

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  
17 July 2009  
REPORT OF:

THE GLAMORGAN ARCHIVIST

PART 1	AGENDA ITEM NO: 7
REPORT FOR THE PERIOD 1 March – 31 May 2009	

1. PURPOSE OF REPORT

This report describes the work of the Glamorgan Record Office for the period 1 March to 31 May 2009.

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

The new building is now over 50% complete and the contractors continue to make good progress towards Practical Completion (18 December 2009).

The outer shell is complete apart from the front entrance doors, so the process of drying-out, which is being overseen by a firm of specialist sub-contractors, is now well underway. This process is critical to the commencement of the decant as temperature and humidity in the repositories needs to be constant within an approved range before the Collection can be moved into them.

Many other sub-contractors are engaged in their specialist trades on site and the building is being populated with some fairly extensive pipework, ductwork and wiring for the building services.

Quality of work on site is being monitored at intervals by our consultants Turner & Townsend, who regularly report on issues with supporting photographs.

A decision has now been made on the external surfaces and some additional work has been ordered to keep the GRO site secure from unauthorised access by vehicles. This will link with the access control equipment meaning that the new office will be equipped with an integrated system so that access, security, CCTV and automation of gates and barriers will work together.

An issue has arisen in relation to the boundary between the GRO site and the retail park. It appears that the fence to Costco has not been erected on the legal boundary, but somewhat short of it, leaving a strip of 'no-mans land' in between. This will be unsightly and detract from the otherwise clean appearance of our finished site. We are attempting to resolve this in negotiations with the Developers and various landlords.

A further issue currently under consideration is event access to the stadium. The Glamorgan Archivist is included in meetings to discuss the matter.

## Expenditure Report

### Expenditure Report for the period

Draw down for 6 Authorities	1,704,957.22
To be drawn down with next stage payment	10,180.00
From Reserve	14,848.93
<b>Total</b>	<b>1,729,986.15</b>

<i>Breakdown of Expenditure</i>	
Building construction	1,704,957.22
Land Cost	0.00
Professional Fees	18,846.17
Admin Fees and Internal Costs	0.00
Furniture and Fit Out	0.00
ICT Equipment and Voice Comms	0.00
Contingencies	0.00
Planning Risk	0.00
Decant	
Preparation for Decant	6,182.76
Removal Costs	0.00
Conservation Equipment	0.00
Double Running Costs	0.00
Publicity and Launch	0.00
<b>Total</b>	<b>1,729,986.15</b>

Expenditure is within predicted levels and the programme remains on target for completion within budget. This was confirmed by Cardiff Council's Capital and Technical Accountant during checks on 13 May.

To mark the start of a new era in the provision of archive services in Glamorgan it has been decided to adopt the title Glamorgan Archives/Archifau Morgannwg from the move to the new building, which will bear the same name.

**2. To complete essential projects**

*Packaging*

Preparation of the Collection for the decant has continued at Atlantic Wharf, where packaging work is now almost complete. Once packaged, items are being barcoded and added to the Document Locations database which now contains over 146,000 entries.

The remaining items at the Maltings and in the Glamorgan Building are likely to be cleared during the summer and the packaging project will then be completed. The packaging team will move on to the replacement of old archive boxes which are too damaged or weak to survive the decant program, repackaging the contents when necessary, a task which currently is done in response to demand from the searchroom.

500 standard archive boxes have been used during this last quarter to replace unsuitable packaging, mainly Coroners' records; a total of 2,543 boxes have been made and 8,463 plans wrapped.

<b>Total Number of Materials Packed</b>		
<b>Boxes Made</b>	<b>Plans Rolled</b>	<b>Reboxing Repackaging</b>
<b>28,629</b>	<b>56,229</b>	<b>104*</b>
<i>*Number of Boxes</i>		

A vacuum packaging machine has been acquired from Cardiff County Council Legal Department. This will be used in the new building for packaging photographs for cold storage.

The work of the Archivist attached to the decant team has proved valuable not simply as part of the preparation for the decant but also in obtaining more information with regard to the nature and content of the Collection and in minimising waste by identifying and destroying duplicates, particularly of OS plans, older editions of which are now also available on line.

Summary listing of coroners' files and registers from 1946 to 1993 for all the coroners' districts, has been completed, totalling 414 boxes and 60 volumes. This has enabled amendment of references to remove inconsistencies and errors in numbering.

Other collections processed over the quarter include:  
The Wentlloog Levels inquiry (53 boxes now re-boxed, listed and barcoded)

National Coal Board records.

Bridgend County Court records

Glamorgan County Council: Glamorgan Divisional Education Committees 1946-1974; Glamorgan County Council clerk's department including asylum returns and related records 1899-1930, and papers relating to an investigation into riots in Rhondda 1910-1921, vaccination contracts 1891-1948, and miscellaneous legal actions and instruments concerning the County Council 1891-1957. A series of 106 unsigned volumes of County Council minutes 1905-1939 were marked up and the relevant list amended.

Glamorgan Quarter Sessions financial papers, clerk of the peace miscellaneous records 1854-1966, treasurer's records (county rating appeals committee minutes 1929-50, appeals for trial 1929-1948, pensions 1890 and war pensions 1917-1920) and deposited records 1876-1893.

#### *Fit out*

The appointed Interior Design and Fit-out contractor, Eastlake Commercial Interiors, was placed in the hands of an administrator on 30 April and it seems that they will go into receivership.

Work is underway with Cardiff CC Procurement to carry out a quick re-tender by asking those who previously tendered, if they are interested, to submit their cost based upon ECI's specification, with the aim of appointing another contractor to supply the same or similar items at around the previous cost.

Staff have had sight of the colour choices for walls, screens, flooring and blinds, and samples of the mobile

units which they will be using have been purchased. Furniture lay-outs on both floors have been finalised.

#### *Decant*

Following the tendering exercise, the contract has been awarded to Commercial Transfer Ltd of Bristol. This company has carried out work in the area previously, notably the recent moves for Cardiff Library. They also have testimonials from other Record Offices whose moves they have handled successfully.

