

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

THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
2 October 2009  
REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO: 5
REPORT FOR THE PERIOD 1 June – 31 August 2009	

1. PURPOSE OF REPORT

This report describes the work of the Glamorgan Record Office for the period 1 June to 31 August 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 just over 90% complete and the contractors have announced that Practical Completion, which was due to be on 18<sup>th</sup> December, will be brought forward to the end of October 2009.

The outer shell has been complete for some time and the contractor, having noticed some defective external panels that cannot be repaired in situ, has arranged for a number of them to be replaced by the sub-contractor at their cost.

Many of the internal services are complete and once the racking has been installed in each of the 4 strongrooms, they will be closed up and only controlled access allowed so that the conditions within each one can be brought within the parameters required in our specification. Early indications are very promising with temperature and humidity both nearing their optimum values.

Internal decoration and finishing is now starting to take place, with ceilings and internal doors being fitted too. The external surfaces are nearing the course of completion, however there has been little progress with

negotiations for the treatment of the piece of 'no-mans land' reported to last Committee, so this issue has been escalated to more senior staff within the various parties dealing with it.

Quality of work on site continues to be monitored at intervals by our consultants Turner & Townsend, who regularly report on issues with supporting photographs. Client Interface Meetings are held monthly.

A 'Planning for Handover' group has been established with a smaller membership than the regular Client Interface forum. This group meets fortnightly and deals with practical issues that will lead to a smoother handover when the time comes.

Discussions have been held with suppliers to provide necessary services such as security, access control, signage and pest control. Decisions have yet to be taken but will be prioritized in the coming quarter. An initial mock-up of the wall board design has been presented and amendments proposed. In July staff visited the site for the first time since the topping out in January.

## Expenditure Report

Draw down for 6 Authorities	1,277,775.56
To be drawn down with next stage payment	25,758.00
From Reserve	11,842.95
<b>Total</b>	<b>1,315,376.51</b>

Breakdown of Expenditure	
Building construction	1,277,775.56
Land Cost	0.00
Professional Fees	22,664.00
Admin Fees and Internal Costs	0.00
Furniture and Fit Out	0.00
ICT Equipment and Voice Comms	3,094.00
Contingencies	0.00
Planning Risk	0.00
Decant	
Preparation for Decant	11,196.17
Removal Costs	0.00
Conservation Equipment	0.00
Double Running Costs	456.78
Publicity and Launch	190.00
<b>Total</b>	<b>1,315,376.51</b>

Expenditure is within predicted levels and the programme remains on target for completion within budget. Cardiff Council's Capital and Technical Accountant checked that the budget and cashflow was on track on 9<sup>th</sup> September 2009.

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

### *Packaging*

Preparation of the Collection for the decant is essentially complete at both Atlantic Wharf and the Maltings; a small amount of material remains to be referenced, packaged and bar-coded and this will be completed in the next period. The main focus of work will then be the completion of outstanding referencing and packaging issues at Cathays Park.

All completed items are added to the Document Locations database which now contains almost 149,000 entries. Quality checks of the database have been ongoing throughout the decant preparations, but an increasing amount of attention is being given to identifying any problems because of the importance of the database for both day to day operations and for the decant. As well as being the main method by which staff locate documents, the database will also be an essential tool for controlling the decant process. Using the barcodes added to every package, the removal contractor will scan each item out of current storage facilities and, on arrival at the new building, scan each item on to a new shelf. This information will be logged into the database, allowing staff to know the location of any document at any time, and will ensure continuity in day to day operations.

During the quarter a total of 607 boxes has been made and 2688 plans wrapped. Staff have also been packaging non-archival items in the collection for the move (25 so far) including official brass weights and measures, aboriginal artefacts and marble plaques, many of which will be transferred to more appropriate accommodation when time allows.

The packaging team continues the replacement of old archive boxes which are too damaged or weak to survive the move, repackaging their contents as necessary.

<b>Total Number of Materials Packed</b>		
<b>Boxes Made</b>	<b>Plans Rolled</b>	<b>Re-boxing &amp; Repackaging</b>
<b>29,361</b>	<b>58337</b>	<b>150*</b>
<i>*Number of Boxes</i>		

#### *Fit out*

The newly-appointed Interior Design and Fit-out contractor, Bridgend Office Furniture (BOF) has already made good inroads into the design and supply of the bespoke furniture and kitchens for the new building.

Since the original tender, concepts of how staff will actually operate within the new building are constantly being revisited to ensure efficient and effective systems of work. As such, the emphasis on fixed workplaces is being replaced by a more flexible approach where staff will be far more mobile across the whole building. The Programme Team is working with BOF to identify how alternative products can address these changing needs. Flexibility is key to future operations. To help overcome fixed ideas room names will be non-functional in the main and a full staff debate came up with the concept of local rivers to identify rooms which could be shared or publically accessible spaces.

#### *Decant*

The appointed contractor for the actual move, Commercial Transfer Ltd of Bristol, have been notified of the earlier completion date and have indicated that they have the availability to commence the move as soon as the building is accessible.

The first part of the Collection to be moved will be that held at The Maltings. It is hoped that this piece of work will be completed before Christmas.

Detailed planning work is now about to begin with the Project Team and Commercial Transfer to establish a sound workplan.

#### *ICT*

Following Cardiff University's decision to withdraw ICT support when we move to the new building, the Programme Team has entered into detailed negotiations with Cardiff Council's ICT Department.

It was previously reported that the best commercially available solution for ICT would be explored and to that end meetings were held with a number of private companies. However, it became clear that this option brought with it an element of risk which, particularly following our experience with the original company appointed for the fit-out, was too great to bear. The risk can only be obviated by obtaining support from a large public body such as the council.

