020 and may be forced to prioritise or reduce certain services in an effort to continue operating.

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## Staff

### Organisational Capacity Review

- 2.7 The National Archives participated in the Organisational Capability Review (OCR) process organised by the Department in 2018 and staff attended meetings conducted on various dates over the period Oct 2018 to March 2019 in an effort to facilitate the collection of evidence.
- 2.8 When announced, the National Archives welcomed the initiative of an OCR of the Department by the Department of Public Expenditure and Reform. It was interpreted as signalling an intent to conduct an in-depth review of the Department's varied functions, assessing the effectiveness with which they are being discharged, identifying constraints and making recommendations for action to address shortcomings.
- 2.9 The OCR report did not specifically reference the mandate and functions of the National Archives as it did those of other Departmental operational areas or policy initiatives. There was no treatment of the responsibilities of the Minister and the Director of the National Archives for fulfilling the State's archival policy and the discharge of functions relevant to the preservation and public availability of authentic, reliable and complete State records or for archives and records policy generally.
- 2.11 A detailed submission was made to the Department in August 2019 in relation to the treatment of the National Archives in the OCR process and report.
- Resignation of Director**
- 2.12 John McDonough formally resigned as Director on 2 August. Tom Quinlan, Keeper, was appointed as Director in an acting capacity on 17 September, pending the appointment of a successor.

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## Information and Communications Technology (ICT)

- 2.13 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 2019, the ICT Unit operated with an ICT Manager at the grade of Higher Executive Officer and one Clerical Officer. The absence of 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**
- 2.14 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.
- 2.15 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](http://www.nationalarchives.ie) (see 5.14 – 5.15 below).
- 2.16 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)



Robert in our digitisation unit uses specialist equipment to copy archives and facilitate access.

### Digitisation

- 2.17 The ICT Unit provided support for digitisation work during 2019, including completion of 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 7.13 – 7.15 below). The ICT Unit also worked with the Digitisation Unit on the migration of digital images of archives to new servers.

### Security and usage policies.

- 2.18 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 2019, 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

- 2.19 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. OPW issued a Request for Tenders for construction works in October 2019. Preparatory work undertaken in the National Archives in connection with the Archives Repository Project is described in 4.13 to 4.17 below. The Keeper, Collection Care and Public Services, the Senior Archivist, Archives Storage and Preservation and the Head of Administration represent the National Archives on an OPW/National Archives Working Group to advance the Archives Repository Project. All three, together with the Director, are members of the Department of Culture, Heritage and the Gaeltacht/Office of Public Works Archives Repository Project Steering Group.
- 2.20 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

- 2.21** Due to space constraints onsite at Bishop Street, it was agreed with OPW in 2013 that the smaller volume of 30-year old policy-related records annual transferred by a limited number of high profile Departments and offices could be stored off-site in commercial storage following release to public inspection on 1 January of each year. These records are retrieved from commercial storage on request (see 5.7 below). This arrangement will have to continue until completion of the Archives Repository Project. Unfortunately, delays in procurement of additional vaults in commercial storage placed severe constraints on the volume of 30-year old policy-related records that could be accessioned in 2019 and released to public inspection in January 2020 (see 3.28 – 3.29 below).
- 2.22** Plans were made to upgrade the office spaces on floor 5 with a view to consolidating and improving staff facilities. Plans were also made to undertake other works consequential on the Archives Repository Project, including works to adapt staff and public toilets on the ground and first floors. The electricity fuse board that serves the entire Bishop Street building was upgraded in October to ensure it is adequate to meet the demands of the building following completion of the Archives Repository Project.
- 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 2019 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, Mr Gerry Gleeson, Ms Amanda Bloxham and Ms Claire McKeveitt.

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## Governance

- 2.25** **Risk Management**  
The National Archives reviewed and confirmed its risk register in 2019. 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.
- 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** **Internal Audit**  
The Department's Internal Audit Unit has indicated that it will conduct an audit of procurement practices by the National Archives during 2020.



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## Governance

### Records Management in the National Archives

- 2.28 In 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 approved by senior management. This project was the beginning of an audit of records as part of compliance with the Data Protection Act, 2018 and in preparation for implementation of the **eDocs** electronic records management system in the National Archives by the Office of the Government Chief Information Officer. During 2019, implementation of the retention policy continued in Archives and Government Services Division, with development of a new folder structure and migration of records of the Current Records Unit completed. Archives Management Unit also began using the new folder structure and will continue to review files for migration. This project will continue during 2020 and will be rolled out to other divisions and units.

### Fire Safety and Emergency Plan

- 2.29 In 2019, 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.
- 2.30 The Emergency Plan was up-dated in December and circulated.



National Archives, Bishop Street building.  
Courtesy of the Irish Architectural Archive

**The National Archives is 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.**

**3.1** The National Archives acquires archival records created by Departments of State and the courts at all levels, referred to as 'Departmental records', in accordance with legal mandate under the National Archives Act, 1986. In addition, the National Archives is 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.

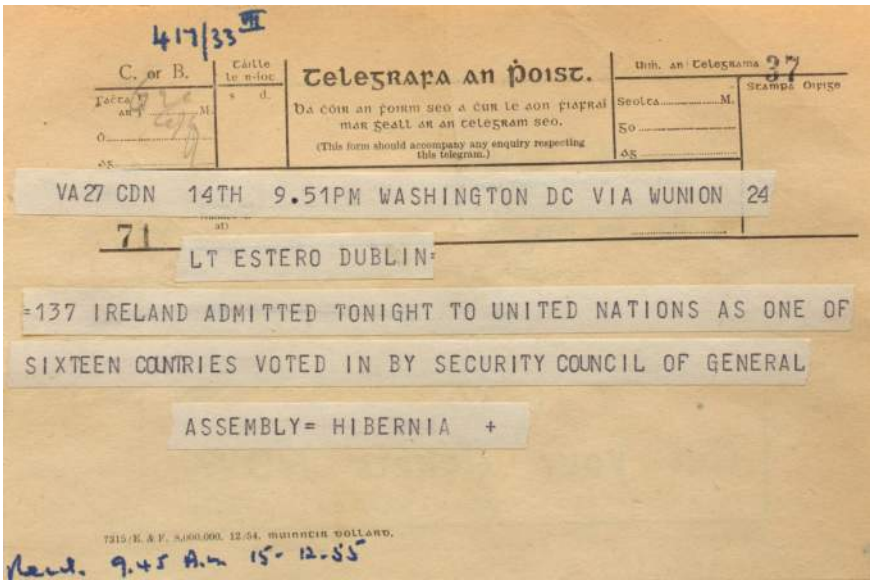
All such certificates must be made by an officer of at least Principal Officer rank who has been appointed as Certifying Officer by the Secretary General of the Department. Certificates made under Section 8(4) by Certifying Officers of Departments other than the Department of the Taoiseach require the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



Archives Acquisition and Records Services to Government



Ticker tape telegram sent to Dublin announcing that Ireland has become a member of the UN. The telegram was sent by Ireland's Ambassador to the United States John Hearne (his telegraphic address being 'Hibernia') to the Department of External Affairs at Iveagh House (its telegraphic address being 'Estero'). Ref. NAI/DFA/6/417/130

3.5

Archives and Government Services

Archives and Government Services is the administrative division within the National Archives responsible for appraising, collecting and managing departmental records for preservation. The division is comprised of two units, Archives Management and Current Records, managed by two Senior Archivists and overseen by a Keeper. During 2019, the Division had a staffing level of 1 Keeper, 2 Senior Archivists, 4 Archivists (3 assigned to Archives Management and 1 to Current Records) and an administrative support staff of 1 Executive Officer and 1 Clerical Officer shared between the two units.<sup>2</sup>

2. An Archivist was recruited in March 2019 to replace an internal transfer in June 2018. Another Archivist resigned from the National Archives in October 2019 to take a position in the National Library of Ireland and an Archivist was on maternity leave from November 2019. The Division was without an Executive Officer during the months of August to October 2019 between the departure and arrival of a member of staff.

Current Records

Current Records Unit

3.6

The National Archives attempts, within limited statutory powers and resources, to provide guidance to government departments and public bodies on the management of their records, both those bodies that are subject to the Act and those established since 1986 that have no legal protection for their records.

3.7

Section 7 of the National Archives Act, 1986 permits the Director of the National Archives to 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 as a means of assisting departments to comply with their obligations under data protection legislation and to reduce the cost to the exchequer of reliance on commercial storage for records where the business function has ceased. The Current Records Unit continued to engage with departments and to facilitate requests for disposal of records throughout 2019 (see 3.19 – 3.21 below).

Records Management in the Civil Service

3.8

The absence of records management regulations in the civil service continues to pose serious risk to the preservation of official records. The increase in queries as a consequence of the introduction of GDPR in 2018 continued through 2019. The Senior Archivist, Current Records engaged with a number of networks in the civil service in 2019 in an effort to continue to raise the profile of the National Archives and to highlight the need for proper recordkeeping practices and oversight throughout the entire lifecycle of records

3.9

During 2019 presentation were given to the following civil and public service bodies on records management, archives, data protection and obligations under the National Archives Act, 1986

- Civil Service Data Protection Officers Network
- Civil Service Heads of Internal Audit Forum
- Department of Defence
- Department of Justice
- National Archives Advisory Council

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## Current Records

- 3.10** Issues highlighted in my 2018 annual report with regard to bodies that do not come within the scope of the National Archives Act, 1986, coupled with the absence of a digital preservation strategy for public records, continues to cause concern. Without obligatory standards in for the management of official governmental records and data, the public record will continue to be at risk of loss and the State liable for failure to protect the interests of stakeholders and citizens.
- 3.11** Departments have continued to be over-reliant on commercial records storage providers for the management of paper records, and in the absence of digital preservation strategies and a standards-based approach to information management, the risk of loss or inaccessibility to the public record will continue. The quality of some commercial storage providers used by government departments continues to cause concern.
- 3.12** The National Archives is pleased to note the appointment of professional archivists and records managers in a number of departments and public bodies. The National Archives is working closely to support these individuals in the massive task facing them. In late 2019, Archives and Government Services Division took steps to establish a formal network for archivists and records managers working the civil service. This initiative will be progressed in 2020.
- 3.13** **Public Service Records Management Plan**  
The Public Service Records Management Plan, which was due to commence in 2018, did not proceed in 2019 either. This project was intended to analyse many of the recordkeeping issues identified by the National Archives, and to develop a framework and infrastructure for the management of both paper and born digital records. In the absence of a coherent strategy, the potential loss of records that document the activities of the institutions of the Irish State will continue, with potential consequences for government accountability, the protection of citizens' rights and entitlements and the history of the Irish State. This issue has been highlighted in successive National Archives Director's reports over almost two decades.

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## Current Records

- 3.14** The National Archives continues to have no statutory oversight role in records management in the civil service. The National Archives can advise on matters relating to records that warrant permanent preservation as archives, but has no power to enforce compliance. Ireland continues to be an outlier in this regard, in both a European and international context. National archives legislation requires urgent review to take account of developments in recordkeeping practices since 1986, including the increase in the volume and complexity of born digital records and the impact of both Data Protection and Freedom of Information legislation on the management, preservation and provision of access to official records.
- 3.15** During 2019, the Current Records Unit provided feedback on eight records management and retention policies as below:
- Department of Agriculture, Food and the Marine, HR Division
  - Department of Foreign Affairs and Trade, HR Division
  - Competition and Consumer Protection Commission
  - Department of Finance
  - National Museum of Ireland
  - Department of Education and Skills, School Inspectorate
  - Office of Public Works
  - Office of the Revenue Commissioners
- 3.16** Although it is encouraging that many bodies have begun to take management of records seriously, there continues to be widespread disparity in the standard of policies developed and the overriding understanding of recordkeeping concepts and developments. Much of the documentation reflected concerns about data protection and continues to fail to take account of broader recordkeeping obligations, including statutory obligations under National Archives legislation. There continues to be a perception that information management requires no specialist knowledge or skills. The management of information is a specialist role that requires full-time, well-trained staff to understand the relevant legal and organisational complexities that occur.



## Current Records

- 3.17 During 2019, the Current Records Unit continued to work on the development of a retention schedule for general administrative classes of records found across all departments and civil service agencies. This retention schedule is intended to provide practical guidance to departments on records that should be identified for permanent preservation as archives. It will also provide guidance on records to be disposed of, and it is hoped that it will lead to a level of consistency in how records are managed over time. At present, 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. This retention schedule was issued to a number of interested parties in 2019 as guidance only, on the understanding that any disposal of records requires the specific authorisation of the Director of the National Archives.

### Records management in the National Archives

- 3.18 During 2019, the Senior Archivist, Current Records Unit, continued to coordinate the implementation of a new folder structure and records management policy in Archives and Government Services Division. The new structure was finalised and migration of records from the Current Records Unit was completed. The Archives Management Unit began using the new structure and continues to review files for migration from the old structure. This project will continue during 2020 and will be rolled out to each division on a phased basis. This project is part of ongoing preparation for the implementation of eDocs within the National Archives and compliance with our obligations under the Data Protection Act, 2018.

### Appraisal of Departmental Records

- 3.19 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.

