

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

COMMITTEE	PART 1	AGENDA ITEM NO.3
<b>THE GLAMORGAN ARCHIVES JOINT COMMITTEE 12 December 2008 REPORT OF: THE GLAMORGAN ARCHIVIST</b>		<b>REPORT FOR THE PERIOD 1 September – 30 November 2008</b>

**1. PURPOSE OF REPORT**

This report describes the work of the Glamorgan Record Office for the period 1 September to 30 November 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**

There has been substantial progress on site during the period.

Piling of the foundations and pouring of the concrete strip foundations were completed in September and the steel frame of the public and office part of the building was erected soon afterwards. Development of the foundations and shear walls of the repository part of the building started in early October and with the assembly of a large tower crane on site on 14<sup>th</sup> October, work on pouring concrete in that part then began in earnest.

A variety of trades are currently working on the site and they are being well co-ordinated by Carillion personnel.

Regular client interfaces and workshops are held and detailed written reports received from Carillion on a monthly basis. Our project and cost managers, Turner

and Townsend make regular visits to site, typically fortnightly and so far have produced positive reports on conditions and quality. Photographs have been taken regularly documenting progress and some of these are being uploaded to the Office website for the information of stakeholders and other interested parties.

Although a total of 13 days have been lost so far due to inclement weather conditions the date for Practical Completion remains at 18 December 2009.

#### **Expenditure Report**

Draw down for 6 Authorities	1,011,519.47
To be drawn down with next stage payment	14,854.80
From Reserve	12,925.61
<b>Total</b>	<b>1,039,299.88</b>

<i>Breakdown of Expenditure</i>	
Building construction	1,011,519.47
Land Cost	0.00
Professional Fees	14,854.80
Admin Fees and Internal Costs	10,152.00
Furniture and Fit Out	0.00
ICT Equipment and Voice Comms	0.00
Contingencies	0.00
Planning Risk	0.00
Decant	
Preparation for Decant	2,773.61
Removal Costs	0.00
Conservation Equipment	0.00
Double Running Costs	0.00
Publicity and Launch	0.00
<b>Total</b>	<b>1,039,299.88</b>

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

Local businesses are involved as suppliers. The goods and passenger lifts come from Cardiff Lifts and the briese soleil are manufactured in Taffs Well.

Initial meetings have been held with sign makers to consider both internal and external signage. A change of name to Glamorgan Archives is being considered to emphasise the break with tradition represented by the

new building and to bring the Office in line with current trends in the domain. The logo will continue in use.

Lessons learned are already being shared with colleagues in the domain. The Glamorgan Archivist and Geoff Edwards, Project Officer, attended a meeting of the Major Archive Projects Learning Exchange (MAPLE) established in 2007 by the National Archives to support organizations planning or managing capital developments. The Office joined the email forum but this is the first of the occasional meetings staff have been able to attend. Our experience proved useful in the exploration of common issues. A meeting of the Society of Archivists Wales was hosted at the Record office on the theme of Better Buildings. A presentation was given on the new building and an invitation extended to the society to meet there on completion.

## **2. To complete essential projects**

### *Packaging*

The packaging project continues to make good progress. A total of 23,731 bespoke boxes have now been made, containing almost 24,000 volumes.

At the Maltings the team completed separating, flattening, rolling, wrapping and numbering 21,361 architects' plans from the former Glamorgan County Council Architect's department and cleaning and packaging records of Mid Glamorgan County Council land and buildings department.

Work at the Maltings was wound up for the winter at the end of October. Around 85% of the collection there is fully packaged and bar-coded, with the remainder scheduled for completion in Spring 2009. The main focus of the decant preparations has now shifted to Atlantic Wharf, where good progress is being made in spite of a lack of working space. At the same time, the identification, packaging and bar-coding of outstanding material is continuing at the Glamorgan Building, and new collections are being fed into the programme of work. The decant team is also meeting on a regular basis to provide feedback on progress and raise issues requiring attention.

The Conservator has carried out a survey at Atlantic Wharf to calculate the quantity of card required to complete the project.

Survey of Packaging in Atlantic Wharf (strongroom 1)		
Small Volumes to Box	Large Volumes to Box	Rolls of Plans to Wrap
5550	1051	1340

The packaging team has begun to replace existing boxes which are too damaged or weak to survive the decant.

Boxes Made	Volumes Boxed	Plans Rolled	Boxes Replaced
23,724	23,927	47,436	25*
Approx 286 Accessions*			

A survey of records still to be packaged, listed and bar-coded was undertaken by Richard Morgan, the Archivist with responsibility for the decant preparations, and the Conservator in early September and a working list produced. Collections benefiting from provisional numbering and listing during the quarter have been mainly those of defunct local authorities including Barry Borough and Local Board, Cardiff Borough surveyors and education departments, Merthyr Tydfil County Borough planning department and School Board, Penarth, Penybont and Pontypridd Urban District Councils, and Vaynor Parish and Community Councils. In addition records of Associated British Ports, David Morgan Ltd., Cardiff and papers of Williams of Miskin have been renumbered and sorted.