Their submission included an innovative solution for removal of that part of the Collection currently housed at the Maltings. They propose to construct a scaffolding tower and builders' hoist alongside the external fire escapes. The Maltings is without any form of lifts and all our storage there is on upper floors. The potential for damage during removal is therefore huge and whilst other companies mentioned in their bids the means that they would employ to remove items only the selected tenderer provided a robust method statement to ensure the safety of the Collection.

Detailed discussions will now take place to establish a sound plan for the move.

#### *ICT*

Cardiff University has now indicated that they will be unable to provide full ICT services to New GRO. This is something of a disappointment as we currently have a good relationship with them and they provide a very cost-effective service. They are in the process of identifying which services they are able to provide and at what cost.

As a result, the best commercially available solution is currently being explored. The team has met with a range of companies to discuss options; several have submitted indicative costs for providing ICT and telephony, all within the budget that has been established.

A detailed specification is in the course of development and the advice of Cardiff CC Procurement will be sought.

#### *Publicity*

The new building continues to attract interest in the media and in trade publications.

At this stage there is nothing on the new building to identify its function, as several people have noted to staff.

In response, bi-lingual banners have been ordered with the name, contact details and proposed date of opening. One will be affixed to the fence of the retail park and the other, on completion of the roadway, to the Sloper Road entrance.

The Record Office is one of five local repositories (and the only one in Wales) partnering the Parliamentary Archives in a major project to demonstrate the impact of the Westminster government on selected localities. An exhibition to launch the project 'People and Parliament: Connecting with Communities' will be held in the Palace of Westminster in July 2009 with traveling exhibitions expanding the themes planned for the next year. The Glamorgan exhibition will be at the end of the sequence but will form part of our long launch. For the initial exhibition two letters from the Agent to the Glamorgan Estate of Lord Bute will be loaned to complement the item on display from the Parliamentary Archives, plans for the Bute Ship Canal, later the West Bute Dock, completed in 1839.

*Added value*

We are pleased to report that the application submitted to CyMAL's Strategic Grant Programme for assistance with the large conservation wall board has been approved and £13,315.56p has been awarded.

Other 'added-value' projects will be identified and funding applications made as they arise.

**B. TO ENHANCE THE COLLECTION**

**1. To maintain existing service levels**

*Ensure consistency*

The last three months have seen the total number of accessions received increase by 42% in comparison with the last quarter. There has been a slight drop in accessions processed within the target time of 15 days, down from 60% to 55%.

A database is being constructed to establish a complete list of all collections held. This will act as a guide against which all progress in developing accessibility, through electronic catalogues and online archival networks, can be measured. This will also prove a useful tool in ensuring that up to date reference numbers are maintained, many of which have changed in response to Record Office practices.

### *Maintain CALM*

Since 1 April 2009 all staff have been cataloguing directly onto CALM. From the database we are able to produce hard copy lists in order to maintain catalogues currently available in the searchroom. Staff competency in the use of this database is being continually assessed.

Following visits and correspondence with other record offices the most efficient method for importing data from paper catalogues into CALM has been selected. Students employed via the Unistaff job shop and volunteers have made great progress, collections DX1 – DX850 already having been retyped and are awaiting import into CALM.

A training schedule for the development of operational staff skills in the use of CALM is currently under development. The ability to search the database will prove a useful tool to assist readers in the searchroom and to respond to telephone enquiries at Reception.

### *Maintain conditions in existing accommodation Glamorgan Building*

During routine cleaning of the light wells several pigeon nests were discovered in a disused dehumidification unit housed in one of the light wells. This has now been removed. Following an inspection by the University Estates cleaning section the cleaning regime has been increased from monthly to weekly and additional control mechanisms put in place.

Chubb continue to carry out regular tests on the alarm, fire suppressant and smoke detector systems.

### *Atlantic Wharf*

Some of the mobile shelving in the Atlantic Wharf strongroom has begun to stick due to poor weight distribution. The situation is being monitored at present.

### *City Hall*

Storage conditions in City Hall turrets continue to be monitored by Harvey Thomas, Records Officer in conjunction with the Conservator.

### *Assess demands for conservation work*

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

- Two letters from the Bute Estate collection have been cleaned and repaired prior to being loaned to the Parliamentary Archive for an exhibition [DA/16/7 & DA/27/93] and a condition report prepared for insurance purposes.
- A collection of 10 framed items from a deposit of Royal Antediluvian Order of Buffaloes records have been removed from their frames, cleaned and repackaged [D615/23, 24, 30 & 32-38].

*Continue liaison with contributing authorities on records management*

The Glamorgan Record Office continues to facilitate the South Wales Information Forum (SWIF) which was attended this quarter by Charlotte Hodgson, Principal Archivist and Harvey Thomas, Records Officer.

Merthyr Tydfil C.B.C. has had its building regulation files scanned by a commercial firm. Record Office staff identified files for permanent selection from a list provided by the Council which the scanning company will store until they can be transferred to the new building.

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

*Plan for the use of CALM in the NGRO*

The Principal Archivist, Project Officer and Archivist responsible for collection management have continued to meet regularly to plan the future development of CALM.

The creation of an electronic catalogue has been identified as a priority task for the current year. Work has begun to fully populate CALM's Catalogue database with details of the Office's holdings. From 1 April, new accessions are being catalogued directly into CALM, while a pilot programme to retype existing hard-copy catalogues has commenced. This sees lists that exist in hard-copy only retyped into an MS Excel template which is then imported into CALM. Conversion progress is being monitored to determine whether additional resources are required to meet the planned completion date of March 2010.

Research has continued into the practicality and desirability of developing other aspects of CALM's functionality with the aim of producing a detailed project plan in the next quarter. Use of CALM's document production module has been explored as a replacement for the current manual system, while the public interface

options for the electronic catalogue and the package's ability to manage digital images and electronic records have been investigated. As part of this ongoing research, contacts have been established at the record offices in Swansea, Cambridge, Shrewsbury, and Gloucester, as well as at the Parliamentary Archives, and a visit was made to Hampshire Record Office in Winchester. CALM's developers, Axiell (formerly DS) have also provided technical assistance.

