

**THE CITY AND COUNTY OF CARDIFF, COUNTY BOROUGH
COUNCILS OF BRIDGEND, CAERPHILLY, MERTHYR TYDFIL,
RHONDDA CYNON TAF AND THE VALE OF GLAMORGAN**

COMMITTEE

**THE GLAMORGAN ARCHIVES
JOINT COMMITTEE
4 July 2008
REPORT OF:**

THE GLAMORGAN ARCHIVIST

PART 1	AGENDA ITEM NO. 6
REPORT FOR THE PERIOD 1 March – 31 May 2008	

1. PURPOSE OF REPORT

This report describes the work of the Glamorgan Record Office for the period 1 March to 31 May 2008.

2. RECOMMENDATION

Members are asked to note the contents of this report.

3. BACKGROUND

**A. TO ADVANCE THE NEW GLAMORGAN RECORD OFFICE
PROGRAMME**

**1. To procure a replacement for existing
accommodation**

Building programme

Work started on site on 9 June.

Groundworks are being undertaken under a separate contract between PMG Estates and Cuddy with Waterman providing the monitoring. The first phase of the work will be raising the level of the site and drainage. The site is being raised by around 2m and the preparatory work for this has caused some delay as approval of insitu fill materials was obtained. The fill is being placed on site in 150mm layers which will require 12 weeks work. Completing the design of these fill works, obtaining approvals for the use of fill materials and variation of other contracts relating to the football stadium development has meant this process has taken longer than originally anticipated.

The 68 week building programme will start on 11 August 2008 giving a date for Practical Completion of 14 December 2009.

Detailed design process

During this period work has continued on the detailed design of the building. Frequent meetings are being held with Carillion and Chandler KBS, the employer's agents.

Expenditure Report

Draw down for 6 Authorities	992,800.00
To be drawn down with next stage payment	9,824.83
From Reserve	27,433.07
Total	1,030,057.90

Breakdown of Expenditure	
Building construction	477,800.00
Land Cost	515,000.00
Professional Fees	9,824.83
Admin Fees and Internal Costs	23,051.22
Furniture and Fit Out	0.00
ICT Equipment and Voice Comms	0.00
Contingencies	0.00
Planning Risk	0.00
Decant	
Preparation for Decant	4,381.83
Removal Costs	0.00
Conservation Equipment	0.00
Double Running Costs	0.00
Publicity and Launch	0.00
Total	1,030,057.88

Expenditure is within prediction levels and the NGRO programme remains on target for completion within budget.

2. To complete essential projects

Packaging

The packaging project continues to make good progress. A total of 21,764 bespoke boxes has been made which contain around 26,000 volumes.

Bar-coding of the Collection in preparation for the move and the associated development of the Document

Locations database continue. The database now contains around 45,000 entries. The benefits of the work are already being felt on the operational side with the Collection in the Glamorgan Building near completion.

With the onset of milder weather it has been possible to send teams to work in the Maltings outstore to carry out referencing, packaging and bar-coding work. The Office continues to employ students from Cardiff University JobShop on this part of the project and they are proving to be both reliable and productive. Two students will be working throughout the summer vacation period, when it is hoped to finalise the vast majority of work at the Maltings.

An Archivist works ahead of the team, marking-up and listing records lacking or possessing incomplete reference codes. In the Maltings these are largely those of former local government authorities. The process enables the identification and disposal of duplicates, correction and updating of reference codes and a small amount of re-listing, although this has to be kept to the essential minimum to avoid delaying the rest of the team. As well as local authority records Richard Morgan has worked on items deriving from the former National Coal Board and compiled a summary list of previously unlisted South Wales Police records (and preceding police authorities). Temporary reference codes have been allocated to the police records in preparation for bar-coding and decant with 300 volumes given temporary, unique numbers suitable for identification.

Assessment of the historical value of the collection has proceeded in tandem with the packing and bar-coding project. In addition to the identification of duplicate records, the opportunity has been taken to dispose of items such as minor financial papers and ephemeral printed material. Assessment of the Collection led to the transfer of law books to Cardiff University libraries on 15 May 2008. These consisted mainly of local and personal acts and books of legal precedents and court cases dating from the late 16th century to the 19th century.

Fit out

An Invitation to Tender (ITT) for the 'Interior Design and Fit-Out of the New Glamorgan Record Office' was issued through Cardiff CC's Procurement Section and sell2wales.co.uk. at the end of February. Some 33 expressions of interest were received by the due date of

10th March and eventually 8 tenders were received at the closing date of 30th April.

Tenders were evaluated during May with some clarification sought from Tenderers as necessary. The initial evaluation of the 8 bids eliminated 4, mainly on issues of non-compliance (over budget, incomplete etc), leaving a shortlist of 4:

- Kinnarps
- Richard Powell and Partners (RHP)
- Bridgend Office Furniture (BOF)
- Eastlake Commercial Interiors (ECI)

These were subjected to detailed evaluation based on the criteria reported in the last Quarterly Report to this Committee. All staff, but particularly the Fit-Out Working Group, had the opportunity to view and rate the shortlisted bids to assist with scoring the Aesthetic and Functional Characteristics criterion. A scoring meeting with Cardiff CC's Procurement Officer was held on 2nd June 2008 where the following scores were awarded:

Criterion	Weight	Kinnarps	RHP	BOF	ECI
Price	40	37.50	38.65	40.00	37.61
Quality	60	44.2	41.1	41.8	58.5
Total	100	81.73	79.73	81.85	96.11

Overall ECI offered excellent warranties, a good design process, good sustainability credentials and a range of furniture to which staff responded very positively. The range proposed includes office storage furniture supplied by Triumph of Merthyr Tydfil.

Members of the Fit-Out Working Group have visited the new Wiltshire Record Office and the London Metropolitan Archive to develop their expertise on how different new offices are equipped and operate.

Decant

The next tender to be issued will be that for the decant. Meetings have been arranged with leading service providers in the field for practical advice on the move prior to tender issue in order that 'best practice' is followed. Advice has also been received from the John Rylands library and the BBC, both of whom have recently let tenders to move large archive collections. Tender documentation has been prepared and is the final draft

stage. Guideline prices are also being sought to determine if the contract is likely to be below EU contract thresholds; if not the procurement will have to be advertised via OJEU.

