

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  
17 September 2010

REPORT OF:  
THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO. 4
REPORT FOR THE PERIOD 1 June – 31 August 2010	

**1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives for the period 1 June to 31 August 2010.

**2. RECOMMENDATIONS**

**Members are asked to note the content of this report.**

**3. BACKGROUND**

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

**4. ISSUES**

**A. THE NEW GLAMORGAN RECORD OFFICE PROGRAMME**

**1. To complete outstanding projects**

*Launch year activities*

Leighton Andrews, the Minister for Children, Education and Lifelong Learning, and Assembly Member for the Rhondda, was welcomed to the Archives in July. He was shown around by the Glamorgan Archivist, seeing the emphasis on IT use by both the public and volunteers of all ages in delivering and developing operational services.

In August, the Glamorgan Archivist played host to an Australian MP, Frances Bedford, who has an interest in the history of women's suffrage. A tour of the building was followed by a display of records on the subject.

### *Publicity*

Glamorgan Archives free online access to the 1911 census via the FindMyPast website was publicised in the *South Wales Echo* which carried a feature on the census and reported its launch at the Office on 25 June, coinciding with the Glamorgan Archives Joint Committee meeting. Photographs of the out-going and in-coming Chairs of the Committee with the Glamorgan Archivist were also taken by the *Cardiff Post* photographer for publicity purposes.

In July *Your Family Tree Magazine* ran a feature on archives and family history organisations in Gwent and the wider South Wales area. Glamorgan Archives contributed an advert to this feature which included an image of the new building, details of our services and contact information.

In June 2010 Cardiff celebrated the centenary of Captain Scott's departure from the city on board the *Terra Nova*. This presented an ideal opportunity for the office to highlight its collection of letters from Wilfred Bruce, a member of the expedition and Scott's brother-in-law. For several weeks before the centenary, work experience students had worked on transcripts of the letters as part of their placements. They all really enjoyed the task as the letters describe many exciting events including attacks by killer whales, the threat from icebergs and storms at sea. A press release on the collection was circulated and as a result ITV's reporter, Paul Brand, visited the Archives to film the letters which featured in an item for *Wales Tonight*. Photographs of the Scott letters and transcribed extracts were also part of the Glamorgan Archives website newsfeed.

The BBC visited and filmed in Taf for its family history series *Coming Home*, which featured the former Blue Peter presenter, Sarah Green. Ms Green is related to the founders of the Angelina Street Mission based in Cardiff Docks. She and her father were filmed in the searchroom looking at photographs and documents from the collection of records relating to the Mission. Charlotte Hodgson, Principal Archivist, guided Ms Green and her father through the collection and gave some background information about the Mission and its work. Another episode of the series used records from the Office. Michael Wilcox, Archivist, took a number of Roman Catholic baptism registers to be filmed at St. David's Cathedral in Cardiff. The registers showed baptisms of

the family of actor Michael Sheen, who was present in the church for the filming. The *Coming Home* series will be shown in the autumn.

Link 51, the company which supplied the racking, took a series of photographs to accompany a press release on their contribution to the facility. The photographs were used for an exhibition at the Museums Association conference.

#### *Fit out*

Signs have been fitted to rooms with names and manifestations added to glazed panels. Options for signage to the front and side of the external building walls have been explored and decisions made.

Much of the remaining equipment for the strongrooms and public areas has been received, including ladders and kick-stools; items on order include additional handling aids and storage cabinets. Also received from BOF were the last of the orders for the conservation studio, although some remedial work to the bespoke items of furniture remains outstanding.

Research has continued into the most appropriate reprographic solutions for use in the public area. An on-site demonstration was arranged of a self-service book-scanner and although it performed impressively, similar results could be achieved with more affordable options.

A number of small, but essential carpentry jobs have been completed including fixing clocks, noticeboards, coat hooks and pictures to walls. A few final items, hooks and boxing materials for exposed pipes, are on order.

#### *Public access IT*

A number of new electronic resources have become available in recent months, which has resulted in a significant increase in the usage of the public PCs and laptops. On a number of occasions every public access computer has been in use.

As mentioned above, Glamorgan Archives obtained a subscription to the FindMyPast website in June through a grant from CyMAL. This has been very popular with many regular searchers as well as bringing new searchers into the Archives.

In July, public access to our electronic catalogue was finally made available in the building, allowing members of

the public to carry out key-word searches of the catalogues. Some members of the public have initially found it hard to locate what they are looking for, but staff guidance and some revisions to the search interface are helping to resolve these teething problems, and many people have managed to locate items that they would not previously have known existed.

The parish register database was also launched in July, following technical delays. This resource combines a database of the parish register indexes compiled by the Glamorgan Family History Society with digital images of every page of most of our registers filmed by the Genealogical Society of Utah. The vast majority of searchers have commented on how good this new facility is, with the digital images being of a particularly high quality, allowing searchers to zoom in and see writing more clearly. Although it is currently not possible to print images directly from the public computers, searchers can save images to their own USB memory sticks to take away and print, or they can borrow a memory stick and staff will then print off the images for them at a charge.

People using the public access pcs in the hall are not recorded currently. Increasing use is impacting on staff time and many people using office supplied databases would in the past have been searchroom users. Methods of accounting for this additional use have been explored and as accurate a number as possible will be included in statistics from next quarter. A rough estimate of numbers for the present quarter would be at least two hundred, but this has not been added to the figures given in Appendix 2.

#### *Snagging and payments*

The solution to the shower floor reported in the previous quarter needs some refinement to be fully workable. The chiller motor has been replaced under warranty. The rear door access was re-laid and completed. A minor gas leak in the services room was identified and rectified. An additional switch position was added to enable the automatic doors to stand open; the hall needed ventilation during warm weather.

Issues were identified with the emergency lighting and reported. The issue with AHU5 in Ogmores has been inspected but remains unresolved. No progress has been made with the one way glass into Taf or with leveling the floor box covers in Ogmores.

Modifications to the staff counters in the hall and searchroom have been made to protect the counter tops edges from wear and tear. The new glass tops give a smart finish to these bespoke items.

Link 51, the specialist suppliers of the racking for the strongrooms, have carried out work to faulty cranks and locks on the mobile shelving. A team of workers also spent a week cleaning the rails, some of which had rusted as a result of their installation before the building was completely weather proof.

