

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
25 June 2010
REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO: 6
REPORT FOR THE PERIOD 1 March – 31 May 2010	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives for the period 1 March to 31 May 2010.

2. BACKGROUND

As part of the agreed reporting process the Glamorgan Archivist updates the Joint Committee quarterly on the work and achievements of the service.

3. ISSUES

A. THE NEW GLAMORGAN RECORD OFFICE PROGRAMME

1. To complete outstanding projects

Launch year activities

The new building has attracted many visits from local groups and from professional colleagues. Most visits include a tour of the facilities lasting about an hour. A 'tour route' has been finalised and all professional staff can lead parties through the group room, buffer zone, document reception, strongroom, conservation, box-making, multi-media and searchroom.

The new building is generating interest among archivists engaging in similar projects. A large group from the National Nuclear Archive were shown around and questioned the Glamorgan Archivist closely on the build process. Senior staff from Gloucestershire and Derbyshire Record Offices have visited to see the site and discuss the process and operational plans. Background papers have been supplied to all.

Dr. Christopher Kitching, an authority on archive buildings, came in the course of updating his book on British archive facilities. He said:

I'm sure it is one of the biggest (and best) local authority archives in the UK, and I was most impressed by the degree of flexibility you have been able to build into the spaces, with careful planning.

Norman James of the National Archives carried out a partial inspection of the new building in connection with the allocation of the Aberdare Papers to Glamorgan Archives as part of the acceptance in lieu scheme. He was very satisfied.

Details of groups visiting can be found in Appendix III. The Conservation Studio was officially launched with a visit from attendees of the ICON conference in March and the public space on the ground floor had its launch through the Open University reception in April.

Publicity

The new building continues to attract publicity. The spring edition of *Cymal* magazine carries a lengthy feature on the Office illustrated with photographs of the exterior and interior and of the first members of the public to visit. The article focuses on the design of the building and gives a detailed description of the state of the art facilities. Several professional colleagues have contacted us for tours as a result of the feature.

Companies engaged in the construction and management of the building continue to publicise their involvement. Fullcircle's spring newsletter *The Circular* carries a feature announcing their appointment as Facilities Management Team for the building.

The Society of American Archivists had been in touch to request permission to use an image of a Victorian Valentine's card in one of their publications. This followed the release of an online article for Valentine's Day.

As reported in the last quarter, Kevin Brennan MP for Cardiff Central, visited the Archives in February and was given a tour. A short video of his visit and interview with the Glamorgan Archivist, has subsequently been mounted on his YouTube site. The video of the Glamorgan Archivist speaking about BS5454 has also been migrated from the Metalrax website to YouTube.

Fit out

Equipment requirements for the strongrooms and searchroom are being finalized by the Senior Archivist, including ladders and document handling aids, such as book pillows and weights.

Research has also been carried out into suitable products to complete the fit-out for group use, with a particular focus on educational users. The Senior Archivist has been reviewing survey forms completed by teachers who had participated in familiarisation days, determining what equipment they feel would be useful, such as an interactive whiteboard.

The conservation wall board has proved to be more challenging than originally anticipated. The size of the diffuser screens and the need to keep the material absolutely clean during fitting have been difficult problems to overcome but the company concerned, with advice and assistance from the Conservator, has persisted and a workable methodology was evolved. The board is now acceptable and the back cover has been fitted. In the course of the additional work the shadow line in the centre has been eliminated by moving the LED light sheets away from the diffuser screen.

Save for a few minor items, including work seats, the Conservation Studio is fully fitted and the team is working on individual documents.

The majority of orders placed with Bridgend Office Furniture have been received including the 'seatables', an innovative chair which converts into a small desk. Because of lengthy supply delays and an error in the delivered colour a discount was given on the final price. Further items of furniture, such as additional kite tables were ordered and supplied. The need for these in both Rhondda and Ogmore became clear as staff and volunteers settled into regular working patterns.

Most of the older furniture brought from the Glamorgan Record Office has been relocated to Ely, where new accessions are sorted and listed. The new furniture is used in public areas and on 'cleaner' work.

BOF have also attended to carry out remedial work on various items of bespoke furniture including resurfacing the Corian worktops in the Conservation Studio, investigating solutions to damage sustained to working surfaces on the reception and searchroom counters,

modifications to the breakfast bar in the staff room and replacement tops to tables.

Switches have been provided for the loop system in Rhondda Fawr. The pass buttons for the glazed doors into Taf have been fitted.

Public access IT

Development work on the two major ICT projects has continued, namely DServe, the public interface for the electronic catalogue, and the interface for the parish register digital facsimiles, with work on both reaching an advanced stage.

Work on the development of DServe was proceeding well but then stalled in March following concerns over the software's security. It was eventually determined that as the application will only be available on the public PCs within the Glamorgan Archives building, the potential risk to network security was minimal. Work resumed on DServe in late May. Although the interface is operational, several functions need further work before it can be made publicly available.

The Senior Archivist and Information Officer visited Cardiff Council ICT for a demonstration of the parish register application on 25 May. The software combines the Glamorgan Family History Society parish register indexes and digital images of the registers provided by the Genealogical Society of Utah, allowing users to search the indexes in a variety of ways and then view an image of any register of interest. Staff are currently testing the application and will provide feedback to Cardiff ICT as to any final modifications needed. In line with the agreement with GSU, this application will only be available within Glamorgan Archives.

Snagging and payments

The Conservator has been in liaison with CMB Engineering and Maintenance and ACS to sort out teething problems with the air-conditioning plant and the Building Management System. The air conditioning in Taf was overhauled during a weekend to avoid disturbing users. The Conservator and the Glamorgan Archivist attended. Issues with the chiller plant are continuing but are being resolved. A solution has been found for the shower floor.

Carillion staff and contractors continue to work through the list of unfinished jobs. Payments held back pending completion of delivery are now being passed.

Expenditure Report

Draw down for 6 Authorities	80,207.79
To be drawn down next	0.00
From Reserve	47,382.82
Total	127,590.61

<i>Breakdown of Expenditure</i>	
Building construction	0.00
Land Cost	0.00
Professional Fees	14,138.00
Admin Fees and Internal Costs	37,276.61
Furniture and Fit Out	63,938.02
ICT Equipment and Voice Comms	-156.00
Contingencies	0.00
Planning Risk	0.00
Decant	
Preparation for Decant	4,110.12
Removal Costs	227.36
Conservation Equipment	0.00
Double Running Costs	8,056.50
Publicity and Launch	0.00
Total	127,590.61

A full report on the final out-turn figures is attached as Appendix IV.

The agreed capital budget has been expended with the exception of the 2.5% retention. Any further spend on fit out is required to be met from the revenue budget with eventual reimbursement from the reserve monies.

It is recommended that the residual balance of the revenue reserve created to help fund the new building (£328K as at 31 March 2010) is returned to Glamorgan Archives' control to meet unforeseen contingencies in the early years of occupation, while having regard to the need for minimising revenue contributions from constituent authorities in future years.

2. To develop staff

Building systems

Additional training in the building management system was arranged with ACS and attended by Management

Team, the Conservator and a representative of CMB Maintenance. Similarly, further training on the fire system has been provided by Tiger Fire. Planned preventative maintenance visits have begun and are used as an opportunity for staff to learn more about the building. Tests on the emergency lighting necessitated the location of all fuse boxes, maintenance on air conditioning and circulation systems have included additional training in their use. Even the window catches had to be explained!

