

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
12 MARCH 2010
REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO 6
REPORT FOR THE PERIOD 1 December 2009 – 28 February 2010	

1. PURPOSE OF REPORT

This report describes the work of the Glamorgan Record Office/Glamorgan Archives for the period 1 December 2009 to 28 February 2010.

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

During the quarter the final stages of the decant of the Collection and the move across of staff have been satisfactorily completed. The new building has been designated Glamorgan Archives as a mark of the new beginning it represents.

Staff have settled in well, initially using furniture salvaged from previous accommodation. As fit out is completed this will retreat to back of house for use in work areas such as reprographics and document reception. Members of the public began visiting in the second week of January as a series of open weeks for selected users began. This marked the commencement of the launch year and such events will be continued across the first 12 months of occupation. All comments received to date have been very favourable.

Work remains to be done on detailed snagging, including the crack to the revolving door, finally resolved at the end of February.

The snagging list of defects discovered on Practical Completion was immediately addressed in earnest by the main contractor, Carillion, who maintained a full-time presence on site until the New Year.

Contact with Carillion's Project Manager is maintained on an almost daily basis in order to address the snags that are proving difficult to resolve and these have been flagged as issues between Carillion and its various subcontractors and suppliers. Carillion is fully aware of the inconvenience that these outstanding snags are causing the office and are doing all in their power to achieve a resolution. The main issues are:

- Conservation Wallboard – uneven lighting of surface
- Duty Archivists window – ineffective one-way glazing
- Accessible Shower – wet-room floor fall is wrong.

A handful of smaller issues are being picked up by the contractors that have been engaged to carry out planned preventative maintenance (PPM) on the building. CMB Maintenance (an arm of CMB Engineering, who installed much of the plant in the building) has been appointed to carry out PPM as this brings in continuity of service and comfort in respect of warranties.

A portable scaffolding tower has been purchased for use by contractors working at the building, to obviate the repeated charges from contractors who were renting equipment from local hire shops. The tower will be kept on site and made available to trades-people competent in the use of such equipment. A safety regime will be established in order to comply with health & safety regulations. It is likely that a member of staff will receive some training in its assembly and use in the future too.

Expenditure Report

Draw down for 6 Authorities	116,374.86
To be drawn down next	184,798.87
From Reserve	25,775.49
Total	326,949.22

<i>Breakdown of Expenditure</i>	
Building construction	116,374.86
Land Cost	0.00
Professional Fees	720.00
Admin Fees and Internal Costs	0.00
Furniture and Fit Out	60,696.72
ICT Equipment and Voice Comms	56,379.01
Contingencies	0.00
Planning Risk	0.00
Decant	
Preparation for Decant	6,914.67
Removal Costs	66,819.00
Conservation Equipment	0.00
Double Running Costs	19,044.96
Publicity and Launch	0.00
Total	326,949.22

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 17th February 2010. All of the Contract Sum has now been paid to the developers, PMG Estates Ltd., with the exception of the 2.5% retention which in accordance with the Contract is being held until 26th October 2010.

2. To complete essential projects

Packaging

Preparation of the Collection for the decant by Richard Morgan, Archivist, and by the conservation team, headed by Mike Hodgson, continued at the Glamorgan Building throughout December. With the bulk of the work having been completed over preceding months, a final sweep of each of the fifteen strongrooms was conducted just before it was moved, to identify and package any items which had escaped attention previously. Richard, Mike, and rest of the conservation team all deserve particular recognition for their hard work, in often difficult circumstances, which enabled the collection to be safely moved.

At the end of the pre-decant packaging project, the Location Database showed that a total of 137,098 individual items had been identified. During the decant, this database played a vital role in maintaining control of our collection, and credit is due to the numerous students, employed through Cardiff University Jobshop, who have

been responsible for inputting the data over the last two and a half years.

In this last quarter a total of 377 boxes have been made, 224 plans have been wrapped, 27 damaged boxes replaced and their contents cleaned and repackaged. The packaging/repackaging work required for the move was completed ahead of target in time for the move.

In November the box making machine was dismantled by the suppliers, Kasemake, and transferred to the new building where it was installed in the box making room. It was immediately set to use. The machine and its room were a popular point in the visitor tours in January and February.

The Conservator monitored staff of the removal company contracted to complete the work to make sure that the correct procedures were being followed to avoid potential damage to the Collection at this vulnerable time. Parts of the Collection including the glass negatives were moved by archive staff as they needed especially careful handling.

Although the move to Glamorgan Archives has been completed, repackaging and identification work continues. The conservation team are now focusing on repackaging items that were not deemed a priority before the move, and Richard Morgan, Archivist, will work to resolve outstanding collection queries from before the decant, as well as those thrown up by the move itself.

In the new strongrooms the Conservator has carried out a shelf by shelf survey looking at boxes unsuitable for long term storage. He has identified 3,896 boxes which need replacing. This will form the core of an ongoing project for the Preservation Assistants and volunteers. In the interim, work has focussed on straightening and rearranging items on the shelves.

Richard Morgan has continued with his work of identifying corrections to existing lists and assigning reference codes to unlisted material.

