

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 JUNE 2011

REPORT OF:
THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO: 6
REPORT FOR THE PERIOD 1 MARCH – 31 MAY 2011	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives for the period 1 March to 31 May 2011.

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

4. ISSUES

A. MANAGEMENT OF RESOURCES

1. Staff: establishment

Maintain appropriate levels of staff

The Records Assistant who has been on long term sickness absence since last year has undergone his planned surgical operation. To cover his absence the temporary Records Assistant employed through Cardiff University's Job Shop has been continued. Additional work in conservation has been met through a temporary extension in hours by one of the part time Preservation Assistants. When staff from the Access team are not on the public service rota they are assigned to Resources or Collections as needed.

Approval has been given by Cardiff Council for the appointment of a part time Administrative Officer for the Archives and Records Council of Wales (ARCW). This post is funded by a grant from CyMAL and is sited at

Glamorgan Archives as the current Chair of ARCW is the Deputy Glamorgan Archivist.

Complete transfer to Cardiff County Council

Contracts were finalised and issued following full staff and union consultation and with the assistance of Cardiff County Council's Human Resources team. They have been signed and returned. All staff with the exception of the Glamorgan Archivist are now on Cardiff CC contracts. The Glamorgan Archivist's post has been evaluated and contract negotiations are on-going.

Revise competency frameworks

Lifelong Learning UK, the former sector skills council whose brief included the archives domain, developed a set of National Occupation Standards (NOS) for the sector to 'describe what a person needs to do, know and understand in their job to carry out their role in a consistent and competent way.' They inform 'best practice' by bringing together skills, knowledge and values.

A pilot has been carried out to create a role profile based on the competency framework for an Archivist, incorporating value and behaviour based standards. It is intended to extend the pilot to cover all jobs on the establishment over the coming year.

Volunteers

An Induction Handbook has been created to provide essential information to new volunteers. As well as an introduction to the Archives it gives health and safety information, and procedural details including a fidelity clause. The Volunteer Policy, which has been revised, is part of the package, and is also available on the office website.

A database, with tabs for different areas of operation, is being used to log tasks suitable for volunteers. Priorities will be added and completed tasks marked off to assist in the management of volunteers and to show the range and quantity of the volunteer contribution.

During the quarter 17 volunteers contributed 530 hours to the work of the office. In addition ten tours have been provided for prospective volunteers and individuals considering a career in archives.

Volunteers have helped to preserve and improve accessibility to the large collection of Cardiff Crew

Agreements (DCA), comprising approximately 600 boxes. Two volunteers have worked with the Conservation team to clean and repackage the lists in custom made boxes and have completed 8 boxes containing approximately 400 documents. A further two have worked with the Collections Archivist to transfer hardcopy indexes of these records, compiled some 20 years ago, into an electronic database. This development of a frequently requested resource will make it much easier to use.

Former member of staff, Andrew Thynne, has returned as a volunteer one day per week. He is working on a pilot project to trial resources intended for use in a Wales wide project to transcribe tithe apportionments.

A student currently undertaking a distance learning master's degree in Information and Library Studies with Aberystwyth University came to complete one of her course modules. Two archivists provided a tour and spent time discussing professional issues.

A meeting was held with representatives of the Glamorgan Family History Society to discuss future GFHS project work at Glamorgan Archives, and the application of the Data Protection Act. As a result, volunteering opportunities for GFHS members at Glamorgan Archives were advertised in the latest edition of the GFHS Journal. A particular appeal was made for members with Cardiff seafaring ancestors to make contact to help with the project being run with the Parliamentary Archives, *Time and Tide: Cardiff, People and Parliament* which aims to show how parliament has shaped local communities. Guidelines have been drawn up for use by members when dealing with records which may contain sensitive information such as school admission registers. These will be taken to the next GFHS Executive Committee for approval.

2. Staff: development

CCC systems and procedures

All establishment staff have received training at an appropriate level in Cardiff County Council's electronic human resources system, Digigov.

Laurie Birch, Administrative Assistant attended a course on the email system, Outlook, used by Cardiff CC. She can now make better use of the range of functions provided by the system to control and monitor events through the calendar. Laurie also attended a

Dreamweaver course arranged and paid for by Merthyr Tydfil JobMatch and delivered by Certitec. Her new skills add to the staff available to update information on the office website.