ICT

A Memorandum of Understanding between Cardiff University and GRO is being pursued. This will be the first stage in establishing the feasibility of Cardiff University continuing to provide ICT services to the GRO. If such support can be provided, it is likely to be of significant benefit in terms of continuity of service and revenue cost.

All ICT equipment that is being purchased as replacement or otherwise, is being procured with the planned service requirements of the NGRO in mind.

Publicity

The new Office has attracted much media attention over the last quarter, especially with the release of updated visuals for the outside of the building. Press releases have been issued via Good Relations and articles on NGRO have appeared in a number of local papers including the *Barry Gem*, *Capital Times* and *South Wales Echo*. Some of the reports carried photographs of the new building design and also photographs of the bar-coding team.

A semi-permanent exhibition is being set up in the public area of the Office to inform visitors of progress on the new building. This will evolve as building work on NGRO progresses.

Added value

Several 'added-value' projects have been identified and funding applications will be made during the various application periods of suitable funders. These are set for preparation at the end of 2008 and beginning of 2009.

B. TO ENHANCE THE COLLECTION

1. To maintain existing service levels

Ensure consistency

The processing of new accessions is now being tracked via a new, bespoke database, built in-house. This is intended to ensure that the status of all pre-accession

material is monitored and logged, and that this information can be accessed by all staff. It is also allowing the continued monitoring of turnaround times for the acknowledgment new accessions. So far in 2008, 60% of accessions have been acknowledged within the 10 day target, a figure which is beginning to suggest that perhaps the current target needs revision.

Compiling data for inclusion in the accessions database has revealed collections which have not been fully accessioned in the past. This information is being fed into the work of Richard Morgan to survey the Collection in advance of the move to the NGRO.

Plan for receipt of records

In April the Principal Archivist met with representatives of the Cardiff Caledonian Society resulting in an agreement to deposit the Society's archives dating from 1886 once the move to the new building is complete. In the interim the Society intends to encourage members to contribute material to the existing official archive.

Approximately 18,000 planning files for the period 1981 to 1993 were offered by Bridgend County Borough Council at the end of February. Due to the volume of material and the time it would take to appraise the files, it has been agreed that they will remain in storage with the council until the move into the NGRO has been completed.

Maintain CALM

Data standards continue to be monitored, and several short-cuts have been introduced into the accessioning module to facilitate use of the database.

Maintain conditions in existing accommodation

Repairs to the Glamorgan Archivist's new office were completed in March, the damaged carpet replaced and the long anticipated moves accomplished. The Principal Archivist now has her own office and the "hot desk" in the archivists' room is proving very useful for volunteers and work placement students.

In the Records Centre the air conditioning, which had been switched off at night, was reinstated. The Glamorgan Archivist attended one evening to supervise workmen upgrading the fire detection systems for the building.

In the Glamorgan Building the light wells are being cleaned more frequently and no additional problems have been observed. University maintenance staff respond rapidly to emergency calls.

Assess demands for conservation

Conservation work is limited to emergency response to allow public access to documents. Other interventive conservation treatments are restricted to volumes in the packaging project when the need arises.

Liaise with contributing authorities on records management

The Glamorgan Record Office facilitates the South Wales Information Forum which was attended this quarter by Laura Russell. The Forum meets in Caerphilly CBC's Tredomen headquarters.

On 1 April 2008 responsibility for the management of the Records Centre at Cardiff County Hall in Atlantic Wharf was handed over to the Information Management team of Cardiff Council. Record Office staff have been working towards this aim for a number of months to ensure the smooth transfer of responsibility. The Glamorgan Record Office retains one archive standard strong room which continues to be managed by Record Office staff. This storage space will be retained until completion of the NGROP. The Glamorgan Archivist continues to have regular meetings with the Information Manager to address issues of joint concern.

2. To complete projects essential for the NGROP

Plan for the use of CALM in the NGRO

Development of the CALM cataloguing database was completed by the beginning of April and was followed by user testing. The trials identified a need for some modifications which has delayed full implementation until early July.

Geoff Edwards, the Archivist with responsibility for Collections Management, attended the Welsh Libraries & Museums Conference in Llandrindod Wells in May. To gather ideas that might be incorporated into future cataloguing projects he attended sessions relating to new approaches in archival description. One significant development being trialled by certain institutions and via various projects is the addition of user generated content into archive catalogues. Using various approaches, this

would allow users with hands-on knowledge of collections to add comments or details to existing catalogues, or even to contribute to the initial cataloguing process.

Plan for the receipt of digital records

As a first step, examples of good practice are being assembled and a watching brief kept on professional email discussion lists.

C. TO PROMOTE ACCESS TO THE COLLECTION

1. To maintain existing service levels

Ensure consistency

Revised versions of the Guides to Research on Police Records and Registers of Electors have been issued. The programme of retyping lists as Word documents has been suspended; old lists may now be scanned and reformatted or typed directly into CALM.

The quality of copy photographs supplied to searchers by use of the digital camera has been improved by printing them on to photographic paper rather than the Xerox paper used up to now. It has been possible to do this without increasing the cost to searchers.

The Office has a feedback form which gives visitors the opportunity to comment on the service. Most of the comments received in this way or from correspondents are favourable, but in this quarter one searcher queried the charge for research carried out by staff, and asked why more records are not available online, and another complained that she did not get the help she felt she needed in the searchrooms. The Glamorgan Archivist replied to both searchers and the comments were brought to the attention of staff working in the searchrooms

Gather information on users

A survey was carried out for two weeks in April to investigate how long searchers actually spend in the Office. Information was collected by searchers filling in a slip each time they visited to record their arrival and departure time and the type of records they used (microforms, parish registers, original records). Analysis of the returns shows on average each searcher spent just over two hours in the Office; most searchers used original records, parish register facsimiles being the next most

popular. This reflects the fact that most of the records held on microform are available on the internet. The average length of stay in 2003 when comparable figures were last taken was 2 hours 30 minutes. The figures are in line with those produced by the PSQG visitor surveys of 2004 and 2007 showing an increase in the number of searchers spending between one and two hours in the office. Around 80% of searchers spend 3 hours or less. The results of the survey are given in Appendix 3.