Total Number of Materials Packed		
Boxes Made	Plans Rolled	Reboxing & Repackaging
30,187**	58,833	198*
<i>**Not number of volumes boxed</i>		<i>*Number of boxes replaced</i>

Fit out

Furniture ordered through Bridgend Office Furniture (BOF) continues to be delivered although delays have been encountered, particularly with items manufactured abroad. So although the majority of items for the Searchroom (Taf) and the entrance area are in place the Group room (Rhondda) furniture is not. Delivered items, such as the kite tables have proved as flexible as hoped, being used upstairs and down, for meetings, document displays and as working tables in the searchroom. The tub chairs and stools have drawn favorable comments from visitors and staff as being both colourful and comfortable

The bespoke units for document storage which match the counter have been successfully installed, along with the kitchen units and equipment. The bespoke units and benches in the Conservation Studio have also been delivered, but some adaptations are being made to ensure full functionality.

Much of the furniture for staff use has been delayed and so the best of the furniture in the Glamorgan Building was transferred and is in use. As planned, these items will eventually be used in staff working areas such as document reception and the workroom (Ely).

Conservation Studio

Conservation in Cathay's Park was packed up and moved to the new building in November. The early completion and handing over of the new building has meant that the furniture for the Studio was not built when the move was made and has only just been delivered in the past couple of weeks. Build issues with the new furniture has meant that the work shop is still not quite fully functioning yet.

The wall board needs to have a new diffuser screen fitted. The size of the board has proved to be a bit of a learning curve for the manufactures. The 6ft washing sink was brought over from Cathays Park and has been plumbed in.

Isolation Room

The Conservator has erected shelving brought over from the Glamorgan Building to hold material brought into isolation for treatment.

Cleaning Room

Shelving and the vacuum cleaning table have been installed. A sink has been fitted for hand washing.

Decant

Thanks to the continued hard work and professionalism of all staff, and also to the efficiency of Commercial Transfer, the removal contractor, the decant project was successfully completed during the last quarter, finally seeing the entire Collection brought together under one roof.

The move out of the strongroom in Cardiff County Hall was finished on 1 December, and Commercial Transfer began the third and final phase of the decant - the move out of the Glamorgan Building - on 2 December. Although inevitable disruption for staff resulted as the building was emptied around them, public services were able to operate almost as normal through to the final closure of the searchroom on 24 December.

Between Christmas and New Year, various items of furniture and equipment being reused in the new building were moved out of the Glamorgan Building, along with the remaining archival material. At the end of the process Commercial Transfer provided a final set of data detailing the new location of each of the 61,533 barcoded archival items moved. This was merged into the existing Location Database and has proved its accuracy in operation over the last two months.

With the Glamorgan Building emptied, the lease was officially terminated on 31 January 2010, ending 70 years of occupation.

ICT

The vast majority of the ICT equipment ordered through Cardiff Council has been delivered and installed. A small

number of issues arose initially but these have been resolved either through our Account Manager or via the HelpDesk.

A number of reconfigurations of how some equipment is set up will be considered as usage settles down. Under our old supplier several members of staff with sufficient relevant knowledge were permitted to have 'system administrator' privileges and could carry out such changes. Unfortunately Cardiff Councils ICT department do not currently allow this and so there will be inevitable delays in be bespokeing our systems and new initiatives will take longer to develop/incorporate as we will always need to involve a third party.

In general, staff seem quite happy with their new computer and telephone provision.

The public WiFi network has been well received by those users that have taken advantage of it.

Publicity

Publicity about the new building has appeared in the national and regional press. The news section of the National Archives *Ancestors* magazine featured a report on the move in January 2010. Under the heading 'Transporting the Past' it gave details of the new building, the task of moving all the records to Leckwith and a photograph of racking in one of the strongrooms ready to receive documents. The report said that 'laid end to end they would stretch from Pontypridd to Merthyr'. A report and photograph of the Glamorgan Archivist also featured on the BBC's popular *Who Do You Think You Are?* website.

A talk by Susan Edwards on the British standard for archive keeping, BS5454, features on the Metalrax Museum Storage website. It is part of an 'Expert Series' of videos produced the company which is sponsoring the ICON conservators' conference taking place in Cardiff in March.

Local press interest has proved particularly valuable in keeping the public informed of the progress of the move and the timetable for opening. Links developed with Cardiff Council's press office have been helpful in reaching local newspapers and websites. Records from Glamorgan Archives on Christmas in the past and Valentine's Day featured in articles in the *South Wales*

Echo, both newspaper and online format and also on the Welsh icon news website. The Archives' alien registration cards, showing refugees from Germany, were also highlighted on news websites for Holocaust Memorial Day in January. All the features had references to the new building helping to keep the move in the news.

The new building features on the cover of the latest Glamorgan Family History Society's *Journal*. It also includes an article on the facilities written by Alun Jones who came for a visit and a tour in January.

Colin Thomas' new book on Hughesovka was widely publicised in the local press. Colin Thomas is a documentary film-maker as well as author and much of his research for the book was carried out at Glamorgan Archives. The front-cover of his book shows a photograph from our collection.

There is a great deal of interest among professional colleagues about the new building and the operational plans for service delivery. In January a team from Birmingham Central Library spent a morning with the Glamorgan Archivist touring the building and discussing the programme and the future. Following the visit the original brief and the business plan were requested and supplied.