ICT and telephones

A member of staff from Cardiff Council delivered a training session to staff on the telephone system. Staff are now on the email system operated by Cardiff Council which has extensive self help pages. As individuals explore the system they circulate their colleagues with information on alternatives and adaptations which are then saved to a staff manual for future reference.

Emergency planning

A risk analyst from Zurich, Cardiff County Council's insurer, attended to carry out a survey in consultation with the Glamorgan Archivist.

The intruder and fire alarm systems are now live and monitored by Cardiff County Council security staff. The possibility of extending access to the CCTV system for security staff is being explored.

The Conservator has re-qualified as a First Aider.

B. THE COLLECTION

1. To develop existing service levels

Ensure consistency

During the quarter 118 accessions have been received, more than double that for the same period last year. Local authorities were among the regular depositors asked to delay depositing until the New Year; they account for 30% of the total figure. A full list of accessions is given in Appendix I with detailed description of a sample selection.

The new role of Collections Archivist has proved very successful in processing these accessions quickly as well as starting to address the backlog of items received in the last few weeks before moving from the Glamorgan Building. Accessioning procedures have been updated to account for this new role.

Regular meetings of the Conservation and Catalogue Teams have been instituted, initially to assist in setting targets for the annual plan. They are proving a useful forum, identifying issues relating to accessioning procedures, the division of workloads and the interaction of conservation and cataloguing. The proximity of the two working areas for conservation and the cataloguing staff facilitates close co-operation and a speedy resolution to problems.

The preparation of the Collection for the move has made a dramatic improvement to storage standards. However there remains the task of bringing the whole Collection up to the same level. A plan is being devised to renew substandard boxes and rationalise larger box sizes. Consistent recording systems for conservation work are being established, including a form for document cleaning. Currently in hard copy these will be available electronically once finalised.

CALM database

There are now 121,000 entries in the CALM catalogue database. Temporary staff employed on this work have now reached the end of contract and the remainder will be completed by staff and volunteers. Security parameters have been put in place to enable work experience placements to assist with basic editing of information in CALM. This is valuable experience to have prior to applying for postgraduate courses.

Cataloguing

The Cataloguing Team consists of staff working on entering and editing data for the on-line catalogue and another group of staff and volunteers preparing new catalogues. The two professional staff in the second group are based in Ely where there is ample space for sorting material, and a good working environment for supervision of volunteers assisting with box listing and packaging.

It is a new experience for the Office to have these resources for cataloguing and the first order of business is to prepare a prioritised plan to address the backlog. Evidence from the Catalog Cymru report and public services useage suggests that pre-1996 local government records are in most urgent need of attention. Many of these collections, although listed at collection level before the introduction of the Freedom of Information Act, are large and were previously housed in outstores, so were

difficult to process at item level before the transfer to Glamorgan Archives.

Richard Morgan, Archivist, is working on these collections. During the quarter he has reviewed lists of Mountain Ash, Penarth and Porthcawl Urban District Councils and begun work on listing Barry UDC and Borough Council records.

One of the volunteers making almost daily use of the new workspace is Mr Keith Edwards. He has been responsible for the deposit of several collections, but in particular has sorted and listed the Stephenson and Alexander papers, estate agents of Cardiff. He has made considerable progress in reboxing items and sorting out series of maps and plans.

The collection of printed materials has been weeded this quarter. Many of the publications forming the professional library are now available on-line and hard copies were disposed of. More work remains to be done on the library in the searchroom and investigations are being made to digitise the card catalogue.

Published works received which make use of records held in the Archives include:

Andrew Lorenz, *GKN The Making of a Business 1759-2009(R/1409)*: plans, drawings and photographs of Dowlais furnaces taken from DG.

Stephen K Jones, *Brunel in South Wales Volume 2. Communications and Coal (G/493/2)*: acknowledgement to Glamorgan Archivist.

Conservation

The Conservation assistants continue to clean and package new accessions:

Loose Papers	Volumes	Maps/Plans	Photographs	Others
6000(Approx)	760	119	88	

Conservation Treatments

Items from the Mathews Family Estate Papers have been repaired to enable copies to be made for the National Archives of St. Kitts in the Caribbean. Six documents

were cleaned, relaxed and repaired; in total, 54 pages were treated.

Other Material treated Include:

- 82 Ordinance Survey Aerial Photographs of Glamorgan c1946 [D660/1-4, 6-9, 11-63, 65-85]
- Gadrys Newydd Estate Map [DSA/19/84]

A survey of the Quarter Sessions Deposited Plans series concluded that the volumes need to be restacked.

Box making

In this last quarter a total of 684 boxes have been made.

Outside work

- Construction of 4 boxes for Newport Museum to store ceramics and human remains
- Relining and re-casing a volume for a member of the public

A student on the Cardiff University Conservation Course spent a couple of days with the Conservator experimenting on the best method to remove adhesive tape from a collection of letters. The collection is correspondence between the poet Edward Thomas and his wife, Helen, held at the University, and the student was completing a conservation feasibility study for a report.

CyMAL (Museums, Archives and Libraries, Wales) has awarded Glamorgan Archives a grant of over £10,000 for a project entitled 'Turning Back Time'. The project will fund restorative conservation on the tithe maps for Aberdare, Wenvoe, Cowbridge and Eglwysilian. These parish maps of c1842 are in particularly poor condition and unsuitable for production, though demand is high as these areas are now heavily populated. As the maps are physically large this project will make use of the wallboard and various linked projects using volunteers are planned. The grant will enable the purchase of appropriate materials and the employment of a registered external conservator to assist with the work and the volunteer training. A project in partnership with the Glamorgan Family History Society is being developed to index the tithe apportionments for these parishes by both personal and place/field name. The index would link into the plans and make them much easier to use and to understand. It is intended that aspects of this project will inform the

methodology of a proposed ARCW project to digitise all of Wales' tithe maps, for which a grant application is to be submitted to the Heritage Lottery Fund.

Digital records

The Senior Archivist attended a meeting of the Archives and Records Council Wales digital preservation group at the National Library in Aberystwyth. Updates were presented on various initiatives relating to the preservation of digital records within Wales. The group's next meeting is to be held at Glamorgan Archives in September.

Records management

Plans are being made to approach all six of the funding authorities to establish their current approach to the keeping committee minutes and reports. The Archives store hard copies for the funding authorities, which may be disposed of if signed minutes or digital copies are deposited.

2. To develop staff

CALM

All staff have received training in methods of searching the CALM database utilising both key word and collection overview facilities. Follow up sessions will be provided prior to DServe being installed on public access computers.

Digital preservation

Issues under this task are dependent on progress under planning in B1

C. ACCESS

1. To develop existing service levels

Ensure consistency in application of standards

The late evening opening on Monday was reinstated after Easter. Proposals for additional out of hours opening have been put forward and are currently being discussed. Unison has been fully involved in the negotiations.

The first quarter in which the searchroom has been fully open has seen visitor numbers slightly down on the same quarter last year, but the number of remote enquiries and hits on the website has risen substantially during the last year (see Appendix II for details).

