

**Report of the Director of the
National Archives
for
2004**

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1. LEGISLATION

NATIONAL ARCHIVES ACT 1986

- 1.1 The principal legislative basis for the National Archives is the National Archives Act 1986 and the Regulations made under that Act. When the Act came into operation in 1988, the Public Record Office of Ireland (founded in 1867) and the State Paper Office (founded in 2002) were amalgamated to form the National Archives. The detailed provisions of the Act relate mainly to Departmental records, and are summarised in paragraph 5.2 below.

Ministerial responsibility for the National Archives

- 1.2 The National Archives is a statutory body within the Civil Service. When established in 1988, it was part of the Department of the Taoiseach (the head of government or prime minister), but it is now part of the Department of the Arts, Sport and Tourism. Consequently, most powers conferred on the Taoiseach by the Act are now exercised by the Minister for Arts, Sport and Tourism, although some powers relating to Departmental records are still exercised by the Taoiseach.

Director of the National Archives

- 1.3 The National Archives operates under the control and management of the Director, who is appointed by and answers to the Minister. The functions of the Director are summarised in section 4(1) of the Act. They include the following:
- the control and management of the National Archives;
 - the preservation, restoration, arrangement and description of archives in the custody of the National Archives;
 - making archives available for public inspection in accordance with the Act, and providing copies of archives;
 - the preparation of guides, lists, indexes and other finding aids to archives, and the publication of archives, finding aids and other material relating to archives;
 - the examination and acquisition of Departmental records in accordance with the Act, and the inspection of arrangements for the preservation of Departmental records;
 - the acquisition of other records appropriate for preservation by the National Archives;
 - giving advice to members of the Government and public service organisations on the management, preservation and reproduction of records under their control.

National Archives Advisory Council

- 1.4 The Act also provided for the establishment of the National Archives Advisory Council, whose members are appointed by the Minister. The principal statutory function of the Council is to advise the Minister in the exercise of his powers under the 1986 Act, on all matters affecting archives within the scope of the Act, and on the use of the archives by the public.

Annual Reports

- 1.5 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.

OIREACHTAS SUB-COMMITTEE ON THE BARRON REPORT

- 1.6 In February 2004 I was invited to appear before the Sub-Committee of the Oireachtas Joint Committee on Justice, Equality, Defence and Women's Rights, which was established to consider the Report of the Independent Commission of Inquiry into the Dublin and Monaghan Bombings of 1974 (the Barron Report).
- 1.7 When I appeared before the Sub-Committee on 10 February, I outlined the law and practices with regard to the disposal of Departmental records, made some observations on what the Barron Report had said concerning defects in record-keeping and missing files in Departments and the Garda Síochána, and responded to questions from members of the Sub-Committee. For further information, see the Parliamentary Debates, Joint Committee on Justice, Equality, Defence and Women's Rights, Sub-Committee on the Barron Report, Vol. No. 52 (Tuesday, 10 February 2004), especially pages 36-40, and the Final Report on the Report of the Independent Commission of Inquiry into the Dublin and Monaghan Bombings (Houses of the Oireachtas, Joint Committee on Justice, Equality, Defence and Women's Rights, March 2004), especially pages 50-52.

RECORDS MANAGEMENT REGULATIONS

Power to make Regulations

- 1.8 Section 19(3) of the National Archives Act provides that the Minister for Finance may make regulations, after consultation with the Director of the National Archives, for the proper management and preservation of Departmental records. This power is similar but not identical to the power that the Minister for Finance has under Section 15(5) of the Freedom of Information Act 1997 to make regulations, after consultation with the Information Commissioner and the Director of the National Archives, providing for the management and maintenance of records held by public bodies. To date, no such regulations have been made under either Act.
- 1.9 The power conferred by the Freedom of Information Act applies to a much wider range of records than that conferred by the National Archives Act. However, it does not apply to most records of court proceedings held by the courts, nor to records held by the Garda Síochána, both of which are covered by the power conferred by the National Archives Act.

FREEDOM OF INFORMATION ACTS 1997 AND 2003

- 1.10 The Freedom of Information Acts 1997 and 2003 (the FOI Acts) are also of major importance for the work of the National Archives. The original Act of 1997 became law on 21 April 1997, and has since been extended to additional bodies by regulations made under that Act by the Minister for Finance. As of the end of 2004 the FOI Acts applied to records held by Government Departments, other bodies within the Civil Service, local authorities, health boards, publicly funded voluntary hospitals, other public and voluntary organisations in the health and social services sectors, universities, institutes of technology, other third-level colleges, and some state sponsored bodies in the broadcasting, cultural, enterprise and employment, local government and regulatory sectors.

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- 1.11 The Freedom of Information (Amendment) Act 2003 came into force on 11 April 2003. It introduced a number of important amendments to the Act of 1997, notably in relation to Section 19 (Government Records), Section 20 (Deliberations of Public Bodies), Section 24 (Security, Defence and International Relations) and Section 47 (Fees).

Rights established by the FOI Acts

- 1.12 Under the FOI Acts, every person now has the right of access to records held by Government Departments, local authorities, health boards and the other bodies currently covered by the Acts.
- In cases where records contain personal information about the person applying for access, the right of access applies to all such records regardless of their date.
 - In all other cases, the right of access normally applies only to records created after 21 April 1998 (if the records are held by a Government Department, one of the other public bodies listed in the Acts, or one of the bodies to which the Act has subsequently been extended) or after 21 October 1998 (if the records are held by a local authority or health board).

In all cases the right of access must be exercised in accordance with the procedures laid down in the Acts, and is subject to any relevant exemption from access provided for in the Acts.

- 1.13 The FOI Acts have also given every person:
- the right to have personal information contained in records held by the above bodies altered, where it is incomplete, incorrect or misleading, and
 - the right to be given reasons for decisions by the above bodies that affect her/him.

Again, these rights must be exercised in accordance with the procedures laid down in the Acts, and are subject to any relevant exemption provided for in the Acts.

FOI and the National Archives

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

- 1.15 No FOI requests were received by the National Archives in 2004.

- 1.16 Section 15 of the FOI Act 1997 requires the publication by each public body of a reference book describing its structure, functions and records. Our Section 15 reference book was published in November 2001.

- 1.17 Under section 16 of the FOI Act 1997, each public body must also publish rules, procedures etc. used by it for the purposes of decisions with respect to rights, penalties etc. to which members of the public are entitled or subject under any enactment or scheme administered by it. At present, the Rules for Readers made by the Director of the National Archives is the only item due for publication by the National Archives under section 16, and this has been published as an appendix to our Section 15 reference book.

DATA PROTECTION (AMENDMENT) ACT 2003

- 1.18 The Data Protection (Amendment) Act 2003 extended to “manual data” (i.e. records kept in books, files, microfilm and other traditional formats) the protections for personal information relating to living people that were previously applicable only to “automated data” (i.e. records kept in electronic form). As a result, Data Protection law has much greater implications for the work of the National Archives than it had before.

2. RESOURCES

FINANCIAL ALLOCATIONS

- 2.1 Our financial allocations in 2004 showed a very reasonable increase in the value in real terms of the financial resources made available to the National Archives by the Department of Arts, Sport and Tourism. The financial allocations made in respect of the National Archives in 2003 and 2004 are compared in Table 1.

Table 1 **Financial allocations in respect of the**
National Archives in 2003 and 2004

Subhead	2003	2004
	€	€
A.1 (Administrative expenses – pay of permanent staff)	1,200,000	1,300,000
A.2 – A.8 (Administrative expenses – current non-pay expenditure)	324,000	329,000
D.1 (Grant-in-aid – matching receipts from fees for copies of archives etc. – current non-pay expenditure)	76,000	76,000
D.2 Current (General expenses – mostly current non-pay expenditure, but including pay of Temporary Archivists)	937,000	959,000
D.2 Capital (General expenses – capital expenditure)	277,000	477,000
TOTAL	2,814,000	3,141,000

Note: The allocations recorded above are the same as the Estimates recorded in the annual Revised Estimates for Public Services.

STAFF

General

- 2.2 In 2004 the staff of the National Archives paid from exchequer funds remained at 42. However, several posts remained unfilled at the end of the year, most notably the post

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of Higher Executive Officer (ICT Manager) created in 2002 and the two posts of Archivist (fixed-term contract) left unfilled following the exhaustion of the panel resulting from the competition for Archivists held in 2003. When all vacancies are filled, including the two posts of Archivist (fixed-term contract) payable from the Crowley Bequest fund, the total number of staff employed in the National Archives will be 45. Appendix A below contains a list of the staff of the National Archives (including vacancies) as of 31 December 2004.

Increase in staffing still a requirement

- 2.3 As stated in previous reports, it is my firm view that a much larger increase is required to enable us to undertake our statutory responsibilities in full. The increases sanctioned in recent years have helped to bring about very significant improvements in our capacity to meet some key objectives but there are many areas in which we are failing to meet our statutory commitments in a satisfactory manner.

Resignation of Archivist (Electronic Records)

- 2.4 Mr. John McDonough who was appointed to this post on 28 July 2003 resigned with effect from 21 December 2004 to take up a position elsewhere. When notice of Mr McDonough's resignation was received, the Public Appointments Service was asked to begin the process of filling the vacancy from the panel created on the basis of the original competition for this post. However, none of the candidates contacted was still available for appointment, and the post remained vacant at the end of 2004.

Higher Executive Officer (ICT Manager)

- 2.5 As recorded in my report for 2003, attempts to fill this vacancy from among eligible staff in the Department of Arts, Sport and Tourism were unsuccessful, and permission was sought from the Department of Finance to invite applications from eligible serving staff in all Government Departments. The post was advertised within the Civil-Service by Department of Finance Circular 07/2004 which issued on 17 February and interviews were held in early April. Unfortunately none of the candidates interviewed was deemed to have met the requirements and so none was recommended for appointment. Members of the interview board expressed the opinion that the post as advertised warranted grading at a level higher than Higher Executive Officer, and in August I wrote to the Head of Human Resources in the Department of Arts, Sport and Tourism to ask that the post of ICT Manager in the National Archives be upgraded to Assistant Principal. The post remained vacant at the end of 2004.

Other staff changes

- 2.6 Mr John Brazil, Services Officer with allowance for Clerical Officer duties, applied for and was granted a six months career break beginning on 25 June. He was replaced by Mr Ken Martin who was appointed to the National Archives on 25 June as Services Officer with allowance for Clerical Officer duties.

Short-term work placements

- 2.7 During 2004, eight persons worked in the National Archives on voluntary unpaid short-term work placements. Five were third-level students wishing to obtain relevant work experience prior to assessment for admission to a postgraduate course in Archival Studies in Ireland or England. Three were Transition Year students. The tasks assigned to the students included the routine sorting, listing and boxing of archives, cleaning of older records, the provision of shelf-lists for various record series, the checking and sorting of microfilms, the sorting of books in the staff library and research for answers to correspondence. Where possible persons on placement are taken on visits to Government Departments, and gain some experience of the retrieval of records from and the return of records to the repository of the National

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Archives. In general, those intending to apply for admission to a course of study to become a professional archivist undertake a minimum of two-weeks placement while those in Transition Year undertake a one-week placement.