Following a visit to the IFSEC security expo at NEC Birmingham on 11 May by the Programme Manager and Project Officer, it was determined that *Lobbyworks*, the proposed visitor management system for NGRO, was unsuitable for the Office's needs and that implementation of CALM's User module, which manages details of visitors, would be a more cost-effective solution. Consideration of how the module can be customised to best meet anticipated needs is continuing.

#### *Plan for the receipt of digital records*

A steering group has been established to devise and implement a strategy for the acquisition and preservation of, and secure access to electronic archival material. At the first meeting of the group in May, five broad areas were agreed upon for action:

- Devise/purchase a content management system for digital copies of items which exist in physical format in the collection, and investigate options for linking these images to their CALM catalogue entries.
- Establish a system for the transfer and storage of Local Authority records created in electronic format. This would include work to identify material appropriate for permanent preservation.
- Establish a system for the storage of electronic deposits from private individuals and organisations.
- Investigate and implement a system to allow secure access (by the public) to material stored in an electronic format.
- Investigate acquisition, preservation and access issues with regard to electronic sound and vision material.

The group will also be looking at extending the use of existing CALM software to further facilitate ease of

access to electronic material, most particularly electronic images of hard copy items within the collection, in the public searchroom.

*Prepare for the receipt of records*

The transfer of material to other record offices and museums has continued. West Glamorgan Archive Service collected the records of the Swansea Constabulary amounting to sixty five volumes and five boxes.

Editing of the depositors database, maintained in CALM, has now been completed. This will enable us to ensure all depositors receive up to date information regarding the new office and arrangements for the receipt of records.

Contact has been made with J R Freeman cigar factory, Penarth Road who intend to deposit a photographic collection with us upon their closure in September. Although space is at a premium we are making arrangements to ensure that this significant collection stays in South Wales.

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

### **1. To maintain existing service levels**

*Ensure consistency in application of standards*

Further templates for standard replies to enquiries covering registers of electors, coroners' records, police and Poor Law have been drafted and circulated to staff for comment.

The summary list of our holdings of parish registers which is used in the searchrooms has been updated and reprinted to include recent accessions, including those transferred last year from the National Library of Wales. Microfilm copies of nearly all the transferred registers are already held in the Record Office and are included in the summary list.

Following the survey of telephone enquiries measures were introduced to handle all remote enquiries consistently. Telephone enquiries are now answered immediately if staff have the knowledge or access to the information from their workstation. Staff working on reception can do most of this. A call may occasionally be passed to an Archivist or Conservator but otherwise the caller will be asked to put the enquiry in an email or letter and it will be treated in the same way as any written

enquiry. So far there have been no issues with the system.

Remote enquiries form a large part of public service provision, and one which is greatly appreciated by users. A recent email in response to a successful search is typical of many received:

"I can't thank you enough for the wonderful package of information I received yesterday. It was so wonderful to read the history of Calfaria Chapel and see my 2nd great grandfather's name listed...The document paints a wonderful picture of part of the history of my family, when they lived in Clydach Vale so long ago. ..All the work ...the staff of the Glamorgan Record Office do is greatly appreciated. And is especially helpful for those of us who have limited opportunities to travel to Wales."

The Public Services Team is back to full strength with the return of one member from secondment and another from long-term sickness. In preparation for the change in existing working practices which the new building will require all operational staff now share the public service duties of searchroom supervision, document production, reception and digitisation. The Conservation Team lend a hand as necessary and training is on-going. Collection of documents from the outstores has been included in the rota, two members of staff including an archivist are assigned each week; instructions in the procedures for collecting and retuning documents have been drawn up.

*Manage programme of on-site group use*

A family history class held under Cardiff Council Adult and Community Learning visited the Office and was given a display of documents, and a talk on the work of the office. A party of Japanese students from Kumamoto University also paid an impromptu visit as part of their tour of Cardiff University.

Members of the Maerdy Community Archives Group were welcomed for a tour and a talk during which documents from their locality were made available. Staff from Rhondda Cynon Taf C.B.C. Library Services Mercury Project also visited. This project involves liaising with schools in the County Borough to digitise their records. Those records collected in the course of this exercise were deposited during the visit.

Altogether seven groups came to the Office during the quarter for tours and talks and a total of 92 people signed

the visitors' book as members of groups. Four group meetings were held in the Office.

A proposal is under consideration by Cardiff University to reorganise the courses in the Centre for Lifelong Learning which would result in the closure of the bulk of the humanities sections. Should the proposal be confirmed the Office's courses will be among those affected. Alternative delivery methods are currently being explored.

*Maintain service to educational users*

The First Friday group met three times. Margaret Gregory, a member of the group was awarded the PhD degree by the University of Wales for her dissertation on the Monmouthshire Constabulary.

A familiarisation day for primary school teachers took place in April with 11 teachers attending the course. The teachers came from schools in the Rhondda Cynon Taff, Merthyr Tydfil and Bridgend areas. They were given an introduction to primary sources which can be used in the classroom as well as a chance to look at original documents. Two guest speakers attended the event. David Maddox spoke on the Welsh Heritage Initiative Awards with the aim of persuading more teachers to enter the annual competition. Janet Watkins, from Hengoed Primary, spoke about her experience of using the Record Office on a teacher placement in 2008, working on the 1984 miners' strike. She spoke enthusiastically about the project and the primary resources she was able to use. Children were also encouraged to ask their families about their memories of the time and she invited a union leader, miner and police officer come to talk to the children about their experiences on the picket lines during the strike.

Unfortunately, none of the teachers attending the familiarisation day were able to secure funding to carry out placements during the remainder of this school year, but have expressed interest in doing so in the future.