Several uncatalogued items identified during the marking up process were found to be outside the Office's collection policy and transferred, in this case to West Glamorgan Archive Service.

#### *Fit out*

The appointed Interior Design and Fit-out contractor – Eastlake Commercial Interiors – have continued to develop a theme for furniture for the new building.

Eastlake have also attended a design workshop with Carillion and other sub-contractors, ensuring that they are able to integrate their work with the various contractors when the time comes for fitting of the bespoke furniture, window blinds and so on.

#### *Decant*

The prequalification exercise resulted in 13 responses. These are in the process of being scored against the evaluation criteria. When the scoring is completed, at

least the top 6 will be invited to tender. The processes are being overseen by Cardiff County Council's Procurement Section.

Practical work to prepare the collection for the decant has continued. In addition to the packaging described above over the last quarter, 18,147 items have been bar-coded, and the Document Locations database now contains around 75,000 entries. Two new students have been recruited to the bar-coding team, taking the total now employed to five. Paul Bernard, Alys Mumford and Rhiannon Philp have proved particularly proficient at the work, and have been able to provide assistance in other areas of operation, including production and packaging.

#### *ICT*

A meeting has been scheduled for early December with the head of ICT for Cardiff University to explore the feasibility of continuing existing supply of ICT services both at the current location and in the new Office. The benefits of continuity of service and a lower overall revenue cost can be realised if this proves possible.

Any ICT equipment purchased during the period has been procured with the planned service requirements of the new Office in mind.

#### *Publicity*

As part of its Customer Satisfaction Programme, Carillion will be publishing a regular newsletter for circulation to local residents and other interested parties. They will also be visiting schools in the vicinity of the NGRO site, with a dual purpose of promoting building site safety issues for children and promoting the Record Office.

As construction work continues more material and photographs of the new Office are becoming available from a number of sources. Selections are presented on the website and on the notice boards around the building to keep visitors informed of progress.

Further publicity on the new building has appeared in Capital Times.

At a meeting this quarter with David Wyatt, the history co-ordinator of LEARN, Cardiff University's adult education programme, discussion of future projects included planning a launch event for adult learners.

*Added value*

Several 'added-value' projects have been identified and funding applications will be made during the various application periods of suitable funders in 2009.

Typically, these projects involve specialist conservation equipment, resources for developing the Office's education work and equipment or resources to facilitate our ability to make the Collection more available online, including through digitisation.

**B. TO ENHANCE THE COLLECTION**

**1. To maintain existing service levels**

*Ensure consistency*

Continued monitoring of new accessions over the past quarter shows that 42% were processed within 10 working days, a slight improvement over the last quarter. So far this year, 48% of accessions have met the 10 day target. It is clear that the target is not manageable at present and it will be extended to 15 working days from January 2009.

Progress has been made with a database to show the level of intellectual control of catalogues. It shows which collections have hard copy and electronic catalogues, and specifies if there is an entry on the Archives Network Wales website and on the National Archives searchable on-line catalogue. This information will eventually form part of the CALM archives management system, but meanwhile is a valuable tool to track the availability of catalogues and to measure the level of work remaining to create a fully automated catalogue of the Collection.

*Plan for receipt of records*

Official notice has been received of the acceptance of the Bruce of Aberdare/Lyndhurst collections in lieu of tax. The next stage of negotiations will resolve where the collection is deposited although the recommendation is that it stays here at Glamorgan Record Office.

Contact with the Scouts group at Troedyrhiw through the Community Archives Wales project has led to a proposal for the deposit of their records. This is likely to take place once the new building is occupied.

*Maintain CALM*

Monitoring data entry standards in CALM's accession database has continued, and additional monitoring and reporting functionality has been introduced. Updated guidance notes incorporating the use of the new features have been issued to staff.

Some further development work has also taken place on the cataloguing database, finalising the input templates for collection and item level records. The new archivist with responsibility for collections management will take forward the implementation of the CALM cataloguing database in the New Year.

*Maintain conditions in existing accommodation*

Three of the emergency buzzers in the strongrooms at Cathays Park were found not to be working and have now been repaired by the University. The handles on several strongroom doors are showing wear and staff have been instructed in using them.

In the Glamorgan Building the strong rooms have been cleaned by conservation staff. There have been the usual incidences of dead pigeons in the light wells but University maintenance staff continue to respond rapidly when needed and to clean the areas regularly.