Visitor comments, extracted from the signing in register, remain overwhelmingly positive, including: lovely new place, brilliant, fab, marvellous, impressive, very much better than before, nice atmosphere, comfortable, great day, it's a pleasure to be here and nice welcome. Staff are regularly praised as very helpful, the service as excellent, efficient, friendly and welcoming. Six critical comments have been received during the quarter, two on a lack of directional signage to the building, although the full directions on the website have been noted and praised. Cardiff County Council is currently considering the type of sign appropriate to the building.

Other comments related to provision for hanging coats, search room lighting and internal signage, all of which have now been addressed, and the need to request catalogues and parish registers from outside the search room. In response, the delayed plans for electronic provision have been explained, and, to avoid further misunderstanding, the explanation has been made available to users in-house. One visitor found the site less accessible than the previous location and the style of the building and furniture not to his taste.

During the last quarter we have moved over to an electronic filing system for post and email enquiries. As well as making it much easier to search for previous correspondence and saving time filing hard-copies, the new system has meant a significant reduction in the amount of printing undertaken.

The target for responses to remote enquiries has been reduced from 15 back to 10 working days. It had been increased while the searchroom was closed and staff were involved in setting up systems in the new building. Several interesting enquiries are summarised in Appendix II.

Work has started on updating letter templates which are used to answer frequent enquiries. This is intended to ensure that a consistent response is provided to enquiries, which gives clear and accurate information.

Gather information on users

With all individual users now being registered on the CALM database, it is much easier to extract statistics about visitors, such as where they live, how they heard about the Office, their research interests, and how many visits they make in any period. Similar information is also being collected about group users, and analysing both

sets of data will enable the development of a much better picture of our user base which in turn will assist in prioritising service improvements.

Statistics of use are given in Appendix II.

Promote programme of on-site events

As part of our launch year groups have been offered tours and use of rooms free of charge for their first visit. For subsequent visits a charge will be made. Following an assessment of the charges made by other local organisations and by other archive services hire costs for Glamorgan Archives rooms have been set at £15 per hour, half-day (4 hours), £50 and full day £90. Catering is additional.

Sandra Stephenson, of the International Visits and Protocol section of the Welsh Assembly Government, met the Glamorgan Archivist and Heather Mountjoy, Archivist to discuss potential future working. Ms Stephenson was given a tour of the building and expressed interest in the hiring space for Assembly functions and meetings. It was also an opportunity to see how the Archives could assist when VIPs visit from abroad, either by finding relevant material relating to their country or by acting as a venue for them to visit and see an archive in action.

Details of particularly significant on-site events are recorded in Appendix III

Individual Tours

Most individuals attending meetings at the Archives for the first time are shown around the building. Requests from ten individuals have also been met. Some were depositors who missed the organised visits in January; others are interested in archival training or in volunteering. Alex Buchanan, a lecturer on the Archives course in Liverpool visited while attending a meeting in Cardiff to be able to report on the cutting edge to her students.

Future Programme

The next stage of the programme for managing visits to the building will be to send out flyers to existing contacts inviting them to come and see the new facilities. Groups which will be contacted include local authority departments, adoption agencies, religious organisations, local history societies, heritage sector colleagues and university tutors.

Develop service to educational users

Hengoed School

In March the Archives welcomed the first group of school children to the building. Twenty-six pupils from Hengoed Primary School visited, with four staff. Pupils from the school had visited the Record Office in Cathays Park so it was good to be able to show off the new facilities and to continue the relationship with the school and teachers. The class teacher, Janet Watkins had attended a teacher placement at the Record Office and Deputy Head Teacher, Bob, had visited before with pupils, carrying out research on Hengoed Viaduct, a project subsequently awarded a Welsh Schools Heritage Initiative prize. This year the pupils are studying the 1984 Miners' Strike, carrying on from research done by Janet Watkins on her teacher placement at the Record Office. On their visit the children were based in Rhondda where they completed worksheets using original records. They were also shown a selection of documents from earlier periods with the police photographic book from 1904 proving a big draw. They were given a tour of the building and completed a new Glamorgan Archives quiz as they went round. The facts and figures relating to the new building are ideal quiz material and the pupils all enjoyed the tour, in particular trying out the mobile shelving and seeing the box-making machine in action. All the children were given a small box made on the machine as a souvenir.

On 5 May the Miners' Strike project was displayed at Hengoed School. Heather Mountjoy, Archivist and Jenny Jones, Information Officer, were pleased to accept an invitation to the exhibition opening and to meet some of the children who had visited in March. The central theme of the project was a poem written by the child of a miner on strike in 1984 and found amongst the Violet John Collection (ref.DX960). The children were encouraged to write their own poems relating how they might have felt in the same situation. The school project also encouraged involvement from members of the local community, and many children were able to record firsthand accounts from family members. Interviews with a former union official, a police officer, a miner and a miner's wife were displayed on a lap top. A slideshow of the visit to the Archives in March was displayed as were the quiz questions which decorated the school corridor. It was heartening to see how much the pupils had taken from their visit to the Office and how the teachers at Hengoed had managed to make the project so stimulating for them. They have now entered the 1984 project material for this year's heritage competition.

Post-graduate users

The First Friday group met twice. John Francis, a member of the group, was awarded the PhD degree by the University of Wales for his dissertation on immigration from the West Country to Glamorgan in the 19th century. Other use is reported at Appendix III

Digital Story-telling

The second part of a digital story-telling course took place in March, with five local teachers attending. The teachers used the searchroom to access original documents and photographs, copies of which were then weaved into digital stories which will eventually be available online.

Secondary School Familiarisation Day

Meetings have taken place with the Cardiff and Gwent representatives of Careers Wales to discuss a Secondary School familiarisation day which will take place in June. This is the first time that Gwent have been included and it will be a useful means of reaching even more teachers in the Caerphilly area.

Develop remote access

As already mentioned, due to concerns over the security of DServe, the electronic catalogue will initially only be accessible within the Glamorgan Archive building. Ideally, the catalogue should be available on-line to enable maximum access. To this end, an alternative public interface, CALMView is being investigated. This software, which has been procured for all Welsh record offices by Cymal, would not fully replace DServe as it does not offer all the functionality of that product, but as a newer piece of software its security features are stronger.

The implementation of CALMView was one of the topics discussed at a meeting of the Wales CALM Group, chaired by the Senior Archivist, held in March. Also discussed were options for the continued development of the Archives Wales website, specifically how to update the content, and whether adding item level descriptions is desirable.

The Senior Archivist also attended the launch of the *People's Collection Wales* website at the National Museum of Wales on 27 May. This "soft" launch was primarily aimed at introducing the site to stakeholders in the heritage, education and tourism sectors; the full public launch is to be held at the Eisteddfod Genedlaethol in Ebbw Vale this August. Users of the site are able to

create their own digital collections, contribute content and access digital resources uploaded by museums, archives and libraries across Wales. As well as a tool for improving access to their own collections, the site may offer opportunities for institutions to work with users, who perhaps lack the necessary ICT skills or equipment, to enable them to add their own content to the site.

Stefan Walker, Records Assistant, attended a training event at the National Museum and Gallery of Wales in creating web trails for mounting on the People's Collection.

In her capacity as Vice-Chair of ARCW (Archives and Records Council of Wales) Charlotte Hodgson attended meetings of ARCW, the National Council of Archives, an ARCW workshop and a meeting with Creative Cultures. These meetings were principally concerned with a CyMAL funded project to produce a project plan for digitising all tithe maps in Wales.