59 searchers used the family history program Ancestry.com on the terminal in the copy searchroom this quarter.

Use of available Record Office catalogues on-line is being monitored to inform planning for the future delivery of services. Statistics extracted from the Archives Network Wales (ANW) website reveal that Glamorgan catalogue data averaged 58,614 views per month the last quarter, a 24% rise on the previous quarter. This represents about 14% of ANW's total views from March to May.

Use of our catalogues on the A2A website received an average of 242 per month hits over the last quarter, roughly 0.05% of A2A's total views. As the Office's catalogues only comprise a small percentage of material on the site, this low figure is not unexpected.

Manage programme of on-site group visits

Two family history classes run under the auspices of Cardiff University and Cardiff CC Lifelong Learning visited the office, and also a Cwmamman local history class organised by the University of Glamorgan. Visits were also made by groups from Cardiff Civic Society, Bridgend Register Office, Cardiff Mariners and conservation students at Cardiff University. The total number of visitors in organised groups was 74 (105 including teacher groups).

Arrangements have been made to hold three classes for LEARN in the coming autumn, but nothing further in advance than this because of uncertainty about the programme for the new building.

The First Friday group met three times. At the April meeting Hilary Thomas, the editor of Morgannwg spoke to the group about the Glamorgan History Society and its journal.

Maintain service to educational users

A familiarisation day for primary school teachers was held in April, arranged with the Education Business Partnership and Cardiff County Council's Schools Advisory Service. It was a very successful event, being oversubscribed with 20 teachers from Cardiff, the Vale and (the former) Mid Glamorgan schools attending. The teachers were given tours of the Office, a chance to consult documents relevant to the National Curriculum and talks by two teachers who had been on placements at the Record Office last year, who explained how they had put their lesson plans into practice in the classroom. Feedback from the teachers has been very positive. One teacher wrote that the most useful part of the course was 'the overview of the GRO and the sheer wealth and abundance of accessible information'; another said that using primary sources would 'make local history more relevant, interesting, and exciting' and another 'I may bring a class here. Certainly use the GRO for resources'. Five teachers have signed up for further placement days at the Office, working on lesson plans for use in the classroom. The topics they are researching include Creigiau local history, the development of Birchgrove, history of Roath Park, the development of Llantwit Major and Penallta Colliery and the 1984 miners' strike. All the teachers will spend several days here, gathering primary source material, organising lesson plans and worksheets and then reporting back on the success of the lessons at a later feedback meeting.

Charlotte Hodgson, Principal Archivist, and Heather Mountjoy, Archivist, attended a training session at the National Museum and Gallery on the Welsh Baccalaureate and how museums, libraries, archives and heritage sites can get involved in its teaching. The event was based on research taking place in Caerphilly CBC's museums and schools in which the Office has been a partner.

In order to establish current good practice in evaluating online learning resources the Principal Archivist attended a workshop organised by the E-Learning Group for Museums, Libraries and Archives. The case studies on user testing and webstats revealed a variety of techniques that can be applied in the context of the educational resources of the Glamorgan Record Office. There was also emphasis on the difficulties of assessing the impact of online learning in the cultural sector.

Liaise with heritage initiatives

Community Archives

The Community Archive Wales Project, funded through the Assembly Government's communities@one initiative, has continued to develop during the quarter. The Glamorgan Archivist attended Project Management Group meetings, usually by video conference from Swansea University. The project was officially launched through an exhibition of images digitised by the Community Archive Groups at the National Waterfront Museum, Swansea and was an opportunity for representatives of the different groups to meet. This event was attended by the Glamorgan Archivist.

The Cwmaman Local History Group, which is in part, supported by the Community Archives Wales Project visited the Record Office where Laura Russell, Archivist, showed them the facilities on offer and a sample of documents which related to their areas of interest. Laura Russell attended a meeting of the Maerdy Community Archive Group to talk about the Office and to invite the group to deposit their collected material at the close of project.

Laura Russell attended the launch of Valley Lives! a project co-ordinated by Valley Kids and supported by the BBC and the Heritage Lottery Fund. The exhibition showcased the digital stories and art work which were produced as part of the project. The digital booth, a portable hub where the digital stories can be viewed, will be touring Wales and the New Glamorgan Record Office has been proposed as a host venue in the future.

Women's Archive of Wales

The Principal Archivist and Conservator attended the WAW Roadshow at the Waterfront Museum in Swansea. Although less well attended than the launch event great interest was shown at the Record Office stand, individual advice was given on conservation issues to members of the public and several deposits were made. BBC Radio Wales came to the Office to interview the depositors of a collection received via the Roadshow.

An archivist visited a family in Penarth to discuss the possibility of depositing a large collection of papers pertaining to the activities of the family during World War II. The family had heard about the Office and our work through a radio programme featuring the Women's Archive of Wales who spoke of our collaborative efforts to

raise awareness of the importance of material for permanent preservation.

The Glamorgan Archivist sits on the Project Management Group of the Roadshows project which this quarter met the Heritage Lottery Fund appointed monitor to discuss progress so far. She successfully brokered a partnership between WAW and Culturenet Cymru for the management of digital images and recordings taken at Roadshows and assisted in the development of a collecting strategy for artefacts deposited, in association with the Federation of Museums and Galleries, Wales. She met with the newly appointed Collections officer of WAW to discuss possible revisions to its current collecting agreement with local record offices. She also attended WAW Executive Committee meetings in her role as Archives Advisor to the organisation. She represented the Office at an International Women's Day event in Glamorgan University which showcased the HLF funded project.

NGRO

An NGRO Day was held on in April to inform others of the processes which had been gone through as part of the project. Twelve people from Record Offices in England and Wales in the early stages of projects to secure new buildings attended. Following the day very positive responses were received from those attending.