This quarter Cardiff City Council conducted a health and safety assessment of the Record Centre premises at Atlantic Wharf. The resulting report highlighted some issues which fall to Record Office staff for improvement in working conditions. These have been noted and, where possible, the recommended steps have been implemented.

*Assess demands for conservation*

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

In November the Conservator has attended a conference on Moulds & Dust in Libraries, Archives & Museums, *Conservation, Health and Legal Implications* held at the British Library and organised by the National Preservation Office.

*Liaise with contributing authorities on records management*

The Record Office continues to facilitate the South Wales Information Forum (SWIF) which was attended this quarter by the Laura Russell, Archivist and Harvey Thomas, Records Officer. The Glamorgan Archivist continues to meet and to liaise with Cardiff County Council's Information Manager on issues relating to the operation of the Records Centre and the remaining modern records stored in the archive strongroom.

**2. To complete projects essential for the NGROP**

*Plan for the use of CALM in the NGRO*

This task is to be integrated into the new building programme and targets have been amended accordingly.

*Plan for the receipt of digital records*

The target for this task has been extended to 2009 as it is partly dependant on the choice of ICT provider for the new Office.

**C. TO PROMOTE ACCESS TO THE COLLECTION**

**1. To maintain existing service levels**

*Ensure consistency*

The long-term absence of the Production Assistant due to illness has necessitated some rearrangement of the searchroom team. Two members of the packaging team have been seconded to share the production of documents to the searchroom each week. The task helps them to integrate with colleagues and gives them a clearer understanding of the operational use of their work both in packing and bar-coding.

The collection and return of documents to the out -stores has been handled by Harvey Thomas, Records Assistant, who for the past year has also been responsible for accessioning and cataloguing the Office library. Ms Jacqueline Merry, in addition to her voluntary work, has been employed on a casual basis to complete the orders for photocopies and digital photography received from searchers.

*Telephone enquiries*

A survey of telephone enquiries was carried out at the end of September/early October. A total of 212 calls

were logged in 12 days, the number received each day ranging from 9 to 33. The Records Assistant acting as receptionist for the day deals with most calls on the spot, either because they are concerned with administration or because they are simple, standard enquiries relating to records with which staff are familiar through their work in the searchrooms. Enquiries which cannot be dealt with in this way are passed to the reserve archivist who may answer them immediately, return the call later after carrying out some preliminary research or, if the question seems complicated or may lead to a paid search being carried out, ask the caller to put the question in writing.

There is no specific target for answering telephone enquiries as there is for those received by post or email although the nature of the enquiries is in some cases the same. A question asked over the phone will normally receive a reply more quickly than the same question put in writing: this results in an unequal service. There is also pressure on the reserve archivist, because the telephone is seen as a means of instant communication, to respond to phone calls to the detriment of other duties such as processing accessions, assisting in the searchroom and answering written enquiries.

In response it has been decided to encourage enquirers to write or email with any but the simplest questions which can be answered in reception. This may result in an increase in post but should also see more enquiries subject to the same target and a fairer system overall.

No feedback was received which required a reply from the Glamorgan Archivist.

#### *Access to records*

The survey of the Bute estate made by David Stewart in 1824 and consisting of two large volumes was digitised some years ago as part of the 'Gathering the Jewels' project and as the originals are in a fragile state, it can be consulted only in digital form, either on the project website or in the searchroom on a laptop. All the plans and descriptions have been copied on a single CD which is kept in a pocket in the handlist binder, a very convenient arrangement both for searchers and staff who have to produce the records.

#### *Gather information on users*

Statistics from the *Archives Network Wales* (ANW) website show that GlamRO catalogue data averaged 56,395 views per month during the last quarter,

representing about 12% of ANW's total views from September to November. This is a 30% increase on the last quarter.

The Office's catalogues on The National Archives' Access To Archives (A2A) website received an average of 580 hits per month hits during the last quarter, roughly 0.06% of A2A's total views, a slight increase on previous usage.

56 searchers made use of free access to the website [www.Ancestry.com](http://www.Ancestry.com) in house.

*Manage programme of on-site group visits*

Three evening classes were held for Cardiff University Centre for Lifelong Learning on the usual topics of 'Getting Started', 'Starting your family tree' and 'Becoming a house detective'. Total attendance was 24. The same classes will be repeated in the New Year.

Visits were also made by two family history classes organised by the Centre for Lifelong Learning and by the Vale of Glamorgan Continuing Education. A total of 116 people visited the Office in organised groups or made use of its facilities.