The current position is that staff of Cardiff Council ICT Department are putting together a package to meet the needs of Glamorgan Archives. The ongoing revenue costs for ICT are likely to be somewhat higher with Cardiff Council than they were with Cardiff University, in part because Microsoft does not deem the archive service eligible for educational software licenses.

#### *Publicity*

Charlotte Hodgson, Principal Archivist and Councillor A.D. Hampton, Vice-Chair of the GAJC, attended the launch of a new exhibition *People and Parliament: Connecting with Communities* which opened at Westminster Hall, Houses of Parliament on 2 July. The exhibition featured two letters from the Bute Estate collection and was opened by Baroness Hayman, Lord Speaker of the House of Lords. The exhibition launches a major four-year Parliamentary outreach project, with Glamorgan Record Office the sole Welsh partner. Following the London exhibition more local versions will travel to the partner offices around which community group work will take place, in our case, linking with the launch of Glamorgan Archives. The Westminster Hall exhibition includes images of the new building.

Plans for the launch year continue with organisations signing up for tours and visits. The Institute of Conservation, ICON, holds its annual conference in Cardiff in March 2010 and a visit to Glamorgan Archives and its conservation Studio has been arranged for paper conservators attending.

The new building continues to attract interest in the media and in trade publications, including an article in Capital Times in August and a Newsline article for Caerphilly CBC in June/July which also described progress of the new Gwent Archives.

#### *Added value*

An application is being submitted to the National Manuscripts Conservation Trust for a project to conserve 4 tithe plans in urgent need of repair. If successful the project will enable the wall board and the conservation Studio to be fully utilized from the outset with the

employment of an additional conservator and involvement from local volunteer groups. The project will link to all-Wales proposals for digitizing the tithe plans of Welsh parishes which Archives and Records Council Wales is currently developing.

## **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 27% in comparison with the previous quarter, an increase of 63% compared with the September quarter in 2008. 74% of new accessions have been processed within the target time of 15 days, up from 55% last quarter. The decision to delay providing collection level descriptions for new accessions until we move into the new building has greatly simplified the accessioning process.

#### *Maintain CALM*

Since 1 April 2009 all archivists have been cataloguing directly into CALM. Staff competency in the use of this database is being continually assessed, however no problems have been reported.

Students employed via the Unistaff job shop and volunteers have retyped approximately 4.5% of the paper catalogues. Once editing is complete an archivist imports these into the CALM catalogue. So far there are 5704 entries in the catalogue database.

Searchroom staff are being given regular updates on the progression of the CALM project and sessions are being organised to introduce them to the online version of the catalogue already provided by other archives.

During the summer Ffion Davies has been employed full time on the CALM project. In addition to retyping and editing data she has also assisted in compiling a list of all collections held at the Record Office and their catalogue status. Ffion has now left to study for an MA in Museum and Heritage Exhibition Design at Manchester University.

Robert Curphy will take up his appointment as Collections Assistant on 14 September. As a newly qualified archivist with prior experience of using the programme Robert will assist Hannah Price, the Collections Management Archivist, with the CALM project.

*Maintain conditions in existing accommodation  
Glamorgan Building*

One of the light well drains became blocked creating a flood risk and a pervasive smell. It has now been rectified. Cleaning the light wells regularly has not been entirely successful in removing the bird nuisance. The University has now netted both areas which it is hoped will resolve the issue.

A leak in the ladies toilets (opposite the search room) was detected and repaired.

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

Staff have been equipped with hi-visibility waistcoats to wear when leading the evacuation of premises in response to a fire alarm. They have been in use already and proved helpful in identifying staff to visitors.

*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.

*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 the Glamorgan Archivist and Harvey Thomas, Records Officer.

The Glamorgan Archivist has agreed to a request from Cardiff CC's Information Manager to assist with the operation of the Records Centre in County Hall in the event of an epidemic to ensure business continuity, subject, of course, to operational commitments.

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

*Plan for the use of CALM in the NGRO*

The Principal Archivist, Project Officer and Collection Management Archivist have continued to meet regularly to plan the future development of the CALM.

The last quarter has seen work progress on developing CALM's visitor registration database to ensure it meets

operational requirements. A prototype visitor record template has been established, although fine-tuning still needs to take place.

Work has also proceeded on developing CALM's document production module as a replacement for the current manual ordering system. This particular aspect of CALM does not offer all the functionality required, and there has been extensive correspondence with Axiell, the software developers, and with other repositories using the facility, to best determine how to proceed with its implementation. It is likely that there will need to be some customisation by Axiell to bring the system up to standard.

CALM's public interface, DServe, has now been purchased. This presents a "user-friendly" face to the database, and will allow members of the public to browse the CALM catalogue and order items electronically, as well as enabling self-registration. The electronic catalogue will only be available on-site at first, but the intention is for it to be available via the internet in due course. Work will proceed during the next period to prepare DServe for implementation.

As part of CALM development in Wales as a whole, a national user group has been set up comprising representatives from all those repositories using CALM in Wales. The Project Officer, Geoffrey Edwards, is chairing the group. It is intended that it will act as a forum to discuss issues relating to CALM use and development within Wales, and provide representation for Welsh users in the wider CALM community.

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

##### *Digital*

Geoff Edwards and the Hannah Price represented the Office at the ARCW Digital Preservation Group meeting held on 30 June at the National Library of Wales in Aberystwyth. The group was established to consider the issues relating to digital preservation in Wales and the possible options for action. One interesting development covered was GAIP (Gloucestershire Archives Ingest Package), a piece of software which automates the process of creating a preservation copy of a digital record and generates associated metadata. Although developed by Gloucestershire Archive Service, Cymal have awarded a grant of £10,000 to NLW to work on extending GAIP's functionality and making the project more applicable to the Welsh context.