## Current Records

Canadian Minister and primary architect of the 1955 expansion of the UN that included Ireland, Paul Martin, congratulates Ireland's Consul General in New York Jack Conway on Ireland's admission to the UN. Conway was the first Irish diplomat to represent Ireland in the UN General Assembly. Ref. NAI/DFA/6/417/140

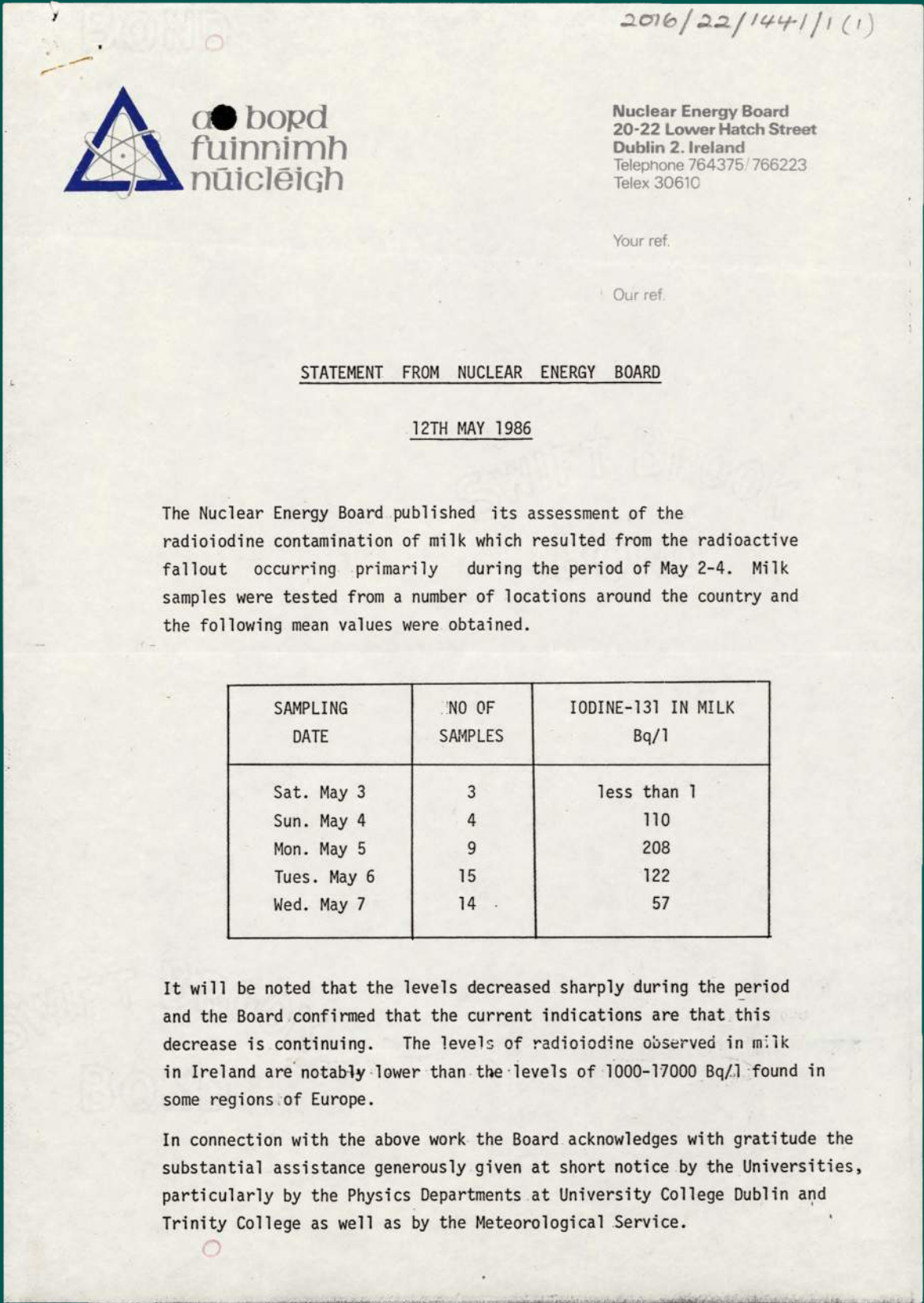


- 3.20 During 2019, 28 disposal applications were finalised by the Current Records Unit. This resulted in the disposal of approximately 600,000 records that did not warrant permanent preservation as archives and where their business or legal function had ceased. The majority of these records related to records of processing activities and records that did not contain unique information. In all cases, disposal authorisation was subject to a number of conditions. This has resulted in continued savings to the Exchequer and increased compliance with obligations under other statutes, including the Data Protection Act, 2018. In two cases, disposal applications were refused on the grounds that the records did warrant permanent retention as archives, and a further two applications were withdrawn as no adequate filing system was in place to allow for the easy identification of records for disposal. Appendix D has a list of all disposal applications granted and refused in 2019.

Current Records

3.21 During 2019, appraisal surveys of records were undertaken in the departments and agencies at locations as follows:

- Department of Agriculture, Food and the Marine
  - Tralee, County Kerry
  - Wexford
- Department of Transport, Tourism and Sport
  - Dublin
- Department of Employment Affairs and Social Protection
  - Dublin
  - Buncrana, County Donegal
- Department of Education and Skills Schools Inspectorate
  - Dublin
- Department of Foreign Affairs and Trade
  - Dublin
- Department of Justice and Equality
  - Dublin
- Department of Health
  - Dublin
- Office of the Revenue Commissioners
  - Dublin
- Office of the Attorney General
  - Dublin
- Competition and Consumer Protection Commission
  - Dublin
- Central Statistics Office
  - Dublin
- Office of the Comptroller and Auditor General
  - Dublin
- Department of Business, Enterprise and Innovation
  - Dublin
- Defence Forces, Military Archives
  - Dublin



A statement from the Nuclear Energy Board concerning the levels of radioactive contamination in Ireland's milk supply. According to the Board's observations, Ireland suffered from significantly lower levels of radioactive fallout than many other parts of Europe. Ref. NAI/DFA 2016/22/1441/1



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## Current Records

### Open Data

- 3.22 During 2019, little progress was made on our Open Data strategy. As information professionals, we fully recognise the significance of the data we hold and the potential for its use by various sectors as part of the Open Data strategy. A limited amount of work continued on the preparation of datasets for release. This work is severely hampered by the continued lack of staffing across the National Archives, particularly at archivist and specialist ICT grades. Until such time as our ICT and staffing resourcing is resolved any obligation to comply with government policy regarding Open Data will not be met.

### Membership of Human Resources Working Group of the Central Policy Unit of the Department of Public Expenditure and Reform

- 3.23 During 2019, the Senior Archivist, Current Records Unit, participated in a working group coordinated by the Central Policy Unit for Human Resources in the Department of Public Expenditure and Reform. The working group produced guidance on practical measures for Human Resources managers in how to ensure compliance with GDPR. This included an overall policy document and a detailed retention schedule. The Senior Archivist, Current Records Unit, provided input to the retention schedule and it is hoped that this will form the basis for Human Resource records retention policies in the future. It will be used as guidance by the National Archives in appraising Human Resource records.

### Council of National Cultural Institutions and data protection

- 3.24 The Senior Archivist, Current Records Unit, participated in an informal working group on data protection with colleagues from other CNCI bodies. In May 2019, the group organised a half-day symposium to mark the first anniversary of the introduction of GDPR. The title of the symposium was ***The Right to Be Forgotten v. The Responsibility to Remember*** and the theme involved an examination of the origins of data protection law in a post-World War II Europe, issues affecting archive services and the need to ensure the preservation of records that contain personal information. The symposium was held in the National Gallery of Ireland and was over-subscribed, reflecting the thirst for informed discussion in this area, and also the need and desire for further guidance on derogations for archiving purposes in the public interest. Feedback received on the event was universally

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## Current Records

positive. On behalf of the group, the National Archives would like to acknowledge gratefully the participation of our speakers in the event, who were very obliging in giving up their time and contributing to the debate: Dr David Fennelly, Assistant Professor, Department of Law, Trinity College Dublin; Dr Elizabeth Lomas, Associate Professor in Information Governance, University College London; Ms Fiona Kearney, Data Protection Officer and Records Manager, Galway City Council; and Caoimhe Sheridan, Legal Researcher, Data Protection Commission.

### e-Archiving meeting, Brussels, Belgium, 3 – 4 December 2019

- 3.25 The Senior Archivist, Current Records Unit, attended a two-day meeting of the e-Archiving project in Brussels, Belgium in December 2019. The e-Archiving project is funded by the European Commission and brings together a number of European national archives, software developers, ICT specialists, archivists, metadata experts and software engineers in the public and private sectors and universities to develop a standards-based approach to digital preservation strategies, in order to ensure proper management, storage and long-term access to born digital records. e-Archiving has been included as a building block in the European Commission's strategy for the development of a trans-national approach to the management of information, and the promotion of digital public services. The National Archives has been unable to actively engage in this project due to continued understaffing across all grades, and under-resourcing of our ICT infrastructure.

# Archives Management

## Archives Management Unit

3.26 The role of the Archives Management 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 Management 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

3.27 Due to a perennial shortage of accommodation for archives, the National Archives has never been able to accept the full range of Departmental records due for transfer and this has militated against the initiation of systematic programmes of work by Departments to prepare records for transfer in accordance with legal obligation. A statement of the position with respect to the transfer of records as of 31 December 2019 is set out in Appendix C1, Tables C1.1 and C1.2.

3.28 In 2019, Archives Management Unit was only able to accept a more limited than usual number of transfers of 30 year old records from government departments. Several transfers of records due for release to the public in January 2020 were agreed for accessioning in early 2019.<sup>3</sup> However, it became apparent by September 2019 that there was insufficient vault space at off-site commercial records storage and, as a consequence, we could accept only 30 year old records from the central registries of the Department of the Taoiseach and the Department of Foreign Affairs and Trade for release to the public in January 2020.

3.29 Unfortunately, the National Archives was unable to accept transfers of records from the Department of Finance, the Department of Justice and Equality, the Department of Foreign Affairs' diplomatic missions overseas, the Department of Transport, Tourism and Sport, the Department of Employment Affairs and Social Protection, and the Department of Culture, Heritage and the Gaeltacht. I appreciate the forbearance of departments who had prepared records and had to postpone transfer. It is hoped that the necessary storage for archives will be secured by the Office of Public Works in 2020.

3. These transfers included Irish diplomatic missions overseas from the Department of Foreign Affairs and Trade, records of the Planning Secretariat of the Department of Social Protection and the Department of Health, Accountancy Unit records from the 1920s.

# Archives Management

3.30 During 2019, the Senior Archivist in Archives Management Unit continued a programme of work with a small range of Departments of State and other bodies attempting to address backlogs of records for transfer to archival custody. Work was initiated with the archivist at the Department of Justice and Equality to return unlisted and informally deposited records from the National Archives for preparation for formal transfer and release to the public. The Department of Agriculture and the Marine has continued to work on the historical backlog of Irish Land Commission Fair Rent files and transferred records for the counties of Meath, Galway and Kerry, 1881-1923. Unfortunately, these records cannot be made available to the public as we have insufficient staff to process the records or archival storage space. The Department of Finance is to be commended for dedicating a team of staff since 2015 to work on preparing backlog records from the 1920s to the 1980s for transfer.

3.31 The presence of professional archivists/records managers in a number of bodies has greatly improved the standard, size and regularity of transfers of records from those Departments and offices. The appointment of such professional staff is seen as an essential step in addressing historic backlog transfers from bodies subject to the National Archives Act, 1986.

3.32 The Department of the Taoiseach transferred three collections dating from the foundation of the State: the Irish Race Congress, Paris, 1922; the Irish Convention, 1917-1918; and the papers of Diarmuid O'Hegarty, Secretary to the First Dáil, 1919-1921. Records transferred by Departments of State are set out in Appendix C1, Table C1.4.

3.33 Under the National Archives Act, 1986, records of the courts, including probate records, are 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



## Archives Management

Service had the opportunity to consult the Office of the Data Protection Commissioner. As a result, no transfers of court records were received during 2019 and the position with regard to the transfer of the records of the courts is summarised in Appendix C1, Table C1.6 below. In addition, the status of the Courts Service, as distinct from “the Courts” or “Court Offices”, under the National Archives Act needs to be addressed.

### Transfer of records by Scheduled Bodies

3.34 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 provision of accommodation for archives through completion of the Archives Repository Project.

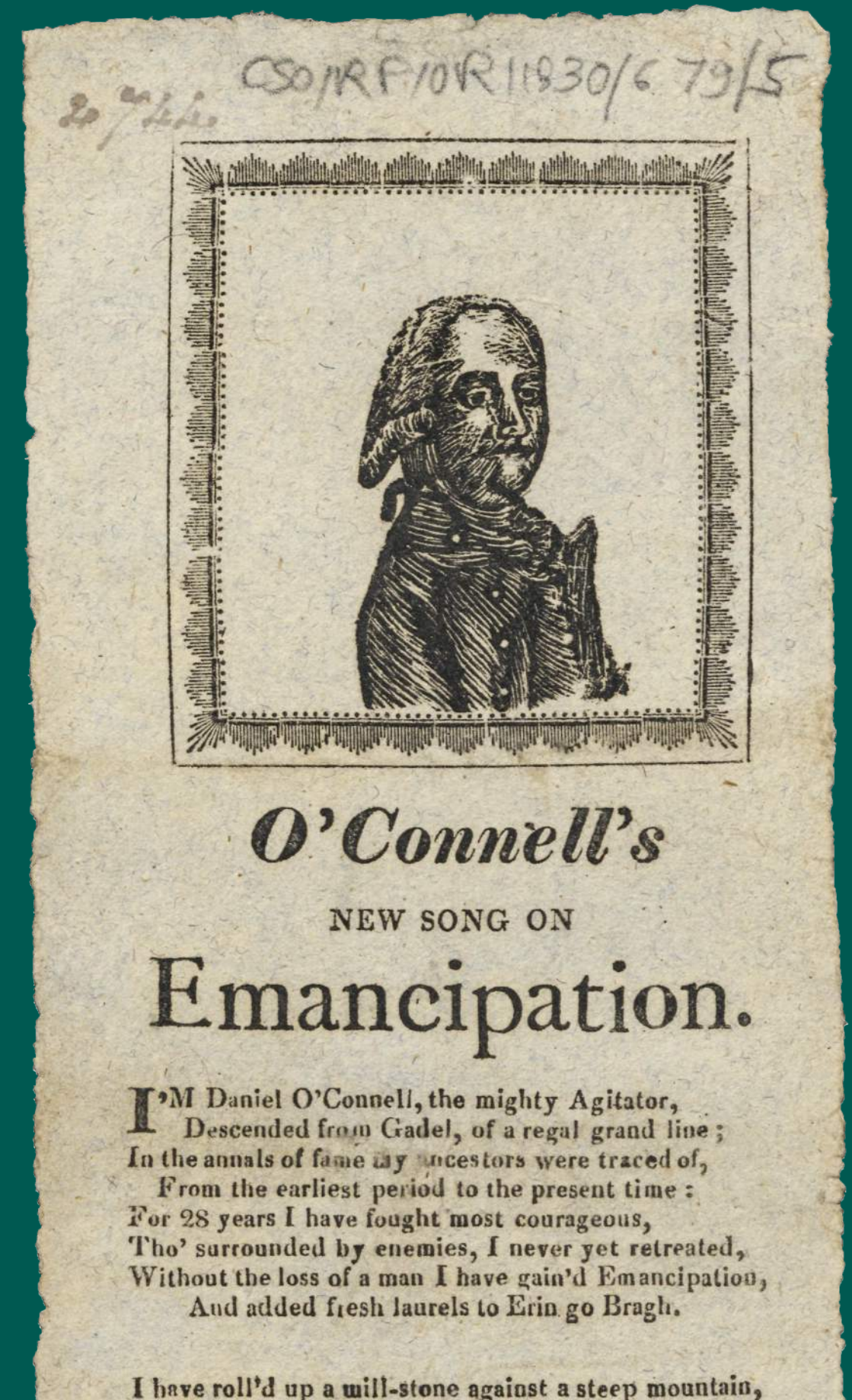
3.35 In 2019, a limited number of records from scheduled bodies were transferred to the National Archives. Records from Met Éireann were transferred directly to our offsite commercial storage. Processing to enable access to these archives cannot commence until they are moved to Bishop Street on completion of the Archives Repository Project.