Construction of the 'House of Sport' has started on the adjoining site to the Glamorgan Archives. In case the building works, in particular the pile driving, caused any problems a series of photographs were taken to provide evidence of the state of the building before work began.

## **2. To develop staff**

### *Building systems*

Following a training session from Tiger Fire, procedures for testing the manual fire alarm points were drawn up and the points are now tested weekly in rotation.

Staff are more familiar with the opening and closing procedure, although occasional problem still arise. JPR Phoenix continue to support as required. Some further work remains to be done to enable long-term reports from the BMS; ACS have been requested to supply access to the software.

There have been some problems with the rear gates and the bollards. A maintenance contract has been agreed with the contractors, FAS, and Archive staff instructed in the basics to rectify simple faults.

### *ICT and telephones*

The design of the telephone call management system, for directing incoming calls based on a series of options, has been finalised and a prototype set-up by Cardiff Council. Available in English and Welsh, this system will automatically provide basic information about services to callers, such as location, opening hours and registration requirements, as well as giving them the option to speak to an appropriate member of staff if they have specific requests, about depositing records, for example, or if they require conservation advice, or have an administration query. If none of the information or options are relevant to

their query, the caller can hold to speak to a member of staff.

As soon as the translation for the Welsh version of the various messages is completed, work will proceed to make the system live.

#### *Emergency planning*

A fire evacuation plan has been drafted in consultation with staff. It has not yet been tested as it is with UNISON for comment.

Lifts were inspected by Allianz and approved. The continuation of the existing maintenance contract with Cardiff Lifts is being negotiated.

#### *Workstation Assessment*

In August, five members of staff were given training in work-station assessment by Janet Hayes from Cardiff Council. Having undertaken an afternoon of theoretical and practical instruction, the five staff are now able to assess and set-up the workstation of any member of staff, volunteer or member of the public who might be using a display screen. As a result of the preliminary assessment back support attachments for chairs are being sourced.

## **B. THE COLLECTION**

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

#### *Ensure consistency*

During the quarter, 87 accessions have been received, slightly higher than the same period last year. A full list of accessions is given in Appendix I with detailed description of a sample selection.

During the last quarter of 2009/10 the target period for processing new accessions was increased to 15 days, this has now returned to our original target of 10 days. Continued monitoring of new accessions over the past quarter shows that 92% met this target.

The accessions procedures have been revised to reflect changes made to the locations database. The Collections Archivist is now able to record the location of newly acquired documents directly into the database, they can also indicate where conservation, packaging or barcoding is required.

### *CALM database*

There are now only four major collections remaining to be added to CALM, two have been retyped and are being checked by an archivist. Further catalogues, such as those for the National Coal Board collections and Cardiff Library Collection, are being revised prior to inclusion on CALM.

Two students and one archivist, all employed via Cardiff University's Jobshop scheme for the CALM project, ceased employment on 11<sup>th</sup> June. Two volunteers currently work three days a week on the remaining catalogues. The work also provides valuable training for work experience students wishing to become archivists.

Once catalogues have been entered into CALM there is still a great deal of editorial work required to ensure that current cataloguing standards are met and spelling mistakes are corrected. This work is carried out by staff, principally the archivist with responsibility for collections management, who has limited time on the public access rota to facilitate her editorial role.

### *Cataloguing*

Richard Morgan, Archivist, has continued his work of reviewing and editing unlisted and partly listed collections. A major review of Barry Urban District and Borough Council records has been completed comprising 350 letter books, 177 correspondence bundles, and over 960 individual files, volumes, boxes bundles and papers. The collection is important relating not only to the history of the authority but to the maritime, social and industrial past of the town and its relation to South Wales.

Lists have also been completed for Aberdare and Mountain Ash Divisional Educational Executive, 1946 – 1974, and reports prepared on unlisted records of Cowbridge Borough and the South Wales Police Authority so that future listing work may be prioritised.

As part of the grant funded *Wales Powering the World* project, uncatalogued business collections from repositories across Wales will be catalogued over a two year period. Cardiff Incorporated Chamber of Commerce Records (DCOMC) and Powell Duffryn Limited (DPD) were the collections proposed from Glamorgan Archives. DCOMC has been temporarily transferred to Swansea University where Stacy Capner, cataloguing archivist for

the project, is based. Once complete and the collection returned DPD will be similarly transferred.

Stacy will be cataloguing both collections directly into CALM so very little intervention will be required by archivists at Glamorgan Archives before both catalogues can be made accessible to the public.

Several potential depositors, who expressed interest in their collections being deposited before the move to the new office, have been in contact again. Discussions were held with Mr Hawker about the deposit of the M4 archive and with Chris Taylor, who has amassed a wide ranging transport archive. It includes vehicle registration records, and the records of companies such as British Electrical Traction, United Transport of Chepstow, Red and White and Goughs of Mountain Ash.

At the request of St Michael's Theological College in Llandaff staff visited to advise on the storage and cataloguing of the College's collection. The visit was prompted by building works affecting current storage and led to the proposal that the records would be consolidated and then transferred to Glamorgan Archives.

The Collections Archivist made six visits to inspect records in situ and collect deposits. Each visit resulted in a deposit, but not all the records seen were accepted as some were considered to contain no information worth permanent preservation, or they otherwise fell outside our collecting policy, for example being printed books. The locations ranged from a private home in Ebbw Vale to the former chapel of Cardiff Royal Infirmary and the warehouse of a disused garden centre in Cowbridge which held records from the boys' grammar school, girls' high school and comprehensive school. Some of these dated back to the 19<sup>th</sup> century and included an album of photographs of Greece taken by Thomas Mansel Franklen in 1893 and later presented to the boys' school.

A collection cataloguing agreement has been signed with the Public Catalogue Foundation – Oil Paintings in Public Ownership, for the inclusion of four paintings held by Glamorgan Archives. The published catalogue will cover collections in South Wales and is part of a series for the whole of Britain.