*Maintain service to educational users*

Six pupils from the history group at Carnetown Primary School, Abercynon, visited the Office with their teacher in November. The ten year olds researched information for the school's centenary and looked at the original log books. The children also enjoyed a tour of the strongrooms and had a chance to see the box-making machine at work. The machine was demonstrated by Packaging Assistant Esme Barneville, and each child was delighted to be given a completed box inscribed with their name. All the staff commented on the enthusiasm and politeness of the children and a letter acknowledging this was sent to the school.

Photographs of Stacey Road School, Cardiff and extracts from the school log books have been used in a teaching pack on the theme 'Growing up in Cardiff'. The pack, for use in local schools, has been compiled by Cardiff Museum, and was inspired by their exhibition of the same name which is currently on display at the Old Library, Cardiff.

Dr. Bill Jones of Cardiff University History Department brought a group of third year undergraduate students into the Office for a tour of the facilities and an overview of the

collections in preparation for their choosing a dissertation topic.

The First Friday group of post-graduate researchers using the Office met twice during the quarter. The group is facilitated by Michael Wilcox, Archivist with responsibility for public services on-site.

Contact has been made with history tutors running adult education classes with LEARN in Cardiff. Tutors have been reminded that they can sign up for visits to the Record Office as part of their courses. Members of a family history class have so far visited the Office as part of this initiative, receiving a tour of the Office and a general introduction to genealogy sources.

Staff attended the annual Cardiff University Career's Fair in City Hall in October. The pop-up stand and leaflets on services were available, as well as advice for students interested in pursuing a career in archives.

*Liaise with heritage initiatives*

The Glamorgan Archivist has attended a meeting of the CyMAL Advisory Council chaired by the newly appointed Heritage Minister. Presentations received included plans for the proposed People's History Collection and progress towards the new Gwent Record Office which will benefit from Welsh Assembly Government funding through the regeneration budget.

She attended the initial Round Table meeting, convened by CyMAL, on the issue of Cardiff County Council's special collection. She has contributed to the scoping study on a possible merger of small archive services in north Wales by the consultants engaged to produce an options appraisal.

The Wales meeting of domain-wide consultation on a national strategy for business archives was hosted at the Record Office and attended by the Glamorgan Archivist and the Principal Archivist.

The Principal Archivist attended a meeting of the Welsh County Archivists Group on behalf of the Glamorgan Archivist. A presentation was made at the meeting by staff of Culturenet Cymru on its current work to extend the Gathering the Jewels website.

At a UK level the Principal Archivist attended the AGM of the National Council on Archives, chaired a meeting of

the Steering Group of Public Services Quality Group (PSQG) and gave the introductory talk at the PSQG Forum on workforce development. Locally she also attended a meeting of the South Wales Record Society and a dayschool 'Sport, Gender and Society in Wales' organised by Llafur, the Welsh People's History Society at the new SWLEC Stadium in Cardiff.

The Record Office responded in this quarter to requests for information from the National Museum of Wales on school projects designed for the web, and from an archive consultant on the method used for the calculation of accrual rates of accessions.

*Penallta a pit and its people* by Gareth Salway used photographs from the Collection and acknowledged the assistance of both Charlotte Hodgson and the Glamorgan Archivist.

Several of the articles in the latest issue of *Llafur; the Journal of Welsh People's History* are based on the authors' research in the Record Office, including on the Powell Duffryn combine and the Cardiff Exhibition of 1896.

#### *Community Archives*

The Community Archive Wales Project (CAW), funded through the Assembly Government's communities@one initiative has continued to develop with support from Glamorgan Record Office staff. This quarter Laura Russell attended the Project Management Group Meetings at Swansea University. The Glamorgan Archivist has been involved in the discussions on the continuation of the project and has attended video conferencing meeting at Swansea University with the present partners and the current funder, communities@one.

The initial pilot element of the project is set to finish in December – although staff are in the process of securing funding for further projects in 2009. Laura Russell has been working closely with the CAW Officer for South East Wales this quarter formulating an exit strategy for the current phase of the project. The community groups within the Office's constituency have been visited, the work of the Office explained, and support for their continuation offered.

*Women's Archive of Wales*

The Heritage Lottery Funded project, Women's History Roadshows, is progressing to target. The Glamorgan Archivist has attended several meetings of the Project Management Group and staff have assisted in analysing project budgets to submit to HLF with the request for the next stage payment. This has been approved. Two meetings of the Executive Committee, on which the Glamorgan Archivist sits as archives advisor, were hosted in the Record Office. Negotiations are taking place with Culturenet Cymru for the continued assistance of Culturenet and Community Archives Wales staff with the digitisation of collections brought to Roadshows. The Glamorgan Archivist also attended an Away-day to determine the future direction of the organisation once the project is over.

*Manage programme of external events*

The Office's house history exhibition and pop-up stand were on display at the Old Library for Cardiff Heritage Day in September. Around 100 people attended the event.