Hannah Price attended the first CALM and Electronic Records User Group Meeting, held at the City of Westminster Archives. The meeting was convened to

initiate discussion of the issues surrounding the management of electronic records, their description and possible updates to CALM software which could assist this.

#### *Non-digital*

##### *Ramblers Association*

The Office was invited to view the records of the Association at its office in Cardiff with a view to them being deposited. On inspection the records were found to be those of the Welsh National Association, covering the whole of Wales and so falling outside our collection policy. The National Library of Wales was contacted and put in touch with the Association.

The transfer of material marked for other record offices has been completed. Any further material identified will be transferred after the move.

Students have been employed to check and update information contained within the depositors' database, maintained in CALM. This will enable us to ensure all depositors receive up to date information regarding the new office and arrangements for the receipt of records.

As part of the Office's commitment to provide advice and assistance to individuals regarding records residing in their care an archivist visited Elinor Kapp of Cathedral Road. Advice was offered on the packaging and arrangement of her aunt's papers as well as possible archives for their subsequent deposit as they fell outside the collection policy of the Office.

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

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

#### *Ensure consistency in application of standards*

Templates for standard answers in letter or email form to enquiries on electoral registers and the records of the police, coroners and the poor law, have been completed, circulated to staff and are now in regular use.

Welsh versions of forms applying for access to restricted records and to photograph records in the searchroom have been made available.

Because of recurrent shortage of staff due to illness, members of the packaging team are drafted in to assist with the production of records from the strongrooms and with invigilation of the searchroom at lunchtime. A training programme has begun to improve their knowledge of

sources available in the searchroom and to ensure that they are able to provide basic help to searchers.

*Gather information on users and set targets*

The Office took part in the Public Services Quality Group Survey of Archive Services for two weeks at the end of June; all searchers visiting during this time were invited to fill in a questionnaire covering topics such as facilities provided and their experience on their visit. Inputting of the data from the replies for Welsh record offices will be paid for by a grant from CyMAL. The survey has been held at roughly two-yearly intervals for the past 10 years, and the results from the latest round will give a base from which it will be possible to evaluate some of the impact of the new building on our services.

PSQG Survey results for Glamorgan Record Office itself show that 94% of respondents rate the service overall as very good or good, with the highest rating reserved for the helpfulness and friendliness of the staff. The areas evoking most criticism are on-site computer facilities and copy services. Both of these will be vastly improved in the new building. A further analysis with comparisons to other offices in Wales and the rest of the UK is expected by the end of the year.

*Manage programme of on-site group use*

One family history class organised under Cardiff Council, and one from the Vale of Glamorgan were welcomed during the quarter. Visits were also made by groups of library staff from both Cardiff University and UWIC; these last were especially interested in the planning of the new building and were given a presentation by the Programme Team and a tour of current accommodation. The visit by Cardiff University Library staff was the direct result of working last year with the subject librarian for the School of Architecture. She then recommended her colleagues find out more about our services and holdings to direct students in their own subject specialisms.

Two members of staff from Cardiff University Careers Service toured the Office and spoke to staff in order to gain some insight into the archive profession which might be of help to them in advising students.

Six groups used the office's facilities and 67 people signed the visitors' book.

Cardiff University confirmed in July that its Centre for Lifelong Learning would not offer courses in the humanities in the session beginning in September although a new programme will be launched in early 2010. As a result no arrangements have been made for

the course 'Making more of the Glamorgan Record Office' to run this autumn.

In July the Welsh Screen Commission suggested the Office as a location for filming the pilot for a full length feature film provisionally entitled 'Four Working Days'. Thomas Thomas Films visited and identified several potential areas for filming – the strongrooms, the corridors and the lift. Filming took place later in the month in the evening after the public had left. A large team 'dressed' the set, arranging lighting, sound and cameras and using the searchroom as the green room. The director and actors were delighted with the site, creating a menacing atmosphere in a scene involving missing documents and a murderer stalking a records assistant. This type of use is something we would wish to develop at the new site.

Unfortunately, one of the Archivists who had stayed late to assist in supervising the film crew was involved in an accident while driving the office car home. She was not injured and the car has been repaired. Insurance reports were completed.

A number of publications have been received whose authors used sources in the Record Office. They include:

Michelle Higgs 'Life in the Victorian Hospital' (The History Press, 2009). The author used GRO sources for research into her book and has included extracts from the Glamorgan Asylum Collection (ref DHGL). **R/1408**

Andrew Hignell 'Cricket in Wales An Illustrated History' (University of Wales Press) The author visited the Office when researching his book. **W/901**

Ancestors Magazine (August issue). Includes a piece on Machen School records together with contact details of the GRO. **R/1109**

Glamorgan Family History Society Journal No 94 and 95 Includes update on new building and reproduces a story featured on our website 'Targeting Benefit Fraudsters 1901 Style'; mentions NLW rather than GRO has been allocated free on-line access to the 1911 Census. Also features our web page piece on the Royal Antediluvian Order of Buffaloes. **D37**

CyMAL Magazine (Summer 2009) Features the GRO's Education Business Partnership Award. **W/875**

*Maintain service to educational users*

Careers Wales, *Curriculum Development News*, summer edition, outlines the educational resources held at the Record Office, including details of information for teachers and students on our website, the 'Cardiff: building of a Capital' and Hughesovka databases, and the Strike/Streic CD-Rom. This will be useful publicity as the magazine is distributed to schools and teachers throughout Cardiff and the Vale of Glamorgan.

Thanks have been received from a teacher at Hengoed School for assistance with their school project on Hengoed Viaduct. The project won an award in the Welsh Heritage Schools Initiative. The School received a prize of £300 from the Royal Commission on Ancient and Historical Monuments in Wales.