3.36 The National Archives had to postpone receipt of prepared transfers from scheduled bodies, including from the Office of Secretary General to the President, the Office of the Revenue Commissioners and the Office of the Attorney General. It is expected that these records will be transferred in 2020 when additional accommodation off-site in commercial records storage has been secured. The records accessioned are summarised in Appendix C1, Table C1.5.

### Records accessioned from other sources

3.37 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. A small number of private accessions were acquired in 2019 by donation and purchase. The records accessioned are summarised in Appendix C, Table C1.7.

The ballad ‘O’Connell’s New Song On Emancipation’ (CSO/RP/OR/1830/679). An exhibition of ballad sheets and political verses of the 1820s – 1830s from our Chief Secretary’s Office Registered Papers (CSORP), curated by archivist, Nigel Johnston. Here recognition is given to the aid of some “7 million Catholics” and to the backing of key pro-Catholic allies like O’Gorman Mahon, Thomas Steele and Richard Lalor Sheil, and of course, John Lawless of the “Order of Liberators”.





**Training in the transfer of records**

3.38 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. The half-day training session is presented by staff from the Current Records and Archives Management Units of the Archives and Government Services Division. In 2019, a total of 16 presentations were made to staff from ten bodies subject to the National Archives Act, 1986, with a total of 116 attending training. These training sessions have resulted in an improvement in the standard of transfers to the National Archives and in communication between civil servants and staff in the Archives Management Unit.

**Media preview of records released in January 2020**

3.39 Each December, a selection of the 30 year old records to be released by Departments of State and scheduled bodies the following January is made available to representatives of the media at a preview in our Bishop Street Reading Room. This year, the media preview was held from 4 to 6 December 2019.

3.40 Due to the constraints on accommodation for archives as mentioned at 3.28 and 3.29 above, only the records of the central registries of the Department of the Taoiseach, the Department of Foreign Affairs and Trade and Government minutes for 1989 were made available at the media preview.<sup>4</sup>

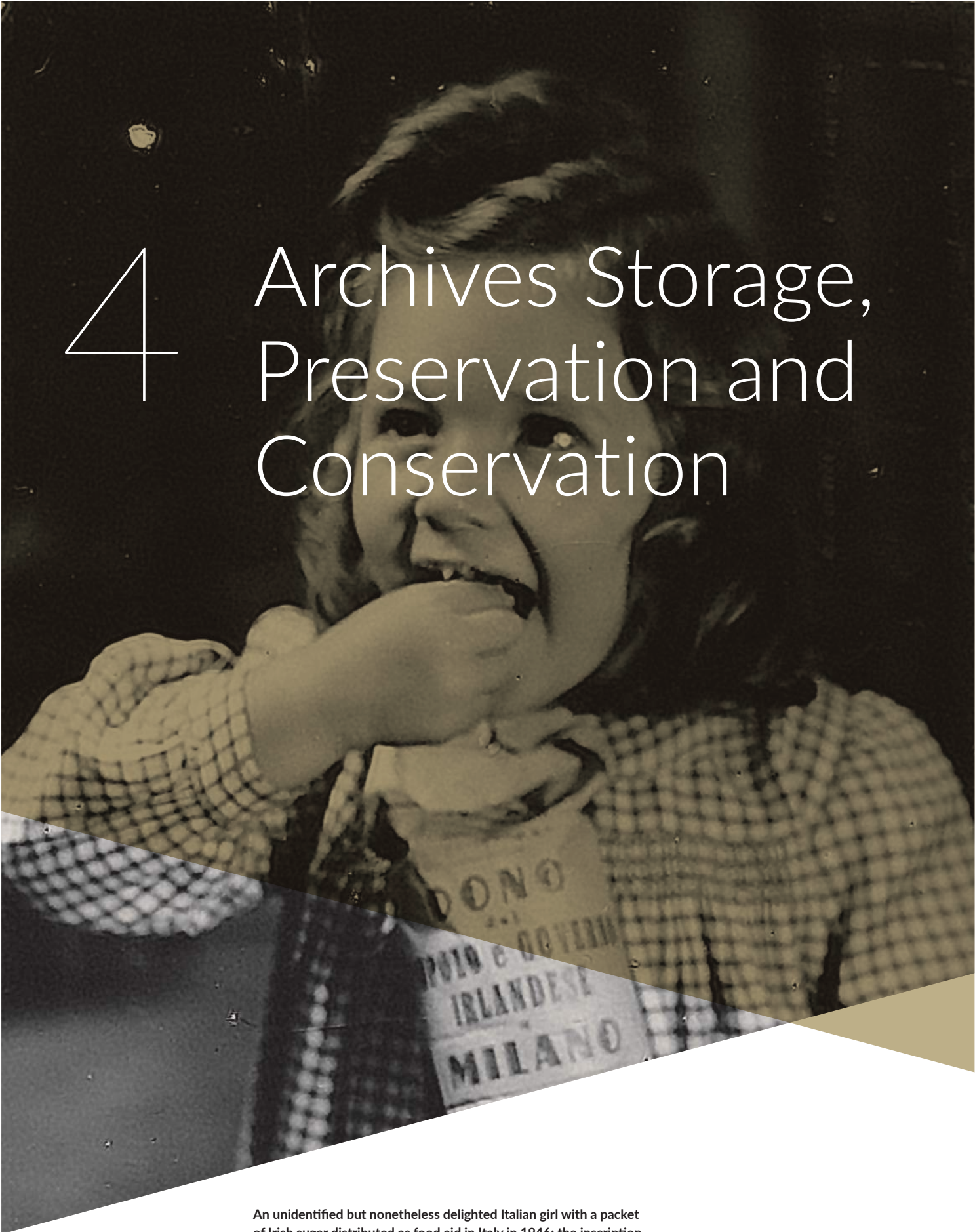
3.41 Publication of information from records available at the preview was subject to an embargo on publication or broadcasting prior to 00.01am on 28 December 2019.

**Church of Ireland records**

3.42 During 2019, 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.

4. The transfers from the Department of the Taoiseach and the Department of Foreign Affairs and Trade comprised a total of 3320 files in 810 boxes.

# 4 Archives Storage, Preservation and Conservation



An unidentified but nonetheless delighted Italian girl with a packet of Irish sugar distributed as food aid in Italy in 1946; the inscription says 'A gift from the people and government of Ireland to Milan'. The accompanying note is signed by the veteran diplomat Michael MacWhite, a former member of the French Foreign Legion who served as Ireland's minister to Italy during the Second World War.



- 4.1 Archives Storage and Preservation is the business unit in the National Archives responsible for managing the storage, preservation and conservation of archives. It is one of two units, together with Public Services (see Section 5 below), that comprise Collection Care and Public Services Division, which is headed by a Keeper.
- 4.2 Archives Storage and Preservation consists of a Senior Archivist and a Senior Conservator. In 2019, the Senior Archivist had a staffing complement of two Archivists, one Executive Officer and three Clerical Officers to assist with the work of the unit. However, two archivists were absent on maternity leave from January to May and January to December respectively. The individual in the post of Executive Officer changed in April due to the replacement of the post-holder who departed on career break. One of two vacancies for Clerical Officer was also filled in March 2019. In addition, the Head Services Officer and three Services Officers participated in the work of Archives Storage and Preservation through shelving and re-packing archives and the production from, and return to storage of archives when required for use by the public in the Reading Room and by staff. Services Officers also staff the ground floor reception desk to greet and assist visitors and contractors on arrival, and undertake security and fire safety duties. The National Archives carried vacancies at Services Officer grade in 2019.
- 4.3 The Senior Conservator is the sole professional performing conservation functions (see 4.19 below).

- 4.4 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.
- 4.5 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.
- 4.6 Annual transfers of records from Departments of State and other bodies amounting to some 1,656 archive boxes were shelved in the Bishop Street and Four Courts repositories
- 4.7 Archive boxes and folders, including bespoke boxes for volumes and outsize items, were purchased, as well as new steel cabinets for the storage of maps. New trolleys for the transport of documents within the repository areas were also sourced for purchase.
- 4.8 **Preservation work in Bishop Street**  
Preservation activities carried out in 2019 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.
- 4.9 **Preservation work in the Four Courts**  
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 2019, 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.

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## Preservation of Archives

- 4.10** **Storage of preservation microfilms**  
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.
- 4.11** **Disaster Plan**  
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 October 2019.
- 4.12** **Shelf-listing**  
The work of shelf-listing to record the storage location of documents in order to facilitate online ordering and automated recording of document movement was continued in the Bishop Street archives storage areas. However, the progress of this work is hampered by staffing resources. Data was captured for the contents of large map storage boxes in the Floor 4 Map Room in July 2019 and work commenced to check the contents and re-house private accessions on Floor 2. A review and updating of existing location lists for storage in the Four Courts repository and in Bishop Street storage was also undertaken.
- 4.13** **Preparations for commencement of Archives Repository Project**  
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. A request for tenders for construction issued in October 2019 and it is hoped that construction will commence in late 2020.
- 4.14**  
I am pleased to report significant progress by National Archives staff to prepare for the Archives Repository Project during 2019. Alternative accommodation off-site was sourced by OPW in 2017 to house archives stored in the Bishop Street warehouse, thereby

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## Preservation of Archives

- facilitating commencement of construction works on the Archives Repository Project. This alternative accommodation comprises vaults in a commercial records storage facility and a separate warehouse to be managed by the National Archives. Fit-out of the latter was completed during 2018 and work commenced in the National Archives in mid-2018 to prepare for the move of archives from the Bishop Street warehouse.
- 4.15**  
This move of archives was an enormous task and required considerable planning, time and effort in 2019. Between 28 January and 24 May, approximately 23,000 archive boxes were identified for removal to the off-site commercial storage facility, barcoded and transport arranged. Work took place simultaneously to prepare archives for transport to the National Archives off-site warehouse. Archives were removed from the warehouse racking using a fork-lift; were examined, re-boxed in archives boxes where necessary and box-listed; some appraisal of records was also undertaken on large collections. At the end of this process, approximately 54,000 archive boxes were moved on 1,130 pallets to our off-site warehouse between 4 March and 23 May. Between moves to commercial and off-site storage, it is estimated that in excess of 2m archival records were moved from the Bishop Street warehouse to prepare for commencement of the Archives Repository Project. An article written by the Senior Archivist, Archives Storage and Preservation and published in the Winter 2019 newsletter of the Archives and Records Association, Ireland provided an account of the move of archives off-site.
- 4.16**  
I am very grateful to our transport company, William Treacy and Sons, who worked so well with our staff, in particular Colin Fox, Patryck Matysiak and Przemek Przemyslaw. I am also grateful to Corporate Services in the National Archives for organising the removal of waste during the work. The move of archives and any related work was co-ordinated and overseen by the Senior Archivist, Archives Storage and Preservation.
- 4.17**  
All storage racking on which archives had been stored in the Bishop Street warehouse was dismantled and removed to complete preparations for commencement of the Archives Repository Project and Minister Josepha Madigan, TD, inspected the vacant warehouse site when she visited on 20 June 2020

# Conservation of Archives



Zoe & Ellen in Conservation make sure our archives are preserved for future generations.