Leaflets were distributed at the Creative Stitches and Hobbycrafts Show at the Cardiff International Arena. The Federation of Family History Societies in Wales attended the 3 day event and Record Office information leaflets were available to the public. Much interest was expressed in the new building.

The conservation exhibition was displayed at the Gelligaer Historical Society's Joint History Conference at Llancaiach Fawr in October. Record Office leaflets were also distributed to 120 delegates in their conference packs.

The National Archives Awareness Campaign ran throughout November with the theme 'Take Your Place in History'. The timing of the Campaign coincided with the 90<sup>th</sup> anniversary of the ending of the First World War. To mark both events the Record Office compiled an online exhibition highlighting World War I sources, with the emphasis on local people taking their place in history on the battlefields and on the home front. The exhibition features photographs and documents from a range of collections and is available to view on the Office website. A copy of the on-line WWI exhibition was sent to organisers of the Big Screen for showing in the Hayes.

The 90<sup>th</sup> anniversary of the end of the War was also commemorated by a two day BBC event held in Caerphilly Tourist Office on 7 and 8 November. The event was attended by local organisations, including the Record Office and the Welsh Women's Archive. The Office's online exhibition on the First World War was displayed on a lap top and staff answered queries from the public. The BBC Radio Wales programme 'Jamie and Louise' was broadcast live from the venue on the Friday and featured an in-depth interview with Charlotte Hodgson, Principal Archivist, about records used in the exhibition. It also provided an ideal opportunity to tell listeners about the forthcoming move to the new building and to promote the services provided now and in the future.

## **2. To complete projects essential to the NGRO**

### *Develop web site*

In response to feedback received about the new website minor navigational changes have been made. Some users reported difficulty in locating our contact details. Jenny Jones, Information Officer has subsequently added a 'contact button' from the homepage which links directly to the details.

The construction consultants to the New Glamorgan Record Office, Turner and Townsend, provide the Office with regular photograph updates showing the progress of building work. These photographs are added to the 'New Building' section of the website enabling remote users to chart the progress of the building.

### *Contribute to ARCW's strategic grant programme*

The Glamorgan Archivist attended a meeting of the Archives-Wales project management board at which a presentation on the plans for the People's History Collection was received and potential synergies discussed.

ARCW has submitted the second stage bid of its joint application for funding to the National Cataloguing Grants Scheme. A successful application would include the production of a comprehensive catalogue of the Cardiff Chamber and Commerce and the Powell Duffryn Collections among its outputs.

Following an offer from the National Register of Archives (NRA) to assist in web mounting item level catalogues of

collections held by record offices in Wales, electronic and hard copy catalogues are being digitally copied. The NRA, now part of the National Archives, will make the copies available as links on their web pages and prepare indexes to assist in searching the files.

*Prepare contingency plan for access*

A Contingency Plan for access to the records during the move to the new building has been drawn up. It contains a timetable for notifying the various users of the office.

## D. TO ENSURE EFFECTIVE MANAGEMENT OF RESOURCES

### 1. To maintain existing service levels

*Maintain appropriate levels of staffing*

Following interview an appointment has been made to the temporary Archivist position left vacant by internal promotion. Hannah Price, previously employed at the Shakespeare Centre in Stratford upon Avon, started in mid-November. Originally from Aberystwyth, she is a graduate of Cardiff University.

*Continue commitment to IiP*

Melissa Beard, Records Assistant, has completed training in first aid.

The new Project Officer, Geoffrey Edwards, has completed the Prince2 practitioner course with Cardiff University.

Other training is reported under the task to which it pertains.

*Monitor office systems to ensure compliance*

Staff continue to meet Rhondda Cynon Taf CBC's audit requirements.

### 2. To complete projects essential for the NGROP

*Integrate electronic and paper filing systems*

Work on this task has been moved forward to next year as no staff are available to assist the process.

*Investors in Volunteers*

Three new volunteers have begun work, one placed by the charity SCOPE, another, a graduate student looking for experience before applying for an archive course and the third a student in Cardiff. They are working on an

index to the register of constables of the Glamorgan police and on checking and packing recently received records. In total, 6 volunteers contributed 196 hours to the Record Office during the quarter.

A former Cowbridge Grammer School student who came to the Record Office on work experience 9 years ago returned as a researcher in November. Now a journalist he was chasing up a story for a local paper. He had remembered his time here with affection and was pleased to be returning in an official capacity.

*PACR*

A record is being maintained of conservation work undertaken to contribute to the portfolio necessary for this registration.

*Complete hand-over of services*

The Glamorgan Archivist held further meetings with Human Resources and finance representatives from Cardiff CC and Rhondda Cynon Taf CBC. Staff personal files have been transferred to Rhondda Cynon Taf CBC Human Resources department for checking before transfer to Cardiff CC.