Sarah Jane Grey, newly appointed to Careers Wales for Cardiff and the Vale, visited the Office for a briefing. Careers Wales are a valued partner in organising the successful Familiarisation Days and teacher placements programme. The Office was pleased to receive their thank-you certificate in recognition of continued support for work experience in 2008/09.

Another visitor was Jacqui Jones, who has responsibility for the Tonypandy cluster of primary schools in Rhondda Cynon Taf with whom various options for future partnership working were discussed.

In response to a request from a student on Liverpool University's Archives and Records Management course, information on our on-line learning resources was provided. The MA dissertation is an examination of methods used by archives in the UK in developing such resources for students up to GCSE level.

*Liaise with heritage initiatives*

Information on the Record Office's legal history sources have been provided for the launch of the Welsh Legal History Society website, [www.welshlegalhistory.org](http://www.welshlegalhistory.org). The Society exists to promote knowledge and research into the history of law in Wales. The website now carries links to Office leaflets which may be use to researchers, including court records, and to useful articles in our newsletters.

The summer edition of the CyMAL magazine included a report on the Careers Wales award illustrated with a photograph of Charlotte Hodgson, Principal Archivist, accepting the Education Business Partnership Award for Teacher Placement at the ceremony in Cardiff. The magazine also features the work done by the Office in the higher education sector with a report of the visit to the

Office by Welsh School of Architecture students earlier in the year, along with a photograph of students consulting documents for an urban conditions project.

Lord Aberdare unveiled a series of blue plaques around the town of Aberdare commemorating the prominent buildings in the development of the area. It also provided an opportunity for the Principal Archivist attending the event to meet colleagues from the heritage sector.

The Glamorgan Archivist has attended meetings of the CyMAL Advisory Council, the Welsh County Archivists Group, and Lifelong Learning UK Wales Country Panel on which she represents the archive sector. LLUK is the sector skills council which includes archives in its very broad constituency. She attended an open day at Cathays Cemetery, Cardiff, organised by the Friends of the cemetery, at which a new history was launched.

The Archivist of the Episcopal Church of Scotland paid a courtesy visit while in south Wales collecting a deposit.

The Principal Archivist has attended a meeting of the Glamorgan Family History Society Executive Committee at which she advised the society on data protection issues arising from their programme of transcribing school attendance registers.

The Llandaff Society has also approached the Office for advice on web mounting digitised images of their archive collection.

#### *Manage programme of external events*

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

Three members of staff attended the Women's History Roadshow at Cyfartha Castle in Merthyr Tydfil in June. This was the final roadshow in a series held throughout Wales. Mike Hodgson, Conservation Officer, gave advice to members of the public on looking after documents and the event resulted in the deposit of several new collections, including a notebook of a soldier in the Second World War, papers of Nurse Elizabeth Bowen of Merthyr Tydfil and a photograph of staff of Tyntyla Isolation Hospital, Ystrad Rhondda (refs. DWAW41, 42 and 44).

The Heritage Lottery funded project is drawing to a close and Karen Jones, Administrative Officer, is working with colleagues in Cardiff County Council to ensure appropriate financial procedures are observed.

A meeting of the Executive Committee was hosted at the Office with the Glamorgan Archivist in attendance.

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

### *Develop website*

The newsfeed section of the website has featured several new items during the last quarter. 'Baptisms and Burials in Gileston', was prompted by the deposit of two parish registers begun in 1814 and in use until 2004 and 2009 respectively (ref. P11CW/3,6). Harvey Thomas, Records Officer, wrote a feature on the Royal Antediluvian Order of Buffaloes, highlighting a recent deposit from this Friendly Society established in Barry in 1822 (ref. D615). 'Would you know what to do with a sphygmograph?' is the eye-catching title to July's feature, researching the history of the sphygmograph, a device to measure blood pressure and in use at the Glamorgan Asylum in Bridgend by the 1880s. Readings from the machine appear in patient case notes (ref. DHGL).

An enquiry and research application form have been added to the Office website allowing potential researchers to register their interests and request assistance seamlessly.

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

The Principal Archivist attended a meeting of the Archives and Records Council of Wales (ARCW), a meeting preceded by the launch of Archives Wales website. This website is a new initiative combining information and links to all record offices in Wales, together with the collection level descriptions previously found on the site Archives Network Wales. Archives Wales is seen as the vehicle for promoting the archives sector in Wales. Stefan Walker, Records Assistant, attended a training session at Swansea University on how to upload new material to the site. Enquiries to individual offices can be made through AW, currently one or two a week are being received from this source.

The Glamorgan Archivist attended a project management group meeting at which the proposals for a major project to digitise tithe maps were discussed. It is intended to add the images to the People's Collection as an enhancement to the historic maps already in place. As ARCW will seek Heritage Lottery funding for the project the discussion continued beyond the technical considerations to explore the potential to involve volunteer groups across Wales. Glamorgan was able to suggest several community projects, some of which have already been negotiated. The meeting continued with a consideration of plans to web-mount digitised images of the parish registers. Again, Glamorgan has already instigated a project to ease the use of the images and to link them to existing indexes produced by the Glamorgan Family History Society.

A further meeting of the People's Collection Learning Advisory Group took place in June attended by the Principal Archivist who represents ARCW on the Group. Following a demonstration of progress on the construction and content of the website, there were breakout sessions considering the needs of formal and informal learners.

*Manage contingency plan for access*

Notice of possible closure of the searchroom due to relocation to the new building was sent out to users and other contacts in higher education. A list of contacts in schools and in local authorities has been drawn up.

