

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  
11 December 2009  
REPORT OF:

THE GLAMORGAN ARCHIVIST

<b>PART 1</b>	<b>AGENDA ITEM NO 6</b>
<b>REPORT FOR THE PERIOD 1 September – 30 November 2009</b>	

**1. PURPOSE OF REPORT**

This report describes the work of the Glamorgan Record Office for the period 1 September to 31 November 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**

Practical Completion on the new building was achieved on 26 October, some 8 weeks earlier than scheduled.

An immediate inspection by all parties took place that day to determine the initial snagging list and agree utilities meter readings. A comprehensive list of snags has now been produced and is added to as new issues are discovered. There are no major problems listed. The main contractors, Carillion, have largely moved from the site, but there remains a presence of a site foreman who is co-ordinating the activities of a number of sub-contractors visiting the building on a daily basis carrying out remedial work, addressing the snag list.

In order to ensure the security of the building around the clock until the intruder alarm can be monitored remotely (it is usual for a settling-in period on a new alarm system before this can happen), a security guard has been engaged for out-of-hours and weekend cover through Messrs Securicall Guarding, the firm which provided a similar service to Carillion during the build period and

whose operatives are familiar with the site and the potential risks.

## Expenditure Report

Draw down for 6 Authorities	1,592,600.65
To be drawn down with next stage payment	65,542.57
From Reserve	20,774.32
<b>Total</b>	<b>1,678,917.54</b>

<i>Breakdown of Expenditure</i>	
Building construction	1,592,600.65
Land Cost	0.00
Professional Fees	7,764.00
Admin Fees and Internal Costs	0.00
Furniture and Fit Out	34,311.01
ICT Equipment and Voice Comms	0.00
Contingencies	0.00
Planning Risk	0.00
Decant	
Preparation for Decant	8,369.60
Removal Costs	31,329.00
Conservation Equipment	0.00
Double Running Costs	4,543.28
Publicity and Launch	0.00
<b>Total</b>	<b>1,678,917.54</b>

Expenditure is within predicted levels and the programme remains on target for completion within budget. Cardiff Council's Capital and Technical Accountant confirmed that the budget and cashflow was on track on 11 November 2009. The majority of the Contract Sum has now been paid to the developers, PMG Estates Ltd. In accordance with the Contract, 2.5% retention is being held until 26 October 2010 and an additional £50k is being held back pending the snagging works.

## 2. To complete essential projects

### *Packaging*

Preparation of the Collection for the decant was completed at both the Maltings and Atlantic Wharf by the end of October, allowing Archivist Richard Morgan and Conservator Mike Hodgson to focus on the outstanding referencing and packaging issues at Cathays Park.

The location database shows that, at the close of work at the outstores, a total of 38,338 items had been barcoded at the Maltings and 31,832 items at Atlantic Wharf. At Cathays Park, 65,917 items have been barcoded to date. In this last quarter a total of 441 boxes have been made. 269 plans have been wrapped. Nearly 1000 records have been cleaned and repackaged.

The Packaging Team, including 3 conservation volunteers, continues the replacement of archive boxes which are too damaged or weak to survive the move, repackaging the contents when necessary

Members of the team have been helping with the import of data into CALM and with production to cover staff shortages due to sickness absences. Since the beginning of November they are also covering for operational staff who are staffing the new building on a rota basis. The Conservator has been involved in monitoring decant.

Total Number of Materials Packed		
Boxes Made	Plans Rolled	Repackaging
29,823**	58,656	155*

*\*\*Not number of volumes boxed*

*\*Number of boxes replaced, all contents of these boxes have been repacked*

Richard Morgan has been working through the Cathays Park strongrooms assigning unique reference codes to every item. He has also examined the library, preparations for transfer of which are now under way. There are an estimated eighty shelves of publications. These will be sorted in the new Glamorgan Archives. Items which require conservation have now been identified and will not be made available to the public until this is complete. Most of the remaining part of the library will be available for reference in the new searchroom with the exception of small, fragile and rare items which will be produced on request.

#### *Fit out*

The majority of the interior design work has been completed and the items of furniture chosen and ordered,

following the loan of samples and a visit to Bridgend Office Furniture (BOF) showroom. BOF has started the supply of items, including the impressive bespoke counters in Reception and the Search Room and the bulk of the remainder is expected to be delivered before Christmas.

In choosing furniture the aim has been for maximum flexibility with a limited number of standard items which can be reconfigured into any space. The final designs for the new conservation Studio are being prepared with the assistance of the Conservator.

### *Decant*

With the new office handed over and work at the outstores complete, Commercial Transfer Ltd. were able to start the decant from the Maltings on 2 November.

In preparation, a temporary lift was erected alongside the Maltings' external fire escape; this was an essential addition as there is no lift at the facility and the alternative would have been to carry every item down the stairs. As it was, material was loaded into supermarket-style cages which were then put onto the lift to be lowered to ground level. Each cage was shrink-wrapped as protection against inclement weather, a precaution which turned out to be essential. In addition, the move process was carefully monitored by GRO staff to ensure that proper care was taken at all times of the records being moved, and Commercial Transfer were quick to address any issues raised.

At the new building, surface protection was put in place to prevent any damage to doors, paintwork or floors as the cages of records were moved in. Also, each of the 17,000 shelves in the four strongrooms were labeled and barcoded by a team led by student Lucy Footer, which has allowed Commercial Transfer accurately to log the new location of each moved item. This data has been passed over daily to ensure that material in the Collection has remained readily available throughout the move process.