Divisions and Units

2.8 The Divisions and Units created in 2003 remained unchanged in 2004. They are:

- Archives Storage and Preservation Division
- Reader Services Division
- Records Acquisition Division
- Special Projects Division
- Corporate Services Unit
- Electronic Records Unit
- ICT Unit (Information and Communications Technology Unit)

Performance Management and Development System (PMDS)

2.9 In the summer of 2004 the staff of the National Archives participated in a Climate and Skills Audit of the views of staff concerning the implementation of PMDS in the Department of Arts, Sport and Tourism.

Partnership and “Sustaining Progress”

2.10 The Partnership Committee of the National Archives continued to meet frequently during 2004. Arrangements for the selection of new Management, Union and Staff Representatives to sit on our Partnership Committee for the years 2005 and 2006 were in hand at the end of 2004.

2.11 In March material was prepared for inclusion in the Department of Arts, Sport and Tourism’s Second Progress Report under “Sustaining Progress”, the Social Partnership Agreement for the period 2003-2005, and in September material was prepared for inclusion in the Department’s Third Progress Report. During October and November material was prepared for inclusion in the Department’s Revised Action Plan under “Sustaining Progress”.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

2.12 Progress on extending the use of ICT within the National Archives continued to be hampered in 2003 by the absence of a full-time ICT unit with suitably trained and qualified staff dedicated to this function. In the absence of a full-time unit, necessary ICT work continued to be undertaken by a combination of part-time support from an IT consultancy company, amounting to one half-day per week on site, and part of the time of members of our staff at Keeper and Clerical Officer level.

2.13 Despite the absence of a full time ICT Manager, a number of very significant IT-based improvements in services to readers were introduced. These included:

- a self-service system for microfilms and microfiche;
- an instant photocopying service;
- online pre-ordering of archives in advance of visits to the Reading Room;

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- and a new system to handle ordering, production and return of archives from archival storage to the Reading Room.

Self-service system for microfilms and microfiche

- 2.14 The new self-service system was introduced on 15 March 2004. Previously, the procedure for a person wishing to consult copies of archives on microfilm or microfiche required them to complete an order docket, and the microfilm or microfiche had to be produced and returned by a member of staff. This involved a good deal of paperwork, and was time-consuming, both for the public and for staff.
- 2.15 With the introduction of the new system, each film or fiche was placed in a bar-coded box or folder, and the boxes and folders containing films and fiches were placed on open access in cabinets located in the new Microfilm Room, situated just off the Reading Room. A reader wishing to use a film or fiche now takes it to the checkout point in the Microfilm Room where the bar-code on the box or folder is scanned, along with the bar-code on their reader's ticket. This takes only a few seconds and the film may then be taken to the Reading Room where the microfilm readers and reader-printers are located. Each person may have only one film or fiche scanned out to them at any one time, and the system will not accept a second scanning out to the same person until the first item has been scanned back, which prevents films or fiches being returned in the wrong box or folder.
- 2.16 A total of 7,689 rolls of microfilm and 1,722 microfiches have now been made available to the public through the open access system. These include the household returns of the 1901 and 1911 Census, the most frequently requested items in the National Archives. In addition to providing readers with a simpler and speedier procedure for consulting microfilm and fiche, the system provides better data capture and "real time" information on the movement of films and fiches. Production of archives on microfilm or microfiche now accounts for almost exactly 50% of total production of archives, and the fact that staff no longer have to move these between storage areas and the Reading Room has resulted in a saving of staff time and a consequential shortening of waiting time for production of other records.

Instant small-order copying service

- 2.17 To coincide with the introduction of the self-service microfilm system and the opening of the Microfilm Room on 15 March, it was decided to introduce an instant photocopying service for small photocopy orders of small-format flat-paper documents, to be based in the Microfilm Room and operated by the member of staff on duty there.
- 2.18 As with the introduction of the self-service microfilm system, the main objectives of this project were to eliminate form-filling and queuing and to provide a speedier service. The new system uses pre-paid magnetic cards that are coded to operate both the photocopier in the Microfilm Room and the microfilm and microfiche reader-printers. In the case of the reader-printers, members of the public may use the cards to print out their own copies. In the case of the photocopier, the reader hands the pre-paid card and the item to be copied to the staff member on duty in the Microfilm Room, who undertakes the copying immediately.
- 2.19 The new system has proven to be very popular with readers and staff alike. It has reduced all other over-the-counter plain or uncertified photocopy orders by 75%. This has eliminated much of the paperwork and form-filling. It has also freed staff time formerly required to process and dispatch such photocopy orders. Most readers now receive their copies on the day of their visit. The speedier service also facilitates

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sound archival management, as items are being returned more promptly to archival storage rather than being held out for photocopying.

Online pre-ordering of archives in advance of visits to the Reading Room

- 2.20 Following the launch of the revamped National Archives website in May, a new service was introduced in June to allow members of the public holding a current Reader's Ticket to have the documents they wish to consult produced from storage and reserved for them in advance of their visit. This means that when they arrive in the Reading Room, they may begin their research immediately without having to wait for their first order to be processed.
- 2.21 In order to avail of this service, a reader must send an email message to orders@nationalarchives.ie three working days in advance of their visit and must visit the Reading Room within the two working days following. They must be able to quote the precise reference of the document they wish to consult and must quote the number of their reader's ticket. They must also furnish a return email address. Advance orders are limited to three items in advance of any one visit and readers must send a separate email in respect of each item requested. Documents are held out for no more than 72 hours and are returned to storage on the third day if they have not been consulted.
- 2.22 Readers may use this service only if they are sure of visiting the Reading Room within the prescribed period. Full instructions on how to use this service are available on the National Archives website.

Computerised ordering and tracking system

- 2.23 A new computerised document ordering and tracking system was introduced in August. The new system uses bar-codes, both on the readers' tickets and on the order dockets, to create a record in a database system for each archival item ordered by a reader. The system records each movement of the document once ordered by the reader, and provides production staff with live information on the current status of a document produced from storage, thereby allowing production staff to intervene at an early stage if a document has not been returned to storage.
- 2.24 The new system provides detailed statistics on the time that has elapsed between receipt of the order and the production of the item in the Reading Room. As we have undertaken to improve on the speed of productions progressively in 2005 and 2006, this report will allow us to track our progress in this area.
- 2.25 Among the screen views available is one listing all the pending orders. In the case of each document ordered, this gives the time of the request, the document reference, the reader number and the current status of the request. Readers may check the status of their order on a dedicated screen in the Reading Room.
- 2.26 We are confident that, taken together, the four initiatives detailed in 2.14 -2.25 above represent substantial improvements in the service provided to our readers. They also represent a more efficient use of scarce staff resources.

NEW BUILDING

- 2.27 As stated in my Report for 2003, a detailed "Outline Brief and Schedule of Requirements for a New Building for the National Archives" was given to the Department of Arts, Sport and Tourism and the Office of Public Works (OPW) in

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June of that year. Subsequently, the Department expressed concern that the extent of our requirements for a new building at Bishop Street might reduce that site's potential for development through a Public Private Partnership, and requested that we identify any elements in the "Outline Brief" which could be located on a site other than that occupied by the headquarters, in order to reduce the size of the headquarters building. This request remained under consideration within the National Archives at the end of 2003.

2.28 We responded to the Department's request on 6 February 2004. Our response included the following points:

- Having reviewed our requirements, we remain convinced that the best way of guaranteeing the secure storage of all archives transferred to the National Archives, while making the best possible use of staff and providing the best possible service to the public, is to house the National Archives in a single building in central Dublin.
- However, if this is not possible, the division of archives storage areas between locations must be done in a way that makes movements of archives between them unnecessary, thus avoiding inherently high risks of damage or destruction. If archives that are open to the public are stored in two locations, reader services must be provided in both locations, so as to avoid daily movements of archives between them. The number of staff based at the second location must therefore be enough to safeguard the security of the archives stored there, while also providing satisfactory levels of service to the public. At the same time, in order to ensure that the staff based there are fully occupied, certain functions related to the archives should be divided between the two locations.
- Having considered these issues carefully, we are satisfied that the most suitable archives to be stored at a second location are those of the Courts. There are enough Court archives to occupy a substantial second building by themselves and, because of annual accruals, they will always require ongoing work by staff. A second building used mainly or entirely to store Court archives should be located close to Dublin City Centre, and within easy reach of both the National Archives Headquarters and the Four Courts complex. In addition to storage accommodation for archives, it must have some staff accommodation, together with a small reading room and other facilities.
- One category of archives to be stored in our new premises must remain closed to the public for 100 years from their date of creation, even though they cease to be current in their office of origin within 18 months of that date. That category consists of the records of the Censuses of Population undertaken by the Central Statistics Office every 5 or 10 years since 1926. Those records could be stored in a third building, which would not need staff based permanently in it.
- If three separate locations are used, the archives should be divided as set out in following table:

Table 2 Possible division of archives between three buildings

Location of archives	Box equivalents	Floor area of storage areas
Headquarters - located in Dublin City Centre (probably on part of the Bishop Street site)	420,000	8,235m ²
Court Archives Building - located close to Dublin City Centre (and within easy reach of our Headquarters and the Four Courts)	130,000	2,549m ²
Census Archives Building	62,000	1,215m ²
TOTAL	612,000	11,999m²

Proposed co-location with the Military Archives

- 2.29 During late 2003 and early 2004 discussions took place between the Department of Arts, Sport and Tourism and the Department of Defence concerning the possible co-location of the Military Archives and the National Archives.
- 2.30 At the meeting of the National Archives Advisory Council on 21 June 2004, the Secretary General of the Department of Arts, Sport and Tourism informed the Advisory Council and myself that he and the Secretary General of the Department of Defence were in agreement that the Military Archives and the National Archives should be housed and integrated on the one site, and that the favoured site for such an amalgamation was Bishop Street (the location of the National Archives).
- 2.31 During subsequent discussion at that meeting, I made clear my views concerning the following points:
- that, if the National Archives and the Military Archives were to be housed in the same building rather than in separate buildings on the same site, they must be fully amalgamated, with a single management structure; and
 - that the Department of Defence must also transfer to the Department of Arts, Sport and Tourism the staff (or salary allocations) and other resources currently available to the Military Archives.

UPGRADING OF EXISTING PREMISES AT BISHOP STREET

- 2.32 Consultant engineers commenced an examination of the sprinkler system. Specialist lift consultants examined the operation of the lifts. In addition, in an effort to deal with the overall shortage of space, a study was carried out by an architect appointed in conjunction with OPW, on the possibility of increasing capacity by replacing static shelving by mobile shelving, thereby increasing density of use.

Completion of works to provide Self-Service Microfilm Room

- 2.33 The works needed to provide the new Self-Service Microfilm Room were completed and the room was opened to public use on 15 March 2004. This required re-organisation of other rooms on Floor 5 and building work to refurbish the microfilm room, including electrical work, provision of furniture and specialist cabinets for storing microfilms, and a new computerised production system.
- 2.34 Preparations for setting up this new service included a very large reorganisation of close to 10,000 microfilms. This was undertaken by an Archivist, an Executive Officer and a Clerical Officer, and involved identification, putting in sequence, referencing, listing, bar-coding and arranging in new drawers.

Phase 1 of Ground Floor Works

- 2.35 As stated in my reports for 2002 and 2003, the OPW had decided not to proceed with a proposal for major redevelopment of the Ground Floor because of the proposal for a new building. In 2004 it was decided instead to carry out a much less ambitious refurbishment of the Ground Floor. Phase 1 of this refurbishment began in December. New automatic entrance doors, a new roller shutter, a new public locker room and a new toilet for the disabled were provided. Also, a new disabled lift was installed, replacing the existing ramp, which was not in compliance with current building regulations. This involved cutting through the floor slab into the basement and necessitated the temporary removal of archives stored in the basement.