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

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

*Maintain appropriate levels of staffing*

Two archive posts have been advertised and one filled. A maternity leave cover should be appointed in September; short-listing and interview arrangements have already been made in accordance with Cardiff Council's procedures and with assistance from staff in People and Organisational Development. Laura Russell, Archivist, had a baby boy in June and has indicated a return to work in 12 months.

Two members of the operational staff have suffered extended periods of sick leave. The situation is being monitored in accordance with Cardiff Council's policies and with advice from P&OD and the Occupational Health Unit.

A pupil from Cowbridge School and another from Cantonian High School, Cardiff were each given a one week work experience placement, as was a student from Penarth studying at Royal Holloway College, University of London.

Seven volunteers work regularly, each contributing a day or half-day a week towards preparing catalogues for transfer into CALM. One volunteer was placed by the charity QUEST, and worked for three weeks, but found the work not suitable to his requirements. The volunteers contributed a total of 280 hours to the work of the Office. There is a steady stream of enquiries for voluntary work, both from students considering a career in archives and from retired people.

### *Living the Poor Life*

A new volunteer has joined the Poor Life Group. Whilst visiting family in Cardiff Sara Draper, of Boston, had been attending courses held by the Cardiff University Centre for Lifelong Learning. Sara's tutor encouraged her to attend a group meeting and she was keen to become involved. Since returning to the States Sara has continued to work on the project, recently submitting her first allocation of catalogued records to The National Archives.

### *Continue commitment to liP*

The Office's liP status is due for review in 2009. A meeting with an advisor, Pat Evans, has been held and an action plan agreed. A date for the review has been set in November and an assessor appointed. Development Reviews, which have already begun, will be completed during September and October in advance of the assessment.

### *Monitor office systems to ensure compliance*

Staff have assisted in the completion of audit on the revenue budget for 2008/09.

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

### *Integrate electronic and paper filing systems*

The paper filing system is used less and less as communication by email increases. The bulk of the hard copy filing is related to the enquiries system and staff are exploring electronic systems which provide the functionality needed to operate the system most effectively. London Metropolitan Archive use a custom built system which looks interesting, although their enquiries are 10 times greater than ours. Geoff Edwards, Project Officer, has also visited C2C; their enquiries are on an even greater scale although he reports the system to be very impressive.

### *Gather information on Investors in Volunteers and PACR*

This task will be progressed once the move to the new building is complete.

### *Complete hand over of services*

A meeting with P&OD staff from Cardiff Council took place to clarify practices on recruitment, long term sickness, and maternity leave. The transfer of staff to Cardiff Council contracts was discussed. The intention is to progress this in the course of the year as the new establishment is finalised.

**SUMMARY**

Another exacting and exciting quarter has seen rapid progress in the projects associated with the new building programme. The point is fast approaching when the programme and the operational sides of the Office will merge. I should like to thank all staff for their continued enthusiastic support which will soon be rewarded in much improved premises and working conditions. I should also like to record my thanks to Cardiff County Council staff for their support since transfer. All sections I have approached have been unfailingly helpful and efficient which has greatly eased the process and I look forward to developing close working relationships across the county.

**Susan Edwards  
Glamorgan Archivist  
4 September 2009**

## Appendix 1: Accessions

<b>Dyffryn Infants School, Rhondda, Records, 1903-1995</b>			
<b>Accession No:</b>	2009/70	<b>Reference No:</b>	ER15
Infants, log books (1903-1958; 1959-1992 & 1995); Infants, admission registers (1914-1920; 1920-1928; 1928-1974; 1973-1996; 1974-1980).			

<b>Parc School, Aberdare, Records, 1909-1989</b>			
<b>Accession No:</b>	2009/71	<b>Reference No:</b>	EA23
Boys, admission registers (1909-1939; 1931-1954); Boys/Junior mixed, admissions register, (1954-1970); Junior mixed, admissions register (1970-1989); Girls, admissions register (1929-1961).			

<b>South Wales Police Authority, Records, 2005-2009</b>			
<b>Accession No:</b>	2009/72; 2009/103	<b>Reference No:</b>	DSWPA
South Wales Police Authority minutes.			

<b>Glamorgan Family History Society, Records , 2009</b>			
<b>Accession No:</b>	2009/73	<b>Reference No:</b>	D37
Journal Number 93 (Mar 2009).			

<b>Women's Archive of Wales/Archif Menywod Cymru: Tyntyla Isolation Hospital, Ystrad Rhondda, Photograph, 1946</b>			
<b>Accession No:</b>	2009/74	<b>Reference No:</b>	DWAW41
Photograph of staff of Tyntyla Isolation Hospital, Ystrad Rhondda, 1946. Includes staff names and job titles.			

<b>Stephen Luke of Maesteg, Collection, 1940-2009</b>			
<b>Accession No:</b>	2009/75	<b>Reference No:</b>	D559
4 photographs of Maesteg (1940s-1960s); 'Markets in Bridgend and Maesteg'; Cardiff Ramblers Programme (2009); The Llynfi News vol 10, iss 4 (June 2009).			

<b>W R B Robinson of Surrey, Papers, 2009</b>			
<b>Accession No:</b>	2009/76	<b>Reference No:</b>	DX639
Letter from Mr Robinson outlining tales told by his father who spent his early life in Aberfan (1893-1969).			

<b>Douglas Simpson of Horley, Surrey, Colliery Manager, Papers, 1948-1990</b>			
<b>Accession No:</b>	2009/77	<b>Reference No:</b>	D624
Papers of Douglas Simpson, Colliery Manager, relating to Nantgarw, Abernant and Cwmgorse Collieries.			

<b>Friends of Llandaff Cathedral Records, 2009</b>			
<b>Accession No:</b>	2009/78	<b>Reference No:</b>	D127
Seventy-sixth Annual Report, 2008-2009.			