### *Conservation*

A list of reboxing priorities is being prepared using the barcodes to identify box contents this will then be used for the basis of our long term reboxing program

<b>Material Treated</b>				
<b>Documents</b>	<b>Volumes</b>	<b>Maps/Plans</b>	<b>Photographs</b>	<b>Others</b>
<b>1800 (Approx)</b>	<b>574</b>	<b>33</b>	<b>456</b>	

Conservation work carried out during this period includes:

- UPP/63/1 – Religious Creed Register for Pontypridd workhouse. Re-backed
- UPP/60/1 – Admission & Discharge Book for Pontypridd Workhouse. Re-backed
- XJG/2 – Cwmbach Co-operative Store Account Book. Rebound

### *Box making*

569 boxes have been made during this quarter

We have received enquiries from the following about possible use of our box making service:

- Brotherton Library at the University of Leeds
- University of Wales Lampeter Library Service

### *Outside work*

This is beginning to take off with the following work carried out during the quarter:

- 19<sup>th</sup> century photographs 2 wet plate collodion and 1 tintype for cleaning and protective packaging.
- Family archive of 25 items including a Crimean War Journal with an eye witness account of the Charge of the Light Brigade for repair and protective packaging.
- Wyllie Village Memorial Illuminated Address which was brought in for a conservation assessment and copying.
- Journal about life in Cardiff in 1900 for rebinding and boxing.
- 1610 Speed Map of Breconshire & 1791 Plan of Upper Genfford Land.

To integrate conservation processes into the everyday working of the office and to regularise procedures, CALM has been extended to include temporary deposits such as

those listed above. The locations database has been revised to include these temporary deposits, new accessions and a reports section. Information on items needing repair, packaging and re-locating, is contributed from all staff working with collections, those on the public access rota as well as those working on the catalogue, and logged on the database. Reports can then be easily compiled and fed into the work programme of the Conservation Team.

Weekly meetings of the Conservation Team are held to co-ordinate work and highlight any problems immediately. One result has been to set in place a regular stocktake of conservation supplies. The quantity of packaging materials needs monitoring as the level of new accessions remains high while the work to repackage boxed material continues. A review of all the working spaces for the Conservation Team is taking place assessing the experience resulting from six months occupation. A re-organisation of the box-making room allows for easier installation of card supplies, a clearer working area for staff and viewing area for visiting groups. The recent delivery of box card revealed that the pitch of the rear door access ramp is too steep for the office pallet truck when laden with a pallet of card. Solutions are currently being explored.

Graeme Storey, the Conservator engaged to work on the externally funded tithe map project, *Turning Back Time*, visited to see the facilities and talk through the work programme. He will return in October to carry out the repairs to four tithe maps with assistance from the rest of the team and using the wall board.

The Conservator accompanied the Senior Archivist to a road show for 'Welsh Voices of the Great War' at St Fagan's Museum. He contributed advice on the care and storage of items that members of the public brought along. The project is scanning material in private hands across Wales with the aim of displaying them on the People's Collection Wales website.

#### *Digital records*

The Senior Archivist attended a meeting of the CALM Digital Records User Group Meeting on 22 July at The National Archives, Kew. The aim of the meeting was to begin developing requirements for future enhancements to CALM so that it can better handle the management needs of digital records. A number of participants gave presentations to provide a context for the discussions,

following which the meeting divided into groups to begin discussing specific requirements. A document outlining the results of these discussions is being drawn up as the basis of a request to the software developer for future enhancements.

#### *Records management*

The Senior Archivist has contacted the committee clerk of each of the contributing local authorities to enquire how they currently handle their committee papers and minutes, that is, the format they are preserved copy, and whether a signed set of hard-copy committee minutes is still maintained. So far, responses have been received from Caerphilly, Merthyr and RCT.

The aim of this request was to find out whether we should be expecting significant deposits of digital material, information which will be fed into the development of a digital records management strategy.

One meeting of SWIF was held attended by staff.

## **2. To develop staff**

### *CALM*

DServe, the public interface for CALM, is now available in the Searchroom and Foyer areas. Prior to installation all staff received training in methods of searching the database.

The Collections Archivist has been giving further training sessions and is now confident to catalogue new collections directly into CALM.

### *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*

During the last quarter, there were 829 unique, individual visitors who registered, making a total 1237 visits between them. The number of remote enquires is slightly down on the previous quarter, but the number of hits on the website has risen substantially, although this is largely due to the fact that it is now being used heavily on the premises by searchers accessing the catalogue and parish register database.

See Appendix II for full statistics.

Visitor comments, extracted from the *Comments* book on reception, remain overwhelmingly positive, with such comments as “fantastic help from all concerned”, “wonderful experience and staff could not have been more helpful”, and “brilliant help from all staff”. The level of assistance from staff is consistently praised.

Only one critical comment has been noted from a user requesting that “there should be more than just one fiche reader available...several should be in searchroom”. The Glamorgan Archivist discussed the matter with the user at the time of their visit and was able to allay their concerns to some degree by discussing how much of the information they were looking for is now accessible via the internet rather than solely on fiche.

The public access team is larger than before and has a more complex task. As well as answering remote enquiries, registering users, producing documents and overseeing their use, the team now has to assist public use of IT both in Taf and in the hall. They also manage group access and give tours. While the team is adapting very well to their enlarged responsibilities, further thought needs to be given to improving their accessibility to visitors, and their training needs monitored.

A notable development during the last quarter was the start of a six month trial of extended opening hours. From July, the office is opening one Saturday morning each month, 9am-12pm, and on the following Monday, staying open until 8pm. The service is exactly the same as during regular hours. There is no need to book in advance and documents can be ordered and produced on demand. This is possible with 3 members of staff attending. Everybody visiting during the extended hours is being given a survey to complete, to find out whether our current hours are meeting their needs. At the end of the sixth month trial, the survey results will be fully analysed but over half of the users who have so far taken advantage of the extended opening hours stated they could not visit at any other time, almost all being in full-time work or education. Feedback on the service has been positive, praising staff for their assistance, and welcoming evening and Saturday opening. There does appear to be a real need for extended hours, and the most useful method of delivery should become apparent from the data gathered.

The 10 day target for responses to remote enquiries has been met in most instances during the quarter. However, a period of understaffing has meant that in the last two weeks of July, the target has not been met in a small number of cases.

The standard letter and email response templates have now been updated to ensure a consistent response is provided to enquiries, offering clear and accurate information.