## Conservation repair work

- 4.18 Conservation services supports core activities essential to the long term preservation of the holdings of the National Archives. During 2019, work was carried out on key projects, including records from a variety of central Government archives: particularly those relating to the centenary of the founding of the Irish Diplomatic service and other 20th century records of the Department of Foreign Affairs; 19th century records of the Commissioners of National Education; historic 19th century correspondence from the archives of the Office of the Chief Secretary of State for Ireland; files relating to Irish 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. A considerable amount of work was also carried out on records which had been rescued in the aftermath of the 1922 fire that had destroyed the Public Record Office of Ireland.
- 4.19 All assessment, surveying and planning work as well as the execution of treatments was carried by the senior conservator, who had no assistance from March 2019. This included supporting the work of the Digitisation Unit, the work of Public Services in preparing material for research, reprographics and display.
- 4.20 Conservation Unit managed the care and maintenance of the specialised equipment in the Conservation work rooms (Rooms 4.3.1 and 4.4) and in Workroom 2.6.2

# Conservation of Archives

## Environmental monitoring

- 4.21 Our monitoring system continues to provide high-quality data about temperature and relative humidity. During 2019, it showed that the environment in both buildings falls short of recommended standards. Calibration and servicing of environmental monitoring equipment for both the Bishop Street and the Four Courts repositories was also completed.
- 4.22 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.
- 4.23 Apart from our single Senior Conservator, the National Archives has no conservation professionals on its permanent staff. This is not tenable in the long term and does not conduce to succession planning for the conservation effort of a national archives of a national cultural institution.
- 4.24 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. A number of visits by film crews were made to the conservation unit in 2019 and short film commissioned for the National Archives website. These activities are mentioned elsewhere in this report.
- 4.25 Advice was given on a number of projects involving collections being worked on by other staff and to Departments of State and bodies working with archive collections of historic and neglected records.
- 4.26 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. A number of visits were made by film crews to Conservation in 2019 and a short film commissioned for the National Archives website on the repair of documents salvaged in the aftermath of the destruction of the former Public Record Office in June 1922.





## 5 Services to the Public

'Culture Club' photo by Jonathan Ho.

## Reading Room

- 5.1** Public Services is the business unit responsible for ensuring that archives held by the National Archives are made available for inspection by the public in the Reading Room of our headquarters building on Bishop Street. It forms part of Collection Care and Public Services Division headed by a Keeper and staffing comprises a Senior Archivist, a team of five archivists, two Executive Officers and four Clerical Officers. 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 also a five-day period every December to facilitate our annual media preview of 30-year old Departmental records due for public release the following January (see 3.39 above). 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 staff when requested for consultation by a researcher, or 'reader', holding a valid Reader's Ticket. Finding aids to the archives are available on open access in the Reading Room or on-line at [www.nationalarchives.ie](http://www.nationalarchives.ie).
- Number of visits**
- 5.3** In 2019, the total number of readers using the Reading Room during our hours of opening was 7,727. This represents an increase over the 2018 figure of 7547 and is exclusive of accredited journalists attending the annual December media preview. It is also exclusive of individuals visiting as part of an organised group tour or lecture visit, which numbered 1,907 in 2019 (see 5.18-5.21 below).
- 5.4** The number of readers visiting the Reading Room must also be viewed in the context of increasing online provision for users, which is borne out by statistics of visits to our various websites (see 5.14-5.15 below). The charts in Appendix B compare this number of readers visiting with those for the previous years 2016-2018, and also show the number of reader visits to the Reading Room per month in 2019.
- 5.5** An applicant for a Readers' Ticket must provide proof of identity and of address. These requirements were introduced in 2013 as a security measure and are in keeping with best practice in other archives and libraries. In addition, an applicant for a Reader's Ticket must sign an acknowledgement of having read our emergency evacuation notice, a data protection undertaking and a copyright declaration. Readers wishing to use Wi-Fi in our Reading Room must sign the acceptable usage policy and those wishing to take photographs must make

**2,773 Readers' Tickets were issued during 2019 and the 100,000th Reader's Ticket was issued on 16 July.**

application to the Duty Archivist by completing the requisite form. 2,773 Readers' Tickets were issued during 2019 and the 100,000th Reader's Ticket was issued on 16 July.

**Archives inspected in the Reading Room**

5.6 In 2019, readers viewed 22,270 archival documents onsite in the Reading Room. This represents a small decrease over the 2018 figure of 23,190 documents inspected. However, considering that many of the most commonly used documents held by the National Archives – such as census and valuation records – are available online, the average number of original archival documents retrieved for inspection by individual readers onsite in our Reading Room is high. It is evidence of greater use of original archives by a relatively smaller number of individual readers compared to a decade ago and testifies to the increasingly efficient and streamlined acquisition and processing of archives of high research potential for public availability. Updates were made to the software that records and manages the production and return of archives in storage.

**Production of archives stored in commercial storage**

5.7 In 2019, 1,475 archival records were ordered from off-site storage at a commercial records storage facility for use by readers in the Reading Room. This figure is more than double the number produced from off-site storage in 2018. It has increased annually since 2013 as the National Archives has been obliged to resort to use of off-site commercial records storage pending completion of the Archives Repository Project, which will permit the storage of larger quantities of original archival records on-site at Bishop Street (see 4.13 – 4.17 above). The work involved in the retrieval of archives from off-site storage is onerous: it must be carefully documented and is consequently labour intensive. It delays timely public access as archives cannot be produced on demand. It exposes documents to a range of environmental risks during transit.

**The Genealogy Advisory Service remained popular with the public during 2019 and 2,452 consultations were given.**

**Copying archives**

5.8 11,694 pages of copy documents were made at the request of readers in 2019, with 2,016 of these made by the instant copy service. Copies of documents were also made by readers using personal devices (see 5.11 below).

**Certified copies**

5.9 In 2019, 770 orders for certified copies, comprising 2,582 individual pages, were completed.

**Charges for copying**

5.10 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 and it is hoped to investigate online payment options during 2020.

**Photography by members of the public**

5.11 Since 2013, rules governing photography by readers were altered to allow photography (without flash) to take place all day. Readers must apply 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 potential for readers to damage or interfere with documents. Other forms of photography or filming take place by special advance arrangement after Reading Room hours.

**Genealogy Advisory Service**

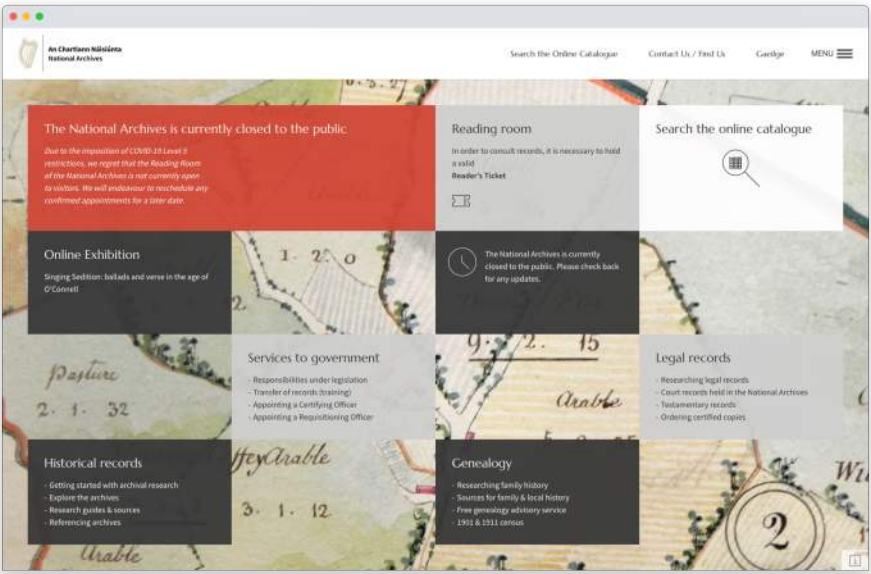
5.12 The Genealogy Advisory Service remained popular with the public during 2019 and 2,452 consultations were given. The service is available during Reading Room public hours. It is operated by professional genealogists, all of whom are members of Accredited Genealogists Ireland.

**Public enquiries**

5.13 3,369 telephone and written enquires were handled by staff in 2019. This is an increase of approximately 200 over the figure for 2018.



# Websites



Homepage of National Archives website – [www.nationalarchives.ie](http://www.nationalarchives.ie)

## Usage statistics

- 5.14 The National Archives now has ten live websites, and these recorded a total of 7.5 million visits and 157,989,142 million hits during 2019. Appendix B provides a breakdown of these figures by website.
- 5.15 The main National Archives website, [www.nationalarchives.ie](http://www.nationalarchives.ie) recorded 12,638,446 hits during 2019, which is a slight but minor decrease over the 2018 figure of 12,858,078 hits.

## Re-design of [www.nationalarchives.ie](http://www.nationalarchives.ie)

- 5.16 Re-design of the main National Archives website, which commenced in 2017, was completed and went live in April 2018. The newly-designed website was formally launched by Minister Josepha Madigan, TD, in June 2019 on the occasion of her visit to the National Archives.

Information leaflet produced by Córas Tráchtála/The Irish Export Board as part of a trade mission to Japan in October 1975.



## 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 2019, with each month's selection featuring a document relating to the history of the Irish diplomatic service selected by the Documents On Irish Foreign Policy Project (see 7.10 below). We are extremely grateful to Dr Michael Kennedy, Dr Kate O'Malley and Dr John Gibney of the DIFP for their collaboration on this work.



# Education and Outreach

The number of individuals participating in group visits increased dramatically from the 2018 figure of 808 to a total of 1,907 individuals in 2019.

5.18 In late 2018, two members of staff in Public Services were assigned to work exclusively on developing an education and outreach programme for the National Archives. The impact of their work became very obvious following the first full year of activity in 2019, with the number of individuals participating in group visits increasing dramatically from the 2018 figure of 808 to a total of 1,907 individuals in 2019.

5.19 The 2019 education and outreach programme focused on a combination of hosted group visits to the National Archives and lectures by staff attending conferences and seminars that catered for academics, students, history teachers, local historians, genealogists and others. Presentations by staff treated of the role and functions of the National Archives and introduced archival collections explaining their potential research uses. These activities are an important means of promoting the services and holdings of the National Archives to as wide an audience as possible and form an introduction to the National Archives for many new users. Lectures and visits are listed in Appendix E.

## ‘Back to our Past’

5.20 The National Archives participated in the ‘Back to Our Past: the Irish Genealogy and Family/Social History Experience’ at the ICC Waterfront Convention Centre, Belfast, 15-16 February 2019 and at the Royal Dublin Society, 18-19 October 2019. It is estimated that, between both events, in excess of 800 people visited the National Archives stands.

# Education and Outreach

The National Archives participated in Culture Night on Friday, 20 September, when it remained open to visitors until 11.00 p.m. We welcomed 303 visitors through our doors



National Archives, Ireland  
@NARIreland



#CultureNight is finally here! We've already had nearly 100 visitors through our doors. Why dont you join them if you're passing by? We are ready to welcome you. #OicheChultuir



20 Sep 2019

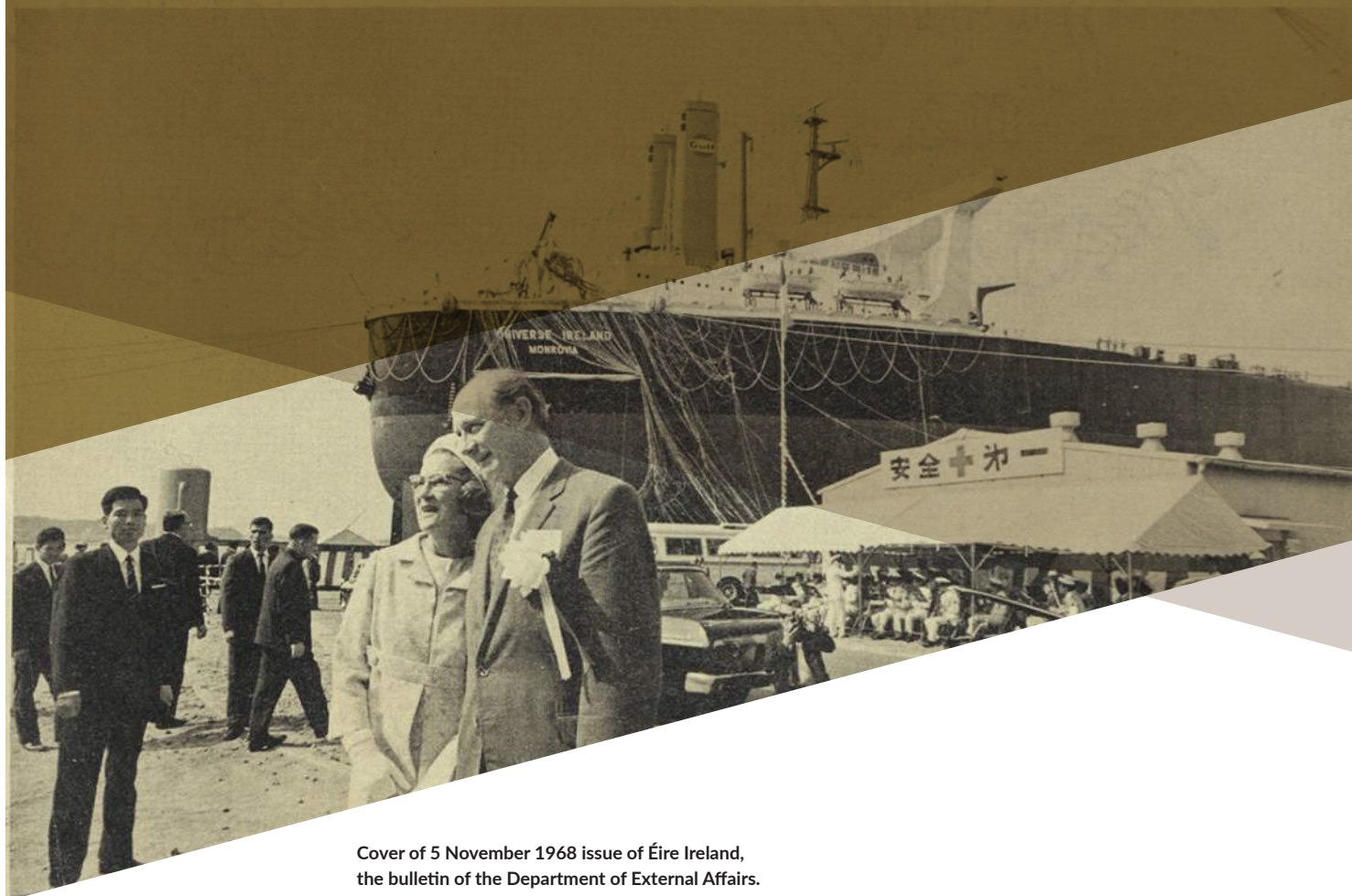
 5 25

## Culture Night

5.21 The National Archives participated in Culture Night on Friday, 20 September, when it remained open to visitors until 11.00 p.m. We welcomed 303 visitors through our doors, all of whom 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.