Liaise with heritage initiatives

The Glamorgan Archivist attended meetings of the Women's Archive of Wales Executive Committee, and a joint meeting of Welsh County Archivists, the National Library of Wales and the Church in Wales. She attended the AGM of the Girl Guides, and addressed both the National Council on Archives and the Life Long Learning UK Library Archives and Information Services UK Panel when both met in Glamorgan Archives. With the Conservator she attended a reception to mark the beginning of the ICON Conference in Cardiff; with the Principal Archivist she attended the launch of the Richard Burton Archive at Swansea University and an exhibition launch at Cynon Valley Museum. She attended a dinner given by the Vice-Chancellor of Cardiff University to thank those involved in the purchase by the University of Cardiff Library's rare books collection.

Other meetings attended by the Principal Archivist in this quarter include the Executive Council of the Glamorgan Family History Society (with the Senior Archivist), the Glamorgan History Society (x2), the South Wales Record Society (x2), the South Wales Museums Group and the Museums, Libraries and Archives Cardiff Group.

The Senior Archivist attended the CILIP Conference in May, which included talks on Investors in Volunteers scheme and the Cheshire Tithe Map Project. The latter

was particularly relevant in light of the recent CyMAL grant for conserving tithe plans.

Manage programme of external events

No external events have been attended during the quarter. Local organisations are being encouraged to hold events in the new building as part of the launch year activities but plans are in place for external events later in the year.

Develop website

The Office website continues to be updated with information, such as any changes to opening hours, as necessary.

2. To develop staff

Identify training requirements for public access IT and group access

Public service staff have familiarised themselves with public access computers and are already familiar with sources available. Training in CALM and DServe is being planned ahead of the electronic catalogue becoming available.

All staff involved in touring groups are fully trained in the route, statistics and operational plans for the building.

D. RESOURCE MANAGEMENT

1. To develop existing service levels

Maintain appropriate levels of staffing

Job descriptions and person specifications for all posts on the new establishment have been completed, and circulated to staff. They have also been sent to Unison. The detail of the proposed structure has been agreed at a previous meeting of this Committee. Advertisements have been prepared for two vacant or soon to be vacant posts.

Continue commitment to liP

The current annual plan has been structured to incorporate the training plan. Targets for the plan, which was presented to the last meeting of this Committee, have now been agreed and the final version is at Appendix V. The Office has committed to the Leaders and Management programme of liP with work planned to commence later in the year.

The Glamorgan Archivist held a series of meetings with partners in the Heritage Lottery Fund Skills for the Future bid which was submitted during the quarter. Thanks are due to the Chair of this committee for interrupting a meeting at the WJEC to sign the bid document. The project will train a cohort of unemployed youth in basic conservation, digitisation and community engagement, giving them skills identified as scarce in the sector at a non-professional level and improving their chance of employment. The grants awarded will be announced in June.

Monitor office systems to ensure compliance

Cardiff Council staff have been helpful in advising on systems and procedures.

Review policies and service charges

The Conservator has updated documents including the

- Preservation Policy
- Handling Guidelines for Staff
- Disaster Plan (under review)

In response to enquiries, preliminary calculations have been made for the manufacture and sale of bespoke boxes using the box making machine for external applicants. Similarly an initial calculation was made for rental of strong room accommodation. Figures are currently being tested and final proposals will be brought to a future meeting of this committee

3. To develop staff

Complete staff training on CCC systems

Staff are accustoming themselves to Cardiff County Council's policies and procedures.

Investment in Volunteers

Two graduates were given work experience placements of one or two weeks, and a week's placement was also given to a year 10 pupil at Brynhafren Comprehensive School Barry. They were all introduced to the range of activities taking place in the Office

Living the Poor Life

Due to a lack of funding this project closed at the end of April. During the project correspondence of the Cardiff Poor Law Union for the years 1834-1871 has been catalogued and made available on The National Archives website.

Since the project came to an end it has achieved the 'highly commended' category of the National Archive Volunteering Project of the Year 2009 Award. The judges were impressed by the evidence of impact on volunteers, not only the significant numbers involved in the project, but with the passion displayed by the volunteers for the archives and the range of opportunities volunteering had afforded them.

Volunteers continue to make a large contribution to the work of the office – some 540 hours during the quarter divided between 12 people. Some have worked regularly throughout the period for up to two days each week, others for shorter periods as they have found paid work elsewhere or were only looking for a taste of work in a record office. At the beginning of the quarter most volunteers worked on inputting catalogues into CALM, but as this project nears completion, some have moved to packaging and listing new accessions or completing the catalogue of Maesteg building plans which was put on hold last year. As the Maesteg catalogue will soon be complete, a similar project has been started for the plans of Porthcawl UDC to provide regular work for volunteers with long-term commitment.

A further work placement has been arranged through Quest, an employment agency supporting people with disabilities who seek paid employment.

PACR

The Conservator has been able to begin work on individual documents and is accumulating evidence for his portfolio.

SUMMARY

The quarter has seen staff settle into new premises as operational services return to normal. Snagging is continuing and almost complete and staff with specific building responsibilities are growing more comfortable with their role. My thanks are due to all staff for their resilience and commitment and to my Conservator, Mike Hodgson, in particular for his assistance with the building snagging which has often required out of hours attendance and his patience with the studio fit out which has been a longer process than anticipated. Thanks are also due to Cardiff County Council's capital accounting team for their unstinting, calm, assistance with the financial aspects of the building programme.

4. LEGAL IMPLICATIONS

The Glamorgan Archivist is appointed by the Committee to manage the joint archives service on behalf of the Committee; to exercise the duties powers and functions of the parties under the enactments agreements and instruments set out in the Joint Archives Committee agreement dated 11 April 2006; to comply with national standards for archive keeping; to satisfy the requirements of the National Assembly for Wales with regard to archive services; to provide the services agreed by the parties; and to develop such additional services as may be appropriate.

The Glamorgan Archivist acts at all time under the direction and supervision of the Committee and the quarterly reports of the Glamorgan Archivist to the Committee enable the Committee to discharge its duty to provide maintain and develop a joint archives service for the parties.

5. FINANCIAL IMPLICATIONS

Following practical completion of the new building in October 2009 and occupancy in January 2010 all costs associated with the build have been met from within the approved capital budget of £8,892K. As per the terms of the contract the balance of the retention fee (£161K) is payable 12 months from the date of practical completion and these monies have been accounted for within the budget referred to above.

In addition, a revenue reserve amounting to £530K has been accumulated by the Joint Committee over a number of years to assist with the costs of the new building. As at 31 March 2010 the reserve had a balance of £328K and it is recommended that this balance be transferred to the GAJC General Reserve to meet further commitments associated with the new building and, where appropriate, to assist constituent authorities in meeting their future revenue contributions.

6. RECOMMENDATIONS

Members are asked to note the content of this report and to agree the transfer of the reserve.

**Susan Edwards
Glamorgan Archivist
14 June 2010**

Appendix 1: Accessions

Rhondda Cynon Taf County Borough Council Records, 2009-2010			
Accession No:	2010/26, 2010/27, 2010/29, 2010/30, 2010/34, 2010/43, 2010/46, 2010/56, 2010/59, 2010/65, 2010/69, 2010/74, 2010/88, 2010/97, 2010/103, 2010/105, 2010/111, 2010/118, 2010/127, 2010/130, 2010/134, 2010/136, 2010/138, 2010/140	Reference No:	CRCT/C
Papers of the Council and various committees.			