An article entitled "The Big Box: Specifying an Archive Storage Facility" by Gary Tuson, Programme Director, was published in the conference proceedings of *Conservation Matters in Wales, On display: Showcases and Enclosures*.

Various

The Glamorgan Archivist participated in a consultation event on the proposed People's Museum, organised by Llafur and addressed by Linda Tomos, Director of CyMAL. She also attended the CILIP conference.

The Principal Archivist has attended meetings of the Glamorgan History Society and the South Wales Record Society this quarter. Also in her capacity of Convenor of the Public Services Quality Group (PSQG) she attended a meeting of the PSQG Steering Group, met with Rene Kinzett, the newly appointed Head of Public Affairs for the National Council on Archives and her final meeting of the CIPFA Working Group on Archive Service Statistics. She

is standing down from this Group and the TNA Self-Assessment Panel to ensure maximum commitment to Office priorities in the lead up to the move to the NGRO.

A conference organised by the Institute of Historic Building Conservation and the Civic Trust for Wales was attended by the Principal Archivist along with delegates from a wide variety of professional and voluntary organisations. Discussions focused on the draft Heritage Protection Bill, its scope, implications and capacity to reform legislation concerning the Welsh historic environment.

New leaflets have been produced advertising Route to Your Roots, a collaborative web site featuring sources in the Record Office, Rhondda Cynon Taf CBC local studies libraries and Cynon Valley Museum, which continues to be developed.

Manage programme of external events

Record Office participation in external events continues to expand and the variety of services on offer increases. At the same time staff involvement in the NGRO is growing; consequently careful planning is more important than ever to maximise efficiency and effectiveness. An Outreach Group of responsible staff has been created to plan and co-ordinate events, visits and exhibitions. Its first task has been a review of commitments this year and the construction of a database of events with a list of equipment required and staff allocated to each date.

Dr. Mountjoy has been liaising with staff of the Cardiff Museum Project on an exhibition about growing up in Cardiff and how the experience of childhood has changed over time. Digital copies of relevant documents and photographs have been supplied for the exhibition which opens at the Old Library on 5 July.

In April Whitchurch Hospital celebrated its centenary. Staff from the Hospital visited the Office to consult the hospital records for a display on its history. The Record Office's pop-up stand and displays of leaflets were also on show for two events at the Hospital. There was very successful open day for members of the public on Monday 14 April which attracted 400 visitors. Dr. Mountjoy attended the official centenary event on 15 April. The event was opened by the Right Honourable Lord Mayor of Cardiff, Councillor Gill Bird and also attended by the Lord Lieutenant of South Glamorgan,

Captain Sir Norman Lloyd-Edwards and Simon Jones, Chair of the NHS Trust. The several hundred guests included former Hospital staff.

The Office's travelling exhibitions have been displayed at different venues during the quarter. The family history panels were on display at an event in Merthyr Tydfil in April to celebrate the history of Chartism. The Glamorgan Archivist was one of nearly 60 Chartist enthusiasts to participate in a day school exploring the stories of individual communities caught up in the Chartist movement of the 1830's and 40's. Organised by the Dic Penderyn Society, HERIAN and other chartist groups, the day school was developed by Les James, one of the researchers working on the Chartism Communities project.

The boards were also on show at the open day of the Pontypridd Branch of the Glamorgan Family History Society at Soar Community Centre in Penygraig in May.

2. To complete projects essential to the NGRO

Develop web site

Precedent, a company specialising in digital marketing, organised a free seminar, entitled 'The Democratic Web', which was attended by the Principal Archivist. The session provided practical tips and examples of websites making use of user generated comment to enhance services, provide public feedback and recommendations for fellow users.

An upgraded web site for the Office has been completed and tested for compliance with the requirements of the Disability Discrimination Act. Translation work is being completed.

Contribute to ARCW's strategic grant programme

The Glamorgan Archivist attended a meeting of Archives and Records Council Wales. The strategic bids submitted to CyMAL were not received favourably. Both the Glamorgan Archivist and the Principal Archivist attended a meeting of the Project Management Board convened to agree next steps. The bids are to be restructured and resubmitted as advised by CyMAL.

ARCW is submitting a joint application for funding to the National Cataloguing Grants Scheme. The bid is supported by CyMAL which has offered match funding

and, if successful, will create a three year project to catalogue unlisted records of industrial concerns across Wales. Glamorgan will be represented by the Cardiff Chamber of Commerce and Powell Duffryn collections. The Glamorgan Archivist attended a number of meetings to finalise the bid and has enlisted support for the project from local contacts.

Prepare contingency plan for access

When the timetable for moving to the new Record Office is drawn up it is likely that the Collection will be inaccessible for a short period. This will be publicised through the Office's website and NRA listserve. Local universities will be informed as well as local authorities, and TNA will be asked to advise on any Freedom of Information Act implications of restricted access.

D. TO ENSURE EFFECTIVE MANAGEMENT OF RESOURCES

1. To maintain existing service levels

Maintain appropriate levels of staffing

Harvey Thomas, Records Officer, formerly stationed at the Records Centre in Atlantic Wharf for three days a week, transferred full-time to the searchroom team at the beginning of April. The secondment to Community Archives Wales of the Records Assistant has continued.

Work experience placements were given to a student on the archive administration course at University College, Dublin, a graduate considering a career in archives and a year 10 pupil at Treorchy Comprehensive School.

Continue commitment to liP

Development reviews for all staff were completed this quarter. The reviews assist in planning appropriate training and also provide an opportunity for one-to-one discussions with senior management on topical issues of concern; in this round the primary focus was on the job evaluation exercise and the transfer to Cardiff County Council.

Training has been reported under the target to which it applies.

Monitor office systems to ensure compliance

Financial records relating to the Office budget have been reviewed and those not selected for retention appropriately disposed of.

2. To complete projects essential for the NGROP

Integrate electronic and paper filing systems

A small working party has been established to ensure the successful merging of the electronic and paper filing systems currently in use in the office. The group consists of Laura Russell, Archivist with responsibility for Records Management and Harvey Thomas, Records Assistant. Harvey Thomas was previously responsible for the day to day running of the Records Centre, Atlantic Wharf and as such work has been delayed on this task until integration into his new role and responsibilities is complete.