Despite the challenging conditions at the Maltings and several days of heavy rain, work was completed there after only 13 days as opposed to the 20 days predicted. The keys to the four rooms rented from the Maltings were finally handed back to the management on 20 November.

Commercial Transfer began the decant from Atlantic Wharf on 19 November. Posing less logistical problems than the Maltings, being undercover and all at ground level, this phase of the decant is expected to take 11 days. As a consequence, the move out of the Glamorgan

Building is likely to begin in early December, rather than in the New Year as originally expected. With the office remaining open until Christmas Eve, planning is underway to ensure that the final phase of the move can begin whilst causing the least possible disruption to the staff and to the public.

### *ICT*

All the ICT equipment has been ordered through Cardiff Council and is due to be installed in the week commencing 14 December. A mixture of Dell desktop and laptop PC's has been ordered for staff and public use.

A Mitel telephone system has been ordered which will give a fair degree of flexibility in the way staff can communicate.

A fibre optic link to County Hall has been installed by Virgin Media as a data link and an ISDN circuit installed for telephony.

It was previously reported that Microsoft did not deem the archive service eligible for educational software licences. Following representations to them by GRO and CCC staff, eligibility has been agreed, which will present a reasonable budget saving.

### *Publicity*

Plans for visits and tours for various organizations continue to be made for 2010, the launch year. There are definite dates in the diary for meetings of local bodies, such as the South Wales Record Society, Careers Wales officers and national organisations such as the Women's Archive of Wales, National Council on Archives and the Archives and Records Council of Wales. In addition, the Glamorgan Archives will be the venue for professional meetings such as a joint meeting of members of the Society of Archivists (SoA) South West Region and SoA Wales and workshops such as the Digital Preservation Roadshow.

Since taking possession of the new building great interest has been shown by the archival community in Wales. A group of staff from Gwent Record Office, led by Gary Tuson visited and were particularly interested in observing the decant process. Staff from the Pembrokeshire Record Office have also had a tour looking at both the decant and plans for operating in the new building. Kim Collis, County Archivist of West Glamorgan has also toured the building. All have appreciated the achievement and the model it provides to their own services.

A photograph of staff taken outside the Glamorgan Building featured in an article on the new building in the Cardiff Council's staff magazine, circulated to all staff with their pay slips.

The opportunity was taken to display the latest photographs of the new building at the Hobbycraft show in the International Arena, Cardiff in early November.

Very useful contacts have been made with the Cardiff Council press office which has already brought dividends in terms of publicity for the new building and the Collection. Press were invited to the building at the beginning of November to report on the first boxes to be moved onto the shelves in the new facility. An article showing the Glamorgan Archivist in the strongrooms of Glamorgan Archives was carried in the *South Wales Echo* as well as the online edition. The article also mentioned a souvenir napkin which had been identified during the move, commemorating the 1905 Wales v New Zealand rugby match. This was a timely discovery as it coincided with the Wales v New Zealand rugby match to be held in Cardiff the following weekend. The BBC and the Welsh Icons websites both featured the story.

**Local History Magazine** No 125, (ref R/414), ran an article entitled 'A new home for Glamorgan Record Office' which highlights facilities including space for conferences, workshops and the paper conservation studio. Also mentioned are the environmentally friendly design, proposed closure period and change of name to Glamorgan Archives. The article is illustrated with the artist's impression of new building and gives the link to the Office website and the Flickr photostream.

**Ancestors** magazine sent a photographer to take some preliminary shots of the new building in advance of a more in-depth article later next year. The photographer was shown around by the Glamorgan Archivist and the GAJC Chair.

#### *Added value*

The Glamorgan Archivist met the director of the Wales Screen and Sound Archive to discuss potential partnership arrangements to use the new building as a venue for screenings for the archive and its sister organizations. There is enthusiasm for the project on both sides and further meetings will be arranged to explore matters in more detail.

Preliminary discussions were held with the County Archivist of West Glamorgan concerning a service level agreement to provide specialist conservation skills and facilities.

## **B. TO ENHANCE THE COLLECTION**

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

#### *Ensure consistency*

Due to the complexities involved with moving offices potential depositors have been encouraged to delay deposit until the New Year. Accordingly the last three months have seen the total number of accessions received decrease by 45% in comparison with the last quarter. 79% of new accessions have been processed within the target time of 15 days, up from 74% last quarter.

#### *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 and no problems have been reported.

Staff employed via the Unistaff job shop and volunteers have retyped approximately 48% of the paper catalogues. Once editing is complete an archivist then imports these into the CALM catalogue. So far there are 45102 entries in the catalogue database, almost a 700% increase on the last quarter. The full time employment of an archivist and an inputter has speeded up the transfer and we now feel confident that the electronic catalogue will be available to the public on opening.

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.

Robert Curphy took up his appointment as Collections Assistant on 14 September. As a newly qualified archivist with prior experience of using CALM Robert has been a great asset to the project and we have made significant advances since his arrival.

Because of the quantity of the catalogue which required retyping a student has been employed via the University's Jobshop scheme specifically to work on CALM. Mariyam Thomas has recently completed an MA in Journalism and so is able to commit full time hours to the project.

#### *Maintain conditions in existing accommodation*

##### *Glamorgan Building and out-stores*

A leak was detected in strong room 9. The leak was from a waste pipe which runs through the corner of the room; no records were affected as it was over an area where

two sets of shelving met at right angles leaving an open space. A bucket was placed under the leak before contacting Estates who sent over a plumber. It was quickly discovered that the source of the leak was a blocked toilet located above the strong room. The flooding was sorted out and by the next day the dripping water had stopped.