#### *Gather information on users*

As noted, use of the public access PCs and laptops has increased significantly since the launch of the electronic catalogue and the parish register database, along with the availability of the 1911 census via the FindMyPast website. Although visitors making use of the facilities within the searchroom are all logged on the CALM user registration system, people making casual use of the PCs in the hall are not being counted. To ensure that user numbers can be accurately reported, a system is being devised to log those people who only make use of the hall facilities whilst minimising the additional workload on searchroom staff.

Statistics of use are given in Appendix II.

#### *Promote programme of on-site events*

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

#### *Individual Tours*

Guided tours of the new building are being offered on the 3<sup>rd</sup> Wednesday of each month at 2.30pm. This is in response to requests from individual researchers. The first tour, which was not advertised in advance, was attended by three people.

In July invitations were sent out to local organisations, including local history societies, advertising tours of the new building. Many local groups have already come on a free tour, but the invitations have proved a useful way of encouraging others to visit us, particularly groups from outside the Cardiff area. Other organisations approached include Cardiff City Football Club and the Leckwith Allotment Holders' Association.

Tours by individuals interested in seeing the new building have included Dr M. Stansfield, from Durham University

and Cathedral Library, who is looking at redesigning the archives searchroom. He was particularly engaged by the measures in place for flexible staff working.

#### *Develop service to educational users*

A secondary school teachers' familiarisation day took place in June. For the first time the day was a joint venture between Careers Wales organisations for Cardiff and the Vale of Glamorgan and our neighbours in Gwent, with some of the teachers coming from Gwent schools. Eleven teachers attended and three representatives from Career Wales. The morning session included a tour of the new building and a display of documents which could be used for classroom work. The afternoon session gave the participants the chance to research their own topics of interest in the searchroom. Areas of interest ranged from Charles I letters for the Stuart period to police records showing patterns of crime. On this occasion the teachers were not only teaching history, but also geography and politics so staff were able to showcase a wider range of documents than had been the case in previous Teachers' Familiarisation events.

#### *Post-graduate users*

The First Friday group met twice during the quarter.

#### *Develop remote access*

In July, a project mandate was submitted to Cardiff Council's ICT department to begin work on implementing the user login and document ordering functionality of the DServe electronic catalogue. This will streamline the whole document ordering process significantly, allowing users to place orders for documents directly from the catalogue rather than having to fill in hard-copy slips, as well as keeping an automatic record of what has been ordered in the CALM database, eliminating the need for the manual entering of order data as is currently the practice.

A majority of the development work on the functionality of the system so far has been done in-house by the Senior Archivist, but to make the system live as part of DServe requires the technical know-how of the ICT staff who have worked to get the catalogue up and running. Although work is proceeding, no estimate has been forthcoming as to when it might be completed.

An initiation meeting was held with IT staff to set terms for e-payment to the Archives. Many of our remote enquirers have asked about on-line payment options. The project

initiation document was extremely thorough and met all our needs but the cost was prohibitive. Alternative options will be explored.

*Liaise with heritage initiatives*

Debbie Savage of UWIC visited the building for a meeting with Heather Mountjoy, Archivist. Ms Savage was given a tour to look at the new facilities and to discuss the running of a workshop for artists next year. The course will aim to give a basic introduction to research and will give the office the opportunity to highlight some of its collections related to the arts.

The National Theatre of Wales have approached the Archives to collaborate on a production entitled *The Soul Exchange* which will be based on stories collated from the Cardiff Docklands community, based on their experiences of living and working in the bay. They will be using records of the Hamadryad hospital, shipping and pilotage records, crew agreements and maps as background to the project.

The Glamorgan Archivist attended meetings of the CyMAL Advisory Council and the LLUK Wales Country Panel. She represents the profession on both. At the invitation of Jane Hutt she attended the Minister at the Senedd to meet the Australian MP, Frances Bedford. She addressed a meeting of the Society of Archivists Wales on Volunteering at Glamorgan Archives.

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, and several meetings 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. In connection with this project a series of forums took place across Wales, one of which was held at Glamorgan Archives. It was attended by over 30 people representing a wide range of organisations. The discussions led to general support for the project and a diverse list of community led projects that would make use of tithe maps if they were digitised.

The National Council of Archives has merged with several other archive bodies and is known as the Archives and Records Association. This body was launched at a reception at the Palace of Westminster which the Principal Archivist attended.

The Principal Archivist also attended meetings of the South Wales Record Society and the Executive Committee of the Glamorgan Family History Society, with the Senior Archivist, in this quarter and a workshop on the Welsh Assembly Government consultation document 'Delivering digital inclusion: a strategic framework for Wales'

#### *Manage programme of external events*

The Glamorgan Archivist attended a Llafur Day School in Cwmbach on the Co-operative movement in Wales, taking with her the first minute and account book of the Cwmbach Co-operative Society, believed to be the earliest extant. Lists of co-operative records held at Glamorgan Archives were displayed alongside photographs and information about the new building. The many local historians attending were interested in the new facilities.

#### *Develop website*

The office website was updated with the launch of the electronic catalogue and the parish register database. There are now links to both applications in place, but as access to both is restricted to the Glamorgan Archives building, the links only function on-site. Whilst this has disappointed a couple of website visitors, we have explained the issues that restrict us from making the applications generally available and that we are looking at ways of making the catalogue at least more widely available.

## **2. To develop staff**

#### *Identify training requirements for public access IT and group access*

Public service staff have been familiarised with the use of the DServe catalogue, the parish register database, and the FindMyPast website.

There is also a rolling programme of training in place to ensure that staff who are not normally in a public-facing role are sufficiently familiar with the available resources to ensure they can give basic advice to members of the public if on the rota to work during the extended opening hours.

## D. RESOURCE MANAGEMENT

### 1. To develop existing service levels

#### *Maintain appropriate levels of staffing*

Following confirmation of the long-term sickness absence of the Strongroom Supervisor a temporary appointment has been made to cover public. Sebastyan Smyth is employed for 6 months through Cardiff University's Jobshop. He is familiar with systems and protocol having volunteered here before taking a temporary position entering catalogues to CALM. More customer focussed training is now being supplied.

Two posts have been advertised to existing staff of the authorities contributing to the Joint Service. Both attracted many applicants of high quality. Following interviews the temporary post of Records Assistant has been offered to a successful candidate. A short-list has been decided and interviews arranged for the permanent post of Administrative Assistant.