The Glamorgan Archivist also had a telephone interview with a researcher on behalf of East Sussex Record Office on the way the NGRO programme had been developed and lessons learned in the process. Both organisations are planning new premises.

As part of the launch events for 2010 consideration was given to commissioning a television advert. Contact was made with HTV who put together the advert aired in 2004 which successfully promoted the office's new website. Information has been gathered on costs and strategies for clear, targeted messages for use in the future.

Added value

The application to the National Manuscripts Conservation Trust for a project to reverse old repairs on selected title plans was unsuccessful. The application has been revised and submitted to CyMAL.

A new Heritage Lottery Fund grant stream is offering bursaries to attract a broader diversity into the heritage sector, Skills for the Future. Cardiff University explored

submitting a bid to this stream with Glamorgan Archives as a partner. After an initial meeting attended by the Glamorgan Archivist it became clear that the University would not be an acceptable principal to HLF and the plan will not be pursued. Caerphilly CBC has submitted an expression of interest to the same scheme on behalf of library services in south east Wales and has invited Glamorgan Archives to consider joining as lead partner. It is hoped that the Conservation Studio and the Reprographic facilities of the new building could be used as a venue for training students in combination with in-house skills and in partnership with other training organisation. The proposal is currently under consideration.

B. TO ENHANCE THE COLLECTION

1. To maintain existing service levels

Ensure consistency

Moving to a new location has provided the opportunity to update accessioning procedures, making full potential of new systems and conservation facilities. Following consultation with professional staff guidelines are being drawn up.

An incidental benefit of inviting individual depositors to tour the new building has been that many responded with updates on information held. The database has been changed to reflect current details.

Since the opening of all public services at Glamorgan Archives, a professional member of staff has been designated in the role of Collections Archivist. Their duties are to deal with new accessions and to address the backlog of items received in the last few weeks before moving from the Glamorgan Building.

Maintain CALM

Staff employed via the Unistaff job shop and volunteers have retyped approximately 78% of the paper catalogues. Once editing is complete an archivist imports these into the CALM catalogue. So far there are 88,397 entries in the catalogue database.

A sizeable percentage of the catalogue requires retyping. To address this, an additional student has been employed through the Cardiff University's Jobshop scheme specifically for this task. James Rawlings is taking a break

from his studies in Law and French and is able to commit full time hours to the project.

Maintain conditions in existing accommodation

Conditions in the Glamorgan Building deteriorated as the decant proceeded but required little intervention.

In the new building snagging is continuing and all trades and sub-contractors have been responsive to demands. Full training on all systems is still to be put in place. Staff have been shown how to operate the building management system and the access control system.

The Conservator has been familiarising himself with the 15 volumes of building manuals, learning about the environmental control and alarm systems. The building management system is run from conservation so he is able to monitor the strongrooms and is alerted to any problems by systems alarms.

A few teething problems have been experienced during the first few weeks of occupation; humidity levels in the strongroom's 3 & 4 have sometimes been lower than the parameters specified and a few minor roof leaks have been discovered, none in document storage areas, which have been dealt with by the contractors. The lifts have also had a few bugs which have had to be sorted out. Although some fine tuning is still required overall everything is working to standard.

Assess demands for conservation work

Conservation work is still limited to emergency response to allow public access to documents. The conservation unit should be up and running properly in the next few weeks.

Continue liaison with contributing authorities on records management

The Welsh Electronic Records Information Management Group, the Wales branch of the Records Management Society, held their south Wales meeting in Glamorgan Archives. Members were given a tour of the new building and its facilities.

2. To complete projects essential for the NGRO

Plan for the use of CALM in the NGRO

Since January CALM's registration module has been used to record details of visitors. This logs the same information as the paper system previously in use, such as contact details and research interests, as well as visit

dates. It is also possible to upload a photograph to each user record. Having been registered, each visitor is now given a card bearing a unique identification number and barcode. On future visits, a member of staff scans the card on arrival, bringing up the visitor's CALM registration record, allowing their identity to be easily confirmed. All members of staff have been trained in the use of this system and it is proving a great success.

Work has also been completed by CALM's developers, Axiell, to customise its document production functionality to Glamorgan Archive requirements. This feature will allow staff to request items through the CALM catalogue, replacing the existing paper-based system and providing more effective tracking of document usage. Final testing is being completed before full implementation.

DServe

Development of DServe, the public interface for the CALM database, has progressed significantly during the last quarter. Designs for the search pages were completed and a prototype version, created by colleagues in Cardiff Council's ICT department, was tested by staff. It was hoped that the final version would be available on opening, allowing visitors to search the electronic catalogue. However, additional infrastructural development work and security checks being carried out by Cardiff Council meant that this was not possible. A revised date for completion has not been provided, although work is progressing.

As well as catalogue access, the implementation of visitor self-registration and document ordering through DServe is also planned. This is currently in use at only one other archive in the UK, Hampshire Record Office. Following a visit by Geoff Edwards and Hannah Price to see the system in operation, a design brief is being finalised for Cardiff Council ICT department.