In response to audit recommendations Karen Jones, Administrative Officer, received training in petty cash imprest procedures and systems. Together with Laurie Birch and the Glamorgan Archivist she met staff from Cardiff CC procurement and sourcing teams to discuss the needs of the service and how they may continue to be met within the constraints imposed by the authority's regulations.

Building and operational procedures

Cardiff CC staff completed a Health and Safety Audit on the building. A number of issues raised have been addressed including some general housekeeping, the replacement of non-standard ladders, the purchase of a spill kit for conservation and PAT testing. The building has been zoned for weekly inspections divided between the three teams. Inspections are logged and issues noted are appropriately reported and investigated.

Rhian Phillips, Senior Archivist, qualified as a first aider.

The Conservator provided a refresher course of training for operational staff in the Access on the correct handling of documents and identification of items needing conservation treatment.

Staff from the Resource and Collection teams have received refresher training in searchroom systems ahead of their out of hours opening shifts.

Responsibility for group bookings and room hire has transferred to administrative staff who have been fully trained.

Emergency evacuation procedures have been finalised and staff trained.

All Cardiff CC services experienced a loss of IT connectivity during the quarter. Solutions were found to enable staff and visitors to the Archives to continue working and the response later evaluated. A business continuity plan has been devised as a result, building on lessons learned through this practical experience, and staff guidance circulated. Some minor procedural changes have been introduced, mostly involving regular

backups to working databases such as the budget spreadsheet and the creation of alternative paper-based stock for registration and production.

Service culture

Cardiff County Council's grievance procedure has been adopted and templates, based on the Council's, for letters of response have been prepared. The guidelines for customer care contained in the procedural notes have been drawn to the attention of staff as a useful reminder of expected behaviours.

Investors in People

Personal Development Reviews have been undertaken with all staff to identify training needs and development issues. Communication had been previously identified as a key behavioural objective and the reviews gave senior management an opportunity to discuss with all staff members how they could help to improve the flow of information through the new building and between newly created teams. A training plan has been drawn up and implemented with a review date of October 2011.

The advisor appointed to help the Office through the liP Leadership and Management module has met the Glamorgan Archivist to update the action plan and identify strategies. As a result of these discussions the Archives has been submitted as a pilot organisation for the Welsh Leadership Award.

Charlotte Hodgson, Deputy Glamorgan Archivist, and Rhian Phillips, Senior Archivist, attended a two day course, Learning to Lead, run by Mainstream consultancy at Glamorgan Archives. Charlotte and Rhian also attended the Wales conference of the Chartered Institute of Library and Information Professionals (CILIP) on the cross sectoral day when archive and museum strands are also explored.

Ten members of staff visited Cardiff Central Library for a tour of the new building and, to find out about services offered by the Library and how they are delivered, in particularly local studies. The visit produced a number of ideas for closer collaboration with the Library which will be explored.

Staff from Cardiff CC's Records Management section visited for a tour of the building and to discuss procedures and systems.

3. **Budget**

Manage to best advantage

Cardiff County Council staff completed a financial audit on the service. The report concluded:

“Based on the work undertaken and the samples tested during the audit, it is considered that the controls in place are satisfactory, which allows Internal Audit to provide management with assurances in relation to the objectives agreed at the outset of the audit. The Action Plan at Appendix A sets out the proposed recommendations for management to consider in order to enhance internal control and provide greater assurance in relation to good governance, management of risks and the overall control environment.”

The recommendations of the Action Plan have been adopted and completed with two exceptions, one of which relates to SAP licences on which a decision cannot be taken until it is clear where the Archives will be placed in Cardiff County Council's structure following the latest changes. The other relates to insurance on the Collection which is an issue for the whole of the archive domain and is being explored.

Arrangements have been made for all telephone bills, including those for the alarm lines, to be paid through Cardiff CC. Invoices for the fire hydrant main have not been delivered since the building opened. The bill was tracked down and the correct address recorded. The gas supply has been acknowledged and an invoice is anticipated.

Following discussions with Cardiff CC Capital Accounting team a statement on heritage assets has been prepared. The Archives has also contributed a page to the Cardiff Heritage Portfolio Statement, initiated by the Cardiff Story.

Income opportunities and paid services

All areas of the service are currently being examined for their potential to generate income. Room hire is proving popular, especially with catering included.