Staffing for out of hours working has been agreed following discussions with Cardiff County Council Unison branch. Unison has also responded to proposals for the new establishment. Suggested amendments to the job descriptions are being implemented.

All staff attended a presentation on the job evaluation process in Cardiff CC. Arrangements have been made for staff to attend workshops to continue the process.

#### *Continue commitment to liP*

The bid submitted to the Heritage Lottery Fund Skills for the Future grant was successful and the Glamorgan Archivist has been involved in a further series of partnership meetings to progress the project. A presentation to interested organisations was held in Rhondda Fawr following which formal expressions of interest were received from heritage partners across South Wales who will provide placements for the bursary holders. The project has been named CLOCH (from the full title, Conserving Local Communities Heritage). Meetings with HLF advisors were also held and tenders issued for the first stage in the project, the creation of a training plan. The Glamorgan Archivist also met with staff of Life-Long Learning UK to discuss potential partnerships between LLUK and its constituents and the project which could be used to pilot National Occupational Standards for the sector and developing accreditation schemes for work based learning.

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

Regular suppliers are being added to Cardiff CC's approved list to enable continued service. Options for catering are being considered following the restriction to Cardiff CC's internal catering services on council property.

#### *Review policies and service charges*

In the course of responding to the National Archives self-assessment survey all policies have been reviewed and amended. Charges and fees are being considered. For conservation, a structure has been established for external work which takes account of staff time and materials used from which costs can be calculated for each piece of work. Initial costs have been calculated for storage, although further work is needed.

#### **To develop staff**

##### *Complete staff training on CCC systems*

Training on SAP has been completed by the Administrative Officer, Principal Archivist and Glamorgan Archivist. The Glamorgan Archivist attended a training session on Cardiff CC's Digigov recruitment system.

##### *Investment in Volunteers*

A representative of Careers Wales visited to inspect the new premises and discuss future placements.

Work experience placements of 5 days each were given to an undergraduate at the University of Glamorgan and to seven pupils who attend Bishop of Llandaff High School, Ysgol Gyfun Bro Morgannwg, Cowbridge Comprehensive, Gorseinon College and Whitchurch High School. A standard programme has been devised which they all followed, enabling them to spend each day with different section of the office such as conservation, public services and collection management. They also receive training in document handling at the beginning of their placement.

Fourteen volunteers contributed 640 hours to the work of the office during the quarter. Eight new volunteers began work, four finished and ten are currently active, working up to two days a week. Two of them were placed with the office by QUEST a charity helping people with disabilities to find work, and one by the National Autistic Society. While two continue to catalogue building plans from Maesteg and Porthcawl on a database, the majority assist

with the packaging, sorting and listing of accessions, and the CALM entry process.

The office has worked closely with Careers Wales over the years on placements for school pupils and other organisations such as Quest providing placements of adults. In this quarter contact has been made with ACT, who have a skills centre in Hadfield Road for young adults and are keen to work with us.

Gaynor Jones, Employment Training Co-ordinator at Elite Supported Employment Agency Ltd, has been in contact to arrange a work experience placement for a client with Asperger's syndrome. Andrew will work four hours a week for an eight week period.

#### *Living the Poor Life*

Correspondence between the Cardiff Poor Law Union and the Poor Law Commissioners, based in London for the years 1834-1853 is now available to search via The National Archives website <http://www.nationalarchives.gov.uk/documentsonline/workhouse.asp>. The project was formerly launched nation wide on the 16<sup>th</sup> August with Dr Paul Carter, Project Director and Principal Modern Records Specialist, providing interviews for the *Times*, *Telegraph*, *Yorkshire Post* and for the *Today Programme*, *BBC Radio Wales* and *Three Counties Radio*.

The British Association for Local History (BALH) now appear confident that they will be able to secure funding for an extension to the project and we have already received messages of support from members of the Cardiff group keen to remain involved.

#### *PACR*

No further work has been done under this task.

## **SUMMARY**

Snagging continues and progress has slowed over the summer. I anticipate a speedy resolution to the majority of issues as the anniversary of practical completion approaches. Operational services are gradually taking new shapes, although there is still work to do to make the best use of new facilities. Staff are adapting well and working hard to improve at all levels.

## **5. 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.

## **6. FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this report. The activities identified in the report are funded from within the 2010-11 revenue budget supplemented if necessary by the General Reserve. The current, unaudited, balance of the General Reserve is £571,130. This includes the previous earmarked reserve for the new building which the Joint Committee recommended should be transferred to the General Reserve at the meeting on 25 June 2010.

**Susan Edwards  
Glamorgan Archivist  
3 September 2010**

## Appendix I: Accessions

<b>Rhondda Cynon Taf County Borough Council Records, 2010</b>			
<b>Accession No:</b>	2010/144 2010/148 2010/155 2010/157 2010/159 2010/165 2010/170 2010/173 2010/181 2010/192 2010/193 2010/224 2010/226	<b>Reference No:</b>	CRCT
Committee papers and alterations to the register of electors.			
<b>Glamorgan Family History Society Records, Jun-Sep 2010</b>			
<b>Accession No:</b>	2010/145 2010/236	<b>Reference No:</b>	D37
Journal numbers 98 and 99.			
<b>Anthony L Jones of Pencoed Heraldry Research Papers, c1994-2001</b>			
<b>Accession No:</b>	2010/146	<b>Reference No:</b>	D315
Armorial paintings relating to Glamorgan.			
<b>Merthyr Tydfil County Borough Council Records, 2010</b>			
<b>Accession No:</b>	2010/147 2010/174 2010/199	<b>Reference No:</b>	CMT
Committee papers and alterations to the register of electors.			
<b>Caerphilly County Borough Council Records, Jun 2010</b>			
<b>Accession No:</b>	2010/149 2010/178 2010/197	<b>Reference No:</b>	CCA
Committee papers and alterations to the register of electors.			
<b>Norman D Clark Estate Agent of Barry Collection, c1855-1986</b>			
<b>Accession No:</b>	2010/150	<b>Reference No:</b>	DX935
Family and professional papers, newspapers and art work by pupils at Cardiff High School for Girls.			
<b>Iorwerth John of Cardiff Papers, 1926-1936, 1950</b>			
<b>Accession No:</b>	2010/151	<b>Reference No:</b>	D710
School reports, rugby fixture cards, school photograph, magazines and entertainment programmes.			
<b>Dowlais School Records, 1905-1911</b>			
<b>Accession No:</b>	2010/153	<b>Reference No:</b>	EMT9
Admission register.			
<b>Williams Memorial Congregational Church, Merthyr Tydfil, Records, 1903-1996</b>			
<b>Accession No:</b>	2010/154	<b>Reference No:</b>	D711
Secretaries' journal, financial records, baptism and cradle roll, minute books and diary.			