Plan for the receipt of digital records

On 15 February, the Society of Archivists held one of a series of Digital Preservation Roadshows at Glamorgan Archives. This saw speakers from various organisations, including The National Archives, the National Library of Wales, and the Digital Preservation Coalition, looking at the challenges of preserving electronic records as well as some of the tools available for doing so. The Glamorgan Archivist welcomed the roadshow and attended the morning sessions. Two members of staff attended the full day and were able to take away information that will be

useful in formulating a digital preservation policy for Glamorgan Archives.

Plan for the receipt of records

In order to minimise complications during the move members of the public and organisations were encouraged to postpone deposit of all collections until the New Year. Several prospective depositors have been in contact and a number of accessions received in the last few weeks.

The new location has proved favourable with depositors who have commented on the improved transport links and visitor parking.

Mr Gowans of the Cardiff Caledonian Society, who began negotiations for the deposit of the Society's archives last year, has visited the new office and will be depositing part of the collection in the near future.

A written application was made to the National Archives for the allocation of the papers of the Bruce family, Lords Aberdare to Glamorgan Archives. This is the next stage in the lengthy process of collections accepted in lieu of tax. This will be followed by an inspection of the upgraded storage facilities by representatives of the National Archives and CyMAL.

C. TO PROMOTE ACCESS TO THE COLLECTION

1. To maintain existing service levels

Ensure consistency in standards

The target for response to remote enquiries was extended from 10 to 15 working days to allow for increased volume of enquiries during the closure of the searchroom. The extension also reflects the impact on staff of the final stages of the move as more and more people were needed for the decant process.

The searchroom in the Glamorgan Building remained open until Christmas Eve. As more and more records were removed from the strongrooms to the new building, systems were put in place from the beginning of December to ensure that the records required by searchers would be there for them. Searchers were asked to specify in advance all the records they wished to consult so that the orders could be retrieved during the frequent visits to the new building.

Telephones and computers took a few weeks to be put in place but the searchroom in Glamorgan Archives was opened on 16 February, immediately all its furniture had been delivered and installed. The first week was by invitation to allow systems testing and there has been no grand public announcement although opening hours are now on the web site. Until Easter, searchroom hours are 9 to 5 Tuesday to Friday and 1 to 5 on Mondays. Late night and weekend opening will be trialled later in the year. A comments column has been added to the signing in sheets. Comments to date have been favourable: "Super", "Fabulous new building", "Very pleasant place to work", "Peaceful environment" being typical. Improvements to signage have been requested.

In the course of the move the library has been reviewed. Rare and valuable items have been removed from open shelves as have small and fragile items such as booklets and pamphlets. They will be available on request. Damaged items have been removed to conservation for treatment. A further review to weed out duplicates and outdated items is in process.

Gather information on users and set targets

The quarter has seen the closing of one searchroom and the quiet opening of the new. All users are being re-registered on their first visit.

Manage programme of on-site group visits

A digital story telling course was held at the Archives at the beginning of February, with five local teachers attending. They were studying a range of topics, including the Tonyandy Riots and Cardiff Castle. The course was held in partnership with the Learning Department of the National Museum of Wales and a follow-up session with the teachers accessing original sources to illustrate their digital stories will take place in March.

The major focus for outreach over the last quarter has been arranging a series of tours of the new building for depositors and registered users. Invitations to visit the new building were sent with the Glamorgan Archives Christmas card and were sent to around 3,000 individuals. The card featured an image of the Office in Cathays Park alongside one of the new building and the message gave details of the change of location and change of name. Each card carried an invitation to visit the new premises in January, with tours for depositors to take place the week beginning 11 January and tours for

registered users on three days during the last week of the month.

The tours proved to be extremely popular with 39 depositors visiting and 181 registered users. Even though some of the furniture had yet to be delivered and there were many crates in evidence it was clear from the feedback received that all appreciated being involved and welcomed into the building at an early stage. For depositors the emphasis was on how their records were now being cared for in the state-of-the-art strongrooms and the best environmental conditions. Despite the tours coinciding with some of the worst of the winter weather and snow, many depositors and searchers braved the elements to visit and become involved. The registration module of CALM was ready to operate in time for the users open week and visitors were given the opportunity to complete the new procedure prior to searchroom opening. They were also shown a preview version of the proposed digital access to parish registers. Responses were welcoming.

A number of depositors and registered users who were unable to come in January have been in touch since and some have come on individual visits to the office. Among them were officers from Rhondda Cynon Taf CBC who had been closely involved in the early part of the programme and Captain Sir Norman Lloyd Edwards, a former GAJC member and a depositor. Capt. Lloyd Edwards visited with a group connected with the Ivor Novello statue and brought additional material for deposit. For staff, taking the tours at such an early stage has been helpful in the process of getting to know the building and the new working environment. The local MP, Kevin Brennan, made contact before Christmas and arranged to visit for a tour in February. He was most interested in plans for service delivery, having used the Record Office in the course of research work for his PGCE, several years before.

A tour was requested by the Communities First Partnership of Rumney Roath and Grangetown. The visitors were local history society members and a useful discussion took place on potential future working.

The First Friday group met twice in the quarter, once in the Glamorgan Building and once in Glamorgan Archives.