An asbestos survey was carried out by Cardiff University Estates department in September. Some tiles in the strongrooms, and possibly the corridors, may be affected.

The light wells continue to be cleaned and the netting has helped, but not resolved, the bird problem

Chubb have carried out their last tests on the alarm, fire suppressant and smoke detector systems before the move from Cathays Park.

#### *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.

A souvenir paper napkin for a 1905 New Zealand rugby tour of Wales which came from the old Cardiff Library was discovered during the packaging program in a group of miscellaneous papers. The napkin was removed from its acidic backing and encapsulated before repackaging.

The Conservator also carried out a 'Report on the Condition of the Llandaff Society Archives Stored at St Michaels College, Llandaff'.

Three conservation volunteers are currently working with the conservator on packaging, cleaning and boxing. They are graduates of Cardiff University's conservation courses who visited the Office during their training and are maintaining their skills while seeking employment. Each contributes a day a week and all intend to transfer with us to the new building and a wider range of duties and opportunities.

#### *Continue liaison with contributing authorities on records management*

The Glamorgan Record Office continues to facilitate the South Wales Information Forum (SWIF) which has met

twice this quarter and was attended by Harvey Thomas, Records Officer and other staff.

## **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 to plan the future development of the CALM.

Work has progressed on developing the system's visitor registration database, tweaking the prototype template and beginning the process of procuring the necessary consumables (the ID cards to be issued to registered users of the service) and peripherals, specifically a webcam and barcode scanner. Work has also proceeded on the document ordering module, although much of the remaining work is reliant on the assistance of the software developers, Axiell.

Staff have attended meetings with officers from Cardiff Council's ICT section and representatives of the Cardiff Library and Cardiff Museum to consider joint projects including a union catalogue for collections held in the three institutions and proposals for greater electronic access to genealogical sources.

### *DServe*

At present this application is running internally at a very basic level, only keyword searching is currently enabled, and talks are continuing with Cardiff Council's ICT department to develop it further. The development of DServe and CALM's visitor registration and document production functionality is a challenging undertaking and has not progressed as quickly as hoped, but implementation to coincide with the opening to the public of the new Glamorgan Archives building remains feasible.

### *Wales CALM Group*

The first meeting of the Wales CALM Group took place on 2 September at County Hall, Llandrindod Wells, chaired by Geoff Edwards, NGRO Project Officer. Representatives from six repositories across Wales attended the meeting to discuss the use of CALM nationally and locally, and to consider common issues and priorities for future development. A series of suggestions for improvements to CALM was also drawn up for submission to Axiell for possible incorporation into future versions of the software.

### *Plan for the receipt of records*

The Office has been able to respond to urgent requests for assistance and advice on the care, conservation and listing of collections to the newly appointed assistant at the Cathedral School, Llandaff and also to the Llandaff

Society. Staff visited the Freeman's Cigar Factory, due to close at the end of November resulting in the deposit of its photographic collection. Similarly, the Principal Archivist visited Bridgend CBC Offices in September to meet staff due to move offices. Surviving files for the conservation sections of Mid Glamorgan, Ogwr Borough and Bridgend Borough Councils were transferred to the archives.

Registers of notices of marriages have been offered by one of the local registrars. Advice was taken from the National Archives which has indicated that the registers should remain in the custody of the registrar if possible and access is restricted to register staff only, and so the transferred sample has been returned.

The government have now formally accepted the Bruce of Aberdare archive in lieu of tax and an advertisement has been placed in the TLS inviting applications from those seeking to be allocated the collection. Lord Aberdare has expressed his wish that they are allocated to the Glamorgan Archives and considerable weight is generally given to the views of the owner.

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

In order to minimise complications during the move both members of the public and organisations have been encouraged to postpone deposit of all collections until the New Year. Details of any potential deposits have been recorded and will be pursued in January.

Staff are currently checking and updating information on the depositors database, maintained in CALM. This will ensure all depositors receive up to date information about the new office and arrangements for the receipt of records.

#### *Library accessions*

A recently published historical guide for Welsh-language history teachers entitled **Olrhain Hanes** (Gwasg Carreg Gwalch, Llanrwst) includes an article by Richard Morgan on identifying places in historical documents illustrated by a Glamorgan land tax assessment.

Other publications which have included documents held in the Collection are:

Stephen K Jones, **Brunel in South Wales Volume 111. Links with Leviathans.** (ref. W/903) and Andrew Lorenz, **GKN the Making of a Business, 1759-2009** (ref. R/1409).

The **Museums Journal**, June 2009 (ref. R/1070), includes a biography of Ceri Thompson, former archives assistant and now Curator of Coal Mining Collections at Big Pit, National Museum of Wales.

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

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

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

Two archivists have been assigned to alternate continuously in the two positions of duty archivist and reserve during the remaining weeks that the searchrooms in Cathays Park are open. Allowing for occasional help to cover absences, this has freed other members of the professional team to carry out work in preparation for the move. All members of the operational staff have returned to work from sickness, and in addition to their work in public services they are contributing to the retyping of catalogues and invigilating at the new building.

#### *Gather information on users and set targets*

No further progress has been planned against this task during the current quarter.

#### *Manage programme of on-site group use*

A group studying family history with the University of the Third Age, Barry, made an evening visit to the Office. An archivist spoke to them about the work of the Office and the new building and they were given a tour and shown a display of documents.