New Canteen and Conference Room Facilities

- 2.36 Work on the provision of new Canteen and Conference Room facilities was completed by May 2004. The new facilities allowed for the amalgamation of two kitchen areas into one canteen for all staff, and created new staff locker rooms and showers on Floor 1, additional office space for staff on Floors 1 and 5, and a new conference room with adjoining tea station on Floor 6. The new facilities have greatly improved staff morale, and the new conference room provides greatly improved accommodation for official meetings, staff training and group visits.

Microfilming/Reprographic Unit and Additional Workrooms Project

- 2.37 Building works were carried out on Floor 1 to provide rooms for the new National Archives Microfilming Unit. Considerable technical difficulties had to be overcome in order to provide rooms that comply fully with safety requirements. A dark-room and other rooms meeting the specific needs of microfilming were fitted out. Also, a new workroom was provided on Floor 2, with some additional storage for archives. The new workroom provided much-needed additional space for staff engaged in the arrangement, listing and packing of archives.

Improvements in the Reading Room

- 2.38 In order to expand the number of places available to readers, new tables were fitted in the Reading Room, and extra chairs provided. The original designs were followed, and repairs to the wooden shelving were also carried out.

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Art works from the State art collection managed by the OPW

- 2.39 Works from the State art collection managed by the OPW were hung in the newly refurbished areas of the Conference Room and adjacent lobbies and in the corridor leading to the new Canteen.

Assistance received from the OPW

- 2.40 We wish to record the valuable assistance on building-related matters provided by the Dublin Castle Regional Architect's Office of the OPW, and especially by Mr. Brian Coyle and Ms. Margot Healey.

FIRE SAFETY AND HEALTH AND SAFETY

- 2.41 In 2004 we continued to build on the progress made in previous years with regard to fire safety and health and safety. Fire drills were carried out throughout the year. The Fire and Safety Committee continued to meet and to deal with ongoing matters.

Health and Safety training

- 2.42 Training was provided for key members of staff on the use of the Evac+Chair in the event of an emergency. The Evac+Chair is used to evacuate un-ambulant persons from the building in the event of an emergency evacuation when the lifts cannot be used. In addition, First Aid Training was provided by the Order of Malta for two members of staff.

RISK MANAGEMENT

- 2.43 All divisions of the Department of Arts, Sport and Tourism, including the National Archives, were asked to carry out systematic risk analysis in 2004. A detailed "Risk Identification and Control Assessment" covering all types of risk within the National Archives was completed and submitted to the Internal Audit Unit of the Department in September. Subsequently, we were informed that the Audit Committee of the Department had noted that the return from the National Archives was the best example of how the exercise should be done.

3. PRESERVATION OF ARCHIVES

- 3.1 The most important element in our preservation strategy is the provision of accommodation that complies with recognised standards for the storage of archives. For developments in this regard during 2004 see paragraphs 2.27 – 2.31 above.

Productions from the Four Courts

- 3.2 The high level of productions of archives from our Four Courts building to the Reading Room at Bishop Street remains a cause of concern because of the risks caused to the documents while in transit and the amount of staff time required.

Preservation equipment

- 3.3 A special custom-made plan cabinet was acquired in preparation for the conservation work planned on the Boundary Survey maps. This will accommodate the exceptionally large maps than do not fit into the standard cabinets. Also, after extensive consultations with staff and experts in manual handling, new trolleys were purchased.

Preservation training

- 3.4 Training of all staff in the preservation handling of documents was carried out in January.

DISASTER PLAN

- 3.5 The National Archives Disaster Plan was completed in January 2004 and distributed as appropriate. Disaster boxes were supplied, equipped and placed around the building. A cross-divisional Disaster Recovery Team of staff was put in place and training by a specialist consultant was carried out in April. Members of the Disaster Recovery Team were supplied with the Disaster Manual.

ENVIRONMENTAL MONITORING

- 3.6 Our environmental monitoring system provides high quality data about the temperature, relative humidity and light. The results of this monitoring over the year 2004 showed that the environment in almost every part of the storage areas in Bishop Street continues to fluctuate outside the ranges recommended for the storage of archival documents. The monitoring system in the Four Courts also showed an environment that falls short of recommended conditions.

REPACKING OF ARCHIVES IN ARCHIVAL QUALITY BOXES

Preservation packing

- 3.7 In accordance with long-standing policy, all new transfers of records to the National Archives are packed in archival-quality boxes, and other materials as appropriate. In 2004, the programme of backlog packing was continued in the Four Courts and Bishop Street. It will take several years of work for the backlog to be completely eliminated.

Work on Census of Population 1901

- 3.8 Over the years we have become aware of the degradation of the binding material used on the 1901 Census. The opportunity to repack the Census arose in 2004 due to the change to microfilm-only access, as the original documents would no longer be in regular use (see paragraphs 2.14 – 2.16 and 2.33 above). It was decided to repack the Census in folders and boxes in a manner that would optimise its long-term preservation. Special archival-quality acid-free boxes and folders were obtained, and the work of removing the old covers, repacking the documents, numbering folders and boxes, and placing the boxes in order on shelves was carried out by a large team of staff over seven weekends.

CONSERVATION OF ARCHIVES

In-house conservation

- 3.9 Conservation repair was carried out on the following documents: Boundary Survey maps (part); Pembroke Estate maps (part); Census of 1901 (preparation for microfilming); 18th century printed Proclamations; Littlehales letters; documents for the on-line exhibition on the Presidency “Views of Four Presidencies, 1938 - 1975”; and documents on James Joyce. In addition, conservation assessments were carried out on some photographic documents.
- 3.10 Work on the phase boxing project was continued on grant books transferred from Probate Registries, on Landed Estates Court volumes and on prison registers.

Conservation by private conservators

- 3.11 The conservation repair work on the Rebellion Papers continued, and work on four boxes and some loose documents was completed. A new contract was signed for the conservation of the Fenian Photographs, and box 3 was conserved. The conservation repair of 345 Chancery Pleadings was completed.

PRESERVATION MICROFILMING

Preparation for establishment of preservation microfilming

- 3.12 In addition to the works carried out to fit out rooms for microfilming (see paragraph 2.37 above), other preparations were made, including the purchase of state-of-the-art equipment for filming, processing and duplication, and the provision of training.

Microfilming by the Genealogical Society of Utah (Church of Jesus Christ of Latter Day Saints)

- 3.13 Microfilming by volunteers from the Genealogical Society of Utah (GSU) continued. This year filming was carried out of Valuation Office Field Books, Department of Justice Prison Registers and National School Roll Books. A new agreement was reached with the GSU in July 2004 about further filming.

Re-microfilming of 1901 Census for Dublin City and parts of Belfast City

- 3.14 We had been aware for some time of difficulties with the microfilms of the 1901 Census returns for Dublin City, parts of Belfast and other areas. Once the reorganisation of the microfilms was completed, it was possible to examine in detail the nature and extent of the difficulties. It was decided that, given the confusion caused by miss-arrangement as well as omissions, the only solution was to film these areas again. As the original filming had been carried out by the Genealogical Society of Utah, the re-filming was negotiated with them and agreed in late summer 2004.

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- 3.15 The archival work required in advance of the filming, including dis-binding, arrangement and making microfilm targets, was carried out in the National Archives over several months by a cross-divisional team of volunteers, with assistance from our Conservator.

Storage of preservation microfilms

- 3.16 The master copies of National Archives preservation microfilms – other than the Master copies of films made by the Genealogical Society of Utah which are stored at their headquarters in Salt Lake City, USA – are stored in the UK national microfilm storage facility situated in the National Library of Wales in Aberystwyth.

4. SERVICES TO THE PUBLIC

READING ROOM

- 4.1 The archives held by the National Archives are made available for inspection by the public in the Reading Room in our Bishop Street building. The Reading Room is open from 10.00 a.m. to 5.00 p.m., Monday to Friday (excluding public holidays, the week from Christmas Eve until the end of the year, and the three-day media preview of 30-year old Departmental records in December). Finding aids to the archives are available on open access in the Reading Room or via Internet connection (both in the Reading Room and remotely), but the archives themselves are kept in secure storage areas and are produced by a member of staff when ordered by a reader.
- 4.2 In 2004, the total number of visits to the Reading Room during opening hours was 16,020 and the number of readers' tickets issued was 4,462. The tables in Appendix B.1 and B.2 compare these figures with those for previous years.
- 4.3 The total number of visits in 2004 was less than in 2003 (16,493), and the number of readers' tickets issued in 2004 was marginally lower than in 2003 (4,562). Increased information on and use of our website (2,531,940 hits as against 2,145,899 in 2004) and increased volumes of email and post may also have reduced the number of actual visits to the Reading Room.
- 4.4 The table in Appendix B.3 shows the number of visits to the Reading Room per month in 2004. The average number of visits per day in 2004 was about 65.
- 4.5 The number of archives consulted by readers during 2004 was 41,507. The table in Appendix B.4 compares this figure with those for previous years. The slight increase in the number of archives consulted between 2003 and 2004 may reflect the introduction of our new self-service system for microfilms and microfiches of archives (see paragraphs 2.14 – 2.16 above).

Reading Room opening hours

- 4.6 As stated in previous reports, there is clearly a need for an extension of opening hours in the evenings and/or at the weekends to cater for the needs of researchers who cannot attend during normal working hours or can only come to Dublin for short periods of time. However, a shortage of staff, particularly in the grades of Clerical Officer and Services Officer, continues to make this impossible. It is hoped that the annual Open Day in September has gone some way towards introducing new users the services of the National Archives (see paragraphs 4.12 – 4.15 below).

Genealogy Service

- 4.7 Our Genealogy Service is provided by members of the Association of Professional Genealogists in Ireland (APGI). They gave 3,679 consultations to members of the public in 2004 (compared with 3,220 consultations in 2003). August was the busiest month (404 consultations – perhaps occasioned by the presence of two genealogical groups in the Reading Room), followed by September (368), November (359) and March (349 – perhaps occasioned by the presence of one genealogical group in the Reading Room).

GROUP VISITS

- 4.8 2004 was another busy year for organised groups visiting the National Archives with an average of about four group visits a month. Most groups come during opening hours, but some groups come outside opening hours (before 10.00 a.m. or after 5.00 p.m.) or on Saturdays. The opening of the new Conference Room (see paragraph 2.36 above) means that most groups can now be accommodated without disrupting the day-to-day running of the Reading Room.
- 4.9 A total of 43 groups visited the National Archives by appointment. Of these, 23 were from third-level educational institutions in Ireland, comprising students in the fields of archival science, history, journalism, education, architecture, archaeology, local studies, tourism and heritage. Other visits included those by local history, archaeological and genealogical societies and groups, and history teachers. In general, group visits by secondary school pupils cannot be accommodated but, exceptionally, three such visits were facilitated in 2004.
- 4.10 Among the groups visiting the Reading Room during the year were three from the United States. In March, the Celtic Quest group paid a visit with 16 participants, while in August the Minnesota Irish Genealogical Society International paid a visit with eight participants and in the same month the New England Historic Genealogical Society paid a visit with 17 participants. The Celtic Quest group remained for over two weeks while the other groups remained for about a week each.
- 4.11 In October a special visit was paid by six staff of Dublin City Library and Archive. Visits were made to the Reading Room, to the Conservation Studio and to the storage areas. Particular emphasis was placed on the electronic ordering of documents in the Reading Room and on the computerised system of processing applications for readers' tickets.