Grants and partnerships

The CyMAL funded project to survey the manuscript collection of Cardiff Library has been completed. The assistance of library staff has been invaluable in bringing

this work to a successful conclusion and is a hopeful indicator for continued close partnership.

Collection Level Descriptions were written or amended for 33 collections transferred from Cardiff Library since 1976 as well as a description of the transferred items viewed as a whole. In addition, item level descriptions have been compiled for three of the smaller collections: Cardiff Society of Sailmakers records, Orierton estate records and National Union of Journalists, South Wales branch records. All have been added to CALM. In addition the scoping study has looked at the Cardiff Library MSS Collection, the single items held at the Library, and those items transferred to Glamorgan Archives. Details of this work were reported last quarter but further work has reunited items on paper which have a common provenance. Recommendations are being considered on the future location of items based on the collections policies of the two organisations.

A Preservation Assessment Survey to establish the conservation needs of the collection was also carried out by the Conservator and the local studies librarian. The completed survey has been passed to the Preservation Advisory Centre at the British Library for analysis and the report is awaited.

The Heritage Lottery funded Skills for the Future project, Conserving Local Communities Heritage, CLOCH, has progressed with the recruitment and appointment of project staff. The Project Officer and Administrator are expected to be in post in July. Short-listing and interviewing was shared between Archive staff and senior librarians from Caerphilly CBC, the City and County of Swansea and Newport University.

The CLOCH Project was presented as a session in the archives strand of the CILIP Wales annual conference in May. Attendance was high, extra chairs being brought in to accommodate an audience from across the library, museum and archive sector, including the National Librarian and the Director of CyMAL. This and other archive sessions were chaired by Charlotte Hodgson in her capacity as Chair of the Archives and Records Council of Wales (ARCW).

Support given to two HLF applications has borne fruit with partnership proposals agreed with the successful projects. Cardiff People First's Ely Hospital project will enable people with learning disabilities to tell their stories

of life in the hospital combined with information from former staff, relatives and friends. The hospital's records are held by Glamorgan Archives and will form part of the research. Space for meetings has also been contributed. A major exhibition, to be hosted by the Cardiff Story, will close the project. The initial project group meeting was held in Rhondda in May. A tour of the building will be arranged for a future meeting.

The Wales LGBT Excellence Centre, based in Cardiff, has also received a grant from the HLF to collect oral history of the community throughout Wales. The National History Museum is another partner in this project but documents identified in the course of the project may be more appropriately deposited in local record offices and the Archives will be playing an advisory role in this connection. A meeting has been held with the project co-ordinator, including the obligatory tour of facilities, and membership of the Project Management Group accepted.

In addition to projects detailed elsewhere in this report the Deputy Glamorgan Archivist, representing ARCW, has attended meetings on the CyMAL research projects on marketing and ICT developments in Wales, the People's Collection Wales (PCW) Advisory Group and its new business plan as well as a meeting of ARCW itself. This quarter ARCW received the welcome news that it had received approval from the Heritage Lottery Fund for Stage 1 of its project Cynefin. Following a start up meeting, the HLF grant will fund the development of the detailed bid for submission in 2012. The project will support local projects across Wales making use of tithe maps, digitised and available on the PCW website and tithe apportionments, transcribed, available on ARCW's website and linked to PCW.

The Glamorgan Archivist contributed to a seminar on the future of the built environment heritage in Wales at the invitation of CADW and CyMAL.

Digital preservation

News was received at the beginning of April of financial support from CyMAL for the all-Wales project. The ARCW Digital Preservation Consortium has a collaborative work programme to ensure long term access to digital materials in Wales.

Fees and charges

The costs of research services, room hire, group access, conservation bench work, advice and materials, media

use and repository space have been analysed and fees proposed. Those which have been finalised are detailed below under the appropriate objective. To ensure parity of service across all authorities and to promote equality of access charges will not necessarily include full overheads. Charges are also being simplified as far as possible and will be transparent with calculations of costs available on request.

4. Building

Snagging and retention sum

A dented window bar near the front entrance has been replaced. A larger dent in the rear cladding has been covered as agreed with the manufacturer. The snagging items have largely been cleared although there remain some negotiations over warranty and maintenance issues which could impact and the retention sum has not yet been paid.