Ten third-year history students from Cardiff University, accompanied by two lecturers were given an introduction to the Office and some of the sources available, in preparation for choosing topics for their dissertations.

The groups using the Office included a Society of Archivists Registration Workshop attended by members from as far afield as Berkshire, Norfolk and West Yorkshire as well as offices in Wales.

Altogether, 9 groups consisting of 80 people in total made use of the Office.

#### *Maintain service to educational users*

Charlotte Hodgson, Principal Archivist and Heather Mountjoy, Archivist, met with Luisa Munro-Morris, the new Cardiff Advisory Teacher for Humanities and Religious Education and Sarah Jane Grey, from Cardiff and the Vale Education Business Partnership, to discuss future joint projects in the Glamorgan Archives. Both were keen for the series of teacher familiarisation days to continue in the spring and provisional dates are being set. New

initiatives were also discussed, including a 'twilight session' for teachers after the school day had finished and open days for local schools in the Leckwith area, to welcome them to Glamorgan Archives and to showcase the new facilities.

A two-day digital story-telling course was held at the Record Office in November, attended by six teachers from Cardiff and the Vale of Glamorgan and co-hosted with the Learning Department of the National Museum of Wales. The two day placement gave participants the opportunity to learn how to create digital stories, a new media which can enhance teaching. The aim was to create a digital story using material from the Collection. Themes included changes in Cardiff Bay, Penarth during the Second World War, Insole Court, Llandaff and Stanley Street, Cardiff in the Victorian period. On the two day placement the teachers were given an introduction to sources and an opportunity to access original material. The stories created will be mounted on the learning section of the new 'Peoples' Collection' website, serving as models for other teachers to create their own resources.

Discussions were held with Dr Dave Wyatt, recently appointed to the History and Archaeology Department (HISAR) of Cardiff University with responsibility for community engagement. Plans were made for a visit by the staff of HISAR to the new office and other promotional work. Dr Wyatt has also been given responsibility for setting up a new Humanities programme for the University's continuing education programme which will feature workshops provided by Glamorgan Archives.

#### *Liaise with heritage initiatives*

The Glamorgan Archivist attended a meeting of the Welsh County Archivists Group and the re-inaugural meeting of the South Wales Museums Group which has been moribund for a period but is springing back to life with a planned agenda.

She attended the first History Research Wales conference at the Waterfront Museum at which local University staff spoke of the need to promote and continue the study of history at the local level. She was able to make the point that the new Glamorgan Archives would shortly become a major contributor to historical research at all levels.

In November, Llafur, the Society of Welsh Labour History, met in the Senedd to mark Milestones in Welsh Democracy with a series of lectures. The event was attended by the Glamorgan Archivist. An offer was

extended to the Society to make use of the new building for a future event.

The Principal Archivist attended a meeting of Executive Council of the Glamorgan Family History Society at which it was agreed to supply a copy of their integrated index to parish registers for public use in Glamorgan Archives.

She also attended a meeting on behalf of the Glamorgan Archivist discussing the Valleys Homecoming Campaign, chaired by Leighton Andrews, AM. The Campaign hopes to market the Valleys under the slogan 'the Heart and Soul of Wales' to local residents, businesses and tourists.

The Society of Archivists Annual Conference was held this year in Bristol. The Office, at the invitation of the organisers to chair a session, sent a representative to a day devoted to looking at Archives in the 21<sup>st</sup> Century, in particular looking at potential conflicts between the employer and society.

*Regenerating the Coalfields: History and Education in South Wales and Japan* was the title of a conference at Swansea University attended by the Principal Archivist. Papers were given illustrating the common experiences caused by the decline of the coalfields in both countries and different reactions. The Japanese admire the route taken in South Wales and the use of history and education to give communities a sense of place and worth.

The Principal Archivist attended a workshop organised by the Museum Association (MA) on the theme 'Trading up: generating income from commercial activities'. Speakers from organisations such as the Tate Gallery, the National Trust and several retail and marketing consultancies shared their experiences, successes and failures in deriving income from shops, cafes, hosting events and accommodating TV and feature films. These will inform future developments at the new building. The workshop coincided with the MA Annual Conference and so there was also the opportunity to visit the accompanying commercial exhibition.

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

The two day AGM and Conference on the theme of Women and Health was held in City Hall, Cardiff, and attended by the Glamorgan Archivist. Venues and programmes for future years were discussed. The offer of the Glamorgan Archives for an annual event was welcomed.

WAW held their November Executive meeting in the new building, attended by the Principal Archivist, who had also

hosted the September meeting in the Glamorgan Building.

*Manage programme of external events*

Staff attended the annual Glamorgan Family History Open Day at Cardiff City Hall on 3 October. The fair proved a popular attraction with over 1,000 visitors during the day and over 300 exhibitors in attendance. The Record Office stand included a display of photographs and information on the new Glamorgan Archives building. Susan Edwards, Glamorgan Archivist, Heather Mountjoy, Archivist and Melissa Beard, Records Assistant were kept busy throughout the day answering questions about the forthcoming move and what facilities would be available to the public in the new building. It proved to be an ideal opportunity to spread the word about Glamorgan Archives, a chance to update existing searchers and to inform those who had never visited the Record Office before. The event also generated several email enquiries relating to family and local history.

The Gelligaer Local History Conference, supported by Gelligaer Historical Society, was held at Llancaiach Fawr Manor. Hannah Price, Archivist, represented the Office. The well attended event provided an excellent opportunity to publicise the move to Leckwith and answer any queries. Leaflets were provided to all in attendance and contacts were made with local museums whose staff expressed interest in visiting the office when it reopens.