# 6 Finding Aids, Open Data and Digitisation



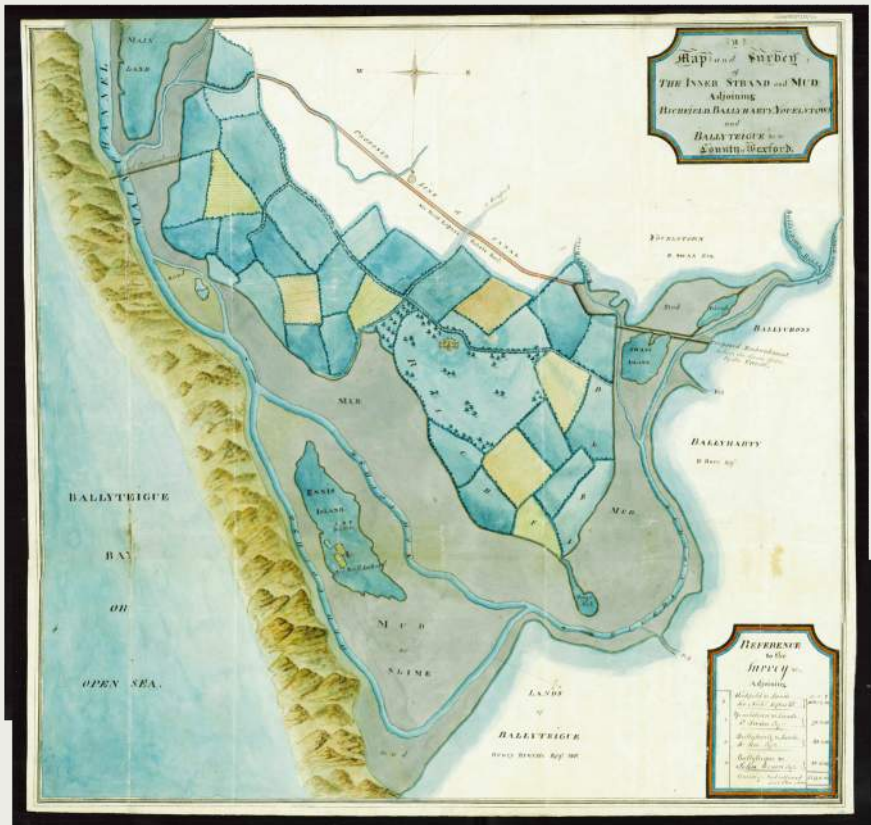
Cover of 5 November 1968 issue of Éire Ireland, the bulletin of the Department of External Affairs. The image depicts Mairín and Jack Lynch at the Ishikawajima-Harima Heavy Industries shipyard in Yokohama on 15 August 1968, where Mrs Lynch launched the Universe Ireland supertanker.

## Finding Aids

- 6.1 The creation of finding aids to provide descriptive information on archival records to facilitate searching and retrieval by users and staff is one of the primary functions of archivists in the Archives Management Unit. 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 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.
- 6.3 Finding aids preparation in the National Archives comprises a number of activities ranging from expanding descriptions and including context to records transferred by Departments and the courts, listing previously uncatalogued collections of archives, 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.
- 6.4 The work of converting legacy hard copy finding aids to digital format continued during 2019. This is time-consuming as the format and quality of older catalogues and finding aids 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 C2 contains information on finding aids work undertaken during 2019 to add content to the online catalogue.
- 6.5 **Chief Secretary's Office Registered Papers (CSO/RP)**  
The project to catalogue the Registered Papers series from the archives of the Office of the Chief Secretary for Ireland, originally commenced with funding received under a bequest from Francis J. Crowley, continued in 2019. Vera Moynes, left the project in March 2019, leaving one of the three original archivists in post, Nigel Johnston, to undertake this work. Finding aids for the years 1832-1834 were completed and uploaded on the Chief Secretary's Office Registered Papers micro-site at <https://csorp.nationalarchives.ie/>



Finding Aids



Jocelyn Thomas, Everton, County Carlow: for grant of section of beach of Tramore, County Waterford, to create embankment. CSO/ RP/1820/1227

6.6 The Chief Secretary's Office Registered Papers, 1917-1924 listing project finished in January 2019. Since July 2017, almost 10,000 file descriptions have been prepared for the period January 1917 to July 1918. Documents have also been re-housed in archival materials to ensure their security and long term preservation. The finding aids to these records were also uploaded on the Chief Secretary's Office Registered Papers micro-site. It is hoped that funding will be forthcoming in 2020 so that the remaining years covering the period August 1918 to December 1924 can be completed.

Finding Aids

1901/1911 Census Online Data Corrections

- 6.7 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.
- 6.8 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 completed by its scheduled date of March 2019. At the conclusion of work, approximately 95,000 corrections of errors to census data had been made.



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## Digitisation of Archives

### Digitisation Unit

**6.9** 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. From July-September, the Senior Archivist, Archives Storage and Preservation co-ordinated work with the Head of ICT to develop new servers for the storage of digital images of documents.

**6.10** Archives imaged by the Digital Imaging Unit in 2019 included

- Cabinet Minutes for 1989;
- Documents from selected departmental files for the Conflict Archives on the INternet (CAIN) project;
- Ordnance Survey maps for the Royal Irish Academy's "Irish Historic Town's Atlas";
- District Court Minute Books (pilot project);
- Documents selected for Beyond 2022 launch, December 2019;
- Documents selected for social media purposes.

### Dáil Éireann Archives

**6.11** A programme of work was initiated, in collaboration with the Houses of the Oireachtas, to digitise archives from the revolutionary period 1918-1923, 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 7.13 – 7.15 below)

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## 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.**

**6.12** 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.

**6.13** During 2018, work began on the preparation of a number of datasets for release, but 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.



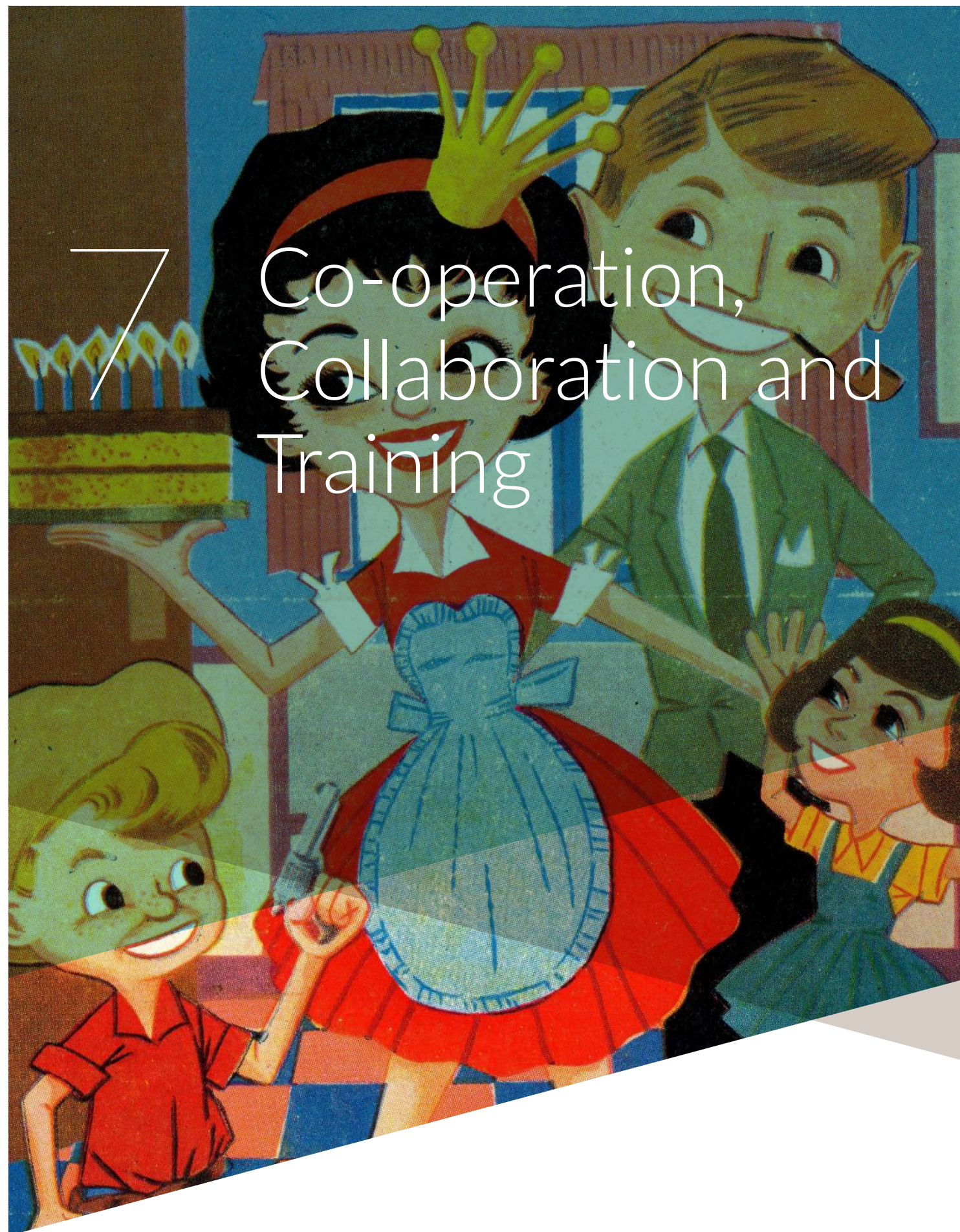


Image from front cover of the  
Irish Housewife Annual, 1959.

## 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 – 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 2019, the National Archives remained involved in co-operation on archives within the European Union, notably by participation in the bodies outlined at 7.6 to 7.9 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. Former Director, John McDonough, did not attend the meeting held in Bucharest, Romania in May. No representative of the National Archives attended the meeting held in Helsinki, Finland in September as there was no Director in post following the formal resignation of John McDonough the preceding month.

### 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. The National Archives was not represented at these meetings.

### 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 one of the EBNA/EAG meetings held during that year and the National Archives, Ireland is represented by its Senior Conservator. In 2019, the meeting was hosted by the National Archives of Finland.

## Co-operation, Collaboration and Training

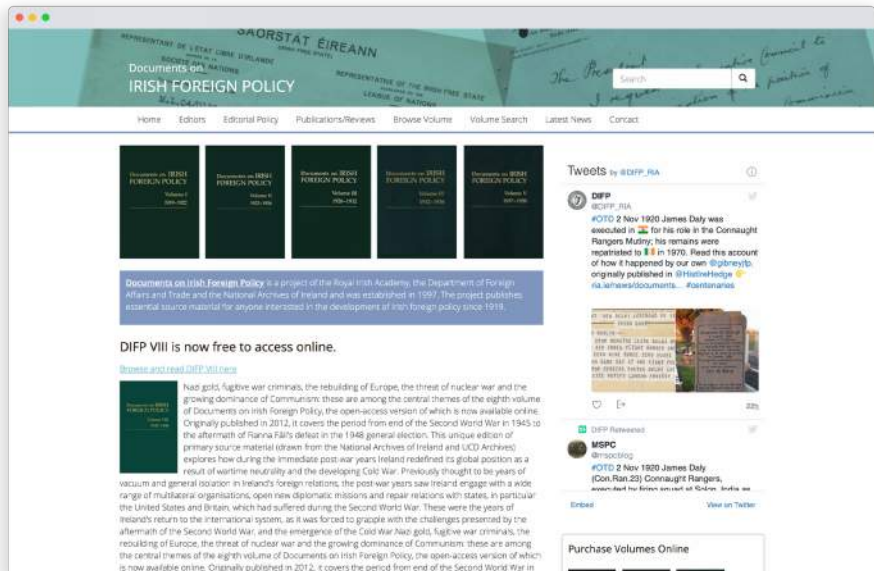
### DLM Forum Foundation

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 of Collection Care and Public Services represents the National Archives on the project. In November 2018, Volume XI, containing documents for the period 1951-1957 was published and volume XII is on schedule to be published during 2020. Volumes I – VIII are available to access free at [www.difp.ie](http://www.difp.ie).

Homepage of Documents on Irish Foreign Policy website – [www.difp.ie](http://www.difp.ie)



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## Co-operation, Collaboration and Training

### Conflict Archive on the Internet (CAIN)

**7.11** 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 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. 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. Work to digitise documents for the years 1986-1988 was undertaken during 2019, which will be launched in 2020.

**7.12** 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

**7.13** My report for 2018 referred to the collaboration with the Houses of the Oireachtas Service to digitise archives from the revolutionary period 1921-1923 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 series of events and the Decade of Centenaries exhibitions programme. The work received financial support from

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## Co-operation, Collaboration and Training

the Digitisation Fund of the Minister for Culture, Heritage and the Gaeltacht. 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.

**7.14** The archives 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.

**7.15** Co-ordinated by the Senior Conservator and Archivists in Archives Storage and Preservation and in Archives and Government Services, the work was completed by January 2019 and digital images of documents and related descriptive catalogue metadata delivered to the Houses of the Oireachtas Service. It is planned to launch the digitised archives online during 2020.

### Beyond 2022

**7.16** Beyond 2022 is a project to reconstruct digitally the building and contents of the Public Record of Ireland (PROI) prior to destruction 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. The project was launched formally by An Taoiseach, Leo Varadkar, TD, at an event in Dublin Castle on 5 December 2019.



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## Co-operation, Collaboration and Training

'Culture Club is a Dublin City Council Culture Company programme made in partnership with the National Archives, Ireland. Image courtesy of Dublin City Council Culture Company, photo by Jonathan Ho.