The South Wales Record Society was the first group into the completed Glamorgan Archives as their Executive Committee met there in January.

Thirteen members of a local family history group visited the Archives in February. They had visited the Office in Cathays Park several times and were keen to view the new facilities available. They were given a tour and then Mike Hodgson, Conservator, demonstrated how they should care for their own documents and photographs.

Maintain service to educational users

The first 'twilight' session for teachers was held at the beginning of February. This was organised by Luisa Munro-Morris, humanities and religious education advisory teacher for Cardiff. Sixteen teachers from both the primary and secondary sectors attended the event held after school hours. Charlotte Hodgson, Principal Archivist, gave a presentation on the new building, in particular focussing on the group room and how it could be used for school visits. The teachers were also given a tour of the building and an introduction to the types of records which can be used with school groups. The next stage will be to invite neighbouring schools to visit the Archives and to try out the group room facilities.

Following the success of last year's partnership venture, the Principal Archivist again worked with the Architectural Subject Librarian at Cardiff University. Six sessions were held for second year undergraduate students to review sources of information for their project on 'urban conditions' which this year focussed on Aberdare. Students were shown sources available on the Office website and were invited to visit the searchroom to pursue the historical perspectives of their assignment.

Discussions about potential collaboration were held with Dr. David Wyatt of Cardiff University. He has a dual role in LEARN setting up foundation pathways for adult learners wanting to do degrees and as a lecturer in Early Medieval History at Cardiff University. Lecturers from Cardiff School of History and Archaeology with their post-graduate students subsequently visited to see the facilities and resources available at the new building.

Liaise with heritage initiatives

The Glamorgan Archivist attended the annual meeting of the Glamorgan County History Trust, of which she is a director, at Penrice Castle.

She also attended a meeting of the Welsh County Archivist Group at which the proposed agreement to access digitised images of parish registers through Find my Past was discussed and negotiation points agreed.

Women's Archive of Wales held an executive committee meeting in Glamorgan Archives, also attended by the Glamorgan Archivist.

Regular meetings are held with Victoria Rogers of Cardiff Museum and Katrina Coopey, the Local Studies Librarian for Cardiff, to consider issues of joint interest. Currently the group is looking at the co-ordination of collections policies following approaches from members of the public wishing to deposit 'mixed' collections of archives, published material and artefacts. Greater clarity of who collects what will assist the public and promote partnership working. This project builds on the template for local studies developed previously with Rhondda Cynon Taf CBC library and museum service.

Susan Edwards, Glamorgan Archivist and Heather Mountjoy, Archivist met with the managing director of Cardiff and Co. a public and privately funded company set up to promote Cardiff and the surrounding area as a place to live, study and to visit. The Cardiff and Co. website promotes the local area and it is hoped that Glamorgan Archives will be able to help with research for the website as well as publicise its services through the cultural tourism side of the company's remit.

In January a Ukrainian documentary on the 1930's famine and the role played by the Welsh journalist Gareth Jones, in exposing it was shown at Chapter, Cardiff. The film, *The Living*, includes interviews with the journalist's surviving family and the showing was attended by the Culture Minister Rhodri Glyn Thomas. Gareth Jones' mother was a tutor at Hughesovka. The Glamorgan Archivist was invited to the event and had the opportunity to talk to senior academics and politicians present about the new building and planned service improvements.

Richard Morgan has contributed an article 'Adnabod enwau lleoedd mewn dogfennau hanesyddol' on the recognition of places mentioned in historical records to a new publication entitled *Olrhain Hanes Bro a Theulu* ('Tracing local and family history') (Gwasg Carreg Gwalch 2009). The publication consists of nineteen essays on historical records including printed sources, pedigrees and ancestry, wills, family history sources, estate papers,

oral evidence, houses, and illustrative matter, and is intended as a guide for Welsh local historians, family historians, students and teachers in schools and colleges of further education. The editors Rheinallt Llwyd (a former librarian at the Welsh College of Librarianship) and D. Huw Owen (former Keeper of the Department of Maps and Prints in The National Library of Wales) are well-known in historical and educational circles. Contributors include Glyn Parry (The National Library of Wales), William Troughton (The National Museum of Wales), Richard Suggett (Royal Commission for Ancient Monuments Wales), Helen Palmer (Archivist for Ceredigion Archives), and prominent historians (Hafina Clwyd, David W. Howell, Evan L. James, John Gwynfor Jones, Tegwyn Jones, Gerald Morgan and Michael Powell Siddons). The publication is the first of its kind in the Welsh language and has received favourable reviews on television and historical web-sites and in the press.

Manage programme of external events

The Principal Archivist spoke to a meeting of the Friends of Insole Court, Llandaff about the work of the Office. This followed an advisory visit by the Principal Archivist and Conservator to see the Llandaff Society's collection of photographs and documents, currently housed in St Michael's Theological College. The Friends have also booked a visit to the new office.

2. To complete essential projects

Develop website

During the closure of the searchroom to the public the Glamorgan Archives website has continued to be updated with photographs of the move into the new building and of the first visitors and groups. These have been added to the Archives' flickr photostream which now carries images from the start of levelling the site at Leckwith to moving in.