A Heritage Services Day for 20 primary teachers was held at Rhondda Heritage Park in late November. The speakers included staff from the Local Studies Library, the Heritage Park, the Schools Library Service, the Record Office and local history societies showing teachers the wide range of sources available to them.

Documents loaned to the Parliamentary Archives for display as part of a joint exhibition were returned to the office. The link will be continued with a series of community based events timetabled for spring 2011.

**2. To complete essential projects**

*Develop website*

The newsfeed section of the website continues to be updated with items about new accessions or events and anniversaries which link to the Collection. Over the last quarter it has featured a piece on the Nanking Incident of 1927, prompted by the donation of a ship's log of a journey from Barry to Virginia which included an account of violence in the city of Nanking. August featured an item on our mining records to mark the 25<sup>th</sup> anniversary of the start of the miners' strike in 1984. The latest article 'Twitching the Iron Curtain: Cardiff to Ukraine, 1959'

describes a visit of four Cardiff aldermen to Lugansk, USSR. It was prompted by the deposit of an album of photographs of the visit from the family of Helen Pooley, councillor for Adamsdown, who was part of the official delegation.

Updates to information on holdings and website links were made to the Gay and Lesbian Links on Line Resource hosted by the National Archives

*Contribute to ARCW's strategic grant programme*

The Principal Archivist attended the AGM of the Archives and Records Council of Wales in Aberystwyth and was elected as Vice-Chairman of the Group. She also attended a meeting of the People's Collection Learning Advisory Group as the ARCW representative. The emphasis at this meeting was to identify potential partnerships in the learning sector to strengthen the planned website.

The Glamorgan Archivist attended a meeting of the PMG which looked at the proposed tithe plan project and the parish registers on-line project. The Glamorgan Archivist has now stepped down from ARCW and the Office will be represented by the Principal Archivist.

*Manage contingency plan for access*

Notice of restrictions to service and of the temporary closure has been sent to contacts in local authorities, schools and education related organisations, to adoption organisations and to superintendent registrars.

The information appearing on the website regarding restrictions to the service and likely period of closure has been regularly updated. From mid- November a notice has also been appended to emails sent from the Office. For the month of December the target for response to remote enquiries has been extended from 10 to 15 working days.

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

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

*Maintain appropriate levels of staffing*

Esme Barnaville, the full time member of the Packaging Team, left at the end of September to join her partner in Bristol. She has not been replaced.

Louise Cordery took up her temporary post as archivist during the quarter. A former Archive Trainee at West Glamorgan Archive Service, Louise has quickly adapted to the Office and, in partnership with Harvey Thomas and overseen by Michael Wilcox, is providing the professional

input to the public service, releasing other archivists for duties directly related to the impending move.

A work experience placement of one week was given to a year-13 pupil at Stanwell School, Penarth. Arrangements are already being made for placements following the move to the new building.

Four new volunteers began work in the quarter so that allowing for those who have resigned there is now a pool of 10 working at agreed times, Monday to Friday. They work almost entirely on inputting catalogues into CALM, contributing a total of 427 hours during the quarter.

#### *Living the Poor Life*

All group members have now submitted their first allocation of catalogued records of the Cardiff Union. A meeting with project leaders was held in November. While enjoying the personal stories contained within the records all have also expressed a new appreciation for the work of archivists.

#### *Continue commitment to liP*

An liP Review was carried out on 17 November by Sue Rowlands. In all 10 members of staff were interviewed and a quantity of policies and other paperwork made available in advance. The report was received at the end of November and confirms the continued achievement of the standard. In the light of planned changes over the coming months it is recommended that an interim review is carried out in 2011.

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

Filing systems are being weeded ahead of transfer to new premises. Further work will take place following transfer.

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

#### *Integrate electronic and paper filing systems*

Movement on this task will speed up post-transfer.

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

This task is in abeyance until after the move has bedded down.

#### *Complete hand over of services*

ICT services will transfer from December. Staff transfers will continue with the further development of the establishment for the Glamorgan Archives.

**SUMMARY**

This is the last report for a full quarter in the Glamorgan Building. The preparations for the move have served us well and I am pleased to report that the first stage of the decant has been achieved with no impact on public services. To date, 70% of the Collection has been moved and two outside repositories vacated. Searchrooms have continued to operate at full capacity. All staff are to be congratulated on their commitment to the vision and their willingness to adopt flexible working practices to achieve agreed goals.