### Dublin City Council Culture Connects

- 7.17 In late 2016, the National Archives began collaborating with Dublin City Council's Culture Company initiatives. The 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. Details of 2019 events are in Appendix E.

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

- 7.18 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, particularly staff in Archives and Government Services, continued to liaise with the Commission and its researchers in 2019, providing access to any archival records of relevance held.

Our Head of Conservation, Zoe Reid, working on a document.





# Co-Operation

7.19

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
- 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
- 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

7.20

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

- Department of Agriculture, Food and the Marine
- Department of Justice and Equality
- Department of Employment Affairs and Social Welfare
- Department of Foreign Affairs and Trade
- Department of Culture, Heritage and the Gaeltacht
- Department of Education and Skills
- Department of Finance
- Department of Health
- Department of the Taoiseach
- Department of Transport, Tourism and Sport
- Office of the Director of Public Prosecutions
- Office of the Secretary General to the President
- Central Statistics Office
- Office of the Revenue Commissioners
- Competition and Consumer Protection Commission
- Chief State Solicitor's Office
- Property Registration Authority of Ireland (storage of archives, digitisation)
- National Monuments Service (digitisation)
- Representative Church Body of Ireland (digitisation)
- Department of Foreign Affairs, Foreign Adoption Unit (digitisation)
- Central Statistics Office (packing, storage and moving archives)
- CIE (digitisation)

7.21

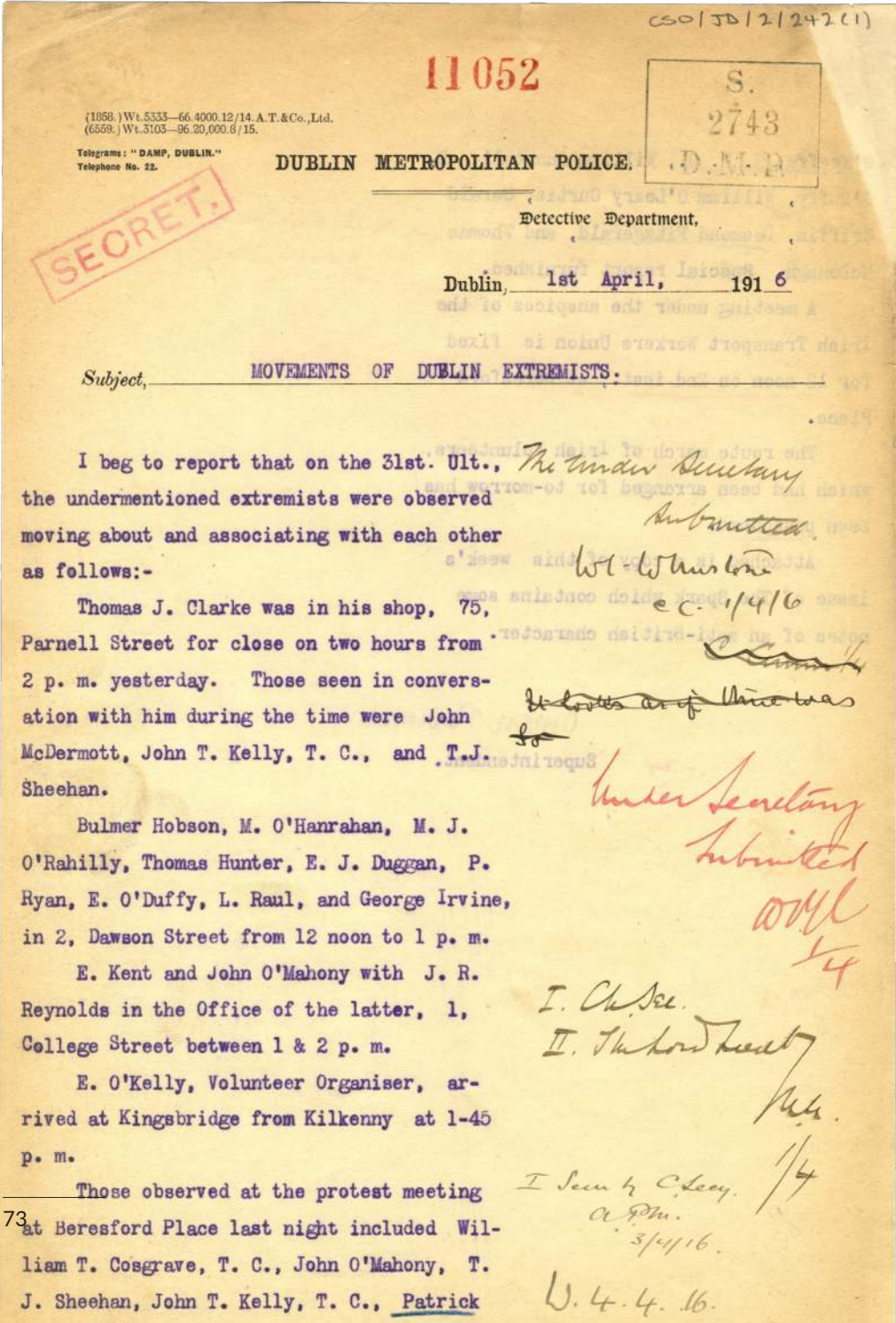
Ref (NAI, CSO/JD/2/242)  
Chief Secretary's Office,  
Crime Branch: Dublin  
Metropolitan Police (DMP)  
Movement of Extremists  
April 1916.

The report of 1 April 1916 records visits to the shop of Thomas J Clarke, 75 Parnell Street, by Seán MacDiarmada, Seán T Ó Ceallaigh and TJ Sheehan.

# Loan for Exhibition

## 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.



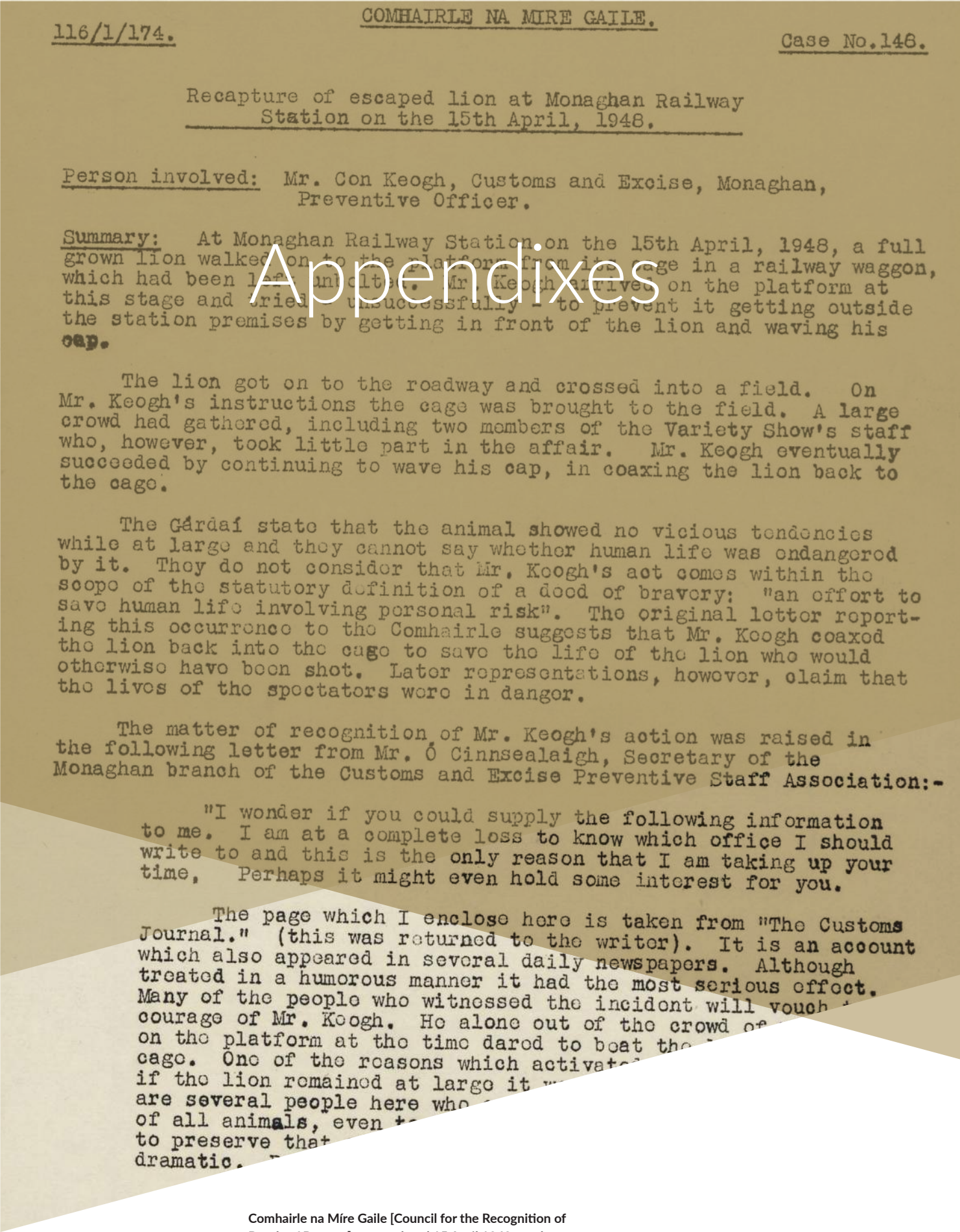


# Participation in Training

7.22 During 2019, members of the staff of the National Archives took part in the training courses, sessions and conferences listed in Appendix F

# Membership of Organisations and Representation

7.23 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 2019

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

## Use of the Reading Room and Websites by the Public

**B.1**  
Footfall: visits to the Reading Room by month, January – December 2019

Month	Number of visits
January	623
February	729
March	634
April	587
May	696
June	720
July	761
August	724
September	723
October	746
November	468
December	316
Total visits	7,727

**B.2**  
Footfall: total visits to the Reading Room, 2016 – 2019

Month	Number of visits
2016	7,558
2017	8,521
2018	7,547
2019	7,727



Use of the Reading Room and Websites by the Public

B.3

Footfall: organised group visits, open events, 2019

Organised group visits	1,907
Culture Night	303

B.4

Public enquiries, 2019

Written enquiries to Public Services	1,849
Telephone enquiries to Duty Archivist	1,520
Visit to Genealogy Advisory Service	2,452

B.5

Statistics of use of National Archives websites, 2019

Website	Visits	Hits
www.nationalarchives.ie	652,666	12,638,446
www.csorp.nationalarchives.ie	44,334	590,662
www.treaty.nationalarchives.ie	60,857	1,210,030
www.genealogy.nationalarchives.ie	207,794	1,151,254
www.census.nationalarchives.ie	5,687,430	131,426,050
www.soldierwills.nationalarchives.ie	50,788	605,151
www.titheapplotmentbooks.nationalarchives.ie	323,272	4,566,235
www.willcalendars.nationalarchives.ie	255,172	3,580,346
www.centenaries.nationalarchives.ie/centenaries	26,219	308,063
www.censussearchforms.nationalarchives.ie/	161,360	1,912,905

Use of the Reading Room and Websites by the Public

B.6

Production of documents for use, 2019

From National Archives storage	20,966
From commercial off-site storage	1,475

B.7

Copying archives, 2019

Type of copies	Orders	Pages
Certified/authenticated copy documents	770	2,582
Instant copy documents	–	2,016
Plain copy documents	510	9,678

# Appendix C

## Summary of Accessions to the National Archives in 2019: Departments, Courts, Scheduled Bodies and Other Sources; and Finding Aids to Archives Published in the Online Catalogue on the National Archives Website

### C.1 Accessions 2019

Transfer of records pre-dating 1990 from Government Departments and Offices of State for release to public inspection under the 30-year rule: statement of position as of 31 December 2019

C.1.1 Transfer of records from Government Departments			
Department of	Records in National Archives	Records due for transfer	Last year records transferred
Taoiseach	1919 to 1989	Transfers complete.	2019
Agriculture, Food and the Marine	1899 to 1960s	Transfers incomplete. Records from 1960s to 1989 outstanding. <sup>1</sup>	2019 (partial transfer)
Culture, Heritage and the Gaeltacht	Late 1900s; 1922 to 1962; 1972 to 1989	Transfers incomplete. Records from 1950s to 1980s outstanding.	2019 <sup>2</sup> (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 1989 outstanding.	2011 (partial transfer)
Defence	1922 to 1950s <sup>3</sup>	Transfers incomplete. Records from 1960s to 1989 outstanding.	Not applicable

1. 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 2019, the Department transferred c62,006 Land Commission files relating to the fixing of fair rents in counties Galway, Kerry and Meath. Due to storage and staff constraints the files cannot be made available to the public.

2. Consists of one small transfer from the Placenames Commission (4 files).

3. 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.

Education and Skills	1831 to 1980s	Transfers incomplete. Records from 1900s to 1989 outstanding.	2014 (partial transfer)
Housing, Planning and Local Government	1838 to 1970s <sup>4</sup>	Transfers incomplete. Records from 1960s to 1989 outstanding.	2016 (partial transfer)
Finance	1922 to 1988 <sup>5</sup>	Transfers incomplete. Records from 1930s to 1989 outstanding.	2018
Foreign Affairs and Trade	1919 to 1989	Transfers complete. <sup>6</sup>	2019
Health	1920s to 1980s	Transfers incomplete. Records from 1950s to 1989 outstanding. <sup>7</sup>	2019 (partial transfer) <sup>8</sup>
Business, Enterprise and Innovation	1922 to 1976	Transfers incomplete. Records from 1960s to 1989 outstanding.	2009 (partial transfer)
Justice and Equality	1918 to 1989	Transfers incomplete. Records from 1920s to 1943; and 1969 to 1989 transferred.	2019 (partial transfer)
Public Expenditure and Reform (see Department of Finance)			
Employment Affairs and Social Protection	1919 to 1988	Transfers incomplete. Records from 1970s to 1988 outstanding.	2019 <sup>9</sup> (partial transfer)
Transport, Tourism and Sport	1922 to 1988	Transfers incomplete. Records from 1960s to 1989 outstanding.	2019 <sup>10</sup> (partial transfer)

4. 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.