Contribute to ARCW's strategic grant programme

The Principal Archivist attended a meeting of the Learning Advisory Panel of the People's Collection, at which a draft Learning Strategy covering formal and informal learners was considered. She attended a focus panel of potential providers to the Credit and Qualification Framework for Wales (CQFW). This initiative is being led by NIACE (The National Institute of Adult Continuing Education) and funded by DCELLS (Department for Children, Education, Lifelong Learning and Skills) and is looking at training provision that is not necessarily recognised as such. Archives, along with museums and

libraries have been identified as an area for particular study. Staff tend not to recognise themselves as trainers while members of the public fail to appreciate that they are learning new skills. The objective is to set in place a system of accreditation for the informal learning process that will benefit both learners and trainers.

Manage contingency plan for access

The searchroom was opened twice before the test week to give access to records to the Rights of Way officer from Bridgend CBC and to a firm of solicitors needing sight of a document ahead of a court appearance.

D. TO ENSURE EFFECTIVE MANAGEMENT OF RESOURCES

1. To maintain existing service levels

Maintain appropriate levels of staffing

There is no staff movement to report this quarter.

Most of the volunteers made the move from the old building to the new, and others have since joined the team. They contributed hours to the office during the quarter.

Living the Poor Life

Archivists from The National Archives visited the Record Office in December to update volunteers on the progress of the project. Concerns were raised as to the number of people working on the Cardiff volumes of correspondence. An advertisement has since been added to our website and has generated a great deal of interest, 17 requests for further information since January.

Continue commitment to liP

Following the Investors in People (liP) review in November confirmation was received that Glamorgan Archives continues to meet the requirements of the national standard and has maintained recognition. An early review has been agreed to ensure that current plans are fulfilled and that staff have adapted fully to the changes in their working patterns demanded by the move to a new building. Meetings with the liP advisor in February have assisted in developing an action plan for supporting staff development in the coming year.

Monitor office systems to ensure compliance

Staff have been registered on Cardiff Council's electronic financial system although only the Administrative Officer

has received training to date as the system is due to be upgraded shortly.

3. To complete essential projects

Integrate electronic and paper filing systems

The move to new premises has encouraged the continuation of this task. Whenever possible electronic versions of papers are saved to the shared drive and paper copies are not filed. More work needs to be done over the course of the coming year to move the task forward.

Gather information on liV and PACR

Both tasks will be addressed in the coming year.

Complete hand over of services

The majority of existing services ended with the move out of the Glamorgan Building in December. The one outstanding item is the final transfer of staff from Rhondda Cynon Taf to Cardiff CC contracts which is planned for April 2010 but depends on the completion of the following task.

Complete staffing establishment in NGRO

The new establishment has been finalised. Job descriptions, person specifications and competency frameworks have been revised and submitted to Cardiff CC's People and Organisational Development team for comment. The Glamorgan Archivist has submitted the necessary paper work with the business case for transferring existing staff to the new establishment.

Finalise running costs for NGRO

Expenditure is being monitored against estimates now that the building is fully occupied. While some variation is apparent indications are that the budget for the coming year will be adequate.

SUMMARY

The quarter has seen the culmination of a long period of very hard work with the final transfer to Glamorgan Archives. The programme and its various projects has been exceptionally well managed by Dave Pellegrini and Geoff Edwards who have put in long hours particularly in the final stages. They and their team have assisted the decant in the worst weather conditions for decades. The years of hard and often tedious labour to prepare the Collection for the move paid off by enabling a speedy and accurate transfer by Commercial Transfer. All staff are owed thanks for their sterling commitment to their designated project or to the even less glamorous job of keeping the day to day

service going with reduced resources and under increasingly uncomfortable conditions. Searchroom closure has been kept to a mere 6 weeks thanks to their efforts; I suspect this to be a record.

**Susan Edwards
Glamorgan Archivist
25 February 2010**

Appendix 1: Accessions

Cowbridge Record Society, Collection, 19-20th century			
Accession No:	2009/208	Reference No:	D111
Documents relating to Cowbridge Borough, Cowbridge market and Cowbridge Rural District Council presented to the Society by Hubert Thomas.			
J R Freeman & Son of Cardiff, Records, 1900-2009			
Accession No:	2009/209	Reference No:	D662
Records including photographs of cigar making processes and individuals, brochures, material relating to social events and printed history of the company.			
Chris Marsh of Llandaff, Collection, 19-20th century			
Accession No:	2009/210	Reference No:	D663
Ordnance Survey plans, some originating with Aberdare Waterworks and marked to show pipelines.			
Vale of Glamorgan County Borough Council, Records, Dec 2009			
Accession No:	2009/211	Reference No:	CVG/CRE/13
The full register of electors for 2009.			
Caerphilly County Borough Council, Records, Dec 2009			
Accession No:	2009/212 2010/1 2010/6	Reference No:	CCA/CRE
Register of electors 2010 and notice of additions to register of electors.			
H T Sutters of Hereford, Collection, c1900-1910			
Accession No:	2009/213	Reference No:	D664
Photographs of Penarth Beach and Pier, Queen Street, Cardiff and the Keep of Cardiff Castle.			
Stephen Luke of Maesteg, Collection, 1972-2009			
Accession No:	2009/214	Reference No:	D559
Royal Antediluvian Buffaloes. Will Hopcyn Lodge, Maesteg. Invitation to witness the installation to the second degree (29 Oct 1972); 'Cardiff. City Centre Pocket Pal' guide to the city (2006); flyer advertising The Welsh Council on Alcohol and Other Drugs inaugural annual lecture (16 Jun 2009); flyer advertising an Islamic Path conference 'Islam from Revelation to Implementation' (25 Jul 2009); Taff Ely (Llantrisant) Ramblers Walks Programme (Jul-Dec 2009); 'The Llynfi News' (Jul/Aug 2009); 'Glamorgan Rambler' newsletter (Oct 2009); 'Explore Caerphilly' free leaflet to guided walks and events in Caerphilly County Borough (Oct-Mar 2009); Cardiff Ramblers. Walks Programme Oct 2009-Mar 2010; programme for Remembrance Sunday service at St Michael's Church, Maesteg (8 Nov 2009).			