OPEN DAY AND ARCHIVE AWARENESS MONTH

- 4.12 The National Archives continued to participate with other archival repositories in the Archive Awareness Month campaign. September was designated as Archive Awareness Month.
- 4.13 Our 2004 Open Day took place on Saturday 25 September, when 150 members of the public attended the National Archives for a day of seminars, visits and practical demonstrations. Our travelling exhibition "The Calamitous Fire" detailing the history of the Public Record Office of Ireland was on view, and original records relating to James Joyce, his family and his novel *Ulysses* were on special display. A bookstall was also provided. Members of the Association of Professional Genealogists in Ireland provided their consultation services voluntarily.
- 4.14 The questionnaire (provided by the Archive Awareness Month campaign and filled out by participants in the Open Day) showed that of the 80 respondents to the questionnaire, 55 had visited another archival institution but that 21 had not, and that 73 had not attended any other Archive Awareness Month event. A total of 35 had stayed for up to two hours, and one had stayed for between five and six hours (the National Archives was open from 10.00 a.m. until 5.00 p.m.).
- 4.15 The 2004 Open Day was notable in that so many regular readers participated, anxious to experience a "behind-the-scenes" visit, as well as to make use of the opportunity to

pose specific research enquiries to members of staff in a relaxed, informal and unhurried atmosphere.

COPYING OF ARCHIVES FOR MEMBERS OF THE PUBLIC

- 4.16 Most copies of archives are provided in the form either of photocopies or of printouts from microfilm. Where photocopying would damage archives and microfilms do not exist, copies are provided in the form of photographs or scans. When necessary for legal purposes, copies in any of these forms can be authenticated.

Improvements in 2004

- 4.17 Our new self-service system for microfilms and our new instant small-order copying service have greatly improved our facilities and services for the copying of archives for members of the public (see paragraphs 2.14 – 2.19 above). A total of 45,700 pages of photocopies were provided to readers in 2004, approximately one-quarter of which were made by the instant copy service. The book scanner acquired in 2003 is now used for all copying of bound volumes, and a new flatbed scanner was purchased in 2004. Improved practices for handling of documents during copying were introduced.

Photography by members of the public

- 4.18 Members of the public have for some years been permitted to take their own photographs of selected documents with prior permission of staff. In order to allow adequate supervision by staff, photography using traditional cameras must be undertaken after 5.00 pm and by prior arrangement.
- 4.19 In 2004 we decided to allow limited use of digital cameras in the Reading Room during opening hours, and the new procedures allowing this came into force in May. Digital photography may take place under staff supervision for half-an-hour in both mornings and afternoons by prior arrangement, and has proved to be very popular with users. Copyright declaration forms must be signed by each reader wishing to take photographs in advance of permission to photograph being given, both for traditional photography and for digital photography.

WEBSITE AND EXHIBITIONS

- 4.20 Work on a major re-design of our website was completed in 2004.

“Views of Four Presidencies, 1938 – 1975”

- 4.21 The re-designed website and an online exhibition were launched by the President of Ireland, Mary McAleese, in April. The online exhibition is entitled “Views of Four Presidencies, 1938 – 1975”, and contains digitised images of 53 documents, with commentaries. It also includes a commentary on the Office of President of Ireland by the historian Dr Diarmaid Ferriter, an administrative history of the Office of the Secretary to the President, and descriptions of the three series of records generated by that office. Work on the digitisation of our finding aids to those records was completed in 2004, and the digitised finding aid was made available on the website.

Other finding aids made available on website

- 4.22 A number of other searchable finding aids were made available on the website during the year, including:
- “Religious Census, 1766 – a guide to surviving material”, which details the surviving returns and their present whereabouts;

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- “Church of Ireland Parish Registers – MICROFILMS”, giving microfilm reference numbers for register on film;
- “Church of Ireland, Parish Registers – Surrogates”, which covers 13 volumes of searches in Church of Ireland registers for evidence of age as well as other substitute Church of Ireland material useful for parish searches.

James Joyce and Ulysses

- 4.23 On 16 June (Bloomsday) the National Archives mounted a one-day exhibition of original documents relating to Joyce, his family and his novel Ulysses. The exhibition was laid out in three display cases in the Reading Room and consisted of Census Returns (1901 and 1911), Chief Secretary’s Office Registered Papers (1904), Departmental records (Departments of Foreign Affairs, Justice and the Taoiseach), a roll book for Clongowes College, wills of family members, and Thoms Directory for 1901, 1904 and 1911. The exhibition was popular with readers on Bloomsday, and was repeated on our Open Day in September.
- 4.24 The National Archives also mounted an electronic exhibition entitled "James Joyce and Ulysses" in September, as part of its contribution to Archive Awareness Month. The material selected for display dated from 1891 to 1967, and consisted of 13 original documents with detailed commentaries.

Digitisation of the 1901 and 1911 census returns

- 4.25 Since the late 1990s we have been examining possible ways of having the 1901 and 1911 census returns digitised. In 2003 we entered into discussions with the National Archives of Canada and the Public Record Office of Northern Ireland concerning the possibility of carrying out the digitisation through a joint project between our institutions. During 2004 we entered into more detailed discussions with the National Archives of Canada, and carried out necessary preparatory work. In November the Minister for Arts, Sport and Tourism announced that funding was being made available for an Irish/Canadian joint project for the digitisation of the census returns.

FINDING AIDS

- 4.26 As part of an ongoing project, a number of loose-format finding aids in the Reading Room were transferred to a more durable bound format in 2004. Some finding aids which had been missing from the Reading Room were reinstated and some small unlisted collections were listed. The finding aids received on a regular basis from the Irish Genealogical Society of St Paul, Minnesota, project (now being undertaken by the National Library of Ireland) to compile listings of sources for estate papers in both the National Archives of Ireland and the National Library of Ireland continued to be bound on receipt, and work on rebinding lists of collections of private accessions was ongoing.

Finding Aids Group

- 4.27 During 2004, a Finding Aids Group, comprising staff from the three larger Divisions of the National Archives, was established for the purpose of examining the existing finding aids system and developing policies and procedures to facilitate the development of in-house listing conventions compliant with the International Standard for Archival Description, ISAD(G).

Digitisation of finding aids

- 4.28 Work commenced on the conversion of the finding aids to the archives of the Department of Justice to digital format, so as to facilitate their publication on the

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National Archives website. This involves editing file descriptions in the existing finding aids. Work also commenced on a similar upgrading of the finding aids to the archives of the Court of Criminal Appeal, which will involve re-keying of existing manuscript court cause books.

Card indexes

- 4.29 Work continued on the ongoing updating of the card indexes to the collections of testamentary material, pre-1708 deeds, and maps and plans (private accessions).

Information booklets

- 4.30 The existing information booklets Sources for Local and Family History and Reading Room Information were completely re-written and expanded during 2004. Both were printed in Irish and English and were also published on our website. The information leaflet on genealogical and historical researchers is updated regularly both in paper and electronic format.

Bookmark and table-marker

- 4.31 During 2004 a number of items were designed and printed which are intended for use by readers when reading archives, and which include brief guidance for readers. These included a bookmark "Help Us to Preserve Your Archives", and a table-marker entitled "Reading Room Rules" to be used when reading a long document. In keeping with our obligations under the Official Languages Act 2003, all such materials were provided in English and Irish.

LECTURES

- 4.32 In 2004 members of staff gave a total of 18 lectures and talks to outside bodies, including a lecture to celebrate the 30th anniversary of the Diploma in Archival Studies in U.C.D. and 25 years of the Society of Archivists, Ireland, which was given by Aideen Ireland, Senior Archivist.

CUSTOMER CHARTER

- 4.33 The National Archives Customer Charter was completed and published on the National Archives website in May 2004.

5. DEPARTMENTAL RECORDS

MAIN PROVISIONS OF THE NATIONAL ARCHIVES ACT AND REGULATIONS

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

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

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

- **Section 4 – Functions of the Director of the National Archives**

The functions of the Director specified in this section include:

- the examination and acquisition of Departmental records in accordance with the Act;
- the inspection and examination of arrangements for the preservation of Departmental records and, with the consent or at the request of the appropriate member of the Government, the examination of Departmental records;
- the giving of advice to a member of the Government and to any public service organisation on the management, preservation and reproduction of records under their control.

- **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

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- (c) would or might cause distress or danger to living persons on the ground that they contain information about individuals, or would or might be likely to lead to an action for damages for defamation.

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

Preparation of Departmental Records for transfer

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

Guidelines

- 5.4 The updated draft **Guidelines for the Transfer of Departmental Records to the National Archives** and the new draft **Guidelines for the Transfer of Court and Testamentary Records to the National Archives** were issued for use in draft form during 2004.

Certifying Officers

- 5.5 The names of officers of Departments serving as Certifying Officers on 31 December 2004 are listed in Appendix C below.

ADVICE AND TRAINING GIVEN TO GOVERNMENT DEPARTMENTS AND COURTS SERVICE

- 5.6 Records management advice continued to be provided to the Department of the Taoiseach in the course of 2004, and advice was given to several other Departments on issues concerning compliance with the National Archives Act. In particular, a considerable amount of staff time was devoted to assisting the Department of Justice, Equality and Law Reform in the training of staff on the Department's obligations under the Act; two formal training sessions on procedures for the transfer of records were provided, as well as a number of targeted sessions for smaller groups of staff.
- 5.7 We continued to give advice to the Courts Service on the storage of its records during 2004 and, as a result of an initiative by our new Records Acquisition Division, training was provided to relevant staff of the Probate Office and District Probate Offices on legal obligations under the National Archives Act.

APPRAISAL OF DEPARTMENTAL RECORDS PROPOSED FOR DESTRUCTION

- 5.8 Since the National Archives Act came into operation, it has been possible to devote only a relatively small amount of staff time to the authorisation of records for disposal. There is no doubt that some Departments and other bodies are having to preserve records which do not in fact merit preservation, simply because the National Archives has not been able to spare the staff time needed to examine them.
- 5.9 During 2004, work continued on the appraisal of records of the Office of the Revenue Commissioners. Two authorisations for the destruction of records were granted, one

to the Office of the Revenue Commissioners and the other to the Department of Agriculture and Food.

TRANSFER OF RECORDS BY GOVERNMENT DEPARTMENTS

- 5.10 Critical shortage of available accommodation has meant that the National Archives has never been able to accept the full range of Departmental records due for transfer. Despite this, some inroads were made into backlogs of records due for transfer during 2004. The increase in staff at professional grades and the reorganisation of the office along functional lines during 2003 had made possible the establishment of the Records Acquisition Division, which assumed responsibility for all work connected with the accession of records by the National Archives. This new Division immediately sought to make contact with several Departments and the courts to seek long overdue transfers of records, with some success.
- 5.11 The position with regard to the transfer of records by Government Departments at the end of 2004 is summarised in Appendix C below, while the records accessioned during 2004 are summarised in Appendix E.1.
- 5.12 Worthy of particular note are the transfers of records from the Department of Justice, Equality and Law Reform, from which the National Archives received a considerable quantity of records relating to the administration of justice and the enactment of relevant legislation for various years in the 1960s and 1970s. We also received transfers of backlog records from the Department of the Environment, Heritage and Local Government and the Department of Finance.