**Susan Edwards  
Glamorgan Archivist  
1 December 2009**

## Appendix 1: Accessions

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<b>Women's Archive of Wales/Archif Menywod Cymru: Women's History in Wales Roadshows Records, 2008</b>			
<b>Accession No:</b>	2009/154; 2009/157; 2009/181; 2009/193	<b>Reference No:</b>	DWAW7
2009/154: Six discs from the Women's History in Wales Roadshows: Monmouth (6 Mar 2008); Haverfordwest (13 Sep 2008); Llandrindod Wells WAW away day (31/10/2008) and Roadshow (01/11/2008); Llangefni (25 Apr 2009); Caernarfon (Sep 2009) and Aberystwyth (Sep 2009). 2009/157: Administrative and financial papers; minutes of staff meetings; correspondence regarding roadshows; WAW training manual; message book; WAW committee minutes; policy documents; membership details; press cuttings; photographs; and depositor information sheets. 2009/181: Images, metadata and audio from events at Mold, Dolgellau and Llangefni (2009). 2009/193: Newsletter (Sep 2009).			
<b>Bridgend Soroptimists Records, 1947-2002</b>			
<b>Accession No:</b>	2009/160	<b>Reference No:</b>	D646
Minute books (1991-1999 & 1999-2002); Executive minute books (1994-2001); Attendance registers (1947-1974 & 1974-1999).			
<b>Gilgal Baptist Church of Porthcawl Records, c1920s-1980s</b>			
<b>Accession No:</b>	2009/161	<b>Reference No:</b>	D626
Gilgal Baptist Church (Park Avenue): History of Gilgal Baptist Church 1872-1926 (compiled in 1928) and 1926-1943 (compiled in 1943); minute book (1916-1978). Gilgal (Woodland Avenue): Minute book (1955-1978); committee minute book (1973-1990); Sunday school meeting minute books (1971-1981 & 1982-1992); Sunday school receipt book (1955-1984).			
<b>Ogwr and Bridgend District Council Records, 1980s-1996</b>			
<b>Accession No:</b>	2009/163	<b>Reference No:</b>	DCOG
Papers of the Buildings Officer relating to conservation projects covering Trerhonda Chapel, Ferndale; Smyrna Chapel, Aberfan; Bethesda Chapel, Ton Pentre; Cyfarthfa Iron Foundry, Merthyr; Carmel Chapel, Cefn Coed; Hirwaun Ironworks & Reclamation Scheme; Nantgarw Porcelain Project; Hen-dy-Cwrdd Chapel; Pontygwaith Bridge; Llantrisant Castle; Glamorgan Yard; Mardy Colliery; World Heritage Site, Merthyr; Garth Iron Mine; St Davids Churchyard, Rhymney; ; Llanwonno Conservation Area; Rhondda Heritage Park; Hetty Engine House; Hengoed Welsh Baptist Chapel; Llancaiach Fawr; Llantrisant Conservation Area; Nelson Conservation Area Appraisal 1979; Ynysfach Engine House; Pont Y Cafnau Bridge; Ystradgynlais, town centre design guide (1991); Bute town; Pontypridd shop front design guide.			
<b>Zena Mabbs of Cardiff Papers, c.1874-1895</b>			
<b>Accession No:</b>	2009/164	<b>Reference No:</b>	D560/3-5
Lease of a piece of ground and two dwellings at Kent Street, Grangetown, Cardiff and release of a leasehold regarding 16 Kent Street			
<b>Glamorgan Family History Society Records , Sep 2009</b>			
<b>Accession No:</b>	2009/165	<b>Reference No:</b>	D37
Journal number 95			
<b>Melingriffith Iron and Tinplate Works Records, c. 1957</b>			
<b>Accession No:</b>	2009/166	<b>Reference No:</b>	DMG14/1-3
Melingriffith Company Estate Plan. Scale 1:2500 showing details of conveyances and freeholds. Marked in corner of plan is 'Richard Thomas and Company Ltd, Estate Department, South Wales Works, Llanelly'. Ordnance Survey plan detailing leases (undated). Ordnance Survey plan showing coloured sections of land surrounding the Melingriffith Works (undated)			
<b>Barry and District Soroptimist Records, 1967-2008</b>			
<b>Accession No:</b>	2009/167	<b>Reference No:</b>	D647
Minutes 1967-2008, Executive Minutes 1995-1996, 2002-2005, Business Meeting Minutes 1973-1977, General filing 2004-2008, Terms of Reference 1993, Golden Jubilee Report 1971, Programme of Golden Jubilee 1971, Leaflet outlining history of Soroptimists International Association (SIA), Soroptimist International Activities 1987			

<b>Penarth Parish Records, 1900-1982</b>			
<b>Accession No:</b>	2009/168	<b>Reference No:</b>	P46CW
Service registers, account books, parish magazines, school accounts, The Litany, Tabernacle Baptist church centenary booklet			

<b>Cowbridge Grammar School Records, 2008-2009</b>			
<b>Accession No:</b>	2009/172	<b>Reference No:</b>	DCOW/68
Records produced as part of celebrations to mark the 400th anniversary of the founding of the school: ticket for old boys reunion (Sep 2008); ticket and menu for luncheon (Sep 2008); order of service (Sep 2008); ticket and menu for dinner (Sep 2009); order of service for a memorial service held in memory of Iolo Davies, senior classics master (1947-1971), and headmaster (1971-1973).			

<b>Local Government Boundary Commission for Wales Records, 2009</b>			
<b>Accession No:</b>	2009/173	<b>Reference No:</b>	D324
Letter from Edward Lewis, Secretary of the Commission, to Dr Farrar, Chief Executive of Bridgend County Borough Council, informing of the outcome of a review of electoral arrangements for the county borough of Bridgend.			

<b>Rhondda Cynon Taf County Borough Council Records, 2005-2009</b>			
<b>Accession No:</b>	2009/174	<b>Reference No:</b>	CRCT
Signed council and committee minutes			

<b>Evans family of Gelligaer Papers, 17<sup>th</sup>-19<sup>th</sup> century</b>			
<b>Accession No:</b>	2009/175	<b>Reference No:</b>	D650
Title deeds, accounts, correspondence, wills			

<b>Cowbridge Grammar School Old Boys Association Records, 20 September 2008</b>			
<b>Accession No:</b>	2009/176	<b>Reference No:</b>	D341/4
Cowbridge Grammar School 400th anniversary: sermon preached by Assistant Bishop of Llandaff, the Right Reverend Dr. David Yeoman, at commemoration service.			