Standing Conference on Regional Policy in South Wales, Records, Apr 1995			
Accession No:	2009/215	Reference No:	MC/X19
Transport Strategy for South Wales.			

William Jones of Cardiff, Papers, 1927			
Accession No:	2009/217	Reference No:	D665
School examination certificate issued by the Central Welsh Board to William Trevor Jones of Howard Gardens Municipal Secondary School (Boys).			

Llancarfan Society, Records, Dec 2009			
Accession No:	2009/218	Reference No:	DLCS
Llancarfan Society Newsletter 140.			

Cambrian Archaeological Association, Records, 1917			
Accession No:	2010/2	Reference No:	D666
List of members of the Cambrian Archaeological Association for 1917.			

Mr Francis Gordon Baker of Barry, Papers, 2007			
Accession No:	2010/3	Reference No:	D667
'The memories of Mr Francis Gordon Baker: His time spent training, and service as a RAF aircraft maintenance fitter in the UK and Ceylon [Sri Lanka] during the 1938/45 war', compiled by D S Wellings of Barry. The papers include a DVD containing: a copy of the report and digital images of pictures and negatives provided by Mr Baker's sister.			

Charity Commission Records, c1960s			
Accession No:	2010/4	Reference No:	DPRO
2 folders containing indexes of charities in 'South Glamorgan' and 'Mid Glamorgan'. Categories include: name of charity; registration number; civil area; county; code; correspondent; governing instrument; objects; beneficial area; income; inland revenue reference.			

Merthyr Tydfil County Borough Council, Records, 26 Jan 2010			
Accession No:	2010/5	Reference No:	CMT/CRE
Notice of alteration to the register of electors.			

Rhondda Cynon Taff County Borough Council, Records, February 2010			
Accession No:	2010/7 2010/9 2010/12 2010/14 2010/24	Reference No:	CRCT/C
Committee papers.			

Dr Douglas Bassett of Cardiff, Papers, 19-20th century			
Accession No:	2010/8	Reference No:	D672
Research papers of Dr Bassett and of Vince Jones on Cardiff history.			

Llandaff Diocesan Mothers' Union, Records, 1910-1979			
Accession No:	2010/11	Reference No:	DMUL
St Matthew, Pontypridd, branch: Attendance registers, 1910-1979, 1983; Committee minute book, 1914-1928; general minute book, 1948-1972.			

Dennis Sellwood of Llanbradach, Papers, 1935, 1947			
Accession No:	2010/13	Reference No:	D163
Group photographs of Caerphilly Boys Secondary School with identifications.			

G P Wedlake of Porthcawl, Papers, 1 Sept 1939			
Accession No:	2010/15	Reference No:	DX529
Draft agreement for use of premises at 74 Upper Waterloo Road Cardiff as an Air Raid Wardens post.			

Llandaff Society, Records, Dec 2009			
Accession No:	2010/16	Reference No:	DLDS/1
Newsletter No 113, Winter 2009; membership card, 2010.			

Ivor Novello Statue Fund, Records, 2005-2009			
Accession No:	2010/17 2010/18	Reference No:	D668
Minutes, correspondence, photographs belonging to the president of the Fund, Sir Norman Lloyd-Edwards; Financial papers of John Steward, Treasurer of the Fund.			

Dennis Sellwood of Llanbrach, Papers, 19th-20th century			
Accession No:	2010/19	Reference No:	D163
Photographs of Llanbradach and miscellaneous papers.			

Tracey Lemon of Guildford, Papers, 1906			
Accession No:	2010/20	Reference No:	D669
Barry Railway Company. Description of Undertaking.			

John Surtees of Cardiff, Papers, 1960s			
Accession No:	2010/21	Reference No:	D670
Papers and photographs relating to the design and building of the University Hospital, Heath, Cardiff.			

Dr Goronwy Alun Hughes of Corwen, Papers, c1970			
Accession No:	2010/22	Reference No:	DX555
Congress of Welsh Workers: application form and membership card.			

Douglas Simpson of Surrey, Papers, 20th century			
Accession No:	2010/23	Reference No:	D624
Papers, plans, diaries and photographs of D N Simpson, mining engineer.			