Media Preview of records released by Government Departments

- 5.13 As usual, a selection of the records to be released by Government Departments in January 2005 was made available to representatives of the media at a media preview running from 8 to 10 December 2004. The preview was extended from two to three days in order to facilitate access to the increased quantity of records transferred, and this change proved very popular among the journalists in attendance. The preview was subject to an embargo on publication or broadcasting prior to 1.00 am on 1 January 2005.
- 5.14 The archives made available during the preview consisted principally of Government and Cabinet minutes and related files from the Department of the Taoiseach, files of the Departments of Finance and Foreign Affairs, and files of the Offices of the Attorney General and the Secretary to the President, all relating mainly to 1974. Archives of the Defence Forces relating mainly to 1974 were temporarily deposited in the National Archives by the Military Archives for the purposes of the media preview.

Records relating to Northern Ireland

- 5.15 Meetings with Certifying Officers from Departments holding records relating to Northern Ireland (the Departments of the Taoiseach, Foreign Affairs, Justice and Defence, the Office of the Attorney General, the Defence Forces and the Officer in charge of the Military Archives) continued to take place prior to the media preview of 1974 papers due for release in January 2005.

Department of Education and Science

- 5.16 The Department of Education and Science continued to tackle the backlog of its non-current records. Listing of records stored in a warehouse in Tullamore was ongoing,

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including the creation of database catalogues to more complex records. A small quantity of backlog records was transferred to the National Archives.

TRANSFER OF COURT AND PROBATE RECORDS

- 5.17 Under the National Archives Act, court and probate records are, like other categories of Departmental records, due for transfer when they are 30 years old, but under the legislation repealed by that Act, most records of the Supreme, High and Circuit Courts were due for transfer when they were 20 years old. As many court offices and probate offices do not have the space required to store more than 20 years of records, and as probate records in particular have for many years been transferred when they are 20 years old, the policy of the National Archives has as far as possible been to accept court and probate records when they are 20 years old.
- 5.18 The position at the end of 2004 with regard to the transfer of the records of the higher courts and the Circuit Court is summarised in Appendix D below and the records accessioned in 2004 are summarised in Appendix E.3. A large transfer of records from the Dublin Coroner's Court is especially worthy of note.
- 5.19 I am happy to report that substantial progress was made in bringing transfers of records from the Probate Office and most of the District Probate Offices up to date, and I would like to acknowledge the considerable assistance provided in this endeavour by Rachel Quirke and Louise Evans, Assistant Probate Officers in the Probate Office.
- 5.20 A significant departure in the practices of transferring records of the Probate Office and District Probate Offices was implemented by requiring the transfer of records to the National Archives in accordance with guidelines prescribing the sorting, arrangement, labelling and packing of records due for transfer, similar to the guidelines already in place for Departments and scheduled bodies whose records have the status of Departmental records. This departure will permit the publication of annual lists of transferred testamentary records on the National Archives website.

TRANSFER OF RECORDS BY SCHEDULED BODIES

- 5.21 The National Archives remains unable to accession large quantities of records due for transfer from the District Court and many of the 61 Bodies listed in the Schedule to the National Archives Act, pending the provision of our proposed new building. However, work continued during 2004 on the records of the Ordnance Survey, and records were accessioned from the Office of the Attorney General, the Office of the Comptroller and Auditor General, and the Office of the Secretary to the President.
- 5.22 The records accessioned from scheduled bodies in 2004 are summarised in Appendix E.2 below.

Office of the Attorney General

- 5.23 Records were received from the Attorney General's Office, almost equally divided between files of the Parliamentary Draftsman's Office, relating mostly to 1974, and those of the main Office, relating to 1974.

Ordnance Survey

- 5.24 One member of Ordnance Survey staff continued to work in the National Archives premises, and some of the time of one of the Archivists recruited by the National

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Archives in mid-2003 continued to be devoted to work connected with Ordnance Survey transfers. Listing was carried out of documents relating to place names.

Valuation Office

- 5.25 The situation with regard to outstanding work by the Valuation Office on schedules of documents, placed in commercial storage, and work by that office on the field maps and perambulation maps, stored in the National Archives, has not changed. There continues to be confusion about responsibility for public access to these records and inconvenience caused to researchers.

6. NON-DEPARTMENTAL RECORDS

- 6.1 The term 'non-Departmental records' covers a wide range of records dealt with by the National Archives which are not covered by the detailed provisions of the National Archives Act concerning Departmental records. These non-Departmental records include:
- records of state-sponsored bodies;
 - local authority records and archives;
 - records acquired from other public and private sources;
 - business records;
 - Church of Ireland records.

RECORDS OF STATE SPONSORED BODIES

- 6.2 Under sections 2(1)(c) and 4(1)(e)–(f) of the National Archives Act, the National Archives may
- acquire records from state sponsored bodies; and
 - give advice to state sponsored bodies on the management, preservation and reproduction of records under their control.
- 6.3 However, state sponsored bodies are not obliged to preserve their records, to transfer records to the National Archives, or to make records available for public inspection when they are 30 years old. Very few have either transferred their older records to the National Archives or made other arrangements for their preservation and availability for public inspection.
- Bord Gáis / Dublin Gas Company**
- 6.4 In 2004 we received a large accession of archives from Bord Gáis, including 19th century records of the Dublin Gas Company.

LOCAL AUTHORITY RECORDS AND ARCHIVES

- 6.5 Under section 80 of the Local Government Act 2001 (which re-enacted the provisions of section 65 of the Local Government Act 1994), local authorities are responsible for the management, custody, care and conservation of their own records, and for making them available for public inspection when they are more than 30 years old. As provided for in subsection (3) of that section, Guidelines for local authority archives services were issued to local authorities by the Department of the Environment in 1996, after consultation with the National Archives. Also, under section 4(1)(e) of the National Archives Act, the National Archives may give advice to local authorities on the management, preservation and reproduction of records under their control.
- 6.6 In 2003 the National Archives continued contact with the Department of the Environment, Heritage and Local Government on matters relating to the implementation of section 80 of the Local Government Act 2001. We also provided advice and assistance as requested by archivists working in local authorities.

RECORDS ACCESSIONED FROM OTHER PUBLIC AND PRIVATE SOURCES

- 6.7 Under sections 2(1)(c) and 4(1)(f) of the National Archives Act, the National Archives may acquire records from other sources, both public and private, by purchase, donation, bequest or loan.
- 6.8 Efforts continued in 2004 to persuade National Schools to deposit their non-current records in the National Archives, with some success. The records deposited in 2004 are summarised in Appendix E.4 below.
- 6.9 The more important accessions from private sources received during 2004 (including those accessioned through the Business Records Survey) are summarised in Appendix E.5 below. They include the papers of Sir Edward Baker Littlehales, Military Undersecretary in Dublin Castle during the late 18th and early 19th centuries, which were privately purchased; an account for the victualling of Elizabethan crown forces in Ireland at the beginning of the 17th century, purchased at auction in London; and ledgers of Dillon's Bank, 19th century, purchased at auction in Dublin. Other significant collections and items received include records of the Irish Girl Guides, and a copy register of alien residents in Dublin for the period August 1914 to October 1915.
- 6.10 Records continued to be accessioned from solicitors' firms, mostly of testamentary records. Unfortunately, pressure of other professional work meant that it was not possible to produce detailed lists of these accessions.

BUSINESS RECORDS SURVEY

- 6.11 The Business Records Survey was established by the Irish Manuscripts Commission in 1970, but was always based in the National Archives or its predecessor offices (the Public Record Office of Ireland and the State Paper Office). Overall responsibility for the Survey was transferred from the Commission to the National Archives in 1993. As its name suggests, the Survey is primarily concerned with the records of business firms, but it has also played an important role in the preservation of the records of other bodies not adequately catered for by other existing archives services. Most records accessioned through the Survey are held in the National Archives, although those originating in Cork City and County are held in the Cork Archives Institute. The work of the Survey is carried out by one of the permanent Archivists. We are very grateful to all who deposited records or assisted the Survey in other ways.

CHURCH OF IRELAND RECORDS

- 6.12 During 2004 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. Many of the surviving registers are still held by the parish clergy, but a great many have now been transferred to the Representative Church Body Library.

7. ELECTRONIC RECORDS

OUR DIGITAL HERITAGE

- 7.1 In previous Annual Reports, I have repeatedly drawn attention to the pressing need for action to ensure the long-term preservation of digital heritage. Much of the business of Government is now transacted electronically and it is essential that resources be put in place to enable the archives thus created to be preserved into the future.

ELECTRONIC RECORDS UNIT

- 7.2 As stated in my report for 2003, Mr John McDonough took up his appointment as Archivist (Electronic Records) in July of that year. He served in that capacity until December 2004, when he resigned to take up another post (see paragraph 2.4 above). His appointment in 2003 made possible the establishment of our Electronic Records Unit, and over the following 17 months significant progress was made towards the development of a digital preservation programme.

Departmental websites

- 7.3 During 2004, a number of accessions of electronic records were received, comprising snapshots of websites of various Government Departments and offices. These are summarised in table E.6. In addition, as a result of survey work undertaken, draft recommendations for a strategy to preserve the websites of Departments of State were prepared.

Electronic Document and Records Management System (EDRMS)

- 7.4 In 2004, an RFT for an EDRMS for the National Archives was prepared and issued, and it was expected that a suitable system would be selected in the course of 2005. As well as meeting the internal needs of the National Archives, it was envisaged that the successful deployment of an EDRMS in the National Archives would serve as a useful proof of concept of the value of software of this kind in facilitating the management of electronic records by Departments of State.

INTERNATIONAL PROJECTS

- 7.5 The National Archives has continued its attempts to focus attention on digital preservation issues through its participation in relevant international projects and committees.
- 7.6 During 2004 we remained involved in two international initiatives aimed at developing strategies for the long-term preservation of digital records. These were the DLM Network and Forum, on which Thomas Quinlan, Senior Archivist (Acting) represented the National Archives, and InterPARES (International Research on Permanent Authentic Records in Electronic Systems), an interdisciplinary research project co-ordinated by the University of British Columbia, on which John McDonough, Archivist (Electronic Records) represented the National Archives.
- 7.7 The National Archives hosted a meeting of the InterPARES International Team, which met in the Royal Marine Hotel, Dun Laoghaire, from 24 to 26 June. John

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McDonough attended meetings of InterPARES 2, which focuses on experiential, dynamic and interactive records created in the new digital environment, and will pay particular attention to the records of E-Government. This second phase of the InterPARES project also includes the participation of other National Archives, including those of Canada, the United States and the United Kingdom.

- 7.8 In his capacity as member of the DLM Network, Thomas Quinlan facilitated a meeting of the network in Dublin in March, which was hosted by the National Archives and held in University College Dublin's Newman House, and which was attended by delegates from National Archives of the European Union and by records managers and information consultants. We also took the opportunity to organise a lecture concerning digital preservation issues, to which relevant staff of Government Departments and Offices were invited, and which was generously co-sponsored by the Royal Irish Academy and PriceWaterhouseCoopers.

IRISH SOCIAL SCIENCE DATA ARCHIVE

- 7.9 During 2004, Ken Hannigan remained a member of the Board of the Irish Social Science Data Archive, which is based in University College Dublin.

8. CO-OPERATION AND TRAINING

EUROPEAN UNION - CO-OPERATION ON ARCHIVES

8.1 The National Archives has been actively involved in co-operation on archives within the European Union (EU) since the early 1990s. Informal meetings of Directors of National Archives led to the establishment of the European Board of National Archivists (EBNA). This is a voluntary body made up of the National Archivists of EU Member States. It meets once or twice a year in the state then holding the EU Presidency.