<b>Llandaff Society Records, 2009</b>			
<b>Accession No:</b>	2009/177	<b>Reference No:</b>	DLDS/1
Newsletter number 110, Spring 2009			

<b>E T Evans of Ystrad Mynach Papers, 1888-1946</b>			
<b>Accession No:</b>	2009/178	<b>Reference No:</b>	D651
Barry Docks engineering drawings			

<b>Llandaff Society Records, Autumn 2009</b>			
<b>Accession No:</b>	2009/179	<b>Reference No:</b>	DLDS/1
Newsletter No 112			

<b>Robert McCloy of Surrey Papers, 2008</b>			
<b>Accession No:</b>	2009/180	<b>Reference No:</b>	D652
Swansea University PhD thesis 'The Stewardship by Local Government in South Wales of Road Passenger Transport: 1924-1964; also Summary			

<b>Barry Yacht Club Records, 1963-2009</b>			
<b>Accession No:</b>	2009/182	<b>Reference No:</b>	DBYC
Business records, correspondence relating to workshops and events held at the club and papers regarding the proposed development of Barry Island.			

<b>Caerphilly County Borough Council Records, Oct 2009</b>			
<b>Accession No:</b>	2009/185; 2009/204	<b>Reference No:</b>	RE
Notice of addition to register of electors (Oct and Nov 2009)			

<b>Stephenson and Alexander of Cardiff, Estate Agents, Records, c1876</b>			
<b>Accession No:</b>	2009/189	<b>Reference No:</b>	DSA121/1-2
Artists proof of Crawshay Bailey Esq, Maindaff Court, Abergavenny (1876). By Beynon & Company Fine Art Publisher & Engravers, Cheltenham. Endorsed 'Yours faithfully C. Bailey'. Engraving Clifford J Cory Esq, Cardiff. Endorsed 'Yours faithfully Clifford J Cory'.			
<b>Treseder family of Truro Papers, 2009</b>			
<b>Accession No:</b>	2009/191	<b>Reference No:</b>	D654
'The Treseders of Truro: Their Contribution to the Development of Horticulture', including a section regarding the family branch who established a nursery in Cardiff during the 19th century.			
<b>Mrs Pooley of Cardiff Papers, 1959</b>			
<b>Accession No:</b>	2009/192	<b>Reference No:</b>	D653
One volume of photographs taken during the visit of two Cardiff City Councillors to Lugansk, Russia (Oct 1959).			
<b>Vale of Glamorgan Borough Council records, c1995-2000</b>			
<b>Accession No:</b>	2009/194	<b>Reference No:</b>	VOGTB/156-166
Council and Committee agendas, minutes, reports			
<b>Canton High School Papers, 1934-2007</b>			
<b>Accession No:</b>	2009/195	<b>Reference No:</b>	D495
Girls' High School magazines, 1934-1936; cartoon, 1949; CDs of centenary celebrations and of other photographs			
<b>Llancafarn Society Records, Oct 2009</b>			
<b>Accession No:</b>	2009/197	<b>Reference No:</b>	DLCS
Llancafarn Society Newsletter no 139			
<b>Captain Griffith Thomas of Aberporth Papers, 1931-1940</b>			
<b>Accession No:</b>	2009/198	<b>Reference No:</b>	D655
Notebook belonging to the late Captain Griffith Thomas of Bryn Eirig, Aberporth, Ceredigion (d 1963) with details of cargoes and coal bunker capacity on the steamers Salvus of the Tempus Shipping Company Limited, Cardiff and Everleigh of the Tatem Steam Navigation Company Limited, Cardiff on which he served as chief officer in the mid-1930s. Also includes recipes for cornflour pudding, egg jelly and barley water. Documents from Captain Griffith Thomas relating to the take-over of the Yugoslavian steamer Istok at Philadelphia in August/September 1940.			
<b>Miss Terry Phipps of Tongwynlais, Bridgend and Ogmere on Sea Collection, 1901-1940s</b>			
<b>Accession No:</b>	2009/201	<b>Reference No:</b>	D656
Photographs, postcards, correspondence and other papers.			
<b>Cardiff City Council Records, 1979-1985</b>			
<b>Accession No:</b>	2009/202	<b>Reference No:</b>	DCC
Capital statement expenditure book (1980-1985); Transport Department ledger (1979-1981), original ref: GRF-I&E No.2.			
<b>F M Pulvermacher of Taunton Collection, 1852-1869</b>			
<b>Accession No:</b>	2009/203	<b>Reference No:</b>	D658
Valuation of the effects of Richard Watkins of Parc Newydd, Eglwysilan (23 Aug 1852); Inventory of the goods of John Lewis of Garthgynid, Gelligaer (2 May 1869).			
<b>Glamorgan River Board Records, 1952-1965</b>			
<b>Accession No:</b>	2009/205	<b>Reference No:</b>	D659
Three photographs showing members of the board conducting annual inspections, September 1952, 1954 and undated. Photograph identifying members of the board, 1965.			
<b>Aerial Photographs Officer, Welsh Assembly, Records, 1945-1947</b>			
<b>Accession No:</b>	2009/206	<b>Reference No:</b>	D660
One map of Glamorgan showing areas covered by the survey; 85 maps at scale 1:10 560; 6 maps at scale 1:1250; one CD containing jpeg files of all photographs.			
<b>Blackburn Family of Hughesovka Papers, 2009</b>			
<b>Accession No:</b>	2009/207	<b>Reference No:</b>	HRA/D431

A history of the Blackburn family as descended from Joseph Blackburn (b 1846). Compiled by Dorothy Panter great granddaughter of Joseph Blackburn. Papers include detailed notes and copies of photographs.