Maintenance and building systems

There have been difficulties with the repair of emergency lighting in the storage block and solutions are being sought to minimise the amount of work involved. The issues with the underfloor heating have, as previously reported, been queried and a decision is pending.

The fire risk assessment report has been received. A full fire drill has been carried out successfully and other issues noted are being addressed.

Maintenance contracts have continued to be fulfilled. Cardiff CC has identified some contractors as not fully compliant and alternatives are being explored.

Tiger Fire, the company which fitted the fire detection system, brought a visiting contractor from the USA to see their work on the building.

Fit out

Corrections were made to the Corian tops to the workbenches in the Conservation Studio and a set of aerobic steps purchased to enable staff to work comfortably at the benches. A delivery of kite tables which accommodate data cables was received as additions to the current stock. Minor carpentry work was carried out including hooks on the back of doors, boxing in pipework and the tiling of walls around the sink in Conservation.

Enquiries continue to be received about the fit out and removal process. This quarter responses have been made to the University of Aberdeen Archives regarding suppliers of height adjustable tables and to the HSBC Group Archives which is using barcoding as preparation for its move and is interested in continuing it in the future for searchroom production.

The charity Vision 21 is to proceed with its plans to develop the far end of Parc Morgannwg which had been deferred for lack of funding. A member of the project team met the Glamorgan Archivist and discussed potential future working. Vision 21 trainees work in catering and horticulture.

Launch and publicity

The results of last year’s self assessment exercise, co-ordinated by the National Archives, rank Glamorgan Archives as a 4* service, a massive improvement on previous years. A press release was issued in celebration and taken up widely. Glamorgan Family History Society’s June 2011 newsletter carried two features on the office. *Top Marks for Glamorgan Archives* publicises the four star rating. The details shown below reveal the office to have improved in every section bringing it to 5th highest position overall in England and Wales. Glamorgan Archives was assessed as the best in section 4 (conservation and preservation) and equal first in section 5 (buildings, security and environment), a welcome seal of approval for the new building.

	Score for your service	Average score in Wales	Average score of comparable services	Average score in the UK
Section 1: governance	83.0% (82.5%)	62.0% (57.0%)	76.0% (73.5%)	66.0% (62.0%)
Section 2: documentation of collections	75.5% (67.5%)	61.0% (59.5%)	69.5% (66.5%)	64.0% (59.0%)
Section 3: access and outreach services	76.5% (63.0%)	56.5% (48.5%)	68.5% (64.5%)	62.5% (57.0%)
Section 4: preservation and conservation	92.5% (71.0%)	67.5% (63.5%)	78.5% (76.0%)	69.0% (65.0%)
Section 5: buildings, security and environment	97.5% (43.0%)	65.0% (57.5%)	73.5% (71.0%)	68.5% (64.5%)
Overall score	84.5% (63.0%)	61.0% (55.5%)	72.5% (69.0%)	65.5% (61.0%)

This process of assessment of services is to be replaced by an archives accreditation system, based on a scheme already operated in the museums sector. As Chair of

ARCW, one of the partners, the Deputy Glamorgan Archivist has been involved in the development of this scheme due to be piloted later this year.

Visits continue to be received from other archive services planning new buildings. During the quarter staff from the teams working on projects in Dudley and Powys were welcomed.

This year is the centenary of International Women's Day and so generated extra media interest, and Archive involvement. BBC reporter Caroline Evans visited the Archives to film a selection of documents relating to women for a news item on BBC Wales Today. The Glamorgan Archivist was filmed for the feature talking about the records and how women are represented in them. A conference celebrating the centenary of International Women's Day on the theme Women and Education organised by NIACE Dysgu Cymru, was also held in the Office, attended by Jane Hutt AM, Minister for Business and Budget. Records relating to women and education, including records of Aberdare Hall, Cardiff and Barry Training College, were displayed in the searchroom, and several of those attending the meeting came to view the documents. The Glamorgan Archivist attended a series of events organised by the feminist group, Breaking the Waves at which oral history projects were discussed and a blog, now published as a book, by a former archivist from the National Archives, presented. The exhibition on Greenham Common prepared for the 20th anniversary of the march, was given to a Soroptimists group working on a display for the Waterfront Museum in Swansea.