5. Although records of the Department of Finance up to 1988 have been transferred, many of the records transferred in the past 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 their backlog of records held in their own off-site storage. The National Archives were unable to accession their transfers in 2019, due to accommodation shortages.

6. 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 1989 have been transferred.

7. 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.

8. A transfer of 7 accessions from the Accounting Unit was received in 2019 comprising of c101 volumes, including records of the Irish Hospital Sweepstakes (1 volume) and Board of Guardian records relating to workhouses (2 volumes).

9. In 2019, the Planning Secretariat transferred 60 files dating from 1982-1988.

10. One file was transferred in 2019 from the Maritime Safety Policy Division on the Casualty to MFV Boy Shaun, Malin Head, County Donegal, 1987-1988.



Summary of Accessions to the National Archives in 2019: Departments, Courts, Scheduled Bodies and Other Sources; and Finding Aids to Archives Published in the Online Catalogue on the National Archives Website

C1.2 Transfer of records from the Courts			
Court	Latest year of records in National Archives	Records due for transfer	Last year records transferred
Supreme Court	1970	1971-1989	1990
Court of Criminal Appeal	1972	1973-1989	1990
Central Criminal Court	1968	1969-1989	1987
High Court	1970	1971-1989	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. <sup>11</sup>	2014
District Courts <sup>12</sup>	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

11. Backlogs of records for transfer from 1943 to 1989 in the case of County Laois; from 1960 to 1989 in the case of County Leitrim and from 1945 to 1989 in the case of County Waterford.

12. 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.

Summary of Accessions to the National Archives in 2019: Departments, Courts, Scheduled Bodies and Other Sources; and Finding Aids to Archives Published in the Online Catalogue on the National Archives Website

13. Due to the archives repository project and associated storage shortages during 2019, the National Archives had to delay the accession of a number of departmental annual transfers of 1989 records, until 2020.

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

C1.3 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	
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. <sup>13</sup>
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. A transfer of administrative records from 1901-1947 occurred in 2019.
National Archives Advisory Council	Records for 1987-1989 are eligible for transfer.
National Archives	No records transferred. Records of predecessor Public Record Office of Ireland and State Paper Office, 1867-1989, eligible.
National Museum of Ireland (including Natural History Museum)	No records transferred. Records spanning the years 1877-1989 eligible. <sup>14</sup>
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. In 2018, a partial transfer of administrative files was received mainly relating to budgeting and finance, dating from 1927-1985.
National Savings Committee	No records transferred
Revenue Commissioners	Records spanning a period from the 19th century to 1989 are eligible. Records of the Stamping Branch and Finance Bills were transferred in 2018.
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.
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. 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. In 2019 a transfer of c16 items was made for interpolation into the existing OL/12 series. This series is town plans used by the Valuation Office to calculate rates by lessees or owners in towns during the townland and tenement valuations of the mid-19th century.
Stationery Office	No records transferred.
	No records transferred.
Review Body on Higher Remuneration in the Public Sector	No records transferred.
	No records transferred.
Public Service Advisory Council	Records for the period 1927 – 1970s accepted by National Archives for safe-keeping, but have not been reviewed for public inspection.
	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 1708-1989.
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.



**Summary of Accessions to the National Archives in  
2019: Departments, Courts, Scheduled Bodies and Other  
Sources; and Finding Aids to Archives Published in the  
Online Catalogue on the National Archives Website**

C1.4 Records accessioned from Government Departments and Offices of State during 2019: Government Departments		
Accession number	Department of	Description
2019/30	Taoiseach	Central Registry 'S' files relating mainly to 1989.
2019/31	Taoiseach	Northern Ireland Division files relating mainly to 1989.
2019/152	Taoiseach	Irish Convention, 1917-1918: papers presented to the Taoiseach's Office in 1948 by Mrs Edith A McKeever, mother of Thomas H W McKeever.
2019/153	Taoiseach	Irish Race Congress, 1922.
2019/154	Taoiseach	Diarmuid O'Hegarty papers.
2017/56	Agriculture, Food and the Marine	Irish Land Commission Fair Rent files for County Galway, 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).
2017/8	Agriculture, Food and the Marine	Irish Land Commission Fair Rent files for County Meath, 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).
2018/64	Agriculture, Food and the Marine	Irish Land Commission Fair Rent files for County Kerry, 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).
2019/29	Culture, Heritage and the Gaeltacht	Files of the Placenames Branch, 1948-1957.
2019/102	Foreign Affairs and Trade	Files of the Secretary's Office, relating mainly to 1989.
2019/101	Foreign Affairs and Trade	Files of Headquarters' Central Registry, relating mainly to 1989.
2018/41	Foreign Affairs and Trade	Files of the Embassy of Ireland to France, 1966-1987.
2018/35	Foreign Affairs and Trade	Files of the Embassy of Ireland to Italy, 1962-1989.

**Summary of Accessions to the National Archives in  
2019: Departments, Courts, Scheduled Bodies and Other  
Sources; and Finding Aids to Archives Published in the  
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2018/42	Foreign Affairs and Trade	Files of the Consulate General of Ireland, San Francisco, USA, 1975-1989.
2019/147	Foreign Affairs and Trade	Embassy of Ireland to the Islamic Republic of Iran: Charles Haughey, book of condolences, 2006.
2018/8	Justice and Equality	Files of the Crime Division, 1964-1985.
2018/62	Justice and Equality	Files relating to summertime orders, 1963-1968.
2019/58	Justice and Equality	Files relating to missing persons, 1908-1930.
2019/83	Justice and Equality	Files of Civil Law Reform Division, 1961-1990.
2019/33	Transport, Tourism and Sport	Files of Maritime Safety Policy Division, 1987-1988.
2019/71	Social Protection	Files of Planning Secretariat, 1982-1988.
2018/76	Health	Abstracts of payments and receipts, 1946-1954.
2018/77	Health	Payable orders registers, 1947-1978.
2018/78	Health	Volumes of miscellaneous account subheads, 1957-1989.
2018/79	Health	Regional sanatoria account registers, 1948-1963.
2018/119	Health	Hospital Trusts (Irish Hospital Sweepstakes) accounts, 1975-1988
2018/120	Health	Board of Guardian records of accounts for letting of workhouse properties, 1925-1949.
2018/121	Health	Volumes of financial records: receivable orders, 1947-1955.

C1.5 Records accessioned from Government Departments and Offices of State during 2019: Scheduled Bodies		
Accession number	Scheduled body	Description
2018/122	Met Éireann	Ameno records, Belmullet, County Mayo
2018/123	Met Éireann	Ameno records, Birr, County Offaly
2018/124	Met Éireann	Ameno records, Casement Aerodrome, County Dublin
2018/125	Met Éireann	Ameno records, Claremorris, County Mayo
2018/126	Met Éireann	Ameno records, Clones, County Monaghan
2018/127	Met Éireann	Ameno records, Cork Airport, County Cork
2018/128	Met Éireann	Ameno records, Dublin Airport, County Dublin
2018/129	Met Éireann	Ameno records, County Galway
2018/130	Met Éireann	Ameno records, County Kilkenny
2018/131	Met Éireann	Ameno records, Malin Head, County Donegal
2018/132	Met Éireann	Ameno records, Mullingar, County Westmeath
2018/133	Met Éireann	Ameno records, Roches Point, County Cork
2018/134	Met Éireann	Ameno records, Rosslare, County Wexford
2018/135	Met Éireann	Ameno records, Shannon Airport, County Clare
2018/136	Met Éireann	Ameno records, Valentia Observatory, County Kerry
2018/137	Met Éireann	Records of weather observations '7441' series, Belmullet, County Mayo
2018/138	Met Éireann	Records of weather observations '7441' series, Birr, County Offaly
2018/139	Met Éireann	Records of weather observations '7441' series, Casement Aerodrome, County Dublin
2018/140	Met Éireann	Records of weather observations '7441' series, Claremorris, County Mayo
2018/141	Met Éireann	Records of weather observations '7441' series, Clones, County Monaghan
2018/142	Met Éireann	Records of weather observations '7441' series, Cork Airport, County Cork

Summary of Accessions to the National Archives in 2019: Departments, Courts, Scheduled Bodies and Other Sources; and Finding Aids to Archives Published in the Online Catalogue on the National Archives Website		
2018/143	Met Éireann	Records of weather observations '7441' series, Dublin Airport, County Dublin
2018/144	Met Éireann	Records of weather observations '7441' series, County Galway
2018/145	Met Éireann	Records of weather observations '7441' series, County Kilkenny
2018/146	Met Éireann	Records of weather observations '7441' series, Malin Head, County Donegal
2018/147	Met Éireann	Records of weather observations '7441' series, Mullingar, County Westmeath
2018/148	Met Éireann	Records of weather observations '7441' series, Roches Point, County Cork
2018/149	Met Éireann	Records of weather observations '7441' series, Rosslare, County Wexford
2018/150	Met Éireann	Records of weather observations '7441' series, Shannon Airport, County Clare
2018/151	Met Éireann	Records of weather observations '7441' series, Valentia Observatory, County Kerry
2018/70	Valuation Office	Additions to OL/12 series containing town plans used by the Valuation Office to calculate rates by lessees or owners in towns during the townland and tenement valuations of the mid-19th century.
2019/151	Central Statistics Office	Administration files, 1901-1947



**Summary of Accessions to the National Archives in 2019: Departments, Courts, Scheduled Bodies and Other Sources; and Finding Aids to Archives Published in the Online Catalogue on the National Archives Website**

C1.6 Records accessioned from Court Offices and Probate Registries during 2019	
High Court	No transfers
Circuit Court	No transfers
District Court	No transfers

C1.7 Records accessioned from other sources during 2019	
Accession number	Description
2019/57	Seamus Kearns Postcard Collection: Irish advertising postcards, early-mid 20th century.
2019/62	Letter from [Darley] to Chief of Staff Frank Aiken regarding Sir Michael O'Dwyer, 29 Dec 1923.
2019/70	John Terry: copy will and grant of administration, 19 December 1824-31 January 1846.
2019/110	St Stephen's National School: records.
2019/148	Kingston Family records: personal papers of members of the Kingston family containing diary of Samuel William Kingston (husband of Lucy Kingston), 1912-2019
2019/156	Will of John Shute, Dublin, 1722.
2019/167	Bolands Mill and Bakery, 1947-1970
2019/176	New Ireland Assurance Company, 1918-1990s

# Appendix C

C.2 Finding Aids to Archives Published in the Online Catalogue on National Archives website during 2019

Department/Office	Description	Reference number
Taoiseach	Central Registry, 2018 annual transfer of records, 1944-1988.	2018/69
Office of the Attorney General	Parliamentary Counsel (PC) files, 2018 annual transfer of records, 1956-1979.	2018/4
	Subject Related (SR) files, 2018 annual transfer of records, 1924-1988.	2018/3
Chief Secretary's Office	Chief Secretary's Office: Registered Papers, 1832.	CSO/RP/1832
	Chief Secretary's Office: Registered Papers, 1833.	CSO/RP/1833
	Chief Secretary's Office: Registered Papers, 1834.	CSO/RP/1834
	Chief Secretary's Office: Registered Papers, 1917.	CSO/RP/1917
	Chief Secretary's Office: Registered Papers, 1918 [first half of year only].	CSO/RP/1918
Culture, Heritage and the Gaeltacht	Arts, Film and Investment, 2017 annual transfer of records, former files of the Department of the Taoiseach and Department of Education, 1973-1987.	2017/53
	Arts, Film and Investment, 2018 annual transfer of records, former files of the Department of the Taoiseach and Department of Education, 1972-1988.	2018/184
Foreign Affairs and Trade	Secretary's Office, 2018 annual transfer of records, 1974-1986.	2018/27
	Permanent Diplomatic Representative to the European Community, Brussels, Belgium: 2018 annual transfer of records, 1967-1988.	2018/29
	Embassy of Ireland to Germany, Berlin/Bonn: 2018 annual transfer of records, 1970-1988.	2018/30
	Embassy of Ireland to Australia, Canberra: 2018 annual transfer of records, 1983-1988.	2018/32
	Embassy of Ireland to the United Kingdom of Great Britain and Northern Ireland, London: 2018 annual transfer of records, 1986-1988.	2018/36
	Embassy of Ireland to the Union of Soviet Socialist Republics, Moscow: 2018 annual transfer of records, 1975-1988.	2018/37
	Permanent Mission of Ireland to the United Nations, New York, USA: annual 2018 transfer of records, 1967-1988.	2018/39