*Agree staffing establishment for NGRO*

A draft staffing proposal for the new building has been drawn up and presented to staff for information.

*Agree revenue budget for NGRO*

An initial budget for the first quarter of occupation has been calculated and is presented to this Committee as part of the 2009/10 budget bid.

## **SUMMARY**

The new building is now emerging from the two dimensional plans into fully realised three dimensions and with it the Office's aspirations for the future are beginning to develop from hopes into actuality. The cross-over between project staff and operational staff is increasing as the distinctions between the processes blur; everybody is working towards the common aim. I am grateful to all for their continued commitment to this project and for their ability to sustain their enthusiasm over the prolonged period of planning and preparation from which the new Glamorgan Archives is finally emerging.

**Susan Edwards  
Glamorgan Archivist  
2 December 2008**

## Appendix 1: Accessions

<b>Mid Glamorgan County Council Records, [1974-1996]</b>			
<b>Accession No:</b>	2008/145	<b>Reference No:</b>	MD
The armorial bearings of the Mid Glamorgan County Council.			
<b>South Glamorgan County Council Records, 1974-1996</b>			
<b>Accession No:</b>	2008/146	<b>Reference No:</b>	SD
The armorial ensigns of the county of South Glamorgan.			
<b>Rev Daniel Lewis Papers, 1864-1920</b>			
<b>Accession No:</b>	2008/147	<b>Reference No:</b>	D579
Correspondence, letters of ordination.			
<b>Geoffrey Evans of Aberdare Collection, 1937-1988</b>			
<b>Accession No:</b>	2008/148	<b>Reference No:</b>	D454
Cardiff and District Pembrokeshire Society:annual dinner programme, 1937; Cardiff New Theatre programmes, 1953, 1967; Stan Stennett publicity leaflet for show in Porthcawl, 1970 and other miscellaneous leaflets for events.			
<b>City of Cardiff High School for Girls Photograph, 1950</b>			
<b>Accession No:</b>	2008/149	<b>Reference No:</b>	D582
Whole school photograph taken July 1950.			
<b>Cardiff High School for Boys Photograph, c. 1916</b>			
<b>Accession No:</b>	2008/151	<b>Reference No:</b>	D302
Photograph of cricket team.			
<b>Air Training Corps, No 1 Welsh Wing Records, 1968-1976</b>			
<b>Accession No:</b>	2008/152	<b>Reference No:</b>	D455
Records relating to visits of Canadian air cadets to No 1 Welsh Wing Air Training Corps.			
<b>Dennis Sellwood of Llanbradach Papers, 2000-2008</b>			
<b>Accession No:</b>	2008/153	<b>Reference No:</b>	D163
"Impressions of My Life Part IV, 1957-1959", by Dennis Sellwood, compiled 2008; Llanbradach and Pwll-y-Pant Revival Strategy 2000, Community Appraisal Report.			
<b>John W Lewis, solicitor, Merthyr Tydfil, Papers, 1890-1910</b>			
<b>Accession No:</b>	2008/154	<b>Reference No:</b>	D584
Deeds, drafts and legal papers relating to Llwyngola Farm, Gelligaer, and properties in Hengoed, Pontypridd, Swansea, Maesycymmer (Lewis family).			
<b>Stephenson and Alexander, Estate Agents, Cardiff, Records – additional deposits</b>			
<b>Accession No:</b>	2008/150; 2008/155; 2008/169	<b>Reference No:</b>	DSA/6/778-840; DSA/53/1; DSA/76/11/3A; DSA/76/11/5A; DSA/76/1-60; DSA/76/21-30
Sale particulars, plans and photographs.			
<b>Maesteg Urban District Council Records, c. 1894</b>			
<b>Accession No:</b>	2008/157	<b>Reference No:</b>	UDM/C
Seal die and counterseal of Maesteg UDC.			
<b>Thomas Family of Glamorgan and Carmarthenshire, 1998</b>			
<b>Accession No:</b>	2008/158	<b>Reference No:</b>	D585
'Celtic Odyssey' : a family history.			