Twenty pupils from class 5 at Creigau Primary School came on a visit in March. The trip was funded by a Welsh Heritage Initiative Award won by teacher, Julie Elliott, in part for her work done on a teacher placement at the Office in 2008. The children spent time looking at resources for the Bute Dowry and also records relating to Cardiff Bay and their local area. They enjoyed a tour of the Office, completing a Record Office quiz as they progressed round the strongrooms and searchrooms. The demonstration of the box making machine was a

highlight and all the children were given boxes inscribed with their names to take home. Following the visit the children compiled an excellent powerpoint presentation describing their day, illustrated by photographs of children and staff taken by the teacher. The Record Office has a copy of the presentation which can now be used to advertise our education work.

A group of pupils from Hengoed Primary School visited with their current teacher, Bob Pickford. The students spent part of the day having a tour of the strongrooms and answering a quiz which reinforced information about the role of the office and how it operates. The rest of the day was spent looking at records previously selected by the teacher on the history of an area around Hengoed Viaduct, looking particularly at the Hengoed and Maescymmer Station Houses and their inhabitants. This class had worked on the history project on the miner's strike of 1984 and the teacher responded to their request to do more work on original source material by arranging this trip.

The Glamorgan Archivist and Charlotte Hodgson attended the Careers Wales Cardiff and Vale Most Valued Partner Awards at St David's Hotel, Cardiff Bay in March, to receive the Education Business Partnership Award for Teacher Placement 2008. The award was in recognition of the success of the Office's teacher familiarisation days, citing its 'continued support of both primary and secondary teacher placements and encouraging follow up support, project activities and class visits'. A press release on the award has been sent to CyMAL for inclusion in its magazine, together with photographs of the visit by Welsh School of Architecture students, reported to a previous meeting of this committee. The Office was invited to participate in a Business Ambassadors Workshop organised by John Oliver, of Careers Wales, Cardiff and the Vale. Charlotte Hodgson spoke to the workshop about working with Careers Wales and the Education Business Partnerships and the mutual benefits accruing.

#### *Liaise with heritage initiatives*

The South Wales Record Society met at the Office. In attendance was Gael Chenard, a trainee archivist from the Institut National du Patrimoine in Paris. He was on an internship with West Glamorgan Archive Service and spent time with Swansea University Archives. Ahead of the meeting Gael spent the day in the Office observing

working practises and discussing plans for the new building.

The Glamorgan Archivist attended a meeting of the Rhondda Cynon Taf Heritage and History Co-ordination Group at Cynon Valley Museum and of the Plasnewydd Forum at the newly refurbished Penylan Library in Cardiff.

The Principal Archivist attended the joint Annual General Meeting of the South Wales Record Society and Glamorgan History Society. She also attended the first of the Ursula Masson Memorial Lectures given by Deirdre Beddoe and held at the University of Glamorgan.

The National Archives' Poor Law project continues to attract volunteers for the Glamorgan section.

*Manage programme of external events*

The Principal Archivist gave a presentation on the work of the Office as part of a series of lectures hosted by Cardiff Castle.

The Glamorgan Archivist spoke at the annual CILIP conference of Welsh librarians on the new building, its design and aspirations for service provision after the move. The topic of the conference was "Space for All".

She was interviewed on the BBC Radio Wales programme, Good Evening Wales, on the local links with Donetsk when the Ukrainian city's football team reached the finals of the UEFA cup in May.

The story of Hughesovka made the pages of the *Big Issue* in May. The magazine ran a feature on Malcolm Pryce's novel *From Aberystwyth With Love*, the fifth in his best-selling crime/comedy series. This time the novel sees hero, Louie Knight, in Hughesovka and the *Big Issue* article gave details of the founding of the town by John Hughes of Merthyr Tydfil. Contact has been made with both the *Big Issue* and Malcolm Pryce to make them aware of the Office's online resource on Hughesovka and the Hughesovka Research Archive and it is hoped that the continued publicity surrounding the novel will prompt new users to the site.

Ukrainian interest in the story is increasing as this year sees the 140<sup>th</sup> anniversary of the city's foundation. The Office of the mayor of Donetsk has been in contact and information and images will be exchanged to promote the event.

Copies of the glossy leaflet and other family history material were sent to the organisers of a Genealogy Jamboree, a three day event being held in Southern California, in June. The focus of the Jamboree is tracing Welsh, English, Irish and Scots ancestry and provides a useful means of publicising our service amongst American genealogists.

#### *Women's Archive of Wales*

Meetings of the Executive Committee, attended by the Glamorgan Archivist, have been hosted at the Record Office. The Glamorgan Archivist also arranged a meeting of the Project Management Group with the Heritage Lottery Fund monitor, again, at the Record Office.

This quarter has seen the transfer of artefacts received via the WAW HLF Roadshows to Cardiff Museum. Some of the material received is more suitable for deposit within a museum rather than an archive and the Glamorgan Record Office continues to work closely with the museum sector as well as archive repositories across Wales to ensure that collected material is deposited in the most appropriate repository.

The Women's Library in London is running a Leverhume funded project to explore and record local experiences of the women's liberation movement in the 1970s. Events have been held around the UK and the Wales partner is WAW and the Glamorgan Record Office. In May a highly successful workshop was organised in Cardiff Museum with high profile contributors including Jane Hutt and Deidre Beddoe. A number of participants have offered material for deposit.

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

### *Develop website*

A feature on the Ewenny Priory grant of 1545 was put onto the newsfeed section of the Record Office website in April. The initial letter of the deed has a sketch of Henry VIII, showing the King in middle age. The deed was highlighted to coincide with the 500<sup>th</sup> anniversary of the King's accession to the throne and the feature was publicised on the National Archives website and by CyMAL as part of Archives Awareness Campaign.

The Glamorgan Family History Society regularly publish a newsletter for its members. The editors will be using the

information on the Office website's news area in its future publications

*Contribute to ARCW's strategic grant programme*

'Powering the World' is an all-Wales project funded through the National Cataloguing Grant Scheme. Following discussions among contributing repositories the cataloguing standards adopted by the project will be those developed at Glamorgan. Consideration has been given to submitting a bid for funds in the current year. Favoured themes are the Arts and religious organisations.