Miss Betty Syms of Pontyclun Papers, 2 Apr 1983			
Accession No:	2010/28	Reference No:	D83
Photograph of Mr J H and Mrs E Syms of 'Highcroft', 47 Heol Miskin, Pontyclun, with a telegram from the Queen. Taken on the day of their Golden Wedding anniversary.			

Women's Archive of Wales/Archif Menywod Cymru: Women's History in Wales Roadshows Records, 2009			
Accession No:	2010/31, 2010/83, 2010/112, 2010/115, 2010/126, 2010/141 2010/142	Reference No:	DWAW7
Five discs containing images from the Roadshows, information on future sources of funding, notes and papers regarding arrangements for roadshows, Heritage Lottery Fund correspondence, committee minutes, papers of Project Management Group, consent forms from roadshows held at Dolgellau, Aberystwyth, Mold, Caernarfon and Llangefni, newsletters, final Report of the Wales Women's History Roadshow Project 2007-2010.			

Lansdowne Road School, Cardiff, Records, Late-19th-mid 20th century			
Accession No:	2010/32	Reference No:	EC15
Log books (1925-1958), stock and stores books (1924-1981), admission			

registers (1923-1995), Cardiff Education Committee summary registers (1918-1989), attendance returns' books (1975-1987), register books (1970-1996), teachers attendance registers (1961, 1973), class syllabus and record books (1954-1975), library registers (1964-1968), miscellaneous papers (1905-1995).

Chris Yewlett of Cardiff, Papers, 1975-1978

Accession No:	2010/33	Reference No:	
University of Wales Institute of Science and Technology: Forms of Regional Planning in South Wales: Some Approaches (1975); Scenario-Writing: An Assessment of the Method and It's Context (1975). West Glamorgan County Council, Street Index (1970s). Standing Conference on Regional Planning in South Wales and Monmouthshire: Parking Standards (1978). South Wales Working Party on Aggregates: Interim Report (1977). Papers regarding the setting up of the 1981 census (1978).			

Local Government Boundary Commission for Wales Records, Jan 2010

Accession No:	2010/35 2010/60	Reference No:	D324
Local Government Boundary Commission for Wales. Review of Electoral Arrangements: Draft Proposals. County Borough of Rhondda Cynon Taf (Jan 2010), Review of electoral arrangements draft proposals for the City and County of Cardiff (Feb 2010).			

Gwyn Smith of Roath Collection, 1995-2009

Accession No:	2010/36	Reference No:	D673
Plasnewydd Forum, agenda and minutes (1995-2004); 'Churches together in Roath Park' meetings (2006-2009).			

Prof P J C Field of Bangor Papers, 2006

Accession No:	2010/37	Reference No:	
Photocopy of an article written by P J C Field 'Malory and Cardiff', Arthuriana Vol 16, No 2 (Summer 2006). Added to the Glamorgan Archives library.			

Merthyr Tydfil County Borough Council Records, Dec 2009-Apr 2010

Accession No:	2010/38 2010/50 2010/54 2010/123	Reference No:	CMT/CRE
Notice of alteration to the register of electors.			

Craddock Wells Charity Records, 1984-1892

Accession No:	2010/39	Reference No:	D707
Deeds for the lease of land in Craddock Street (later 150 Craddock Street).			

Cardiff Burial Board Records, 1855-1873

Accession No:	2010/40	Reference No:	BUBC
Minutes.			

Cardiff City and County Borough Council Records, 2009-2010			
Accession No:	2010/42 2010/94 2010/135	Reference No:	CC/C
Various committee papers.			

S Baldwin Edwards, Pharmacist & Dispensing Chemist, Records, 1921-1957			
Accession No:	2010/44	Reference No:	D680
Prescription register (1921-1946); account books (1934-1957).			

South Wales Public Wharf Warehouse & Transit Co Ltd Records, 1885-1989			
Accession No:	2010/45	Reference No:	DSWW
Records covering the entire history of the company.			

Caerphilly County Borough Council Records, Mar 2010			
Accession No:	2010/47 2010/82 2010/119	Reference No:	CCA/CRE
Notice of additions to the register of electors.			

British Railways (Western Region) Records, 10 Feb 1967			
Accession No:	2010/48	Reference No:	D676
Three photographs of Cardiff Central Station.			

Cardiff City Football Club Photographs, 1926-1960s			
Accession No:	2010/49	Reference No:	D675
Eight photographs previously in the ownership of Cardiff City Football Club.			

Cardiff Caledonian Society Records, 1892-2009			
Accession No:	2010/51 2010/67	Reference No:	D677
Financial papers, programmes, photographs and press cuttings from events, correspondence, 'One Hundred Years of History 1886-1986 '. A history of the Society published on the event of its centenary.			

Edwards Geldard Solicitors of Cardiff Records, 1899-1933			
Accession No:	2010/52	Reference No:	DEG/1,3-10,16,18
Letterbooks.			

Stephenson and Alexander Estate Agents of Cardiff Records, 18th-20th century			
Accession No:	2010/53 2010/80 2010/90	Reference No:	DSA

	2010/95 2010/96 2010/101		
Property and financial records			

Dr T F Holley of Merthyr Tydfil Papers, 1982-2009

Accession No:	2010/55 2010/120	Reference No:	D332
T.F. Holley papers comprising of newsletters; historical research and records.			

Derek Homfray-Davies of Glastonbury Papers, 2010

Accession No:	2010/57	Reference No:	D9
Family history of the Homfray, Davies, Audley and Grosvener families, including images of coats of arms, and photographs.			

Co-operative Wholesale Society of Cardiff Records, c1940s

Accession No:	2010/58	Reference No:	D678
Photograph of CWS shirt factory, Dumballs Road.			

Caerphilly Higher Petty Sessional Division Records, 1956-1975

Accession No:	2010/61	Reference No:	PSCAEHI
Clerks register (Pontlottyn sitting), license book and register of licenses.			

Thomas family of Llechwen Hall, Lanfabon and Penywaun, Nelson Papers, 18th century-20th century

Accession No:	2010/62	Reference No:	D679
Estate and family records.			

E Edwards of Barry, Builder and Contractor, Records, 1930-1936

Accession No:	2010/63	Reference No:	D681
Copy letter book.			

Llandaff Diocese Mothers' Union Records, 2004-2009

Accession No:	2010/64	Reference No:	DMUL
Mothers' Union yearbook (2004, 2009, 2010); 'Inset' (2006, 2007); 'In Touch' magazine, nos 63-66; leaflet 'Worldwide president comes to Wales'.			

John Owen Evans Papers, c1986-1990

Accession No:	2010/66	Reference No:	D682
Research papers of J O Evans (deceased) into the coalfield in the Caerphilly basin.			

D Morgan Rees & Sons Ltd Wire Rope Makers of Cardiff Records, 1931-1962

Accession No:	2010/68	Reference No:	D683
Newspaper cuttings and assorted papers relating to the establishment of the company (1931) and subsequent take over by British Ropes Ltd in 1962; advertising material and photographs. The collection also includes a b&w film reel entitled 'Knowing the Ropes' (1160 ft.Rev.) commissioned by the			

company, this will be transferred to the Screen and Sound Archive of Wales who will supply the Archives with a DVD copy.