<b>Cardiff City and County Council Records, 2010</b>			
<b>Accession No:</b>	2010/156 2010/191 2010/217 2010/227	<b>Reference No:</b>	CCC
Committee papers and alterations to the register of electors.			

<b>John Evans of Caerphilly Papers, 28 Feb 1859</b>			
<b>Accession No:</b>	2010/158	<b>Reference No:</b>	D713
Apprenticeship Indenture of John Evans aged 15 years, son of John Evans of Cardiff, publican, agreeing to place himself as an apprentice to John Thomas Jones of Cardiff, chemist and druggist.			

<b>Jeff Alden of Cowbridge Collection, 1930, 1950,1973</b>			
<b>Accession No:</b>	2010/160	<b>Reference No:</b>	DX500
Lewis School for Boys, Pengam: programmes for Speech days, Founder's /Commemoration day, Sports day, dedication of pictures.			

<b>Fred Vaughan, Solicitor, of Cardiff Papers, 1874-1876</b>			
<b>Accession No:</b>	2010/161	<b>Reference No:</b>	D714/1
Copy private letter book of Fred Vaughan.			

<b>Bethany Baptist Church, Rhiwbina, Cardiff, Records, 1959-2010</b>			
<b>Accession No:</b>	2010/162 2010/164	<b>Reference No:</b>	DBAP15
Minister's and Secretary's reports, reports of church organisations, accounts, handbook, programme of Christmas Tree festival, schedule of leaders, also duplicates, minutes of church members meetings, minutes of 175th anniversary committee, Annual General meeting reports and papers.			

<b>Aberdare Boys' Grammar School Records, 1896-1983</b>			
<b>Accession No:</b>	2010/163	<b>Reference No:</b>	
Log book, staff registers and admission registers.			

<b>Penarth Past Records, 1899-2002</b>			
<b>Accession No:</b>	2010/166	<b>Reference No:</b>	D718
Papers compiled by Miss Gwyneth White comprising letters, diaries personal and family papers also cassette tapes and transcripts of reminiscences of Penarth.			

<b>Friends of Llandaff Cathedral Records, 2010</b>			
<b>Accession No:</b>	2010/167 2010/186	<b>Reference No:</b>	D127
52 <sup>nd</sup> , 54 <sup>th</sup> , 55 <sup>th</sup> and 77 <sup>th</sup> annual reports.			

<b>BTD (Office Equipment ) Ltd of Cardiff Records, 1941-1989</b>			
<b>Accession No:</b>	2010/168	<b>Reference No:</b>	D719
Minutes of directors and AGMs; employee records; accounts; correspondence; press cuttings.			

<b>Hodder Family of Pentre Papers, c1926</b>			
<b>Accession No:</b>	2010/169	<b>Reference No:</b>	D720
Photograph of the Gelli Toreadors marching band with copy giving some identifications, including Thomas Hodder and Isaac Hodder.			

<b>Dr Goronwy Alun Hughes of Corwen Papers, c1886-c2010</b>			
<b>Accession No:</b>	2010/171 2010/182 2010/188 2010/228	<b>Reference No:</b>	DX555
Photographs and papers of rev Benjamin Evans, his son Henry J Evans and his nephew Dr G A Hughes.			

<b>High Street Primary School, Barry, Records, 1979-1988</b>			
<b>Accession No:</b>	2010/172	<b>Reference No:</b>	ESE3
Junior mixed school log book.			

<b>Women's Archive of Wales/Archif Menywod Cymru Records, Jun 2010</b>			
<b>Accession No:</b>	2010/175	<b>Reference No:</b>	DWAW/7
Newsletter.			

<b>Llandaff Society Records, 2010</b>			
<b>Accession No:</b>	2010/176	<b>Reference No:</b>	DLDS/1
Newsletter number 115.			

<b>Cardiff and the Vale of Glamorgan Scout Association Records, 1903</b>			
<b>Accession No:</b>	2010/177	<b>Reference No:</b>	D515
Programme for visit of Maj Gen Baden Powell to Cardiff to receive honorary freedom.			

<b>Calfaria Welsh Baptist Chapel, Maesteg, Records, 1875-1985</b>			
<b>Accession No:</b>	2010/179	<b>Reference No:</b>	D721
Title deeds, building registration, appointment of trustees, minutes, Sunday School register and accounts, orders of service, press cuttings, correspondence, ?NUPE register and NUM accounts.			

<b>Trinity English Presbyterian Chapel, Nantyffyllon, Records, 1908-1988</b>			
<b>Accession No:</b>	2010/180	<b>Reference No:</b>	D722
Minutes of Elders and Annual Church meetings, accounts and Sunday School registers.			

<b>Women's Archive of Wales/Archif Menywod Cymru: Anne Francis Papers, c1984-c2000</b>			
<b>Accession No:</b>	2010/183	<b>Reference No:</b>	DWAW46
Letters and cards of support, newspaper cuttings and articles, Greenham Common commemorative poster, banner 'Anne Francis Prisoner of Conscience', and video 'Greenham the Making of the Monument'.			

<b>Cardiff Archaeological Society Records, 1962-1998</b>			
<b>Accession No:</b>	2010/184	<b>Reference No:</b>	D717
Minutes of committee and of lecture meetings; correspondence and excavation records of Cosmeston and East Aberthaw.			

<b>Cardiff Royal Infirmary Records, 1925-1987</b>			
<b>Accession No:</b>	2010/185	<b>Reference No:</b>	DHC
Admission and discharge registers, theatre registers, Annual Clinical Record, and publications on hospital accounting.			

<b>Abercanaid Parish Records, 1924-2000</b>			
<b>Accession No:</b>	2010/187	<b>Reference No:</b>	P136CW
PCC minutes, Easter vestry minutes, registers of services and financial records.			