Investors in Volunteers

Procedures for managing volunteers introduced at the beginning of the year have embedded.

Jacqueline Merry has joined the team of volunteers and has begun to digitise the Edwin Miles collection of glass negatives. Other volunteers continue to work on the index to the registers of the Glamorgan Constabulary and catalogues of the building plans of Cardiff Rural District and Maesteg Urban District Councils. Four volunteers have worked for a total of 108 hours during the quarter.

PACR

Registration requires the submission of a portfolio of work; an issue in the present circumstances as the Conservator has very limited bench time. Advice is being sought on whether previous work would be accepted since the current priority is the packaging project.

Complete hand-over of services

The Glamorgan Archivist held further meetings with Human Resources representatives from Cardiff CC and Rhondda Cynon Taf CBC after which a full staff consultation meeting was arranged at which the proposals for transfer were presented and questions invited. The Unison branch officer also attended. Staff were advised of the availability of one-to-one sessions if required.

Agree staffing establishment for NGRO

This task awaits a final decision on detailed operational procedures in the new building.

Agree revenue budget for NGRO

This task is linked to the completion of the detailed design process and, to some extent, the decisions on fit out and ICT provision.

SUMMARY

The new Glamorgan Record Office is becoming a reality with the quarter seeing significant progress on several of the integrated projects. All staff are beginning to have a greater input to the process with a consequent impact on operational services. Nevertheless the excitement of having a definite end date for all the preparatory work is carrying us forward. Staff are, as always, thanked for their contribution and commitment.

**Susan Edwards
Glamorgan Archivist
6 June 2008**

Appendix 1: Accessions

Accession Number	Reference Number	Title	Date Of Records
2008/35	D529	Sydney Simons of Merthyr Tydfil Papers : programme for "Lilies of the Field"	1926
2008/36	DWAW/27	Beatrice Griffiths of Pengam biography	c.2005
2008/37	D541	Rainbow Project South Wales Records	2002-2007
2008/38	D531	Stewart Scrivens of Cardiff Papers: reminiscences of old Rumney.	1975
2008/39	D542	Bradford Steamship Company Limited Records: prospectus	1911
2008/40	D530	David Paul of Barry, Family Papers	1939-1945
2008/41	DWAW/28	Marie Novello Papers: photographs, newscuttings and programmes	c.1909-1928
2008/42	DLCS/1	Llancarfan Society Records: Newsletter 136	Feb-08
2008/43	DX941/2	Powys County Archives transfers: GCC surveyor's plans and sections of proposed bridge over River Ogmore	c.1930
2008/44	DX367/9	David Thomas of Oxford Collection: Aberdare Local Savings Committee minutes with list of communicants, Llysworney parish and notes on Cardiff Police Court Mission.	1938-1941, 1950s
2008/45	DXCU/25	Gwent Record Office transfer: chapel reports and handbooks	1909-1970
2008/46	D513	Dr Douglas A. Bassett of Cardiff Collection: Howell's School photo, Barrian Magazines for Barry Boys' School; Canton Historical Society Papers; notes on lecture about William Daniel Conybeare	1922-2001
2008/47	DWBAP23	Salem Newydd baptist chapel, Ferndale, Records: including membership register and contribution books	1877-1957
2008/48	DX639	Robinson Family of Aberfan Papers: pocket Gospel of St John	1914
2008/49	D537	Nancy Andrews of Cardiff Collection: Lady Margaret High School, Cardiff, history, 1885-1960	1960
2008/50	DAB	Solomon Andrews and Son records: includes photographs, reminiscences and an 1813 Cardiff Trade Directory	19th -20th century
2008/51	D538	David Maddox of Pontypridd Collection: Cambrian Collieries paybooks, Aberdare Board School admissions, St Cyres Comprehensive School compendium	1874-1906, 1970-1971
2008/52	D539	Pwllypant House Historical Notes	c.1970

Glamorgan Archives Joint Committee - 4th July 2008

2008/53	D540	Shorthand Writers' Association of the Cardiff Technical School Records: minute books and cash books	1909-1971
2008/54	D408	Cowbridge (Gateway) Monday Club Records: correspondence and reports	1985-2002
2008/55	DWBAP23/10-16	Salem Newydd Baptist Chapel, Ferndale, Records: includes papers concerning licensing of chapel as a place of religious worship and as a venue for marriages, appointment of minister and certificates of introduction to the chapel	1883-1925
2008/56	DWAW/25	Anne Mary Wallington of St Mellons Papers: includes correspondence with the royal family and 10 Downing Street	1986-2003
2008/57	DWAW/26	Luned Meredith Collection: diaries and photographs	1862-1944
2008/58	DX987/1/1-4	Ely Paper Mill Records: site plans	1972-1990
2008/59	D543	John Frederick Crothers Papers: merchant seaman's continuous certificate of discharge book	1941-1947
2008/60	DLDS/1	Llandaff Society Records: Newsletter 106	Spring 2008
2008/61	DWAW/23	Kathleen Brockie (nee Fry) of Nantymoel Papers: photographs, cuttings, certificates and ephemera relating to Mrs Brockie and her nursing career	1926-2008
2008/62	D544	Dinas Powys Community Council Records: "The Parish Hall, Dinas Powys, 1907-2007, an illustrated history"	2008
2008/63	DWAW	Avis Waters Collection (temporary deposit)	
2008/64	DWAW	Julia Phillips Collection (temporary deposit)	
2008/65	DWAW/24	South Wales Co-operative Society Records: Wheatsheaf, South Wales Supplement, No. 99	Dec 1931
2008/66	DWAW	Elizabeth Rees of Barry Collection (temporary deposit)	Early 20th century
2008/67	DWAW	Sampler (temporary deposit)	1872
2008/68	DWAW	"Wales Assembly of Women: United Nations Decade of Women - Reports for end of decade conference, Nairobi 1985" (temporary deposit)	1985
2008/69	DWAW	Richards Family Collection (temporary deposit)	1928-1971
2008/70	DWAW	Sue Saunders Collection (temporary deposit)	
2008/71	DWAW	Muriel Davies nee Morgan Collection (temporary deposit)	1946-1968