8.2 At a more formal level, and on foot of a European Council Resolution of 14 November 1991, a group of experts from each Member State prepared a report on the coordination of Archives in the European Union, which was published in 1994, and which is often referred to known as “The Black Book”.

European Council Resolution of 6 May 2003

8.3 Following informal discussions at EBNA meetings, and having considered of a proposal from the European Commission, the European Council adopted a Resolution concerning archives in the Member States on 6 May 2003, which:

- INVITED THE COMMISSION “to convene a group of experts from Member States to address the following:
 - a) the situation of the public archives in the Member States of the European Union including various aspects of the probable evolution of archives over the forthcoming years, taking into particular account the enlargement of the European Union;
 - b) the consequences of the developments which have occurred in recent years in the field of archives, including particularly the development of new
 - technologies, documents and archives, and
 - the strengthening of Europe-wide collaboration on the authenticity, long-term preservation and availability of electronic documents and archives;
 - c) enhancing coordination, information sharing and exchanging of good practice between the archives services;
 - d) possibilities of further integration of the work of this expert group with other relevant activities in this field at the European level, in particular the Action Plan eEurope.”
- and INVITED THE COMMISSION “to submit a report on this work, including orientations for increased future cooperation on archives at the European level, to the Council before the middle of 2004.”

Expert group of 2003 – 2004

8.4 On foot of the resolution, the Commission established a group of experts, which met on several occasions in late 2003 and early 2004. The group established two sub-groups: the Editorial sub-group, which oversaw the writing and editing of the report; and the Drafting sub-group, which drafted orientations for increased archival co-operation in the EU. I was nominated as the Irish representative on the group of experts, and I also served as a member of the Drafting sub-group.

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- 8.5 During the second half of 2004, the Commission finalised the report on the work of the expert group and approved a draft proposal for a Council Recommendation on priority actions to increase co-operation in the field of archives in Europe. At the end of the year, the report and draft proposal were awaiting consideration by the Council.

EBNA meeting in Dublin, April 2004

- 8.6 Ireland held the EU Presidency in the first half of 2004. Accordingly, a meeting of EBNA was held in the Westbury Hotel, Dublin, on 21-22 April. Invitations were sent to the National Archivists of the 15 existing Member States and the 10 Accession States (the States that joined the EU in May 2004), and 21 States were represented at the meeting. Observers from the European Commission and the International Council on Archives were also present.
- 8.7 As the work of the expert group was nearing completion, and as many of those attending the EBNA meeting were also members of the expert group, the meeting was devoted mainly to an informal review of the work of the expert group and its sub-groups. The meeting also received and discussed oral reports and communications concerning the work of the DLM Monitoring Committee, the European Council Resolution on Cinematographic Works, the European Commission's First Report on transposition of the Data Protection Directive, and other matters of current interest.
- 8.8 As National Archivist of the Member State holding the EU Presidency, I chaired the EBNA meeting. Both on my own behalf, and on behalf of EBNA, I am glad to take this opportunity to thank three members of staff of the National Archives for their work with regard to the meeting: Gregory O'Connor, Archivist, who prepared detailed minutes of the meeting; Eileen Treacy, Staff Officer, who helped to organise it; and Bernadette Kelly, Clerical Officer, who processed large amounts of additional correspondence relating to it. I also wish to thank staff of the National Archives who helped in the hosting of a reception for EBNA members, and staff of the National Archives, the National Library and Marsh's Library who facilitated brief visits by EBNA members.

Meeting of EU Foreign Ministry Archivists in Dublin, May 2004

- 8.9 The Historical Archives of the European Commission has for many years organised meetings of EU Foreign Ministry Archivists once or twice a year to discuss matters of common concern. The meetings are held in the state then holding the EU Presidency, and are chaired by a representative of that state. The representation of Ireland at these meetings has been shared between the Department of the Foreign Affairs and the National Archives.
- 8.10 The meeting during Ireland's EU Presidency was jointly hosted by the Department of the Foreign Affairs and the National Archives, and was held in Farmleigh, Dublin, running from 19 to 21 May. It was chaired by Catriona Crowe, Senior Archivist, with assistance from Aideen Ireland, Senior Archivist.

DOCUMENTS ON IRISH FOREIGN POLICY

- 8.11 During 2004 the National Archives continued to co-operate with the Royal Irish Academy and the Department of Foreign Affairs in the Documents on Irish Foreign Policy project, which is led and managed by the Academy and funded by the Department. The Executive Editor of the project, Dr Michael Kennedy, is based in the National Archives, and Catriona Crowe, Senior Archivist, is a member of the

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Editorial Advisory Board. Volume 4 of the series, covering the years 1932-36, was published in November 2004.

COUNCIL OF NATIONAL CULTURAL INSTITUTIONS

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

- Arts Council
- Chester Beatty Library
- Heritage Council.
- Irish Museum of Modern Art
- National Archives
- National Concert Hall
- National Gallery
- National Library
- National Museum
- National Theatre Society (Abbey Theatre)

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

8.14 The Council has established a number of working groups, comprising staff members from the member institutions. As of 31 December 2004, the National Archives was represented on the following working groups by the following members of staff:

- Education and Outreach Working Group: Catriona Crowe
- Information Technology Working Group: Ken Hannigan
- Marketing Group: Catriona Crowe

REPRESENTATION ON OTHER BODIES

8.15 In 2004 members of the staff of the National Archives served in their official capacity on the following bodies:

- Blue Shield (UK and Ireland): Frances McGee
- Civil Service IT Group: Ken Hannigan
- DLM Network and Forum (Electronic Records in the EU): Thomas Quinlan
- Documents on Irish Foreign Policy project, Editorial Advisory Board: Catriona Crowe
- Eurofocus on Libraries, Archives and Museums (Library Council): Ken Hannigan
- European Board of National Archivists: Director
- EU Foreign Ministry Archivists: Catriona Crowe
- Inter PARES (international research project on the permanent preservation of authentic and reliable electronic records): John McDonough
- Irish Genealogy Limited: Director (as observer)
- Irish Architectural Archive, Board: Aideen Ireland

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- Irish Manuscripts Commission: Director
- National Preservation Office (UK and Ireland): Director and Frances McGee
- Preservation Microfilm Users Group Ireland: Frances McGee
- Selection Committee under the Taxes Consolidation Act, 1997, section 1003 (Donations of heritage items to approved bodies): Director and Tom Quinlan

ATTENDANCE AT CONFERENCES AND SEMINARS

- 8.16 In the course of 2004 members of the staff of the National Archives attended the following conferences and seminars:
- Civil Service IT Group seminar (Dublin)
 - EU seminar on methods of digital archival description and access (Dublin)
 - International Conference on Archives (Vienna)
 - InterPARES plenary workshops
 - Irish Labour History Society Conference (Dublin)
 - National Archives and InterPARES event, “Management of Electronic Archives” (Dublin City Archive)
 - National Preservation Office conference, “Where shall we put it? Spotlight on collection storage issues” (NPO, British Library, London)
 - Public Service Quality Group Forum (Public Record Office, London)
 - Society of Archivists, Annual Conference (Glasgow)
 - Society of Archivists Conference, “Legislation and Litigation in Record-keeping” (Kilkenny)
 - Women's History Association, Annual Conference (Dublin)

PARTICIPATION IN TRAINING COURSES

- 8.17 During the course of 2004 members of the staff of the National Archives took part in the following training courses:
- Care and conservation of photographic collections (Society of Archivists, Ireland, in Chester Beatty Library)
 - Customer charters (CMOD, Department of Finance)
 - Dreamweaver web software (IACT)
 - Evac+Chair training (in National Archives)
 - First Aid training (Order of Malta)
 - Introduction to the built environment, accessibility for public service providers (National Disability Authority)
 - Introduction to web accessibility for public service providers (National Disability Authority)
 - Manual handling (in-house)
 - Visual Awareness training for frontline workers in archives and libraries (RNIB, London)
 - Website accessibility and usability (Irish Internet Association, NCI)

MEMBERSHIP OF OTHER ORGANISATIONS

- 8.18 The National Archives was an institutional or associate member of the following organisations in 2004:
- American Conference for Irish Studies

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- American Institute for Conservation of Historic and Artistic Works
- Association of Canadian Archivists
- British Association for Irish Studies
- British Association of Paper Historians
- British Cartographic Society
- British Records Association
- Business Archives Council
- Economic and Social History Society of Ireland
- Eighteenth Century Ireland Society
- European Commission on Preservation and Access
- Institute of Paper Conservation
- International Council on Archives
- International Institute for Conservation of Historic & Artistic Works
- Irish Genealogical Research Society
- Irish Historical Society
- Irish Labour History Society
- Irish Legal History Society
- Irish Professional Conservators and Restorers Association
- Irish Society for Archives
- Military History Society of Ireland
- National Preservation Office (UK and Ireland)
- Records Management Society of Great Britain
- Scottish Society for Conservation and Restoration
- Society of American Archivists
- Society of Indexers

8.19 In addition, most members of the professional staff were members of the Society of Archivists in a personal capacity.

EXHIBITIONS AND PUBLICATIONS BY OTHER ORGANISATIONS

8.20 During 2004 the National Archives co-operated with the following organisations on matters relating to exhibitions and publications:

- **Eneclann Ltd:** a CD-ROM edited by Stephen McCormac and entitled The 1831 Tithe Defaulters was published by Eneclann. The records compiled in the CD-ROM are held in the National Archives, and are the most important evidence we have of the people involved in the Tithe War of 1831-38.
- **Kilmainham Gaol:** Since 1996 one prison register from the National Archives has been on loan to the Gaol for exhibition. The register on loan is changed once a year. The National Archives monitors the volume while on loan and receives environmental data from Kilmainham Gaol.
- **National Museum, Collins Barracks:** In 1998 we agreed to lend three artefacts held among the Rebellion Papers to the National Museum for display in their exhibition on 1798, which remained on display in 2003. Appropriate arrangements were made for the monitoring of the items while on loan.
- **National Museum, Collins Barracks:** in 2004 discussions continued with Labhras Joye, curator of their forthcoming exhibition “Soldiers and Chiefs:

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The Irish at War at Home and Abroad, 1550-2001”, concerning relevant sources held in the National Archives.

- **Royal Irish Academy:** initial talks began with Pauric Dempsey, Assistant Executive Secretary of the Royal Irish Academy, about “Hamilton Year, 2005” and sources on science held in the National Archives.