**C.2 Finding Aids to Archives Published in the Online Catalogue on National Archives website during 2019**

	Permanent Mission of Ireland to the United Nations, Geneva, Switzerland: 2018 annual transfer of records, 1972-1988.	2018/44
	Embassy of Ireland to Iran, Tehran: 2018 annual transfer of records, 1979-1988.	2018/45
	Boston Consulate General of Ireland, USA, 2018 annual transfer of records, 1985-1988.	2018/31
	Embassy of Ireland to Italy: 2018 annual transfer of records, 1962-1990.	2018/35
	Embassy of Ireland to the USA, Washington: 2018 annual transfer of records, 1974-1989.	2018/43
	Embassy of Ireland to Canada, Ottawa: 2018 annual transfer of records, 1951-1985.	2018/40
	Embassy of Ireland to Japan, Tokyo: 2018 annual transfer of records, 1934-1988.	2018/46
Justice and Equality	Security and Northern Ireland Division files, 2018 annual transfer of records, 1972-1987.	2018/5
	Court orders signed by Ministers for Justice in the Cumann na nGaedhael government, 1926-1927.	2018/12
	Heraldry: change of names and arms, series H116, 1921-1943.	2018/50
	Fines, series H220, 1912-1925.	2018/51
	Armistice celebrations, series 116/34, 1924-1971.	2018/52
	Dogs Regulation Bill, 1924, series 116/64, 1924-1978.	2018/53
	Petrol rationing, series 116/48, 1939-1946.	2018/54
	Food Hygiene, series 116/166, 1949-1959.	2018/55
	Consular Convention between Ireland and USA, series 116/183, 1949-1950.	2018/56
	Petrol Rationing, series 116/354, 1956-1980.	2018/58
	Post War Planning, series 116/78, 1942-1961.	2018/61
	Summertime/Wintertime, series 79/, 1962-1968.	2018/62
	Equality Division, 2018 annual transfer of records, 1974-1988.	2018/95
	Central Registry files in the H35 series relating to Compensation (War) files, 1921-1922.	2018/85
	Acts of Bravery, series 116/1, 1945-1988.	2018/6
	Acts of Bravery, series 116/1, 1934-1977.	90/116

**C.2 Finding Aids to Archives Published in the Online Catalogue on National Archives website during 2019**

	Central Registry, series H122 relating to refugees: billeting of Northern Ireland refugees, 1922-1924.	2018/86
	Central Registry files: Intoxicating Liquor Bill, 1844-1928.	2018/71
	Missing Persons, series H/16, 1908-1930.	2018/58
	Peace Commissioner appointment ledgers, 1927-1960.	2018/111
	Censorship files, 1927-1973.	90/102
	Crime and security registered files, 1922-1936.	2007/56
	Proposed signature by Ireland of the Council for Europe Convention for the protection of Human Rights and Fundamental Freedoms, 1950-1962.	2018/57
	Corporate Services Division: Air Raid Precautions, 1937-1948.	2018/106
	Corporate Services Division: Returns under the Anatomy Act, 1933-1935.	2018/107
	James Larkin files, series H277/13, 1909-1919.	2018/63
	Central Registry files relating to petition to reprieve Commandant Leo O'Brien from death penalty, 1935.	2018/74
	Letters of condolences on the death of Kevin O'Higgins, Minister for Justice, 1927.	2017/57
Office of Secretary General to the President	Registered files, 2018 annual transfer of records, 1937-1988.	2018/96
Transport, Tourism and Sport	Aviation Services Division: registered files, 1951-1986.	2015/24
Revenue Commissioners	Revenue Finance Bill files, 1927-1965.	2018/84
	Stamping Branch, 1923-1988.	2018/60
District Court	District Court order and minute books, Newport, County Tipperary, 1921-1980.	99/95
	District Court minute books, Croom, County Limerick, 1875-1961.	99/78
	District Court order and minute books, Ballyneety, County Limerick, 1921-1961.	99/69
	Carlow District Court order books, Justice's minute books, civil process books and circulars, 1867-1976.	2001/132



# Appendix D

Applications for the Disposal of Records Under Section 7 of the National Archives Act, 1986: Disposal Certificates Authorised, and Applications Refused and Withdrawn

D.1 Disposal Certificates Authorised				
NAI Reference	Department	Section	Quantity	Date issued
NAD_2019_1	Justice & Equality	Child Abduction Unit, 1990 – ongoing	3098 files, ongoing disposal accruing c. 170 per annum	05/03/2019
NAD_2019_2	Central Statistics Office	Miscellaneous legacy census material, 1951 – 1971	Once-off disposal	24/06/2019
NAD_2019_3	Business, Enterprise & Innovation	SOLVIT case files, 2002 – ongoing	970 files, accruing c. 3 volumes per annum	29/05/2019
NAD_2019_4	Business, Enterprise & Innovation	Travel Pass Scheme Applications, 2001-2015 Supporting documentation 2015-ongoing	5 bankers’ boxes	29/05/2019
NAD_2019_5	Business, Enterprise & Innovation	FOI files – various supporting series (See report)	18 files	29/05/2019
NAD_2019_6	Business, Enterprise & Innovation	PQ files, 1922 – ongoing	2 x 10 metre bays	29/05/2019
NAD_2019_7	Comptroller & Auditor General	Value for Money Audit Working Papers, 1993 – ongoing		14/08/2019
NAD_2019_8	Comptroller & Auditor General	Financial Audit Working Papers, 1993 – ongoing Financial Audit Client Information files, 1993 – ongoing		14/08/2019
NAD_2019_9	Defence Forces (Military Archives)	Identity Card Register Checklists, 1980 ongoing	c. 5,700 per annum	16/01/2020
NAD_2019_10	Employment Affairs and Social Protection	Respite Care Grant/Carers’ Support Grant applications	19,000 immediately, accruing c. 2,500 per annum	05/07/2019

# Applications for the Disposal of Records Under Section 7 of the National Archives Act, 1986: Disposal Certificates Authorised, and Applications Refused and Withdrawn

NAD_2019_11	Employment Affairs and Social Protection	Homemakers’ scheme, 1994 – ongoing	2,400, accruing c. 120 per annum	11/07/2019
NAD_2019_12	Employment Affairs and Social Protection	PRSI credit scheme, 2000 – ongoing	c. 700, accruing 50 per annum	11/07/2019
NAD_2019_13	Employment Affairs and Social Protection	Data sharing requests, 2013 – ongoing	c. 7,000, accruing 7,000 per annum	11/07/2019
NAD_2019_14	Justice and Equality: Corporate Services	1/ General Administrative Series, 1967 – 1993	Partial disposal authorisation	27/06/2019
NAD_2019_16	Justice and Equality: Firearms and Explosives Division	65/452 Unsuccessful applications for inclusion on the Register of Non-Restricted Firearms Dealers, 1925 – ongoing	c. 20 per annum	22/01/2020
NAD_2019_17	Justice and Equality: Firearms and Explosives Division	65/469 Firearm Certificates Quarterly Returns, Oct 1984 – Dec 1988	1 file	22/01/2020
NAD_2019_18	Attorney General's Office	FOI case files, 1998 – ongoing		25/10/2019
NAD_2019_19	Attorney General's Office	FOI administration files	Once-off disposal 12 files	25/10/2019
NAD_2019_20	Agriculture, Food & Marine	Import Licences, 2001 – ongoing	c. 186,000, accruing c.21,000 per annum	11/06/2020
NAD_2019_21	Agriculture, Food & Marine	Aid for Private Storage, 1996 – ongoing	c. 102,000, not in operation in every year	11/06/2020
NAD_2019_22	Agriculture, Food & Marine	Fallen Animals, 2002 – ongoing	4128, accruing 516 per annum	11/06/2020
NAD_2019_23	Agriculture, Food & Marine	BSE livestock cull, 2001 – 2004	10 files. Unauthorised disposal of remaining files (c.850 files). See report.	11/06/2020
NAD_2019_24	Agriculture, Food & Marine	Applications for Nitrate Derogations, 2007 – ongoing	c. 70,000, accruing c. 7,000 per annum	11/06/2020
NAD_2019_25	Agriculture, Food & Marine	Movement of Organic Fertilisers, 2007 – ongoing	c. 70,000 files, accruing c. 7,000 per annum	11/06/2020

**Applications for the Disposal of Records Under Section 7 of the National Archives Act, 1986: Disposal Certificates Authorised, and Applications Refused and Withdrawn**

D.2 Disposal Applications Refused				
NAI Reference	Department	Section	Quantity	Date issued
NAD_2019_15	Justice and Equality: Corporate Services	19/ Prisoner Petitions	c. 54,000	Disposal authorisation refused. 27/06/2019
NAD_2019_27	Agriculture, Food & Marine	Environmental Impact Assessments		Application refused 11/06/2020

D.3 Disposal applications withdrawn				
NAI Reference	Department	Section	Quantity	Date issued
NAD_2019_26	Agriculture, Food & Marine	Nitrate Inspection files		Application withdrawn following queries raised by NA.
NAD_2019_28	Agriculture, Food & Marine	Nitrates administration files		Application withdrawn following queries raised by NA.

# Appendix E

Outreach: lectures and visits; collaboration and co-operation

Members of staff gave lectures and presentations to various external bodies during 2019, including:

- Back to Our Past, Belfast (February) and Dublin (October)
- History Teachers' Association of Ireland
- Masters in Archives and Records Management, University College Dublin
- Accredited Genealogists Ireland
- Armagh Ancestry
- North of Ireland Family History Society, Causeway Coast and Glen Branch

Presentations were given to civil and public service bodies by Archives and Government Services to promote the work of the National Archives and to provide advice and guidance on the management of departmental records and archives, and obligations under the National Archives Act, 1986. These presentations are important in establishing working relationships with such bodies and provide an important form in which to advocate for protection of the public record. Presentations were made to:

- Office of the Government Chief Information Officer
- Property Registration Authority
- Department of Agriculture, Food and the Marine
- Competition and Consumer Protection Commission
- Ordnance Survey Ireland
- Director of Public Prosecutions
- National Museum of Ireland
- Department of Justice and Equality
- Department of Education and Skills, School Inspectorate
- Department of Education and Skills
- Irish Prison Service
- Office of Public Works
- Office of Government Procurement
- Chief State Solicitors Office
- An Garda Síochána
- Office of the Revenue Commissioners
- Council of National Cultural Institutions Data Protection Group



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## Outreach: lectures and visits; collaboration and co-operation

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

- National Library of Ireland Genealogy Students
- Trinity College Dublin Genealogy Students
- Trinity College Dublin, Department of History
- NUI Galway, School of Geography and Archaeology
- NUI Galway, School of Irish MA Students
- National Print Museum
- Galway/Mayo Institute of Technology, Heritage Studies Students
- Warrenmount Centre Students of Genealogy, Dublin
- Dublin City Council Culture Company Culture Club
- TULSA Adoption Team
- University of Limerick, Department of History
- Technical University Dublin, School of Journalism
- Warrenmount Secondary School Transition Year Students
- Dublin City Library and Archives, Students of Local History
- History Teachers' Association of Ireland
- Dublin Business School, Students of Masters in Library and Information Management
- Library Association, Government Libraries Section
- County Cork Genealogy Study Group
- Ballsbridge, Donnybrook and Sandymount Historical Society
- South Inner City Community Development Association
- Kilbarrack Coast Community Project
- Department of History, Millersville University, Pennsylvania, United States of America
- American Ancestors and New England Historic Genealogy Society, United States of America
- Northern Ireland Federation of Housing Associations
- University of Greensboro North Carolina Library Students
- Friends of St Patrick's Cathedral
- Clontarf Rugby Club
- SMART AGERS
- Association of Church Archivists, Ireland and Catholic Archives Society
- Department of Foreign Affairs and Trade
- Royal Norwegian Embassy
- Embassy of the Islamic Republic of Iran
- Embassy of Poland
- Ulster Historical Foundatio
- Over 50s Cabbage Quarter Conversation Group

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## Outreach: lectures and visits; collaboration and co-operation

- Accredited Genealogists Ireland
- Irish Roots, United States of America
- Dublin City University School of History and Geography
- Mary Immaculate College, Limerick
- Castleknock Community College
- Portumna Heartlands Local History Group
- Public Record Office of Northern Ireland Public Services Staff
- The Henrietta Adult and Community Education Service (HACE), Dublin
- National University of Ireland Maynooth, School of History

### Filming/broadcasting

- BBC, Birmingham – filming for “A Very British History”
- BBC – document images for “Who Do You Think You Are?”
- RTE – document images for “The Great House Revival”
- Tyrone Productions – filming for documentary on adoption

### Co-operation and collaboration

- Archives and Records Association, including Archives and Records Association, Ireland
- Association of Historic Fine Art Photographers Special Interest Group
- *Beyond 2022*
- Blue Shield
- CAIN (Conflict Archives on the INternet), University of Ulster
- Council of National Cultural Institutions, including Conservation, Education and Outreach, and Digital Imaging & Cataloguing Specialist Interest Groups
- Digital Repository of Ireland
- Documents in Irish Foreign Policy
- Dublin City Council Culture Company and 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 radio documentary programmes
- BBC for television documentary programmes
- The National Archives, United Kingdom
- University College Dublin School of History and Archives

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# Appendix F

## Membership of organisations and attendance at conferences, seminars and training

Members of staff participated in conferences and training as below:

- National Archives induction training for all new staff and placements
- Departmental induction training for new staff
- In-house preservation-related training
- Manual handling
- Fire security
- First Aid and Evac+Chair
- Irish language training
- Introductory and Intermediate Project Management
- Emergency Preparedness Training for Disaster Teams
- In-house training for staff in document location and production
- Leadership and Strategic Direction
- Coaching for Performance
- Advanced Outlook
- Excel Intermediate course
- Legislative Drafting
- Sharepoint
- General Data Protection Regulation
- Archives and Records Association Annual Conference, Leeds, United Kingdom
- Information and Records
- Information and Records Management Society Annual Conference, Newport, Wales
- Open Data Officers, Annual Meeting, Dublin
- Open Data Seminar on Cultural Data, National Gallery of Ireland
- Digitisation Seminar organised by the Council of National Cultural Institutions, National Gallery of Ireland
- Digital Photography Seminar, National Library
- *Memory – Identity – Rights in Records – Access* (MIRRA) Symposium, University College London, United Kingdom
- *The Right to be Forgotten v the Responsibility to Remember*, Council of National Cultural Institutions Symposium, National Gallery of Ireland
- *e-Archiving*, European Commission, Brussels, Belgium
- Certificate in Executive Leadership Programme through Department of Culture, Heritage and the Gaeltacht
- Master of Arts Programme in Archives and Records Management, University College Dublin

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## Membership of organisations and attendance at conferences, seminars and training

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 of the professional staff are members on an individual basis of the Archives and Records Association, UK & Ireland and two currently serve on its board as a director and honorary secretary respectively.



## Notes

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## Notes

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