Glamorgan Archives Joint Committee - 4th July 2008

2008/72	DWAW	Peggy Atkins Collection (temporary deposit)	
2008/73	DWAW	Swansea Women's Centre badges (temporary deposit)	
2008/74	DWAW	Ellen Jeffreys of Neath sampler (temporary deposit)	
2008/75	DWAW	Gertrude Rosewarne Collection (temporary deposit)	
2008/76	DWAW	Lynne Heinrich Collection (temporary deposit)	
2008/77	DSA/MT/52-63; SA20	Stephenson and Alexander, Estate Agents, Cardiff, Records	[Late 18th century]-1992
2008/78	D545	Morgan Arcade Photograph: showing staff outside "Toys & Fancy Goods" shop.	c.1910
2008/79	BC/PL	Borough of Cardiff - City Planning Officer Records	[1960s]-1970
2008/80	D547	Hughesovska Research Archive: papers relating to David Hughes and David Samuel Hughes	c. 1900-[1990s]
2008/81	D548	Bethania Welsh Baptist Chapel, Maesteg, Records: marriage registers	1900-2004
2008/82	D549	Canaan Independent Chapel, St, Michael's Road, Maesteg, Records: marriage registers	1906-2003
2008/83	D550	Libanus Garth Congregational Methodist Chapel, Maesteg, Records: marriage registers	1982-1998
2008/84	DSA/73/8-16	Stephenson and Alexander, Estate Agents, Cardiff, Records	1866-1954
2008/85	D551	Fochriw Nursery School Records: admission register and attendance registers.	1973-1996
2008/86	D552	Tonteg Women's Institute Records: minute books and financial statements	1967-2000
2008/87	D554	Cardiff Pilotage Records: piloting ledger and boarding cards	1860s-1870s
2008/88	D407/1-32	Edwards, Harrap, Ward and Llewellyn Papers: deeds and personal papers	19th-20th century
2008/89	D555	Ferndale Free Church Council Records: minute book	1908-1915
2008/90	D515	Cardiff and Vale Scouts Records: photographs and publications	late 20th century
2008/91	DSA/76/17, 18	Stephenson and Alexander, Estate Agents, Cardiff, Records	19th century
2008/92	DSA/74/20-34/	Stephenson and Alexander, Estate Agents, Cardiff, Records	1910
2008/93	DX504	Margaret Irene Jones of Whitchurch Family Papers: miscellaneous material including records of E.T.	1801-1950s

		Jones, ironmonger, Tonyrefail, an allotment book for Heol Gwrgan Allotments, Whitchurch, and a 19th century copybook of Thomas P Evans, including poetry and music.	
2008/94	D557	Aberbargoed Nursery School Records: admission register and attendance registers.	1977-1997
2008/95	D558	Office of Government Commerce Records: title deeds to property in Bridgend and Ogmore Vale	1928-1969
2008/96	D80	A. W. McKinty of Cardiff collection: material relating to artist Christopher Williams of Maesteg	1949-2008
2008/97	P68	Aberavon parish records: vestry minutes, PCC minutes, parish history, faculties and other papers	1918-1992
2008/98	DWAW/29	Jennie Cuthbert of Cardiff, Collection: includes photographs of Independent Labour Party summer schools and conferences	c.1920s- c.1960
2008/99	P	Llandaff Diocese Parish Registers and Parochial Records	18th-20th century
2008/100	D127	Friends of Llandaff Cathedral Records: 75th annual report, 2007-2008	2008
2008/101	DX639	Robinson Family of Aberfan Papers: postcard sent from Belgium during WW1	[1916-1918]
2008/102	D559	Stephen Luke of Maesteg Collection: includes programmes, photographs and postcards	c. 1900-2008
2008/103	CMT/CRE	Merthyr Tydfil County Borough Council Records: Register of Electors Notice of Alteration	Jun 2008
2008/104	DSA	Stephenson and Alexander, Estate Agents, Cardiff, Records	20th century
2008/105	D560	Zena Mabbs Family Papers: poems of 'Richard Vanes', transcripts and biographical notes	1943-1946

Notable Accessions:

Church in Wales Llandaff Diocese Parochial Registers and Records

After a lengthy period of negotiation, parish registers and parochial records were finally transferred from the National Library of Wales at the end of May. This material included 146 boxes of registers and other records, which are currently being checked before integration with existing holdings.

Planning Applications

A series of planning files was offered by Merthyr Tydfil County Borough Council. Of these, 984 (approximately 15% of the total collection) were

selected for preservation. These are being scanned by an outside company for the council prior to deposit and have not yet been received.

David Maddox of Pontypridd Collection

D538, 1874-1906, 1970-1971

These records were collected by the donor in the course of his historical research and items of particular note include an Aberaman School admissions register for the period 1874-1879 and paybooks relating to the Cambrian Collieries Ltd. No. 2 Pit, Rhondda. These daily paybooks record the names of colliers and their pay for the period 1904-1906. No. 2 pit was sunk in 1874 and was one of four pits in Clydach Vale / Glyn Glydach by 1913. The colliery closed in 1965.

Cardiff Pilotage Records

D554, 1860s-1870s

In 1861, Cardiff was granted its own Pilotage Board due to the significant increase in trade through the port. By the 1890s, there were 120 licensed pilots in Cardiff. These records include pilot boarding cards which give the name of the ship being piloted, its registered tonnage and details of the passage, as well as the signatures of both the captain and the pilot. An accompanying ledger records the daily traffic of the pilots, giving the names of ships and their owners, the pilot's name and number, and the charge made.

Marie Novello Papers

DWAW/28, c.1909-1928

Deposited via the Women's Archive of Wales, these papers and photographs relate to Marie Novello (1898-1928), the adopted daughter of Clara Novello-Davies, mother of composer Ivor Novello. The material includes an album of photographs, newspaper cuttings and programmes concerning Marie's career as a pianist. Amongst the photographs are signed pictures of musical stars of the early 20th century, including opera singer Enrico Caruso.