Appendix A: Staff of the National Archives as of 31 December 2004

GRADE (and key responsibilities of senior staff)	NAMES (within each grade, names given in alphabetical order of surname)	TOTAL
Director	David Craig, PhD	1
Keeper (Business coordination, Human Resources and ICT)	Ken Hannigan, BA, H Dip Ed	1
Keeper (Acting) (Archives Storage and Preservation, and New Building project)	Frances McGee, M ès Lettres, H Dip Ed	1
Senior Archivists (Special Projects) (Reader Services)	Catriona Crowe, BA Aideen Ireland, MA, Dip Archival Studies	2
Senior Archivist (Acting) (Records Acquisition)	Thomas Quinlan, BA, Dip Archival Studies	1
Archivists	Brian Donnelly, BA, Dip Archival Studies Helen Hewson, BA, Dip Archival Studies Mary Mackey, MA, Dip Archival Studies Gregory O'Connor, MA, Dip Legal Studies	4
Archivist (Electronic Records)	Vacancy	1
Archivists on fixed-term contract	Elizabeth McEvoy, M Phil, Dip Archival Studies Hazel Menton, BA, Dip Archival Studies Jennifer Moran, BA, Dip Archival Studies (2 vacancies)	5
Archivists on fixed-term contract (Crowley Bequest Project)	2 vacancies	2
Conservator	Zoë Reid, BA, Dip Conservator- Restorer	1
ICT Manager (HEO level)	Vacancy	1

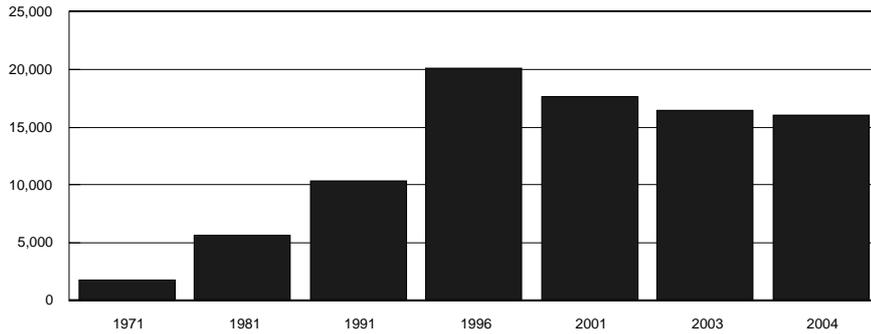
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GRADE (and key responsibilities of senior staff)	NAMES (within each grade, names given in alphabetical order of surname)	TOTAL
Higher Executive Officer	Noreen Lynch	1
Executive Officer	Tom Gilsean	1
Staff Officer	Eileen Treacy	1
Staff Officer (Acting)	Christy Allen Philip Doyle	2
Clerical Officers	Paul Carolan Kieran Crowley Sandra Daly (work-sharing – 3 days per week) John Delaney Breda Devereux Lorcan Farrell Gemma Harkin Bernadette Kelly Enda Lowry Eamonn Mullally David O'Neill Ken Robinson Patrick Sarsfield (1 work-sharing vacancy – 2 days per week)	13
Head Services Officer	Michael Whelan	1
Services Officers (with allowance for Clerical Officer duties)	John Brazil (on career break) Mary Carney Michael Flood Brendan Martin Ken Martin	4
Services Officers	Patrick Byrne Senan Lowe	2
TOTAL		45

Note: One post of Senior Archivist and two posts of Archivist on fixed-term contract are payable from the Crowley Bequest fund for the duration of the Crowley Bequest Project.

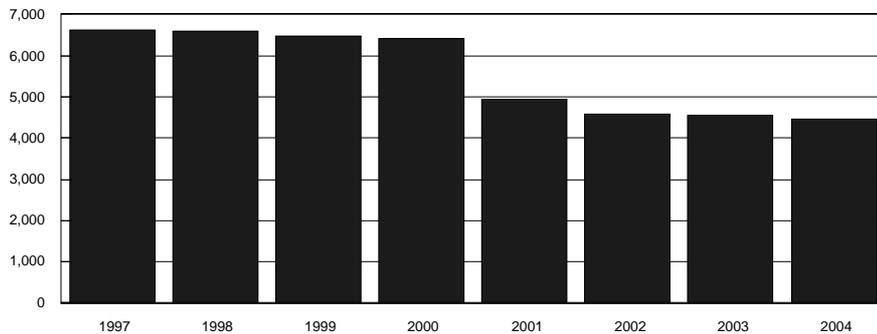
Appendix B: Use of the Reading Room by the Public, 1971–2004

Appendix B.1 Visits to Reading Room per year 1971 - 2004



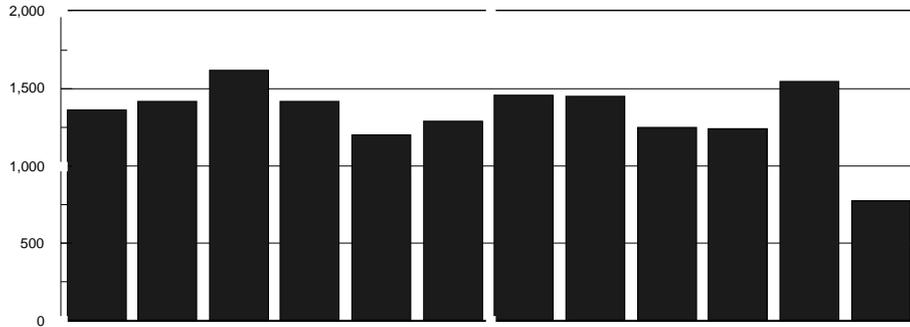
	1971	1981	1991	1996	2001	2003	2004
■	1,754	5,631	10,341	20,155	17,608	16,493	16,020

Appendix B.2 Readers' tickets issued per year 1996 - 2004



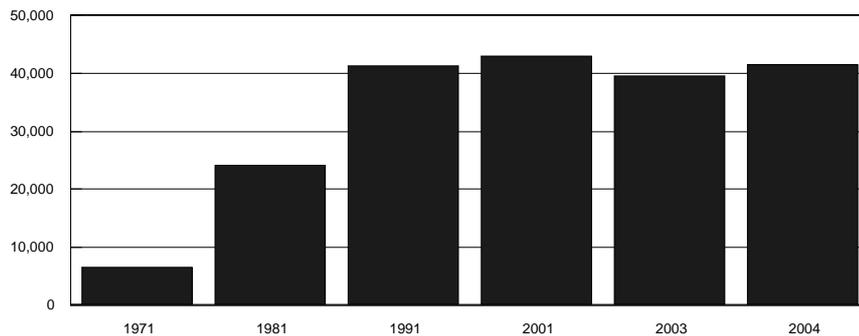
	1997	1998	1999	2000	2001	2002	2003	2004
■	6,631	6,585	6,482	6,406	4,941	4,577	4,562	4,462

Appendix B.3 Visits to Reading Room per month in 2004



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
■	1,360	1,417	1,616	1,418	1,200	1,287	1,460	1,448	1,250	1,239	1,548	777

Appendix B.4 Archives consulted by readers, 1971 -2004



	1971	1981	1991	2001	2003	2004
■	6,597	24,070	41,376	43,042	39,581	41,507

Appendix C: Transfer of records pre-dating 1975 from Government Departments and Offices of State for release to public inspection under the 30-year rule

– statement of position as of 31 December 2004

DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2004	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2004
the Taoiseach	Peter Ryan Ann Whelan John Kennedy (They were also serving as Consenting Officers authorised to consent, or refuse consent, to the making of certificates under Section 8(4) of the National Archives Act by Certifying Officers of other Departments.)	1919–74	None
Agriculture and Food	Brendan McInerney	1899–1980s	circa 1950–1974
Arts, Sport and Tourism	Susan McGrath	circa 1922–1962	1963–1974
Communications, Marine and Natural Resources	Pat Ryan	1845–1970s	1964–1974 (and some older records)
Community, Rural and Gaeltacht Affairs	Kevin O'Connor	1929–1989	1967–1974

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2004	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2004
Defence	Eilis O'Connell Col. J. Moloney	1922–1974 (The records are held in the Military Archives, which has been approved as a place of deposit under the National Archives Act.)	1963–1974
Education and Science	George Rowley	1831–1969	circa 1922–1974

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2004	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2004
Enterprise, Trade and Employment	Ciarán Ó Cuinneagáin Padraig Cullinane Ronnie Sheehan Eamonn Laird Gerry Donnelly Clare Dunne Billy Jestin Martin Lynch Ray McGee Freda Nolan Declan Morrin Tony Joyce Eamonn Carey Tony McGrath Jack Thompson Fergus McCafferty Michael O'Donnell John P. Kelly Michael English Lorraine Benson Margo Monaghan Kieran Grace Martin Shanagher Padraig Hennessy Conor O'Mahony Philip Donegan Pat Nolan Vincent Madigan Barry Harte Eamon McHale Paul Farrell Michael Cunniffe Pat Hayden Breda Power David Barry Sean Fitzpatrick Peter Fisher	1922–74	circa 1960–74
the Environment, Heritage and Local Government	Martin Condon Ríona Ní Fhlanghaile Maria Graham Terry Allen Joe Allen Kevin Cullen Michael McCarthy	1838–1970s	circa 1960–1974
Finance	Colm Gallagher	1922–1974	None

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2004	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2004
Foreign Affairs	Liam MacGabhann	1919–1974	None
Health and Children	Gerald Guidon	1920s–1963	1964–1974
Justice, Equality and Law Reform	Noel Synnott Henry Mitchell David Costello John Lohan Ken Bruton Michelle Shannon Brian Purcell Michael Flahive John Kenny Denis O'Neill John Cronin Michael Gleeson John Haskins Tony McDermottroe John Hurley Jimmy Martin Fergus O'Callaghan Alec Dolan Anne Doyle	1922–1970s	circa 1960–1974
Social and Family Affairs	Liam Walsh	1919–1970s	1974

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DEPARTMENT OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2004	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2004
Transport	Daniel Commane John Browne Andy Cullen Maurice Carey Liam Daly John Fearon Doreen Keaney Robin McKay Eamonn Molloy Fintan O'Brien Tom Ferris Matthew Benville Peter O'Neill Brendan Toomey Tom Kennington Kevin Humphreys	circa 1922–1975	circa 1960–1974
OFFICE OF	CERTIFYING OFFICER(S)	RECORDS HELD IN NATIONAL ARCHIVES AS OF 31 DEC. 2004	RECORDS DUE FOR TRANSFER AS OF 31 DEC. 2004
the Secretary to the President	Brian McCarthy	1937–1974	None
the Attorney General	Pat O'Sullivan	1922–1979	None
the Comptroller and Auditor General	Richard Rapple	1920s–1962	1963–1974

Appendix D: Transfer of records from higher courts and the Circuit Court

— statement of position as of
31 December 2004

COURT	MAIN RECORD SERIES	LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2004	YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE
Supreme Court	Books of Appeal	1970	1971-74
Court of Criminal Appeal	Files	1972	None
Central Criminal Court	Files	1968 (Wicklow, 1969)	1969-74
High Court, Central Office	Plenary, Summary, Special Summons and State Side files	1970	1971-74
HIGH COURT, PROBATE:			
Probate Office, Dublin	Testamentary papers	1983	None
Castlebar District	Testamentary papers	1983	None
Cavan District	Testamentary papers	1980	None
Clonmel District	Testamentary papers	1977	None
Cork District	Testamentary papers	1983	None
Dundalk District	Testamentary papers	1983	None
Galway District	Testamentary papers	1983	None
Kilkenny District	Testamentary papers	1980	None
Letterkenny District (formerly Lifford)	Testamentary papers	1979	None
Limerick District	Testamentary papers	1983	None
Mullingar District	Testamentary papers	1978	None
Sligo District	Testamentary papers	1983	None
Waterford District	Testamentary papers	1977	None
Wexford District	Testamentary papers	1983	None