As a result of its active role in educational projects and its contribution the research project 'Inspiring Learning through Archives' the Office was asked to represent ARCW at the Learning Advisory Group of the People's Collection. Staff have attended meetings, commented on discussion papers, and had input to the project which will create digital content on-line about the history and culture of Wales. This content will include contributions from national and local archives, libraries and museums as well as contributions from the public. Staff from the company contracted to produce the pilot site have visited the Office and discussed with the Glamorgan Archivist and Hannah Price, the Archivist with responsibility for Collections Management, existing finding aids and methods of integrating archive content into the plans.

The Principal Archivist attended a meeting of the Archives and Records Council Wales at which the National Archives presented the consultation document *Archives for the 21<sup>st</sup> Century*. Among the examples of good practice cited is the New Glamorgan Record Office, an example of collaboration and investment for improvement. Images of the new building also appear on the TNA website advertising the document.

*Manage contingency plan for access*

Advice was sought from The National Archives on plans for access to transferred Public Records during any closure of the searchroom during the move to the new building. The reply included 'we understand that temporary arrangements during a new building project are inevitable and will lead to improved access in the long run. We see this as reasonable.' The reply also referred to access under the Freedom of Information Act and Environmental Impact Regulations and the Local Government Act, 1972; these include legal obligations on

the Office to make certain records available, and we will observe these requirements during any closure.

A notice of possible searchroom closure has been prepared and has been circulated initially to users in higher education.

## **D. TO ENSURE EFFECTIVE MANAGEMENT OF RESOURCES**

### **1. *To maintain existing service levels***

#### *Maintain appropriate levels of staffing*

The quarter has seen the welcome return of one member of staff from long-term sick leave and another from a secondment to Community Archives Wales.

Jacqueline Merry terminated her employment and voluntary work in March when she found employment with CADW. She was given a volunteer placement through the charity QUEST in April 2008 and worked on digitising glass negatives; she subsequently also undertook paid work on a casual basis, processing copying orders from the public. In her resignation notice Jacqueline wrote:

“I would like to thank you for accepting me for the volunteer work in the first place...It has really made a huge difference to me and I feel played an important part in getting me the paid placement...I will always be grateful for the chance to ...get valuable work experience.”

We are currently discussing with QUEST the placement of another volunteer.

Carol Dorse, a volunteer placed by SCOPE, has been given casual paid employment for one day per week to enter details from reader registration cards into a database. Another former volunteer, Ffion Davies has been employed through Cardiff University's Job Shop to enter catalogue entries in a database for transfer to CALM.

Volunteers who are seeking experience to help them into paid work are given tasks appropriate to their skills and experience. In addition they are included in development opportunities as they arise. Other volunteers want a taste of the profession and for them we offer a broad placement, shadowing various aspects of the job over a period of a few days or weeks.

Shortly after undertaking a period of voluntary work, David Fitzpatrick, a graduate, obtained a trainee post at Aberystwyth University which will prepare him to apply for a professional archive course.

A student from Treorchy Comprehensive School spent a week in the Office on a work experience placement. A graduate student interested in a career in archives was also given a placement for two weeks.

Dafni Kyropoulou, a conservation volunteer who also worked for a period in the packaging team, has received the first Clare Hampson scholarship award for her research into the problem of dust in historic libraries.

A final group of volunteers are no longer economically active but offer us their life-time skills in a new role. We are fortunate to have two former members of staff in this category. These volunteers usually work on extending finding aids by adding detail to the catalogues produced by staff. Their current work supports the move to the new office, mostly inputting catalogues into the CALM database. This will establish a good body of work for professional staff to edit in preparation for electronic access to the catalogues at item level in the new building.

Five volunteers worked a total of 153 hours during the quarter.

#### *Continue commitment to liP*

Individual training has been reported under the target to which it applies.

Charlotte Hodgson, Principal Archivist attended sessions at the Welsh Libraries, Archive and Museums Conference *Space for All*, which dealt with the library experience in change management and promotion of services. Both issues are of particular relevance ahead of the move to the new building. Mrs Hodgson also attended a course in Practical Project Management at Cardiff University.

Cardiff County Council's Personal Performance and Development Scheme has been examined with a view to utilising the review toolkit in the forthcoming staff Personal Development Reviews.

#### *Monitor office systems to ensure compliance*

Cardiff County Council's systems are now being used although as problems continue with the SAP access staff are currently working with hard copy forms and order

books. Training has been set up and will be progressed once the closure of accounts with Rhondda Cynon Taf CBC is complete to avoid confusion.

**3. To complete essential projects**

*Integrate electronic and paper filing systems*

Work has continued to establish the primacy of the electronic filing system. Folders are being weeded and gaps identified. Staff are instructed to file electronically whenever possible.

*Gather information on Investors in Volunteers and PACR*

Charlotte Hodgson attended a course on volunteer involvement organised by the Museums Association. Museums have successfully harnessed public interest in their collections through the inclusion of groups and individuals as volunteers in a range of capacities. The Office hopes to learn from their example by developing its current programme, once the move to the new building is completed.

*Complete hand over of services*

The hand over of services was completed this quarter. Staff successfully passed from the employment of Rhondda Cynon Taf CBC to that of Cardiff County Council. A number of preparatory meetings were held with officers of both authorities followed by initial training sessions with officers of Cardiff CC, the Glamorgan Archivist and Karen Jones, Administrative Officer. In addition, the Glamorgan Archivist has attended operational managers' meetings with Citizen and Democratic Services and with her designated Chief Officer in the authority.

**SUMMARY**

The major event of the quarter was the transfer to Cardiff County Council which has been achieved with a minimum of disruption to staff thanks to the efforts of the officers assigned to assist us. The new building is progressing well with the programme team now considering detailed requirements and staff are increasingly involved in decision making.