Dennis Rees Morris of Ferndale, Collection, 1920s			
Accession No:	2010/25	Reference No:	D671
Photographs of Maerdy and area, including Fred Rowe and family; also carnival in Maerdy and Sion Glee Men choir.			

Notable Accessions:

J R Freeman & Son of Cardiff, Records, 1900-2009

Accession: 2009/209

Reference: D662

The J R Freeman company was founded by James Reykers Freeman in London, his son George acquiring a factory in Cardiff during the 1890s. With tobacco leaf arriving at the port from around the world, the factory was ideally positioned to turn the raw material into cigars for the growing British market. When George Freeman died in 1909, the business passed into the hands of two of his five sons, Donald and Peter. Both sons helped to build the company presence in South Wales, with two factories in Cardiff, at North Clive Street and another at Bridge Street. Peter, working in the Bridge Street factory, was made Managing Director of J R Freeman & Son, Cardiff in 1910 and quickly established the reputation of a champion of employee welfare. In addition to improvements in working conditions, employees enjoyed payments bonuses, annual outings and, according to Factory Rules of 1910, a 'Sick Club' providing 'medical attendance and medicine at any time. All workers earning under 5/- admitted free, others contribute 1d weekly.' In the early years of the 20th century the company were producing around 25 million cigars and cheroots a year.

Having been elected as MP for Brecon in 1929, by 1931 Peter Freeman had made way for his brother Donald's two sons, Robert and John, to take over the management of the cigar-making operation in Cardiff. To them, it was clear that, if the company was to expand they would have to find a way to develop further means of mechanising the process. The Second World War interrupted their business plans and at its end they found that they lacked the financial resources required for process development. In 1947 J R Freeman & Sons was sold to Gallaher Limited. Despite significant mechanisation, J R Freeman & Son still relied on a skilled workforce of mainly women to prepare the leaf tobacco, work the machines, check quality and pack the finished product.

By 1955 the company were producing 70 million cigars a year. In order to meet this increasing demand a larger, modern factory was opened at Penarth Road, Cardiff in October 1961, this site also provided state of the art welfare and social facilities. By 1964, with 600 employees in Penarth Road and with nearly 500 million cigars being sold in the UK each year, demand necessitated the commissioning of a further factory, this time at Addison Road, Port Talbot, followed by a second factory in Port Talbot, at Baglan Moor in 1970.

As the pace of technology development quickened and mechanisation took over more of the cigar-making process, the changes prompted the relocation in 1992 of Head Office from Pearl Assurance House in the centre of Cardiff to the factory in Penarth Road. Smaller staffing requirements led to the closure of the Baglan Moor factory in March 1994, the concentration of cigar making now taking place at the Penarth Road factory. In 2009, the relocation of production to the Gallaher factory in Lisnafillan in Northern Ireland brought about the end of cigar making in South Wales.

Records include photographs of cigar making processes and individuals, brochures, material relating to social events and printed history of the company.

Appendix II

Presentation of the statistics has been simplified to reflect anticipated use of the new building. In the user visits column the first figure is the total number of visitors. The figure in brackets records the number of those who came as part of a group. Postal and email enquiries have been combined to give a single figure for remote enquiries. It has not been possible to obtain number of web hits the quarter in time for this report.

	User visits	Number of groups	Number of documents produced
Dec 08 – Feb 09	1042(113)	13	1624
March – May 2009	1078(95)	7	2235
June-August 2009	1168(67)	4	2111
Sep-Nov 2009	977(80)	10	1850
Dec 09 – Feb 10	560 (338)	16	603

	Number of enquiries	Number of web-site hits
Dec 08 – Feb 09	548	7579
March – May 2009	717	7423
June-August 2009	926	7970
Sep-Nov 2009	959	7871
Dec 09 – Feb 10	938	

Interesting enquiries

Police

Biographical information on a former chief constable of the Glamorgan Constabulary was provided to his grandson, also a policeman, in West Yorkshire.

The South Wales Police are undertaking a review of old cases involving unidentified bodies for which the office checked post mortem reports and coroners' registers of deaths.

John Hughes the founder of Hughesovka, now Donetsk, was buried together with members of his family in West Norwood cemetery. The Friends of the cemetery were given permission to use images from the Archives' website in their newsletter and included a link to the website.

An academic at Nottingham University inquired about references to the Nikolaevsky railway in the Dowlais Iron Company records.

County Asylum, Bridgend

A post graduate student at Swansea enquired about researching the experience of women in the asylum.

A family historian researched an ancestor who escaped from the asylum after 25 years residence, simply by walking out of the gates. The patients register has no evidence that he ever returned.

Oliver Jones of Fonmon was a naval officer but an enquirer with a print apparently signed by him asked if he might also have been an artist. We hold his letter books and letters among the Fonmon papers which were suggested as possible sources.

Following the death of former Bridgend UDC councillor D H Harries, details of his service on the council were found in minute books and other records.

For a teacher at Llangan primary school interested in of household occupations, we were able to suggest census returns, tithe apportionments and registers of electors.

Local Government Act 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

12 March 2010

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item : WORK OF THE Glamorgan Archives
1 December 2009 to 28 February 2010

Background Papers

Searchroom handlists.

Officer to Contact: Susan Edwards – 029 2087 2200