Edwards, Harrap, Ward, Llewellyn, Geldard, Griffiths and Walker Family Papers, 1837-1998

Accession No:	2010/70	Reference No:	D407/7, 10/1-12, 11/5-9, 20/11
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Personal papers of Miss G M Edwards (1832-1890), photographs and papers of K H Edwards and S E Edwards (1837-1995).

Spillers & Bakers of Cardiff Records, 1877-1913

Accession No:	2010/71	Reference No:	D684
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Trade agreements and licenses.

Cardiff Pilotage Board Records, c1915

Accession No:	2010/72	Reference No:	D554
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Company records including: bye-laws, balance sheets and miscellaneous correspondence.

Abbey Line Shipping Company Records, 1931-1956

Accession No:	2010/73	Reference No:	D686
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Petty cash books (1931-1956); general cash book (1931-1956).

The Cardiff District Super Aeration Ltd Records, 1901-1914

Accession No:	2010/75	Reference No:	D687
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Letter book.

Shipping Telegram Code Book, c1960s

Accession No:	2010/76	Reference No:	D688
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Code book for sending telegrams relating to shipping; in French but with South Wales place names included.

SS Empire Wolfe and SS Empire Candida Records, 1933-1946

Accession No:	2010/77	Reference No:	D689
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Ledger with milk account records for 1933-1934 in middle of volume.

British Railways Records, 20th century

Accession No:	2010/78	Reference No:	D690
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Agreements index.

James Alexander of Cardiff Papers , 1905-1913

Accession No:	2010/79	Reference No:	D691
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Letterbook of James Alexander, with ticket of membership to Shipping Federation and letter of reference inserted.

Bryn Hafod Primary School, Llanrumney, Records, 1954-1999

Accession No:	2010/81	Reference No:	D685
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Stocks and stores books (1968-1975); log-books (1954-2006); admission

registers (1954-1998); punishment books (1954-1983).

Women's Archive of Wales/Archif Menywod Cymru: Ursula Masson, Historian, Papers, c1990s-2000s

Accession No: 2010/84 **Reference No:** DWAUW30

Ursula Masson's address book.

Women's Archive of Wales/Archif Menywod Cymru: Jill Jordan Collection, 1991-2004

Accession No: 2010/85 **Reference No:** DWAUW

Older Lesbian Network, London, newsletters (June 1999-March 2004); Border Women newsletters (1991-2004).

Postcards of Porthcawl, c1930

Accession No: 2010/86 **Reference No:** D692

Postcards of esplanade and rocks and of The Rest, Porthcawl.

N E Williams of Cowbridge Papers, 1970-1972

Accession No: 2010/87 **Reference No:** D693

Press cuttings, correspondence, petition signed by 2463 people and summary of events relating to proposed reorganisation of secondary education in Cowbridge.

Vale of Glamorgan Borough Council Records, 1996-2001

Accession No: 2010/89 **Reference No:** VOGTB/170-188

Council and committee minutes reports, agendas.

Llancarfan Society Records, March 2010

Accession No: 2010/91 **Reference No:** DLNS

Llancarfan Society newsletter, 141 (March 2010).

Glamorgan Family History Society Records, Dec 2009-Mar 2010

Accession No: 2010/92
2010/93 **Reference No:** D37

Journal numbers 96 and 97.

Benson Watkins Hopkin John Solicitors of Cardiff Records, 20th century

Accession No: 2010/98 **Reference No:** DHJ

Legal papers including property deeds, leases, assignments and conveyances.

National Coastwatch Institution, Nells Point, Barry Island Records, Jan 2007-Sep 2009

Accession No: 2010/99 **Reference No:** D694

Watch record and log books compiled by volunteers at Nells Point Coast Watch Station.

Graham Cooksey of Dinas Powys Collection, 2007-2009

Accession No: 2010/100 **Reference No:** D435/4

National Coastwatch Institution, information for new entrants, training manuals and personal achievement record.

John Hughes of Cardiff Collection, c1965-1991

Accession No:	2010/102	Reference No:	D695
Slides of fire appliances, and CD containing indexes to the collection and digitised images of the Glamorgan fire engines.			

Western Ground Rents Ltd Records, c1938-1944

Accession No:	2010/104	Reference No:	D696
Two rental books and a book of plans referred to in the rental books.			

Merthyr Tydfil County Court Records, 1937-1966

Accession No:	2010/106	Reference No:	AMT
Workmen's compensation Judge's and Registrar's notebooks, Registrar's bankruptcy notebook, divorce registry Registrar's notebook, Registrar's notebook relating to applications.			

Merthyr Tydfil County Borough Quarter Sessions Records, 1934-1936

Accession No:	2010/107	Reference No:	D697
Judges' notebooks.			

Pencoed College Records, 1911-2000

Accession No:	2010/108	Reference No:	D698
GCC Agricultural Committee minutes, account books, press cuttings, farm student's note book, anniversary brochure, aerial photograph.			

Welsh Historic Gardens Trust, Mid and South Glamorgan Branch Records, c1990-2004

Accession No:	2010/109 2010/121	Reference No:	D699
Branch minutes and correspondence, files on individual gardens, branch consultation on local structure plans, miscellanea, measured drawings from surveys of gardens of Miskin Manor, Ash Hall and Talygarn.			

Joshua Family of Cardiff Papers, 1923-1957

Accession No:	2010/110	Reference No:	D700
Papers relating to bomb damage at 11 Fort Street, and to the death and burial of Elizabeth Joshua.			

National Coal Board Records, 1921-1948

Accession No:	2010/114	Reference No:	D701
Ordnance Survey 6-inch scale plans used at NCB offices, Tondu, marked to show coal workings			

Environment Agency Records, 1961-1971

Accession No:	2010/116	Reference No:	D702
Drawings and photographs for reconstruction of bridges over the Ewenny			

river.

Ernest D Cozens of Barry Collection, 16 May 1925

Accession No:	2010/117	Reference No:	D703
Copy of group photograph at the Annual meeting of the National Union of Welsh Societies, (Undeb Cenedlaethol y Cymdeithasau Cymraeg) at Barry.			

Barry Yacht Club Records, 1980-2006

Accession No:	2010/122	Reference No:	DBYC
Papers relating to the redevelopment of the club, 2000-2006; also membership, subscriptions insurance, trustees, licencing.			

Llandaff Society Records, 2010

Accession No:	2010/124	Reference No:	DLDS/1
Newsletter 114 (Spring 2010).			

Mrs M Patricia Moore of Penarth Papers, c1980-c1995

Accession No:	2010/125	Reference No:	DXFX
Professional and personal papers.			

Mordecai/Mort Family of Glamorgan and Huzovka Papers, compiled c2009

Accession No:	2010/128	Reference No:	D704
Chart of descendants of Thomas and Rachel Mort (originally Mordecai).			

Cardiff Methodist Circuit Records, c1854-2005

Accession No:	2010/129	Reference No:	DWES
Records of individual chapels and of the Circuit including superseded deeds for churches and manses.			

Bethel Baptist Church, Ferndale Records, 1992 - 2007

Accession No:	2010/131	Reference No:	DBAPMARR4/8
Marriage Register.			