**Susan Edwards  
Glamorgan Archivist  
5 June 2009**

## Appendix 1: Accessions

<b>Phoebe Hargreaves of Caerphilly, Papers, 1905-1933</b>			
<b>Accession No:</b>	2009/20	<b>Reference No:</b>	DCAEHS8
Phoebe Hargreaves of Caerphilly, midwife: register of cases, photograph of Phoebe Hargreaves.			
<b>Stephenson and Alexander, Estate Agents, Records, 1913-1924</b>			
<b>Accession No:</b>	2009/21 2009/22 2009/36	<b>Reference No:</b>	DSA/12/2870-2899 DSA/6/928-1046 DSA12/2900-2924
Particulars and notices of sales.			
<b>Gileston Ecclesiastical Parish, Records, 1814-2009</b>			
<b>Accession No:</b>	2009/23	<b>Reference No:</b>	P11CW/3, P11CW/6
Baptism register 1814-2004, burial register 1814-2009.			
<b>The Royal Antediluvian Order of Buffaloes, Records, 1891- 1897</b>			
<b>Accession No:</b>	2009/24 2009/45 2009/58 2009/60	<b>Reference No:</b>	D615
Records of the Prince of Wales, Major Gaskell and General Lee Lodges, Barry.			
<b>Ramah Congregational Church, Treorchy, Records, 1905, 1911</b>			
<b>Accession No:</b>	2009/25	<b>Reference No:</b>	D604
Programme of A Grand Exposition (1905); Official Handbook of the Grand Bazaar (1911).			
<b>Women's Archive Wales, 1935-1938</b>			
<b>Accession No:</b>	2009/26	<b>Reference No:</b>	DWAW36
Letters to Mrs D Sims Williams, mostly from Mrs O Richardson, Trealaw.			
<b>Women's Peace Camp, Greenham Common, Photograph, 1988</b>			
<b>Accession No:</b>	2009/28	<b>Reference No:</b>	DWAW38
Letter card with photograph of banner at Women's Peace camp, Greenham Common.			
<b>Glamorgan Record Office purchased records, 1915-1919</b>			
<b>Accession No:</b>	2009/29	<b>Reference No:</b>	D603
Copies of telegrams received and sent by R W J Sutherland and Sons, shipowners, Boston Buildings, James Street, Cardiff.			
<b>Cardiff Civilian War Dead 1939-1945, 2009</b>			
<b>Accession No:</b>	2009/30	<b>Reference No:</b>	
List of Cardiff Civilian War Dead (1939-1945), listing name, age at death, where lost/where living if different, when lost and source of information. Compiled by M D Glover.			
<b>Stephen Luke of Maesteg, Collection, 2008</b>			
<b>Accession No:</b>	2009/31	<b>Reference No:</b>	D559
Maesteg Legion Newsletter, Remembrance Day Edition (Vol. 1, Iss. 1) Winter 2008; The Llynfi News (Vol. 9, Iss. 9), Nov/Dec 2008.			
<b>Mid Glamorgan Area Health Authority, Records, 1973-1995</b>			
<b>Accession No:</b>	2009/32	<b>Reference No:</b>	D605
Minutes, agenda, papers.			
<b>Glamorgan County Council Highways Section, Records, [1970s-1990s]</b>			
<b>Accession No:</b>	2009/33	<b>Reference No:</b>	GD/R/6-7
Plans on aperture cards and publications used by the department.			
<b>Benjamin Jones, Grocer, Aberaman, Papers, 1900</b>			
<b>Accession No:</b>	2009/34	<b>Reference No:</b>	D606
Print of 'The Deserter', with calendar of 1900, presented by Benjamin Jones, Grocer, Aberaman.			

<b>Cowbridge Monday Club, Records, 2003-2007</b>			
<b>Accession No:</b>	2009/35	<b>Reference No:</b>	D408/12
Album of photographs and cuttings.			

<b>Anthony M Ernest and Robert M Ernest of Penarth, Collection, 1960</b>			
<b>Accession No:</b>	2009/37	<b>Reference No:</b>	D387
Programmes, posters and newscuttings relating to the Penarth Operatic and Dramatic Society and the Orbit Theatre Company.			

<b>High Sheriff of South Glamorgan, Records, 8 Apr 2009</b>			
<b>Accession No:</b>	2009/38	<b>Reference No:</b>	D610
Commemorative booklet and declaration from the ceremony of the swearing in of the High Sheriff of South Glamorgan, Professor Anthony James Hazell, held at the Senedd.			

<b>George Hatch, Abercynon, Collection, 1951-1959</b>			
<b>Accession No:</b>	2009/39	<b>Reference No:</b>	D608
National Union of Mineworkers, South Wales Area: Minutes and accounts			

<b>Beti Rhys of Cardiff and Aberystwyth, Papers, 1909-2003</b>			
<b>Accession No:</b>	2009/40	<b>Reference No:</b>	DWAW39
Photographs, manuscripts, publications, diaries and personal papers of Beti Rhys, author.			

<b>Ethel Lewis of Bridgend, Collection, 20<sup>th</sup> century</b>			
<b>Accession No:</b>	2009/41	<b>Reference No:</b>	D609
Photographs, newspaper cuttings and Conservative Party publications collected by Ethel Lewis during her time living in Bridgend and Kingston-upon-Thames. Cuttings from the Glamorgan Times written by her father, George Warrington, and papers relating to the Primrose League in which his wife, Jenny Warrington, was involved.			

<b>Construction of the Glynneath By-Pass Final Account, 1975</b>			
<b>Accession No:</b>	2009/42	<b>Reference No:</b>	GD/R/8
Neath - Abergavenny Trunk Road Route A465. Construction of Glynneath Bypass. Final Account 1975.			

<b>Cardiff Unitarian Church, Records, 1885-c.2003</b>			
<b>Accession No:</b>	2009/43	<b>Reference No:</b>	DUNI4
Accounts, minutes books, correspondence and other records relating to the administration of the West Grove Unitarian Church.			

<b>Caerphilly Methodist Circuit, Records, 1875-2008</b>			
<b>Accession No:</b>	2009/46	<b>Reference No:</b>	DWES
Preaching plans; baptism registers for Caerphilly, Llanbradach, Trethomas, Ystrad Mynach, Abertridwr, Senghenydd.			

<b>Merthyr Tydfil YWCA, Records, 1946-1958</b>			
<b>Accession No:</b>	2009/47	<b>Reference No:</b>	DWAW40
Report on Merthyr Tydfil YWCA; invitation to opening of new hostel, Cardiff; plan of 3rd floor, Blind Institute, Newport Road Cardiff; postcard.			