Jennie Cuthbert of Cardiff, Collection

DWAW/29, c.1920s-c.1960

A second deposit via the Women's Archive of Wales, and part of a larger collection to follow, this material consists principally of photographs taken at summer schools held by Independent Labour Party during the 1920s and 1930s. The depositor's aunt was an active ILP member, and these images include group photographs of the delegate as well as images of them engaged in recreational pursuits. Also included are postcards of political figures of the period, including Keir Hardie and David Kirkwood.

Zena Mabbs Family Papers

D560, 1943-1946

This collection consists of a book of poetry written by David A Davies, later known as William Richard Davis, under the pseudonym 'Richard Vanes' whilst on military service in Italy as an army lieutenant corporal in 1943-1946. This is accompanied by a booklet of transcribed extracts were made by his niece, Mrs Zena Mabbs, with additional biographical notes and illustrations.

The poetry provides an unusual insight into the personal experiences and emotions of a young soldier in military service, whilst the short biographical and illustrative additions give useful background details.

Appendix II

	Number of user visits	Number group visits	Individuals in group visits	Number of documents produced
March- May 2007	1257			1655
June-August 2007	1226	10	74	2160
Sep-Nov 2007	1115	10	125	2256
Dec 07 – Feb 08	957	8	86	2084
March- May 2008	1097	10	105	1971

	Number of enquiries		Number of web-site hits
March- May 2007	Postal 205	e-mail 432	7635
June-August 2007	Postal 204	e-mail 439	7226
Sep-Nov 2007	Postal 181	e-mail 471	6774
Dec 07 – Feb 08	Postal 237	e-mail 402	7218
March- May 2008	Postal 153	e-mail 417	7471

The director of photography for Newsweek magazine, based in New York but originally from Senghenydd, visited the office to search for images of the village for inclusion in a website he is compiling. He ordered copies of several photographs and published on his website a generous acknowledgement of the help he had received.

Academic

The research assistant for a project 'Mapping the Practice and Profession of Sculpture, 1851-1951' based in the Victoria and Albert Museum input data from trade directories for south Wales.

Rhoda Willis was the last woman to be hanged in Cardiff prison, in 1907. A student researched her history through police records such as the Photograph and fingerprint register, newscutting books and Inquest register.

Students working on undergraduate dissertations looked at alien registration cards in connection with Italian immigration to Wales, and at records of Friendly Societies among the Quarter Sessions papers for information on Women at Work in Merthyr Tydfil.

A conservator from the National Museums and Galleries of Wales together with one of the curators of the art department inspected the collection of Thomas Hornor watercolours to compare them with examples of his work held in the museum.

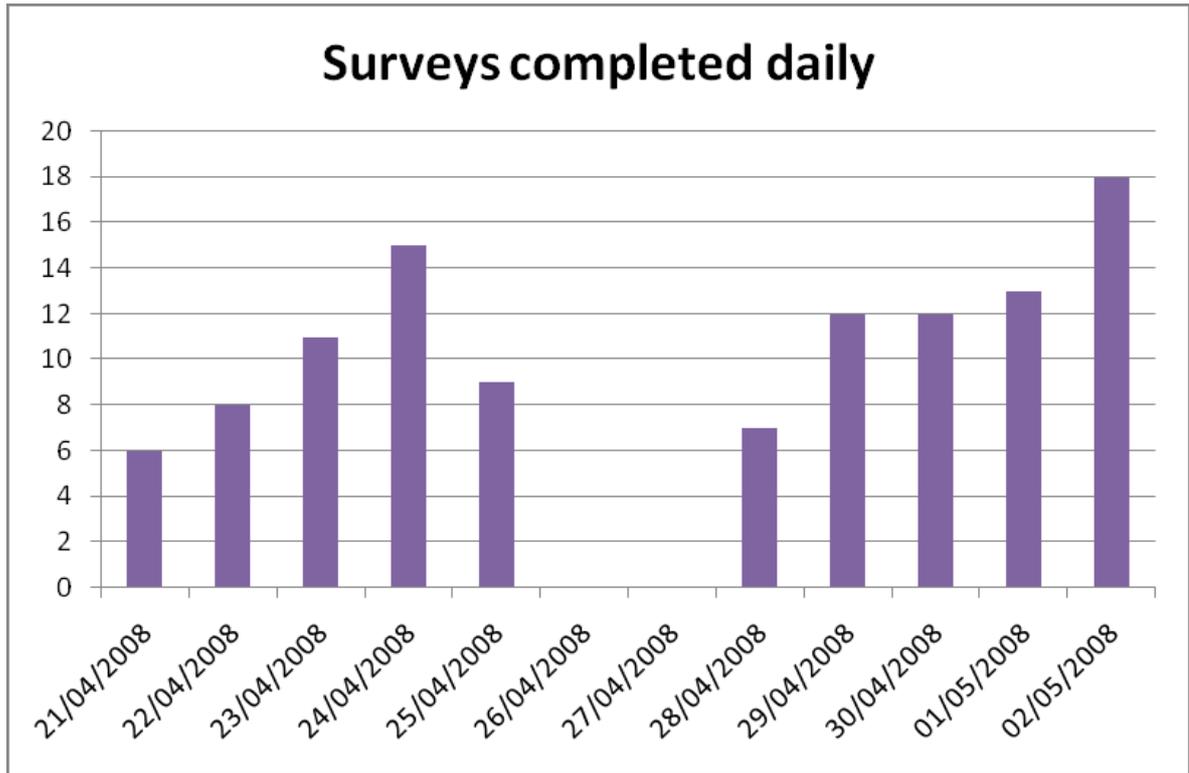
9 enquiries were answered relating to former members of the county and borough constabularies, 4 on inmates of workhouses and 5 on patients in the Glamorgan Asylum.