<b>Women's Archive of Wales/Archif Menywod Cymru: Elizabeth Bowen of Merthyr Tydfil, Nurse, Papers, 1914-1997</b>			
<b>Accession No:</b>	2009/79	<b>Reference No:</b>	DWAW42
Papers relating to Nurse Elizabeth Bowen SRN including biographical details, newspaper cuttings, photographs and drawing of St Tydfil's Hospital, Merthyr Tydfil.			

<b>Women's Archive of Wales/Archif Menywod Cymru: Margaret Pryor (nee Williams) of Ben Lomond, Papers, c. 2000</b>			
<b>Accession No:</b>	2009/80	<b>Reference No:</b>	DWAW43
Short biographical history of Margaret Pryor (nee Williams) by Nancy Davidson.			

<b>Stephenson and Alexander of Cardiff, Estate Agents, Records, 1903-2008</b>			
<b>Accession No:</b>	2009/81; 2009/101	<b>Reference No:</b>	DSA/6/169, DSA/16, DSA/55/1,2; DSA125/1-27, DSA101/1-321
Sale catalogue for Roath Park Garden Suburb; file indexes; obituary notices for D T Alexander and Peter Alexander; Client files and papers.			

<b>Women's Archive of Wales/Archif Menywod Cymru: Merthyr Tydfil Libraries, Collection, 1909-c1960</b>			
<b>Accession No:</b>	2009/82	<b>Reference No:</b>	DWAW44
'The Suffragette' vol 1 no29; notebook of a soldier [?from Merthyr Tydfil], in WWII; photographs of individuals and groups.			

<b>Gilgal Baptist Church, Porthcawl, Records, 1916-2002</b>			
<b>Accession No:</b>	2009/83	<b>Reference No:</b>	D626
Minutes of church and deacons' meetings; accounts; plans; correspondence; register of members.			

<b>Bethany Baptist Church, Rhiwbina, Cardiff, Records, 1964-2009</b>			
<b>Accession No:</b>	2009/84	<b>Reference No:</b>	DBAP15
Annual reports and accounts, 2009; register of children 'dedicated' (copy of cradle rolls).			

<b>Women's Archive of Wales/Archif Menywod Cymru, Records, 2007-2009</b>			
<b>Accession No:</b>	2009/85; 2009/92; 2009/102; 2009/114; 2009/154	<b>Reference No:</b>	DWAW8/9; DWAW7; DWAW45
Annual Report 2007-2008; Newsletters, Jan and May 2008; Papers, CDs regarding roadshows at Wrexham, Pontypridd, Merthyr Tydfil; Disc containing 38 JPEG images taken at Llandrindod Wells during a WAW away day (31/10/2008) and Roadshow (01/11/2008).			

<b>Evalyn Pocock Papers, c1930s</b>			
<b>Accession No:</b>	2009/86	<b>Reference No:</b>	D627
Draft illustrations for advertisements.			

<b>Llancarfan Society, Records, Jul 2009</b>			
<b>Accession No:</b>	2009/87	<b>Reference No:</b>	DLCS
Llancarfan Society Newsletter 138. July 2009.			

<b>Local Government Boundary Commission for Wales, Records, Jul 2009</b>			
<b>Accession No:</b>	2009/88; 2009/89	<b>Reference No:</b>	D324
Local Government Boundary Commission for Wales. Review of Community Boundaries in the County Borough of Caerphilly, Reports and Proposals; Review of the Community Boundaries in the County Borough of the Vale of Glamorgan. Draft Proposals.			

<b>Caerau School, Bridgend, Records, 2009</b>			
<b>Accession No:</b>	2009/90	<b>Reference No:</b>	EM15/6
'Schooldays in Caerau'. Caerau Nursery school, Blaenlynfi Infants and Blaencaerau Junior Schools closed and were replaced by a single new school, Caerau Primary, in 2009. The booklet was produced to mark the transition.			

<b>Llandaff Society, Records, 2009</b>			
<b>Accession No:</b>	2009/91	<b>Reference No:</b>	DLDS/1
Newsletter No 111, Summer 2009.			

<b>Public Analyst, Publication, 20th century</b>			
<b>Accession No:</b>	2009/93	<b>Reference No:</b>	D628
74 boxes of records relating to the body.			

<b>C N Fookes of Cardiff, Collection, 1972-2009</b>			
<b>Accession No:</b>	2009/94; 2009/98	<b>Reference No:</b>	D629
Annual reports, handlists, fixture lists and brochures for athletic, cricket and hockey clubs.			

<b>Cardiff Reservoir Action Group, Records, 2001-2009</b>			
<b>Accession No:</b>	2009/95; 2009/99	<b>Reference No:</b>	D630
Newsletters, presscuttings, correspondence, plans and photographs.			

<b>Cardiff High School Old Girls Association, Records, 20<sup>th</sup> century</b>			
<b>Accession No:</b>	2009/96	<b>Reference No:</b>	DX263
Minutes, magazines, membership lists.			