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COURT	MAIN RECORD SERIES	LATEST YEAR IN NATIONAL ARCHIVES AT 31 DEC. 2004	YEARS DUE FOR TRANSFER UNDER 30 YEAR RULE
CIRCUIT COURT OFFICES (County Registrars):			
Carlow	Civil and criminal files	1977	None
Cavan	Civil and criminal files	1980	None
Clare	Civil and criminal files	1975	None
Donegal	Civil and criminal files	1968	1969–74
Dublin	Civil files Criminal files	1960 1972	1961–74 1973–74
Galway	Civil and criminal files	1974	None
Kerry	Civil and criminal files	1980	None
Kildare	Civil and criminal files	1975	None
Kilkenny	Civil and criminal files	1973	1974
Laois	Civil and criminal files	1945	1946–74
Leitrim	Civil and criminal files	1962	1963–73
Limerick	Civil and criminal files	1978	None
Longford	Civil and criminal files	1979	None
Louth	Civil and criminal files	1978	None
Mayo	Civil and criminal files	1978	None
Meath	Civil and criminal files	1976	None
Monaghan	Civil and criminal files	1969	1970–74
Offaly	Civil and criminal files	1983	None
Roscommon	Civil and criminal files	1964	1965–74
Sligo	Civil and criminal files	1978	None
Tipperary	Civil and criminal files	1976	None
Waterford	Civil and criminal files	1961	1962–74
Westmeath	Civil and criminal files	1978	None
Wexford	Civil and criminal files	1983	None
Wicklow	Civil and criminal files	1975	None

Appendix E: Summary of records accessioned by the National Archives in 2004

• Appendix E.1 Records accessioned from Government Departments

Accession number	Department of	Description
2005/5-6	the Taoiseach	Government Minutes for 1974 – 75
2005/7	the Taoiseach	Central Registry S files relating mostly to 1974
2005/8	the Taoiseach	Private Office files relating mostly to 1974
2004/65	Communications, the Marine and Natural Resources	Broadcasting Division files, 1970s
2004/119	Education and Science	Primary Education Certificate results (not released for general public inspection), 1929 - 67
2004/83	Enterprise, Trade and Employment	Files relating to employment rights
2005/11	Enterprise, Trade and Employment	Administrative files of the Personnel Division of the former Department of Industry and Commerce
2004/95	the Environment, Heritage and Local Government	Planning files, 1940s to 1970s
2004/114	the Environment, Heritage and Local Government	Housing policy files, 1950s to 1970s
2004/29, 2004/34, 2004/49, 2004/53, 2004/54, 2004/110 and 2005/9	Finance	Registered files of the Finance Division, 1920s to 1980s, but relating mostly to 1974 (2005/9)
2004/35, 2004/5, 2004/112 and 2005/10	Finance	Registered files of the Supply Division, 1930s to 1970s, but relating mostly to 1974 (2005/10)
2004/30 and 2004/56	Finance	Registered files of the Establishment Division, 1920s – 1960s
2004/55 and 2004/82	Finance	Registered files of the Development Division, 1960s to 1970s

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Accession number	Department of	Description
2004/62	Finance	Unregistered files containing copy records relating to the Drumm Battery Company Inquiry
2005/4	Foreign Affairs	Central Registry files relating mostly to 1974
2005/17	Foreign Affairs	Secretary's Office files relating mostly to 1974
2005/18	Foreign Affairs	Files of the Permanent Mission to the United Nations
2005/19	Foreign Affairs	Files of the Permanent Mission to the European Commission, Brussels
2004/32 and 2005/13	Justice, Equality and Law Reform	Central Registry files relating to the formulation and enactment of criminal legislation, 1950s to 1960s
2004/4, 2005/23 and 2005/26	Justice, Equality and Law Reform	Central Registry files relating to the administration of An Garda Síochána, 1960s to 1970s
2004/44	Justice, Equality and Law Reform	Central Registry files relating to the administration of immigration, 1960s to 1970s
2004/45 and 2005/25	Justice, Equality and Law Reform	Central Registry files relating to general administration of the Department, 1960s to 1970s
2004/46 and 2005/27	Justice, Equality and Law Reform	Central Registry files of the Crime 1 Division, 1960s to 1970s
2004/47 and 2005/16	Justice, Equality and Law Reform	Central Registry files relating to the formulation and enactment of civil legislation, 1960s to 1970s
2004/103	Justice, Equality and Law Reform (Irish Prisons Service)	Central Registry files relating to the administration of prisons, 1970s
2005/12	Justice, Equality and Law Reform (Irish Prisons Service)	Central Registry files relating to the formulation of prisons policy, 1970s
2005/14	Justice, Equality and Law Reform	Central Registry files relating to equality matters and employment rights, 1970s
2005/15	Justice, Equality and Law Reform	Central Registry files relating to extradition and mutual assistance, 1960s to 1970s
2005/23	Justice, Equality and Law Reform	Central Registry files relating to Northern Ireland and security matters, relating mostly to 1974
2004/31	Social and Family Affairs	Miscellaneous policy files, 1960s to 1970s
2004/108	Transport	Civil aviation files, 1971 – 75

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

Accession number	Scheduled body	Description
2005/3	Secretary to the President, Office of the	Registered P files relating mostly to 1974
2005/1	Attorney General, Office of the	Parliamentary Draftsman's files relating mostly to 1974
2005/2	Attorney General, Office of the	SR files relating mostly to 1974
2004/77	Revenue Commissioners, Office of the	Customs Special Investigation Branch Seizure Register, 1936 to 1949

• **Appendix E.3 Records accessioned from Court Offices and Probate Registries**

• **High Court: Probate Office and District Probate Registries**

Accession number	Probate Office or District Probate Registry	Description of records
2004/104	Probate Office, Dublin	Wills and administration papers, 1982
2004/74	Probate Office, Dublin	Wills and administration papers, 1983
2004/70	Probate Office, Dublin	Copy of Lotus Notes database containing records relating to probated wills and grants of representation issued, 1983 to 1990s
2004/93	Castlebar District	Wills and administration papers, 1982
2004/94	Castlebar District	Wills and administration papers, 1983
2004/99	Cork District	Wills and administration papers, 1979 – 82
2004/100	Cork District	Wills and administration papers, 1983
2004/104	Dundalk District	Wills and administration papers, 1982
2004/105	Dundalk District	Wills and administration papers, 1983
2004/101	Galway District	Wills and administration papers, 1978 - 82
2004/102	Galway District	Wills and administration papers, 1983
2004/130	Limerick District	Wills and administration papers, 1982
2004/131	Limerick District	Wills and administration papers, late 19 th and early 20 th
2004/69	Limerick District	Wills and administration papers, 1983
2004/106	Sligo District	Wills and administration papers, 1979 - 82
2004/107	Sligo District	Wills and administration papers, 1983
2004/92	Wexford District	Wills and administration papers, 1975 – 82
2004/89	Wexford District	Wills and administration papers, 1983

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- **Circuit Court**

Accession number	Circuit Court Office	Description of records
2004/75	Dublin	Records of the Dublin Coroner's Court, comprising inquest files, 1970 - 73, natural Causes papers and registers, 1970 - 83, mental hospital natural causes papers, 1971 - 74, morgue register, 1904 - 13
2004/68	Longford	Civil and criminal papers, 1924 - 93

- **District Court**

Accession number	District Court Office	Description of records
2004/85	Tuam	Justices' minute books,

• **Appendix E.4** **Records accessioned from National Schools**

Accession number	National School	Description of records
2004/76	Coote and Offerlane NS, Co Cork	Registers and roll books, 1850s – 1960s
2004/133	St Attracta's NS, Aclare, Co. Sligo	Registers and roll books, 1900s to 1980s

Appendix E.5

Records accessioned from other sources

– including records accessioned through the Business Records Survey

Accession number	Source	Description of records
2004/67	Purchase from Bonhams, London	Account for the victualling of Crown forces in Ireland 1600-02 during the Elizabethan conquest; document signed and dated September 1602
2004/66	Purchase from Maggs Brothers, London	Papers of Sir Edward Baker Littlehales, Military Undersecretary in Ireland
2004/128	Desmond Norton	Draft "Humble Address of Dr. Samuel Kerr", an apothecary whose premises were burned by Rightboys in Tarbert in the late 18th century, including typewritten transcript of same
2004/119	Purchase from Mealy's Auctioneers	Ledgers of Dillon's Bank, 19th century
2004/48	Bord Gáis	19th and 20th century records, including records of the Dublin Gas Company
2004/33	Michael Doyle	Deeds and other legal documents relating to property of the Byrne family of Ballysallagh, Co. Wicklow, 19th and 20th centuries
2004/79	Clare Phillips	Photocopy of Public Record Office of Ireland certified copy of 1821 census return for the family of Felom Ennis, Townland of Big Rathfarne, Parish of Killucan, Co. Westmeath
2004/86	Roisín Lafferty	Microfilm copies (2) of registers of five Monaghan national schools, Aghmakerr, Annahaia (also known as Carrickatee), Kilkitt, Laggan and Laragh, circa 1871 – 1976
2004/42	Caroline Mullan	Page from roll book of Crossboyne (Ballyhaunis) National School for quarter beginning 3 April 1883 and pages from daily report book summarising attendance figures for same quarter
2004/38	Hartley James Connelly	Credit ratings book, 1908 – 1919
2004/78	Stuart Rosenblatt	Photocopy of register of aliens, DMP Chancery Lane, A District, Aug 1914 to Oct 1915; gaps in copy register from Nov 1914 to July 1915; some incomplete page openings
2004/73	Thomas Hickey	Personal papers comprising photograph [and copy] of ancestors (Christopher Hickey) who were civilian

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Accession number	Source	Description of records
		casualties in events surrounding Easter Rising, 1916, as well as copies of contemporaneous newspaper reports, Parliamentary Reports and press cuttings on civil casualties during the Easter Rising of 1916 published on the occasion of the 75th anniversary in 2001
2004/121	Helen McCarthy	Publication "Sean Treacy and the 3rd Tipperary Brigade" by Desmond Ryan (London, Alliance Press Limited, inscribed with name P Compton, IRA Prisoner, Parkhurst Prison, IOW and with words "The menace of the years find and shall find me unafraid"; also with words "From V. Crampton, IRA, to M. Donnellan, Parliamentary Sec."; accession deposited with Military Archives
2004/94	James Martin	Account book kept by Mr John Carrigan, Central Dairies, Upper Stephen Street, of groceries bought by Mrs Mary Dunne, 16 Great Ship Street, Dublin 2, c.1950s.
2004/127	Eamon Moran	Records of the Brewers, Distillers and General Labourers Social Club, including subscription books
2004/63	Irish Girl Guides	Records of the Irish Girl Guides, 20th century
2004/80	Navan Carpets Ltd.	Administrative and operational records
2004/81	Jack Bastable	Personal papers
2004/36	David Benson	Assorted photographs and other records
2004/37	Kathleen Blake	Letters from Robert Barton's House, Annamoe, Co. Wicklow, 1922-5
2004/87	Mrs Fox	Papers and photographs of the family of Patrick J Fox
2004/126	Mr O'Gorman	Printed papers and reports relating to the tourist industry and tourism development
2004/52	Maxwells, Solicitors	Deed of Darley, Orpen and McGillicuddy, Solicitors

• **Appendix E.6 Websites**

Accession number	Source	Description
2004/84	Ireland's EU Presidency and Department of the Taoiseach	Series of snapshots of websites taken in May, June and July of 2004, primarily of Ireland's EU Presidency website and Department of the Taoiseach website
2004/71, 2004/72 and 2004/110	Each Government Department	Series of snapshots of websites of each of the 17 Government Departments
2004/64	National Archives	Website of National Archives, Ireland, prior to launch of new site in April
2004/51 and 2004/59	Revenue Commissioners, Office of the	Bi-annual snapshots of www.revenue.ie taken during 2004