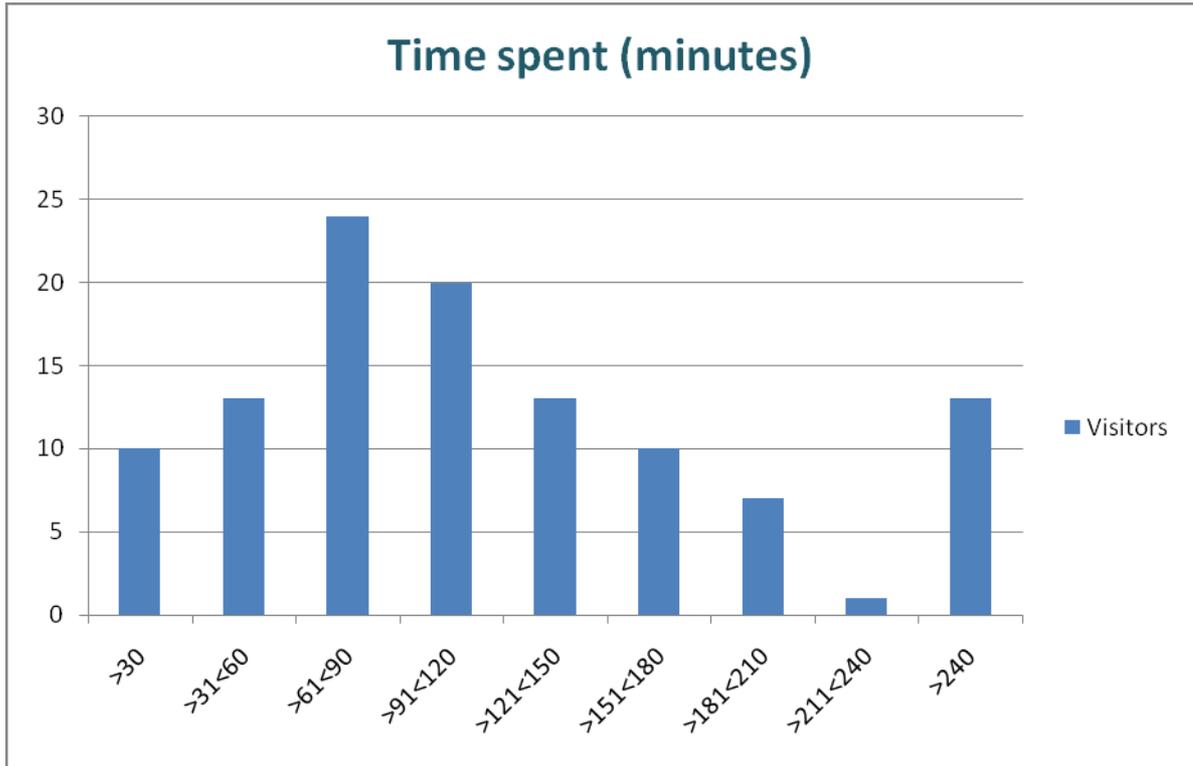
Appendix III

Dwell time survey completed between 21 April and 2 May 2008

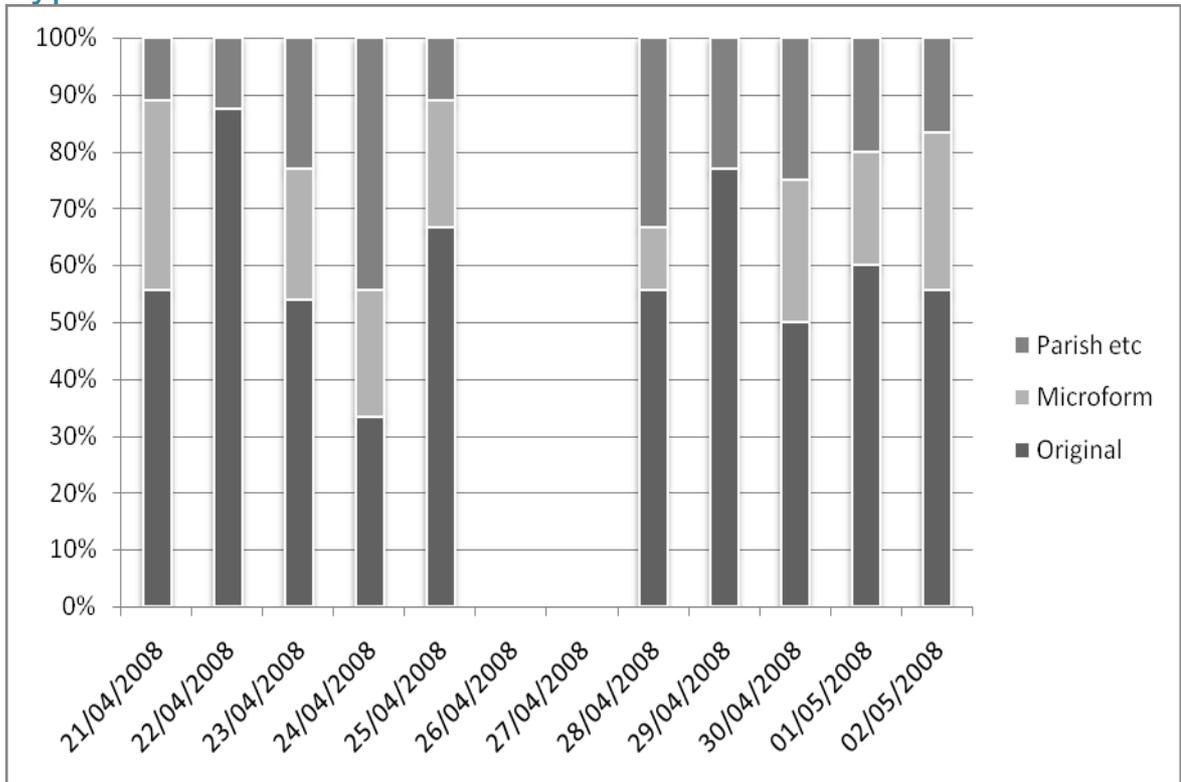
111 surveys completed

Average time spent in GRO 2hrs 6 minutes





Type of document used



As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

4 July 2008

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item : WORK OF THE RECORD OFFICE
1 March to 31 May 2008

Background Papers

Searchroom handlists.

Officer to Contact: Susan Edwards – 029 2078 0282