<b>Jean Hurley of Barry, Collection, 1852-1946</b>			
<b>Accession No:</b>	2009/97	<b>Reference No:</b>	D631
Draft lease of land in Llandaff Yard; executors' accounts of Mary Williams, Lisvane, 1891; accounts for sale of houses in Whitchurch and Canton, Cardiff 1946.			
<b>Fochriw Primary School, Bargoed, Records, 1994-2007</b>			
<b>Accession No:</b>	2009/100	<b>Reference No:</b>	ECG20
Attendance registers.			
<b>Atomic Weapons Establishment components factory, Llanishen, Photographs, c1950s-1999</b>			
<b>Accession No:</b>	2009/104	<b>Reference No:</b>	D632
Aerial and interior photographs of of the Atomic Weapons Establishment components factory at Llanishen, Cardiff.			
<b>Women's Archive of Wales/Archif Menywod Cymru: Ursula Masson, Historian, Papers, 1970s-2000s</b>			
<b>Accession No:</b>	2009/105	<b>Reference No:</b>	DWAW30
The collection consists of records from Ursula's office at the University of Glamorgan, primarily notes, papers and articles relating to her Women's Liberation Movement research project.			
<b>King Edward VII Hospital, Records, 1922-1924</b>			
<b>Accession No:</b>	2009/106; 2009/107	<b>Reference No:</b>	D634/1-2; D634/3-4
Case notes arranged alphabetically A-J and K-Z (1922); A-H and I-Z (1924).			
<b>Save our Pool Campaign, Sophia Gardens, Records, 2007-2008</b>			
<b>Accession No:</b>	2009/108	<b>Reference No:</b>	D635
Correspondence and newscuttings.			
<b>Glamorgan Family History Society, Records, June 2009</b>			
<b>Accession No:</b>	2009/109	<b>Reference No:</b>	D37
Journal number 94			
<b>Samuel Gilbert of Hughesovka, Papers, 1877-1880</b>			
<b>Accession No:</b>	2009/110	<b>Reference No:</b>	HRA/D636
Nine papers received from Samuel Gilbert soon after he settled in Hughesovka. Six letters to his children in Holsworthy, Devon; one letter to Mr Penhale, a local vet who collected Gilbert's wages and distributed them amongst his children; one receipt for wages from the New Russia Company; one envelope addressed to the Post Office in Hughesovka.			
<b>Office of Government Commerce, Records, 1882-1986</b>			
<b>Accession No:</b>	2009/111	<b>Reference No:</b>	D558
Title deeds and related papers to property in Stanwell Road and Bradenham Place, Penarth.			
<b>Zion English Baptist Church, Ynysybwl, Records, 1949-2006</b>			
<b>Accession No:</b>	2009/112	<b>Reference No:</b>	D637
Duplicate marriage registers.			
<b>Horeb Congregational Church, Llwydcoed, Records, 1985-2005</b>			
<b>Accession No:</b>	2009/113	<b>Reference No:</b>	D638
Duplicate marriage register.			
<b>Ship's log, 1927</b>			
<b>Accession No:</b>	2009/115	<b>Reference No:</b>	D639
Log of a ship of the Evan Thomas, Radcliffe and Co line from Barry to Newport Mews; also contains an account of the Nanking incident.			
<b>Cardiff Channel Dry Docks and Pontoon Co Ltd, Records, 1925-1941</b>			
<b>Accession No:</b>	2009/116	<b>Reference No:</b>	D640
Weekly lists of numbers of men employed in Cardiff Channel Dry Docks and Pontoon Co.			
<b>Caerphilly County Borough Council, Records, Sep 2009</b>			
<b>Accession No:</b>	2009/118	<b>Reference No:</b>	RE
Notice of addition to register of electors			

**Merthyr Tydfil County Borough Council, Records, Aug 2009**

<b>Accession No:</b>	2009/119	<b>Reference No:</b>	RE
Notice of alteration to the register of electors.			

**Balfour family of Hughesovka, Papers, 2009**

<b>Accession No:</b>	2009/136	<b>Reference No:</b>	DX758/3-5
Article outlining the Balfour family history written by the depositor for the "Rootsweb" website, the article includes an image of Balfour House, Hughesovka (pre 1917). 12 photographs of Balfour House in its present day condition with accompanying article from a Donetsk newspaper written by Ukrainian journalist Anatolyn Zharov campaigning for the preservation of the site. A partial translation of the article is provided within the Balfour family tree.			

**Women's Archive of Wales/Archif Menywod Cymru: Ursula Masson, Historian, Papers, 1980s-2005**

<b>Accession No:</b>	2009/137	<b>Reference No:</b>	DWAW30
Additional papers from her office at University of Glamorgan, including notes, articles and papers relating to her research.			

**Women's Archive of Wales/Archif Menywod Cymru: Women's History in Wales Roadshows, Records, 2008-2009**

<b>Accession No:</b>	2009/138	<b>Reference No:</b>	DWAW45
Papers, CDs, accounts, relating to the Women's History in Wales Roadshows and launch at Senedd in 2008.			

**Bath and West and Southern Counties Society, Records, 1948**

<b>Accession No:</b>	2009/139	<b>Reference No:</b>	D642
Official catalogue of the show held in Cardiff.			

**R W Edwards of Cardiff, Collection, 1934-1937**

<b>Accession No:</b>	2009/147	<b>Reference No:</b>	D643
City of Cardiff Technical College prospectuses and other papers.			

**Evans, Thomas and Jones, Llandysul, solicitors, Records, 1734, 1848-1959**

<b>Accession No:</b>	2009/151	<b>Reference No:</b>	D644
Legal papers consisting mainly of probate records.			

**Women's Archive of Wales/Archif Menywod Cymru: Mrs D Sims Williams, Papers, 1935-1938**

<b>Accession No:</b>	2009/152	<b>Reference No:</b>	DWAW36
One DVD-R containing 22 photographs over six pages of a family scrapbook. Most are family photographs of the Richards family.			

**Women's Archive of Wales/Archif Menywod Cymru: Jennie Cuthbert of Cardiff, Collection, 2008**

<b>Accession No:</b>	2009/153	<b>Reference No:</b>	DWAW29
1 CD-R containing the reminiscences of Jennie Cuthbert who grew up during the 1920s. Her aunts were active members of the Independent Labour Party (ILP). Relates to photographs contained within an earlier deposit (2008/98).			