Graig Presbyterian Church, Pontypridd Records, 1997 - 1999

Accession No:	2010/132	Reference No:	D705
Marriage Register.			

Llantrisant and District Local History Society Records, 2009-2010

Accession No:	2010/133	Reference No:	D134
Meisgyn and Glynrhondda Local History Research Vol V nos 5,6, Vol VI no 1.			

Howells School, Llandaff, Records, 2010

Accession No:	2010/137	Reference No:	D131
Hywelian Guild magazine.			

Glamorgan Family History Society Records, 2010

Accession No:	2010/139	Reference No:	
Two discs: Georgetown School Admission Registers (infants 1874-1910, boys			

1899-1920, girls 1885-1915), Mynwent Pontybrenin Kingsbridge Cemetery Burial Registers (1903-1958), added to Glamorgan Archives Library.
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Major Aubrey Jackman of Bath Collection, 1964-1986			
Accession No:	2010/143	Reference No:	D706
Programmes, correspondence, photographs, master plots etc relating to performances of the Cardiff Tattoo.			

Notable Accessions:

Cardiff Caledonian Society Records, 1892-2009

Accession: 2010/51

Reference: D677

The Cardiff Caledonian Society was founded in 1886. Archibald Hood is credited with the creation and direction of its early years, he was President 1893-1894 and 1900-1902. In a rule book of 1927 the objects of the Society are given as follows: 1) To promote social and friendly intercourse among Scotsmen resident in Cardiff and District, and, to assist the objects of the Society, an annual dinner with social gatherings shall be established institutions; 2) To aid deserving Scotsmen and their families who may stand in need of the influence and assistance of the Society; 3) To encourage educational schemes in Cardiff amongst persons of Scottish nationality.

The records record the heyday period for the society during the 1920s and 1930s during which many events and dances were held.

John Owen Evans Papers, c1986-1990

Accession: 2010/66

Reference: D682

John Owen Evans was born in 1922 in Caerphilly. He spent much of his working life on the railways before later training to become an engineering draughtsman, studying at Treforest Technical College. He started to research coal mines in the Caerphilly area, tracing over seventy mines, intended for a book on the subject. Unfortunately he died before the book was completed.

The fact that his father and various members of his family worked and died in the coal mines, developed Evans' need to pursue a greater understanding of what coal mining was about and to dedicate the book that he intended to write to those who lost their lives in the coal mines.

This is a collection of historical information about the coalfields in Wales, with particular relevance to the Caerphilly Basin, covering the period 1307 to the 1950s. The main content of his research involved recording information about life in the mines; the beginning of deep mining with the help of new mining methods and technology; the history of coal companies and finally key members that are connected to the coal mining industry.

D Morgan Rees & Sons Ltd Wire Rope Makers of Cardiff Records, 1931-1962

Accession: 2010/68

Reference: D683

D Morgan Rees and Sons Limited (and its two wholly-owned subsidiaries D Morgan Rees & Sons Ltd and Morgan Rees Wire Ropes Ltd) was incorporated in 1947 to take over the business carried on by a company of the same name since 1931 at premises in Grove Works, Whitchurch. The business was engaged in the manufacture of a variety of steel wire ropes for engineering, and various industries. In 1962 the company was taken over by British Ropes Ltd, Doncaster.

Records include newspaper cuttings and assorted papers relating to the establishment of the company (1931) and subsequent take over by British Ropes Ltd in 1962. There is a great deal of advertising material and photographs. The collection also includes a black and white film reel entitled 'Knowing the Ropes' commissioned by the company, this will be transferred to the Screen and Sound Archive of Wales who will supply the Archives with a DVD copy.

Appendix II

	User visits	Number of groups	Number of documents produced
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
March – May 2010	1543 (607)	33	2732

	Number of enquiries	Number of web-site hits
March – May 2009	717	7423
June-August 2009	926	7970
Sep-Nov 2009	959	7871
Dec 09 – Feb 10	938	8788
March – May 2010	954	9212

Interesting enquiries

An honorary research fellow at the University of Birmingham is carrying out research into the treatment of people with epilepsy from the latter part of the 19th century until 1970, particularly so-called “epileptic colonies”. Whilst not having any material relating specifically to the colonies, we do hold records of the Joint Poor Law Establishment Committee that was set up to provide homes for epileptics and “feeble-minded persons”.

The Ships in Service Operational Manager from the Bureau Veritas in Genoa, Italy contacted us about an invoice he had found from the William Dawes Shipyard, dated 17 April 1883. Although we were able to find the company in the 1884 trade directory for Cardiff at Collingdon Road, West Bute Dock, we were unable to provide any other information about the company.

A researcher from Toronto enquired about any arrests made in Cardiff of members of the IRA during 1939/40. We were able to direct him towards relevant records in the Cardiff Constabulary collection.

An enquiry was received on behalf of someone at the Norwegian Seamen's Mission in Bergen, Norway hoping to find old photographs of Barry docks in the early 20th century for use in an article.

We were also contacted by a former patient at Hensol Hospital looking for information about the hospital for an autobiography, by an author writing a book about the lost community of Cwm George in Porth, and by the Oxford Dictionary of National Biography looking for portraits of former Glamorgan Chief Constable Lionel Lindsay.

Appendix III

<i>Local and Family History Groups</i>	
University of Glamorgan, family history courses	92
Cardiff Leisure and Lifelong Learning family history class	14
Lisvane Historical Society	18
Whitchurch Women's Institute	23
Friends of Insole Court, Llandaff	19
Victorian Society of Wales	14
Glamorgan Family History Society Executive Committee meeting	15
Grangetown History Society	13
Llantwit Major History Society	16
South Wales Record Society	8
<i>Professional Organisations</i>	
Cardiff Council Strategic Planning and Environment Officers	26
West Glamorgan Archives staff	7
Welsh Assembly Records Management Section	8
National Museum staff	6
National Statistics Office staff	2
Institute of Conservation (ICON) conference	60
Careers Wales staff	7
E-learning group from Cardiff Central Library	10
Cardiff Council library staff	33
History Research Wales day school	32
National Nuclear Archive Group	8
Church in Wales Archive meeting	20
ARCW	18
National Council of Archives	25
Lifelong Learning UK LAIS (Libraries Archives and Information Services) Panel	13
Credit and Qualifications Framework for Wales	5
Open University MA launch	35
Past Staff reunion	25

ICON Conference

Glamorgan Archives was chosen as a one of the venues for the first ever conference of the Institute of Conservation (ICON) which was held in Cardiff in March. Conservators from all over the world were offered the chance to visit the Archives, in particular the conservation studio to see the new facilities. Sixty members of the Institute came to the building for the behind-the-scenes tour. Mike Hodgson gave talks in the conservation studio, with the control of atmospheric conditions through the building management system and the studio wall board attracting much attention. Organising the large volume of visitors to the building over such a short time-frame presented a challenge, but three different tour routes through the building were devised so that the visit would proceed smoothly. A series of photographs of the construction of the building were also projected onto the walls of Ely allowing the visitors to follow the progress of the build.