<b>Anthony M. Ernest and Robert M. Ernest of Penarth Papers, c. 1928-c. 2007</b>			
<b>Accession No:</b>	2008/159	<b>Reference No:</b>	D387
Penarth Operatic Society programmes; Penarth Holiday Festival programmes; RNLI correspondence; R M Ernest WWII papers; papers and correspondence re Sully Hospital; Ernest family property files; printed ephemera and press cuttings.			
<b>United Reformed Church South Wales District Council Records, 1972-2008</b>			
<b>Accession No:</b>	2008/160	<b>Reference No:</b>	D586
Bible signed by chairmen/presidents of the District Council.			
<b>Pontypridd Tramway Act solicitor's accounts, 1881-1883</b>			
<b>Accession No:</b>	2008/161	<b>Reference No:</b>	D587
Manuscript book of solicitors accounts for Pontypridd Tramway Act.			
<b>John W Lewis, solicitor, Merthyr Tydfil, Records, 19th-20th centuries</b>			
<b>Accession No:</b>	2008/162	<b>Reference No:</b>	D584
Deeds, drafts and legal papers relating to properties in south Wales, including Llwyngola Farm, Gelligaer.			
<b>Bridgend County Borough Council Records, 20th century</b>			
<b>Accession No:</b>	2008/163	<b>Reference No:</b>	BCBC
Human Resources Committee papers.			
<b>Society for the Relief of Widows &amp; Orphans of Distressed Clergymen, Archives</b>			
<b>Accession No:</b>	2008/164	<b>Reference No:</b>	
Minutes, subscription books and accounts of the Society for the Relief of Widows & Orphans of Distressed Clergymen, diocese of Llandaff.			
<b>Cardiff and District Soroptimists Records, c. 2000-2007</b>			
<b>Accession No:</b>	2008/165	<b>Reference No:</b>	D220
Minutes of meetings; papers relating to membership and events.			
<b>Dr Mervyn Evans James Papers, 19th-20th century</b>			
<b>Accession No:</b>	2008/166	<b>Reference No:</b>	D591
Personal, legal and business papers of Dr Mervyn Evans James and his ancestors, the Edwards family of Penallta.			
<b>William George Long, shipwright, of Cardiff Papers, 19th-20th century</b>			
<b>Accession No:</b>	2008/167	<b>Reference No:</b>	D592
Personal and business papers of William George Long.			
<b>Edwards, Harrop, Ward Llewellyn and Griffiths Family Papers, 1921-1957</b>			
<b>Accession No:</b>	2008/168	<b>Reference No:</b>	D407/24/1-7
Griffith Llewellyn papers.			
<b>Stephen Luke of Maesteg Collection, 2008</b>			
<b>Accession No:</b>	2008/170	<b>Reference No:</b>	D559
Selsig Living Musical Theatre 60th anniversary booklet.			
<b>Idris Bowen of Cardiff, Photographic Collection, 19th - 20th century</b>			
<b>Accession No:</b>	2008/171	<b>Reference No:</b>	D464/8
107 glass plate negatives containing views of Cardiff and surrounding area.			

<b>Societe Franco-Anglaise, later Societe Franco-Britannique de Cardiff Archives, 1906-1994</b>			
<b>Accession No:</b>	2008/173	<b>Reference No:</b>	D593
Records including minutes, membership lists and accounts. Also some historical notes on the societe, printed french language books and brass name plaque from building owned by societe.			

<b>Estate of William Rees of Court Colman, 1839</b>			
<b>Accession No:</b>	2008/174	<b>Reference No:</b>	D594/1
Assignment in trust of estate of William Rees, d. 1820.			

### **Notable Accessions:**

#### **Air Training Corp Welsh Division Records**

**Accession: 2008/152**

**Reference: D455**

The Air Training Corps is a voluntary youth organisation supported by the Royal Air Force.

The ATC has almost 41,000 members, aged from 13 to 20 years, in over 1,000 Squadrons. It is one of the country's premier youth organisations and the world's largest youth air training organisation. The Air Training Corps (ATC) was formed by Royal Warrant in 1941 and sprang from the Air Defence Cadet Corps, founded in 1938 by the Air League.

Records consist of training manuals, correspondence, lists of members and attendance registers, pamphlets regarding the activities of the Welsh Division and photograph albums.

#### **Records of the Soroptimist International Cardiff and District**

**Accession: 2008/165**

**Reference: D220**

Soroptimist International is the largest worldwide service organisation for women in management and the professions, with more than 3000 clubs in over 120 countries. Soroptimists work through their service projects to advance human rights and the status of women. The organisation's main ideals are:

- the advancement of the status of women
- high ethical standards
- human rights for all
- equality, development and peace through international goodwill, understanding and friendship

The Cardiff branch of the Soroptimists was established in 1950, as the Soroptimist Club of Cardiff and District. The founder President, Miss B. G. Sneyd, was presented with the group's charter at a dinner at the Royal Hotel, Cardiff, in the December of that year. The group's insignia of a chain and badge were presented by a member of the mother club at Swansea. Initially, the group comprised 29 members drawn mainly from the world of education. By 1982, this had increased to 48.