**Notable Accessions:****Douglas Simpson of Horley, Surrey, Colliery Manager, Papers, 1948-1990****Accession: 2009/77****Reference: D624**

After gaining a 1st class Colliery Manager's certificate Douglas Simpson began his career as under-manager at Llanharan in 1946. Following nationalisation of the coal mines, Douglas became manager of Abercynon Colliery at the age of 26. In 1949, Douglas was appointed to Nantgarw Colliery and moved to Caerphilly. In 1953, he was appointed Mining Engineer in charge of the sinking of the new Abernant Colliery at Pontardawe and in 1959 he was appointed Deputy Area Manager in charge of planning and

development in the Rhondda Valley area. In April 1964 Simpson moved to Surrey following his promotion to Head of Mining at the National Coal Board headquarters in London. He ended his mining career as Chief Major Projects Engineer, retiring in 1984.

During his career he pioneered a number of engineering techniques designed to improve working practices and production. He made many visits abroad to consult on mining techniques, including to Canada, Poland, South Africa and Switzerland. In 1976, he saw the shafts at the US atomic bomb testing site in Nevada. In 1979, he was a member of one of the first British delegations to visit Communist China to sell British equipment and expertise to the Chinese.

He was a very active member of the South Wales Institute of Mining Engineers including a term as its President, and also of the Institution of Mining Engineers, becoming its President in 1983. He was a founder member of the Honorable Company of Engineers in the City of London and was made a Freeman of the City of London shortly afterwards.

Papers and photographs relating to the workings of Nantgarw, Abernant and Cwmgorse Collieries.

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

**Accession: 2009/137**

**Reference: DWAW30**

Ursula Masson (nee O'Connor) (1946-2008) was born in Merthyr Tydfil, and was educated at Cyfarthfa Grammar School. After attending Cardiff University, Ursula then worked in Australia as a journalist on the Sydney Morning Herald from 1969 until 1972. Returning to the UK, she took an MA at the University of Keele, writing a dissertation on Irish immigration to Merthyr. After working in adult education in Swansea, Ursula joined the history department at the University of Glamorgan in the mid-1990s. Here she had a particular interest in women's history and feminism, and she co-founded the Centre for Gender Studies in Wales with Professor Jane Aaron. Her PhD thesis, submitted in May 2007, examined Welsh women's liberalism in the 19th century. Ursula was also co-editor of Llafur, the annual journal of the Welsh People's History Society, a founding member of the Women's Archive of Wales, and chairwoman of the West of England and South Wales Women's History Network.

The collection consists of records from Ursula's home and from her office at the University of Glamorgan, primarily notes, papers and articles relating to her research and teaching activities in women's history and feminism.

## Appendix II

	Number of user visits	Number group visits	Individuals in group visits	Number of documents produced
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
June-August 2009	1168	4	67	2111

	Number of enquiries		Number of web-site hits
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
June-August 2009	Postal 219	e-mail 707	7970

### Interesting enquiries

#### Academic

Two American professors used the office, one researching school finance through log books and the other illegitimacy, fostering and adoption in the nineteenth century based on records of the Cardiff Poor Law Union.

A research student in medical history from Oxford Brookes University used Cardiff police inquest registers in his work on the identification of unknown bodies.

Teaching staff from the University of Wales, Aberystwyth and the University of Glamorgan also used the office.

#### Maritime records

The Royal Commission on Ancient Monuments in Wales is carrying out a survey of shipwrecks in the Bristol Channel for which we were able to provide

the Registers of Cardiff ships and Board of Trade enquiry papers into lost ships.

An enquiry from Portugal concerned 8 cannon found in the sea off Cape Roca which the enquirer believes might have come from the Cardiff ship Cornishman lost in 1886.

### **Building plans**

Plans of the Royal and Morgan arcades in Cardiff, which are listed in our online catalogue 'Cardiff the building of a capital' were used by an architect working on their refurbishment.

The catalogue also lists plans for an art gallery in the grounds of Cardiff Castle approved in 1937 but which never progressed beyond the foundations. Details of the plans were passed on to an enquirer.

The office has received several visits from researchers working on the Cardiff museum project; the topics they have looked at include shopping and arcades, and World War II.

We searched electoral registers for Barry to identify the house where Jack Petersen the boxer lived so that a blue plaque can be placed there.

Six enquiries relating to family members in former local police forces were answered, 14 on inmates of workhouses or children's homes and 16 on patients at mental asylums in Angelton or Whitchurch

### **Appendix III**

#### **Forthcoming events**

Honouring Ursula Masson: the Women's Archive of Wales and Llafur are holding a joint day-school at Swansea University, Saturday 12 September, to honour Ursula Masson's life and work.

Glamorgan Family History Society's Open Day at Cardiff City Hall, Saturday 3 October, 10am – 4pm. This is the largest annual family history event in Glamorgan and is jointly organised by the GFHS and the Friends of Cathays Cemetery, who are celebrating the 150<sup>th</sup> anniversary of the cemetery.

Women's Archive of Wales, annual conference and AGM, Saturday 17 October and Sunday 18 October, The Old Library, Cardiff. The themes are women and health and recent research on the history of women in Wales.

Gelligaer Historical Society Autumn Conference, 24 October 2009, Llancaiach Fawr Manor. Day conference on local history topics, including Welsh anti-slavery movement, iron and steel industry and Iolo Morganwg. Glamorgan Record Office leaflets will be distributed in delegate packs.

Public Services Quality Group, annual quality forum for archives and local studies, on the value of volunteering, Wednesday 4 November, National Archives, Kew.

Glamorgan History Society, Autumn Day School, Saturday 14 November, Orangery, Margam Abbey. Theme of the day is historic houses of Glamorgan.

**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 June to 31 August 2009

**Background Papers**

Searchroom handlists.

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