<b>Cowbridge School Records, 1920s-1980s</b>			
<b>Accession No:</b>	2010/189	<b>Reference No:</b>	DCOW
Photographs and programmes.			

<b>Cowbridge Girls' High School Records, 1899-1973</b>			
<b>Accession No:</b>	2010/190	<b>Reference No:</b>	ECOWGSEC
Admission registers, photographs and printed miscellanea.			

<b>Cardiff and District United Reformed Church Women's Fellowship Records, 1958-2010</b>			
<b>Accession No:</b>	2010/194	<b>Reference No:</b>	D723
Committee minutes, financial records, posters and orders of service, attendance book and correspondence.			

<b>Graham Cooksey of Dinas Powys Collection, 2007, 2009</b>			
<b>Accession No:</b>	2010/195	<b>Reference No:</b>	D435/4/6
National Coastwatch Institution certificates as certified watchkeeper and for completing 100 watches.			

<b>Tonypandy Community College Records, 1935-2000</b>			
<b>Accession No:</b>	2010/196	<b>Reference No:</b>	
59 photographs.			

<b>Llancarfan Society Records, Jul-Aug 2010</b>			
<b>Accession No:</b>	2010/198	<b>Reference No:</b>	DLNS
Society newsletter 142, Llancarfan Village show programme.			

<b>Bruce Wallace of Bancyfelin Papers, 2010</b>			
<b>Accession No:</b>	2010/203	<b>Reference No:</b>	D724
The Girls' Nautical Training Corps. A Short History of the GNTC and of the Penarth Unit.			

<b>Illtyd ap Dafydd Collection, 1914</b>			
<b>Accession No:</b>	2010/204	<b>Reference No:</b>	D725
Elder's Collieries Ltd Roll of Honour, Garth and Oakwood collieries, Maesteg (copy).			

<b>W H Jones, Butcher, of Treorchy Papers, 1917-1965</b>			
<b>Accession No:</b>	2010/205	<b>Reference No:</b>	D726
Account books, presscuttings and Band of Hope treasurer's book.			

<b>Councillor John Smith Collection, 1932-1935</b>			
<b>Accession No:</b>	2010/206	<b>Reference No:</b>	D14
58th Cardiff (St Cuthbert's RC ) Boy Scouts log book.			

<b>M Alderman of Kent Collection, 1930s</b>			
<b>Accession No:</b>	2010/207	<b>Reference No:</b>	D727
Photographs of children at Church Village homes.			

<b>Barry and District Soroptimist Records, 2002-2008</b>			
<b>Accession No:</b>	2010/208	<b>Reference No:</b>	D647
Minutes of meetings and of executive committee.			

<b>Llandough-juxta-Penarth Parish Records, 1928-2010</b>			
<b>Accession No:</b>	2010/209	<b>Reference No:</b>	P35CW
Registers of baptisms and burials.			

<b>Penarth Parish Records, 1994-2009</b>			
<b>Accession No:</b>	2010/210	<b>Reference No:</b>	P46CW/53
Marriage register.			

<b>Zion Baptist Chapel, Maesteg, Records, 1958-1986</b>			
<b>Accession No:</b>	2010/211	<b>Reference No:</b>	DBAPMARR8/2-5
Marriage registers.			

<b>Cowbridge Comprehensive School Records, 1968-2002</b>			
<b>Accession No:</b>	2010/212	<b>Reference No:</b>	D707
Admission registers, photographs and prospectuses.			
<b>Wesley Church, Tondu, Records, 1984-1997</b>			
<b>Accession No:</b>	2010/213	<b>Reference No:</b>	DWES1/1/6-8
Marriage registers.			
<b>Central Church, Church Street, Maesteg, Records, 1977-2002</b>			
<b>Accession No:</b>	2010/214	<b>Reference No:</b>	D728
Marriage registers.			
<b>Gilgal Baptist Church, Porthcawl, Records, 1962-2003</b>			
<b>Accession No:</b>	2010/215	<b>Reference No:</b>	D626
Marriage registers.			
<b>Capel-y-Pil Presbyterian Church of Wales Chapel Records, 1987-2008</b>			
<b>Accession No:</b>	2010/216	<b>Reference No:</b>	
Marriage register.			
<b>Barry Davies Collection, 1822-1826, 1849</b>			
<b>Accession No:</b>	2010/218	<b>Reference No:</b>	D161/2
Diaries of the rev William Thomas , and his son the rev Horatio James Thomas.			
<b>Womens Archive of Wales/Archif Menywod Cymru: Muriel Matters Collection, c2008-2010</b>			
<b>Accession No:</b>	2010/220	<b>Reference No:</b>	DWAW47
Biographical notes, copies of comtemporary photographs and newspapers; publicity material for the Muriel Matters Society.			
<b>Crawshay Family Papers, 1935</b>			
<b>Accession No:</b>	2010/221	<b>Reference No:</b>	DCR
Letter to major O T R Crawshay from his former nurse, M A Banner enclosing her son's election address as councillor for Bridgand UDC.			
<b>Cardiff Library Collection: Allen Pratt and Geldart Papers, 1715-1942</b>			
<b>Accession No:</b>	2010/222	<b>Reference No:</b>	CL
Title deeds and papers including Vachell family and Morgan estate.			
<b>Vale of Glamorgan Borough Council Records, 1991-2004</b>			
<b>Accession No:</b>	2010/225	<b>Reference No:</b>	VOGTB/189-224
Minutes and reports.			
<b>Witherington Family of Caerphilly and Aberdare Papers, 1901, 1922, c1930</b>			
<b>Accession No:</b>	2010/229	<b>Reference No:</b>	D730
Watercolour of old toll house, Caerphilly, by Albert Leonard Witherington, photographs of parade for reception of Col Morgan Lindsey at Pontypridd, and Glamorgan Constabulary F Division, notes by Mrs Witherington.			
<b>Bute Estate Sale Catalogue, 1919, 1938</b>			
<b>Accession No:</b>	2010/230	<b>Reference No:</b>	D731
Anonymous gift. Sale catalogue of Miskin estate freehold ground rents at Trealaw; 'Plan No1,' lots for sale on the Bute estate, Aberdare.			
<b>Penybont Rural District Council Records, 1955-1974</b>			
<b>Accession No:</b>	2010/231	<b>Reference No:</b>	RDPB/CD/32,33
Sealing registers and attendance register.			