Soroptimists International Cardiff and District contribute a great deal to fund raising and community service within Cardiff. A notable example is the Cardiff Soroptimists Housing Association. Established in 1954, the Association's aim was to provide flats and apartments to retired women of limited means. Three houses were procured for the purpose: Oakland (1959), Stowe (1962) and Meriden (1968). The group continued to work through the Association until 1996, when it was merged with the Cadwyn Housing Association.

The records comprise minutes, correspondence, accounts, papers collected by past Presidents, papers relating to International Conventions, Federation Conferences and regional meetings, and papers concerning membership and work done and events organised by the group.

**Idris Bowen of Cardiff, Photographic Collection**

**Accession: 2008/171**

**Reference: D464/8**

Idris Bowen FRPS, who died in 2006, was a prominent member of Cardiff Camera Club. As the eulogy given at his funeral (D464/1) states, he specialised in natural history photography. It was for his work in this field that he was awarded at Fellowship of the Royal Photographic Society.

When Mr. Bowen was ill, Paul Harwood of the Heath, Cardiff was asked by Mrs. Bowen to look at the photographs, papers, slides and photographic equipment in their garage. Mr. Bowen died shortly afterwards and it was then Mr. Harwood was asked to find a home for as many of these items as he could. Some of the items have been placed in the Museums and Galleries of Wales in Cardiff and others with photographic enthusiasts.

His widow has agreed the deposit of a box of glass slides of Cardiff and district mainly in the 19<sup>th</sup> and 20<sup>th</sup> centuries, as well as packets of photographs for the same period and others taken in the 1970s. Discs containing digitised copies of Mr. Bowen's slides and photographs had previously been deposited and to these have now been added the original slides and photographs. Enlarged prints of the 1830 map of Cardiff [slide number 086] one superimposed on a Google plan of Cardiff in 2007, are deposited as D464/4.

**Societe Franco-Anglaise, later Societe Franco-Britannique de Cardiff**

**Archives**

**Accession: 2008/173**

**Reference: D593**

The Societe was founded in 1906 by businessmen, many involved in the export of coal to France and the importation of French pit props. The aim of the Societe was to improve links of friendship between Britain and France. For a large part of the twentieth century the meetings of the Societe took place in 36 Park Place, a building owned by the organisation for a time.

During the Second World War the Societe members set up a hospitality centre for De Gaulle's Free France forces and also formed the nucleus of the Friends of Free France, helping to raise funds and buy basic supplies for the servicemen who had fled their native country after its fall in 1940. Many of these servicemen were stationed at nearby St. Athans. Members also organised for a flag to be embroidered for General De Gaulle's army and it was presented to his Second Motorised Division by the Lord Mayor of Cardiff. The Societe continues to meet at Cardiff University.

The deposit consists of administrative records, including some minutes, membership lists and accounts, the majority for late twentieth century period. Some historical notes on the Societe and also the brass name plaque which was on the building of the Societe's original meeting place in Park Place are included along with French language books used by members.

## Appendix II

	<b>Number of user visits</b>	<b>Number group visits</b>	<b>Individuals in group visits</b>	<b>Number of documents produced</b>
Sep-Nov 2007	1115	10	125	2256
Dec 07 – Feb 08	957	8	86	2084
March- May 2008	1097	10	105	1971
June-August 2008	987	7	44	1986
Sep-Nov 2008	1004	11	116	1870

	<b>Number of enquiries</b>		<b>Number of web-site hits</b>
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
June-August 2008	Postal 160	e-mail 350	7908
Sep-Nov 2008	Postal 171	e-mail 389	9242

### Interesting enquiries

A post-graduate student at Swansea University working on a biography of Lord Rhondda looked at the papers of his contemporary, Alfred Thomas, Lord Pontypridd among the archives transferred from Cardiff Library. He has also used part of the collection still remaining in the library.

The music librarian at the University of Texas at Austin spent two days searching the catalogues and looking at family and estate papers for any reference to performance of Handel's music in Britain.

An architecture student from Cardiff made a study of the Institute for the Blind, Newport Road using building plans and an article in the Annual Report of the Glamorgan Archivist for 1992.

The Annual Report for 1982 also provided information, on the vineyards planted by Lord Bute at Sully and Castell Coch.

The residents of Alfreda Road Whitchurch held a celebration weekend to mark the centenary of their road. It included a display with information drawn from street directories, Ordnance Survey plans and house plans held in the Record Office.

Searchers also visited the Office to research milestones in Glamorgan and a 1956 Cardiff bus which may have been used to send aid to Hungarian refugees.

Nine written enquiries were answered concerning former members of the police forces, 7 on inmates of the Glamorgan Asylum and 4 relating to Cardiff-registered ships or members of their crews.

**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 September to 30 November 2008

**Background Papers**

Searchroom handlists.

**Officer to Contact: Susan Edwards – 029 2078 0282**