<b>Côr Cochion Caerdydd, Records , 2005-2009</b>			
<b>Accession No:</b>	2009/48	<b>Reference No:</b>	D254
Photograph albums; correspondence and printed misc.			

<b>Marriage Registers, 1924-2004</b>			
<b>Accession No:</b>	2009/49	<b>Reference No:</b>	
Meeting Room Radyr Road, Llandaff Cardiff (26 Dec 1972-2 Oct 1973); Fair oak Chapel, Lisvane (11 Jul 1981-7 Aug 1993; 18 Sep 1993-27 May 2000); United Reform Church, Saintwell, Ely, Cardiff (13 Apr 1988-1 May 2004); Roath Park Congregational Church (31 Dec 1924-14 Jul 1926; 2 Aug 1926-2 Dec			

1931; 5 Dec 1931-22 Jun 1936; 11 Jul 1936-9 Jul 1942; 11 Jul 1942-18 Aug 1951; 8 Sep 1951-5 Oct 1963; 28 Mar 1964-20 Feb 1971). Superintendent Registrar's Certificate for the Registry of Roath Park Congregational Church, Penywain Road, Cardiff for the solemnization of marriages (26 Apr 1910).

#### **Llancarfan Society, Records, Apr 2009**

<b>Accession No:</b>	2009/50	<b>Reference No:</b>	DLCS
Bulletin providing the Society calendar for 2009.			

#### **Car Log Book and Service Record, c.1960**

<b>Accession No:</b>	2009/51	<b>Reference No:</b>	D611
Log book and service record for Cardiff registered car RBO 538.			

#### **Lansdowne Primary School, Records, 1908-1941**

<b>Accession No:</b>	2009/52	<b>Reference No:</b>	EC15
Two stock and stores books (Mar 1907-Mar 1915 and Mar 1932-Mar 1941); punishment book (Jan 1925-Oct 1966).			

#### **Beatrice Smith of Cardiff, Collection, c.1990-2008**

<b>Accession No:</b>	2009/53	<b>Reference No:</b>	D614
Photograph albums of the Llanbradach floods (2008) and Graddfa Road (2006). Also two address books which belonged to Dennis Martin of Llanbradach, (d. 1998) member of the New Communist Party and one of the organisers of the Rhymney Valley Miners Support Group during the coal strike of 1984.			

#### **St Michael's School, Records, 1890-1966**

<b>Accession No:</b>	2009/54	<b>Reference No:</b>	
Log books (28 Sep 1890 - 1 Sep 1938 and 13 Sep 1934 - 9 Feb 1966).			

#### **Caerphilly Workman's Hall, Records, 1925**

<b>Accession No:</b>	2009/55	<b>Reference No:</b>	
Photograph of the officials and committee of the Caerphilly Workman's Hall. Individuals are named.			

#### **P.W.T. Henry of Cardiff, Papers, 1937-1943, 1950**

<b>Accession No:</b>	2009/56	<b>Reference No:</b>	D620
Diaries: 1941, 1942 and 1943; school notebooks, Annual Report of the National Museum of Wales (1949-1950).			

#### **Report on the State of Glamorgan, c.1810**

<b>Accession No:</b>	2009/57	<b>Reference No:</b>	D618
A report into the state of agriculture in Glamorgan, probably by John Franklin of Llanmihangel.			

#### **Methodist Church Penarth, Records, 1904-1999**

<b>Accession No:</b>	2009/59	<b>Reference No:</b>	D65
Dinas Powys Methodist Church Council, minutes 1979-1999; Methodist Church Penarth Circuit plans and directories, 1956-1971; Trinity Wesleyan Choir, Penarth, registers, 1904-1922; 'Contact' newsletters, 1990-1993; District Home Mission Committee (Cardiff and Swansea District), 1982-1996; Sponsoring Authority for St Davids (later known as Sponsoring Authority for Cardiff East), minutes, 1982-1997.			

#### **Ursula Masson, Historian, Papers, 1997**

<b>Accession No:</b>	2009/61	<b>Reference No:</b>	DWAW30
'Guide to Sources for the Women's Liberation Movement in South Wales' compiled by Avril Rolph, edited by Ursula Masson and Avril Rolph. Produced for the Regional Research Programme of the University of Glamorgan.			

#### **Brynmenyn Primary School, Bridgend, Records, 1969-1997**

<b>Accession No:</b>	2009/63	<b>Reference No:</b>	EM13/7
Admission register.			

#### **Ferndale Junior School, Records, 1891-1991**

<b>Accession No:</b>	2009/64	<b>Reference No:</b>	
Admission registers and log books.			

#### **Ferndale Infants School, Records, 1928-1996**

<b>Accession No:</b>	2009/65	<b>Reference No:</b>	ER16
Admission registers and log books.			

<b>Roath Park Primary School, Records, 20<sup>th</sup> century</b>			
<b>Accession No:</b>	2009/66	<b>Reference No:</b>	EC44
Attendance registers.			

<b>Christine Mary Batten of Cardiff, Papers, 1854-1991</b>			
<b>Accession No:</b>	2009/68	<b>Reference No:</b>	D622
Personal and legal papers of Christine Mary Batten, deceased.			

<b>Ynyshir Primary School, Records, 1911-1997</b>			
<b>Accession No:</b>	2009/69	<b>Reference No:</b>	ER49
Log books, admission registers and a class teacher's syllabus and note book.			

<b>Dyffryn Infants School, Records, 1903-1995</b>			
<b>Accession No:</b>	2009/66	<b>Reference No:</b>	ER15
Admission registers and log books.			

<b>Parc School, Records, 1909-1989</b>			
<b>Accession No:</b>	2009/66	<b>Reference No:</b>	ER23
Admission registers and log books.			

### **Notable Accessions:**

#### **Phoebe Hargreaves of Caerphilly, Papers** **Reference: DCAEHS8**

Phoebe A. Hargreaves, worked as a midwife in Caerphilly from 1905 to 1931.