### **Notable Accessions:**

#### **Melingriffith Iron and Tinsplate Works Records, c. 1958**

**Accession: 2009/166**

**Reference: DMG14/1-3**

The iron forge at Melingriffith, in Whitchurch was first established in the 1750s. By 1760, it had attracted the attention of the Bristol firm of Reynolds, Getley & Co., Quakers, who leased it from the Lewis family of the Van (or Y Fan), Caerphilly, for 200 years, at £80 per annum, and quickly transformed it into a prosperous tinsplate works, important enough to appear on Yates' map of Glamorgan, of 1799. At the start of the 19th century, the Melingriffith Tinsplate Works passed to the Harfords, a Bristol Quaker family, who worked it in conjunction with their partners, Partridge and Blakemore. In 1879, the company became bankrupt and was forced to close. It was reopened in 1888, and in April 1939, the assets passed to Richard Thomas & Co. After the Second World War (1939-1945), the Steel Company of Wales incorporated the Melingriffith works as one of its strip mills.

These plans of Melingriffith show details of conveyances and freeholds during the 1940s and 1950s, the final period of its existence. The Works closed in 1957 so it seems likely that these plans were used in the sale of the land.

#### **Aerial Photographs Officer, Welsh Assembly, Records, 1945-1947**

**Accession: 2009/206**

**Reference: D660**

After the second world war the mapping of Britain was in need of much revision to support a massive reconstruction programme and between 1945 and 1951 two groups of air photo mosaics were produced by Ordnance Survey: at 1:10 560 for the whole country and 1:2500 for main urban centres. The resulting maps were published in sheet form at a cost of 10 shillings, which proved expensive considering line maps cost around 2 shillings and 6 pence, so the new photo maps failed to catch the public imagination. Changing security regulations in 1954 meant that every mosaic would have to be checked for potentially confidential information, and it was felt that the effort involved would not be justified by the poor sales. A small number of the mosaics exist in two editions, the second of which has had 'security sites' replaced by fake cultivation or cloud cover.

This collection of maps and accompanying CD was deposited at the Record Office by the Aerial Photographs Officer for the Welsh Assembly. They cover almost the whole of Glamorgan and provide an important record of industrial areas during a significant period of change.

**Blackburn Family of Hughesovka Papers, 2009**

**Accession: 2009/207**

**Reference: HRA/D431**

John Percy Blackburn married Mary Anne Steel in Hughesovka on 2 April 1904. Mary had two sisters Phoebe and Edith. Phoebe moved to London after the Bolshevik revolution. Edith married Alexandre Bolotov. They had two sons Dnietroff (Kolka) and Alexandre Bolotov (Sasha) who were both cadet officers in the Tsar's army. Dnietroff died in the Great War, Alexandre Alexandrovich married a girl from the Ukraine and had three children, Nikolai, Niusia and Idunka.

The papers provide a history of the Blackburn family as descended from Joseph Blackburn (b 1846). Compiled by Dorothy Panter great granddaughter of Joseph Blackburn. Papers include detailed notes and copies of photographs.

## Appendix II

	Number of user visits	Number group visits	Individuals in group visits	Number of documents produced
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
Sep-Nov 2009	977	10	80	1850

	Number of enquiries		Number of web-site hits
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
Sep-Nov 2009	Postal 223	e-mail 736	7871

### Interesting enquiries

A researcher found reference in a nineteenth-century journal to a firm of Cardiff architects, 'Mrs James and Edward Morgan', but on investigation this appears to be an erroneous interpretation of *Messrs James* etc.

The Office holds two registers of women admitted to the forces emergency hospital at Whitchurch during the Second World War. They were of especial interest to a searcher compiling a research guide to women's service records, particularly as they contained reference to an unusual branch of the services, the Queen's Army Schoolmistresses.

Dr David Kelly, the scientist at the centre of the Weapons of Mass Destruction controversy was a pupil at Pontypridd Grammar School, and his mother was a teacher in Pontypridd. A request was received for sources to illuminate his biography, although on investigating, little was found.

Thomas Wedgwood died in a snowstorm walking from Swansea to Burslem, Stoke on Trent in 1773. He was presumably a member of the famous potter's

family, but he married in Swansea and after his death his widow remarried there; on both occasions other potters were witnesses, and copies of the entries from parish registers were supplied for a family history enquiry.

For an enquiry on the wine trade and distribution of wine in Wales the Office was able to provide wine merchants' catalogues and wine books relating to the Marquess of Bute's vineyards at Castell Coch.

One researcher is investigating the Flat Holm Hotel; possible sources held include records of the Flat Holm Society which contain copies of material dating back to 1791, plans and building regulations, photographs and Ordnance Survey plans.

Nineteen enquiries relating to inmates of workhouses and cottage homes were answered, 20 on the asylums at Bridgend and Whitchurch and 4 on ancestors who were members of the county or borough police forces.

### **Appendix III**

#### **Forthcoming events**

The priority for the outreach team in early 2010 will be organising tours and events at Glamorgan Archives. Depositors and registered users are being invited on visits to the new office in January and dates for specific user groups to come and view the new facilities are being planned.

Dates for some events have already been set and include a 'twilight session' for Cardiff teachers on 2 February. A full report on the programme of launch events will be presented to the next meeting of the Joint Committee.

**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**