<b>Bridgend County Borough Council Records, 1986-2003</b>			
<b>Accession No:</b>	2010/232	<b>Reference No:</b>	CBR/C
Minutes and reports.			

<b>Bridgend Urban District Council Records, 1958-1974</b>			
<b>Accession No:</b>	2010/233	<b>Reference No:</b>	UDBR
Minutes (including some signed).			

<b>Eglwysilan Parish Records, 1917-1998</b>			
<b>Accession No:</b>	2010/234	<b>Reference No:</b>	P1CW/
Eglwysilan registers of baptisms, marriages, burials; St Peter Senghenydd registers of baptisms and marriages.			

<b>Christopher Taylor of Cardiff Collection, 1960s-1990s</b>			
<b>Accession No:</b>	2010/235	<b>Reference No:</b>	D732
Newsletters and year books of automobile clubs in South Wales.			

### **Notable Accessions:**

#### **Penarth Past Collection**

Accession: 2010/166

Reference: D718

Penarth Past is an oral history group formed in 1989 by local people who have recorded their reminiscences of the town and produced a series of books (not all published) based on them. Gwyneth White (1910-2005) was chairman of the group almost from its beginning until her death.

The collection consists of cassette tapes and transcripts from interviews with people in Penarth as well as the personal research papers of Miss Gwyneth White.

#### **Dr Goronwy Alun Hughes of Corwen Papers**

Accession: 2010/171, 2010/182, 2010/188, 2010/228

Reference: DX555

Dr Hughes was born in 1921 in Pontlottyn and educated at Pontypridd Intermediate Boys' School, Jesus College Oxford and London University. He undertook anthropological fieldwork and was a librarian at Liverpool and Flint public libraries.

Additions to this collection include photographs of Egypt and Palestine taken by Henry J Evans, uncle of Dr G A Hughes, while serving with the South Wales Borderers.

#### **Cardiff Royal Infirmary Records**

Accession: 2010/185

Reference: DHC

The history of the Cardiff Royal Infirmary began in 1822 when the Cardiff Dispensary was set up on Newport Road. This institution became the Glamorganshire and Monmouthshire Infirmary and Dispensary on its removal to new buildings in 1837. The present building facing Glossop Road opened in 1883 on land leased by the Marquess of Bute and the older premises were leased, later sold to the University College of South Wales and

Monmouthshire. The name of the hospital changed to the Cardiff Infirmary; from 1911 to 1923, the hospital was known as the King Edward VII Hospital. In 1923 it became known as the Cardiff Royal Infirmary. The Cardiff Lunatic Asylum was officially opened in 1908, and was later renamed as the Cardiff City Mental Hospital. Between 1914 and 1919 the hospital was taken over by the military. Medical teaching was largely transferred to the Welsh National School in 1921 and maternity provision was transferred to the Maternity Hospital on the opposite side of Glossop Road in 1945-6. The opening of the University Hospital of Wales on the Heath in 1972 gradually reduced dependence on outmoded, cramped facilities at the Royal Infirmary, and most medical treatment had ceased by 2000. The hospital is now (2005) used as a clinic.

In July the Cardiff and Vale University Health Board made a significant deposit which included early admission and discharge registers and theatre records (1925-1987).

## Appendix II

	<b>User visits</b>	<b>Number of groups</b>	<b>Number of documents produced</b>
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
June- August 2010	1416 (179)	21	2589

	<b>Number of enquiries</b>	<b>Number of web-site hits</b>
June-August 2009	926	7970
Sep-Nov 2009	959	7871
Dec 09 – Feb 10	938	8788
March – May 2010	954	9212
June- August 2010	893	13876

### **Interesting enquiries**

A researcher from Channel 4's Time Team visited the office in connection with an episode being filmed next to Llancaiach Fawr manor house. Permission was sought to use extracts from the Gelligaer tithe plan and a marriage settlement of Edward Pritchard.

A journalist on *Donetskie Novosti*, published in Donetsk, requested copy of a photograph of John Hughes' gravestone in connection with a project to restore a local memorial to Hughes.

A police officer working for the National Policing Improvement Agency Disaster Management Team contacted the archive for information on methods of victim identification following the Aberfan Disaster.

Sony Music requested information on the copyright holder for an image on a "Women for Life on Earth" postcard bearing the slogan "Girls say no to

bombs”, which they are considering for use on an upcoming album cover. Although the image is not in our collection, we were able to refer them to the relevant individual through our contacts with the Women’s Archive of Wales.

A teacher visited the office looking for information in Glamorgan Constabulary records on aircraft crashes in 1941 near Caerphilly. Next year, his class plan to erect a memorial to mark the 70<sup>th</sup> anniversary of a specific crash.

The author of a publication on the author Dorothy Edwards requested permission to use two extracts from the Tynewydd School logbook (EM/55/6). This volume will be part of the University of Wales Press *Writers of Wales* series.

### Appendix III

<b><i>Local and Family History Groups</i></b>	
Dinas Powys Local History Society	21
Merthyr Tydfil Branch Glamorgan Family History Society	10
Roath Local History Society	15
Julie Daniel Family History Group	10
Costume and Textile Society	15
Rumney History Society	25
United Reform Church Women's Fellowship	7
Caerphilly Local History Society Committee	5
<b><i>Professional Organisations</i></b>	
Cardiff University Archivists	5
Liana Briggs – Archive Course Candidate	1
Cardiff Council Human Resources Job Evaluation Team	9
Gwent Record Office Staff	6
Debbie Savage UWIC	1
Cynefin Forum	7
Leighton Andrews Minister	3
Skills for the Future Forum	27
Mari Alderman Depositor Tour	1
Cynefin Client Workshop	7
Dr M Stansfield, Durham University	1
Francis Bedford MP, South Australia	2
Laura Gardener, Parliamentary Archives	1

**Local Government Act 1972**

**As amended by the**

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

**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**REPORT OF THE GLAMORGAN ARCHIVIST**

**Agenda Item :** WORK OF THE RECORD OFFICE  
1 June to 31 August 2010

**Background Papers**

Searchroom handlists.

**Officer to Contact: Susan Edwards – 029 2087 2200**