This material includes case books spanning the period detailing name of mother, address, number of previous labours or miscarriages, duration of labour, complications, sex of infant, whether full term, if doctor called to be present and condition of mother and infant. A photograph of Hargreaves in nurse's uniform was also deposited.

#### **Beti Rhys of Cardiff and Aberystwyth, Papers, 1909-2003** **Reference: DWA39**

A Presbyterian minister's daughter, Beti Rhys was born in Port Talbot, on 2 April 1907. She was educated at Howell's School for Girls, Llandaff, and later read Welsh at University College, Cardiff. She taught at several schools before settling down at Pentre Secondary School in the Rhondda.

In 1950 she opened Cardiff's first university and Welsh language bookshop in Castle Arcade. The shop quickly became a success, and before long she opened a second shop in Park Place, Cardiff, which was run by her sister Nelian.

In retirement Beti Rhys wrote two accounts of her travels, *Crwydro'r Byd* (Travelling the World) and *I'r India a thu hwnt* (To India and Beyond). She also

wrote a biography of her great uncle Evan Rees, Archdruid of Wales from 1905 to 1923. She died on 5 April 2003 aged 96.

These papers not only cover Beti Rhys' career but also provide evidence of the concerns of an elderly woman: the need to make arrangements, including the sale of property, to cover the expense of care.

### **Cardiff Unitarian Church, Archives, 1883-2005**

**Reference: DUNI4**

The Cardiff Unitarian Church was established in December 1879, their earliest meetings being held in private houses. By July 1880 lay officers were appointed and the congregation met regularly at various locations across Cardiff including Cardiff Arms Assembly Rooms and the Templers Hall Arcade. Building of the West Grove Unitarian Church, designed by E H Burton, commenced in 1886 and by 1891 it had opened its doors. In 2002 the congregation moved out of the church and into smaller premises at the Friends Meeting House, Charles Street.

Records range from correspondence of 1881 to a 2005 valuation report for the church building tracing the history of the congregation since its earliest days.

### **Royal Antediluvian Order of Buffaloes, Archives, 1891- 2008**

**Accession: 2009/45**

**Reference: D615**

The Order was established in 1822 and is a social and benevolent fraternal organisation. It aims to aid members in need and their families and the families of deceased members. It also supports charitable groups. There are four degrees of membership: Brother (1st degree), Certified (2nd degree), Knight Order of Merit (3rd degree) and Roll of Honour (4th degree). Administratively the Order operates in three tiers: Minor Lodge, Provincial Grand Lodge and Grand Lodge. The Order is split into a number of Banners the largest of which is The Grand Lodge of England (GLE) followed by the Grand Council. The Order has three lodges in Barry named the Prince of Wales, General Lee and Major Gaskell.

Records include minute books, cash books, instruction books, scrap books, certificates and photographs.

### **Gileston Ecclesiastical Parish, Records, 1814-2009**

**Reference: P11CW/3 & 6**

Two parish registers for baptisms and burials for the parish of Gileston in the Vale of Glamorgan. Entries were first made in them in 1814 and they were in use by the Vicar, recording baptisms and burials, until 2004 and 2009 respectively.

## 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>
March- May 2008	1097	10	105	1971
June-August 2008	987	7	44	1986
Sep-Nov 2008	1004	11	116	1870
Dec 08 – Feb 09	1042	13	113	1624
March – May 2009	1078	7	95	2235

	<b>Number of enquiries</b>		<b>Number of web-site hits</b>
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
Dec 08 – Feb 09	Postal 175	e-mail 373	7579
March – May 2009	Postal 167	e-mail 550	7423

### Interesting enquiries

We provided information from coroners' papers (with the permission of the coroners) to the Merchant Navy Pensions Authority who were trying to trace the next of kin of deceased sailors.

An author commissioned to write a history of the Women's Institute was given copies of our catalogues of WI material and put in touch with the Women's Archive of Wales.

Francis Martin Russell was a surgeon at Cardiff Infirmary in the 1840s and later a skilled botanical artist. His paintings appear on an online exhibition and the Office found details of his medical career in the Infirmary Annual Reports for the art dealer handling his paintings.

When the RFA tanker Roseleaf exploded in Cardiff docks in July 1919 twelve people were killed. In answer to an enquiry from a naval historian we were

able to suggest the Inquest Registers of Cardiff police ( the coroner's own records not surviving for this period) to confirm the names and ages of those who died and to correct other details inaccurately reported in the press.

It is sometimes a matter of pride to have an ancestor who was transported to Australia as a criminal; Glamorgan Quarter Sessions records contain information on Mary Davies sentenced to 15 years in Tasmania in 1841 who was the subject of an enquiry by a descendant. It may not be such a distinction to be descended from a killer in Maesteg. Morgan Morgan, a collier was convicted of the manslaughter of a 94 year old woman on Christmas day 1900, for which he was sentenced to 12 months hard labour. A relative came across his name listed in Cardiff gaol in the 1901 census and the office provided details from the calendar of prisoners.

Eight enquiries concerning inmates of Poor Law institutions were answered, 11 on the Glamorgan Asylum, Bridgend, 8 on police ancestors and details on 2 adoptions were provided to adoption counsellors.

**Appendix III**  
**Forthcoming events**

**Women's History in Wales' Roadshow, Cyfarthfa Castle Museum, Merthyr Tydfil, Saturday 13 June, 11am-3pm**

Record Office staff will be available to give advice and guidance on photographs and documents brought in by members of the public and general help on family and local history. There will also be a Record Office display and series of advice leaflets to take away.

**Cathays Cemetery Open Day, Cardiff, Sunday 12 July, 10.30am-4pm**

Open Day to celebrate the 150<sup>th</sup> anniversary of the cemetery. Record Office advice leaflets will be available to visitors.

**Local Government Act 1972**

**As amended by the**

**Local Government (Access to Information) Act 1985**

**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**REPORT OF THE GLAMORGAN ARCHIVIST**

**Agenda Item** : WORK OF THE RECORD OFFICE  
1 March to 31 May 2009

**Background Papers**

Search room handlists.

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