Open University Launch

In April the Open University chose Glamorgan Archives as the venue to launch its new MA which focuses on the local history of Wales, England, Scotland and Ireland and explores the sources for local history. The evening event was attended by 35 academics, including the Head of the Open University in Wales. Councillor Tony Hampton, Chair of the Glamorgan Archives Joint Committee was also on hand to welcome the visitors to the building. It gave us a chance to show case the building and show how it can be used for such events with the foyer area being used to serve drinks and a buffet and the Group Room used for a lecture by Professor Chris Williams of Swansea University on 'Richard Burton, History and Wales'. In the searchroom there was a large display of documents on some of the themes of the History MA, including crime and policing, urban history, industrialisation, poverty, welfare and religion. The attendees were also given a tour of the building.

History Research Wales

The History Research Wales group held a meeting at Glamorgan Archives in May. It was attended by 32 academics from universities all over Wales. The theme of the day was how to enhance the profile and maximise the impact of historical research. It gave Archives staff a chance to make useful contacts with academics, many of whom send their students to us to carry out research. It is hoped that there may be future collaborative projects with the group.

Former Staff Event

In April former staff members of the Glamorgan Record Office were invited to the new building for a tour and a chance to meet with colleagues. Twenty-five people turned up for the afternoon, with people travelling from as far as the Highlands of Scotland, London and Buckinghamshire. It was a great opportunity for former staff and volunteers to see the new facilities and to catch up with each other, as well as a chance to thank those who in recent years had been involved in planning for the new building. Early photographs of staff members and the office in Cathays Park were put on a large screen in the group room causing much amusement and discussion.

Feed back

Victorian Society: 'everyone said how welcoming you were and how impressed they were with the facilities'

Open University MA launch: 'Thank you so much for making last Tuesday's Open University event such a success. People found the tour and document display fascinating and we were delighted with the way it all went'.

Cardiff Learn family history group: 'Thank your staff for the great morning we had looking at your impressive facilities. I have heard from one of my students that they have been back there already'.

Lisvane Historical Society: 'Just to thank you all for a very enjoyable visit yesterday. We were all very interested to see the new building and superb facilities, and those of us who had been to your site in Cathays Park were particularly impressed with the new set-up. Thank you also for looking out all the documents. I have looked at the photographs we took, and you can see people giving them their rapt attention. Some of us were looking for specific things, and we found both some new information, and the significance of some information we already had, but didn't know we had!'

History Research Wales: 'Just a note of thanks for all you did for our meeting on Friday. It went very well indeed. The facilities were superb and we all very much enjoyed the guided tours. I personally was very impressed indeed with the design of the building and what you are all achieving there.'

'On behalf of History Research Wales, I would like to thank you and your colleagues for allowing us to use your excellent facilities on Friday. We had an excellent and very productive meeting, and this in no small measure was due to your kindness and co-operation. We are very grateful indeed and I very much hope that this will lead to more ventures of a collaborative nature'.

Appendix IV

Summary of New Glamorgan Record Office Programme

Project preparatory investigation work commenced 2005 resulting in an outline business plan and the procurement of a developer to construct the facility.

The developer procured was PMG Estates Ltd and the building stage commenced February 2008 with the transfer of the site to Glamorgan Records Office for £515K consideration. The first payment to the developer was made in March 2008.

The budget for the project amounted to £9,422K, inclusive of land value to be funded as follows:-

- A) The Capital contributions from the 6 participating authorities were to be £8,892K apportioned as follows with spend from each to 31 March 2010 shown in brackets.

Authority	Percentage	Budget £ (000)	Spend to March 2010 £ (000)	Variance £(000)
Cardiff	32%	2,845	(2,794)	51
RCT	25%	2,223	(2,183)	40
Bridgend	14%	1,245	(1,222)	23
Vale	12%	1,067	(1,048)	19
Caerphilly	11%	978	(960)	18
Merthyr	6%	534	(524)	10
Total	100%	8,892	(8,731)	161

The remaining circa £161K is required to meet the retention on building costs due October/November 2010.

- B) The £530K Revenue reserve budgeted by Glamorgan Record Office for use on the project was transferred to Cardiff Council in July 2007. £202K had been utilised by March 2010 towards the project. £328K of the reserve remained as at 31 March 2010.

Cardiff Council, as lead authority, had responsibility for paying all invoices and then reclaiming contributions from the other participating authorities who all reimbursed promptly for the duration of the project. 19 calls were made between March 2008 and March 2010.

Practical completion of the building took place on 26 October 2009 and occupation commenced January 2010.

With the Capital contributions from individual authorities being exhausted (bar retention) in March 2010, any further spend on fit out is required to be met

from the revenue budget with eventual reimbursement from the reserve monies.

It is proposed the residue of the reserve monies be returned to Glamorgan Records Office control to meet unforeseen contingencies and uncertain running costs due to the infancy of occupation at the present time. However, this must be balanced against the need for minimising revenue contributions from constituent authorities in future years

Appendix V

A. The New Glamorgan Record Office Programme	<i>Target Completion</i>	<i>Project Leader</i>	<i>Key Objective Manager</i>
A1. To complete outstanding projects			SE
Tasks			
i. Carry out launch year activities	Mar	HPM/LR	
ii. Complete fit out	Sep	CAH/GE	
iii. Advance public access ICT projects	July	GE	
iv. Monitor snagging and complete payments	Mar	SE	
A2. To develop staff			SE
Tasks			
i. Deliver training in building systems	July	SE	
ii. Deliver training in ICT and telephone systems	June	SE	
iii. Ensure all staff are familiar with new building	Mar	SE	
iv. Finalise emergency planning	Sep	SE	

B: The Collection			
B1. To develop existing service levels			CAH
Tasks			
i.	Ensure consistency in application of standards and performance indicators in collections' management	Sep	HP
ii.	Complete CALM database	Aug	HP
iii.	Develop prioritised plan for addressing cataloguing backlog	Mar	RM/MW
iv.	Develop prioritised plan for conservation work	Mar	MH
v.	Plan for the receipt of digital records	Mar	GE
vi.	Continue liaison with contributing authorities on records management	Dec	GE
B2. To develop staff .			CAH
Tasks			
i.	Ensure full training in all CALM modules	Jul	HP
ii.	Identify development needs for digital preservation	Mar	GE

C. Access			
C1. To develop existing service levels.			GE
Tasks			
i.	Ensure consistency in application of standards and performance indicators in public service	Mar	LC
ii.	Gather information on users and set targets	Mar	LC
iii.	Promote programme of on-site events	Mar	HPM/LR
iv.	Develop service to educational users	Sep	HPM/LR
v.	Develop remote access	Mar	GE
vi.	Liaise with heritage initiatives	Mar	MT
vii.	Manage programme of external events	Sep	HPM/LR
C2. To develop staff			SE
Tasks			
i.	Identify and supply training requirement for public access IT	Sep	
ii.	Identify training requirement for group access	Aug	

D. Resource Management			
D1. To develop existing service levels.			SE
Tasks			
i.	Maintain appropriate levels of staffing	Sep	
ii.	Continue commitment to liP	Mar	
iii.	Monitor office systems to ensure compliance	Jul	KJ
iv.	Review policies and service charges	Aug	MT
D2. To develop staff			SE
Tasks			
i.	Complete staff training on CCC systems	Sep	
ii.	Explore training requirements of Investors in Volunteers	Dec	CAH
iii.	Explore training requirements of PACR	Dec	CAH

Local Government Act 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item : WORK OF THE RECORD OFFICE
1 March to 31 May 2010

Background Papers

Searchroom handlists.

Officer to Contact: Susan Edwards – 029 2087 2200