The Royal Wedding in April provided an opportunity to illustrate past celebrations with a particular focus on street parties. The resulting press release made the front page of the *Echo Extra*, which carried the article in full, with a description of the lavish street party and celebrations held for the Marquis of Bute's coming of age in 1868. The article also carried an appeal for records or photographs of street parties which resulted in the deposit of account books relating to items purchased for a Coronation party in Cardiff in 1953 (ref.D790). The *Cardiff Guardian* online paper also carried our photographs in a feature '*Cardiff's street party history – in pictures*'.

The 75th anniversary of the General Strike of 1926 was covered by S4C's Wedi 7 programme and featured

newscuttings from Glamorgan Archives to illustrate the report. Wedi 7 also used Glamorgan Archives' photographs for a feature on the historic shopping arcades in Cardiff, including images showing Howells and David Morgan department stores. It was useful publicity as all the images carried credits for Glamorgan Archives on screen.

The Archives' proximity to the BBC studios in Llandaff and the willingness of staff to appear at short notice has led to regular requests; all good publicity for the office and its services. The Deputy Glamorgan Archivist featured on BBC Radio Wales' Jamie and Louise programme on 29 March speaking about house history. The site of the BBC Studios in Llandaff, previously 'a gentleman's residence' and the turnpike tollhouse was used to illustrate points. She also spoke on 'Good Evening Wales' on a feature about the 2011 census.

A press release 'Living Over the Shop 1911 Style' featured images from the 1911 census of Howells and David Morgan's department stores in Cardiff where 140 and 99 people respectively were registered as living 'over the shop' on census night. The article appeared in Wales Online. Articles are added to the website newsfeed where possible.

Cardiff CC's press officer met with the Senior Archivist and her team to discuss publicity features and opportunities. Her help has been invaluable in promoting services to the news media.

Review of space

The back hall, originally intended as a document reception and accessioning area, has been reassigned to the Conservation team. The old desks have been disposed of through Cardiff CC and replaced with adjustable tables for cleaning and packaging work.

B. THE COLLECTION

1. Conservation

Policies, strategies and procedures

The Conservator is exploring the CALM conservation module. He has produced a template of information he will need recorded for comparison. CALM is already used for logging items deposited temporarily for conservation. Using it for recording all treatment required will assist in prioritising work. CALM enables a link to the catalogue entry and would create a record of preservation treatment

for each individual item. An electronic version of the reports for cleaning and packaging records has been created.

A joint meeting of the cataloguing and conservation teams took place with the aim of embedding good conservation practice into the accessioning procedure. By a small change in the order of processing documents this has been achieved and the accessioning procedures amended.

The emergency preparedness plan has been updated. The identification of priority items for evacuation and treatment remains to be completed.

Eligibility for grants

Consideration has been given to a further project on title plans for the whole of Wales.

Promote services

The website has been updated to advertise boxmaking and conservation services. Fees and charges for conservation supplies are being revised. A framework for service charges, including benchwork, estimates and conservation training for organisations and individuals is being created and appropriate fees established. Once this exercise is complete targeted advertising of services will take place.

Repositories management

After experiencing some delays the humidifiers for the strongrooms have been repaired and are operating smoothly. The Conservator is now able to extract data from the Building Management System which is still showing unexplained environmental changes. These are small and not detrimental to the documents but are being explored with the contractors, who suggest altering parameters to achieve stability.

The survey of large volumes which need to be relocated either because they were wrongly numbered for size or placed on incorrectly spaced shelving was completed and a plan prepared for moving the volumes.

In the buffer zones a minor insect infestation has been observed. Cardiff CC's pest control officer visited, identified the species and suggested a remedy. However, as the insects seem to be dying very quickly on entering the building through a lack of food and are not entering the storage area it has been decided to monitor

the infestation while maintaining good housekeeping procedures. Pheromone traps will be laid.

Preservation Assessment Survey

The survey was completed by members of the Collection team and the results submitted for analysis. The resulting report will be compared with that produced in the former premises in 2001.

Income generation

- A collection of five group photographs for varnish removal, cleaning and advice on storage and display
- A broken 19th century ambrotype (photograph on glass) portrait in a case for repair

An estimate was provided to Cardiff University for work on an individual volume.

Packaging programme and conservation plan

Material Treated			
Documents	Volumes	Maps/Plans	Photographs
1236	190*	73	361
<i>*In 139 boxes</i>			

The Preservation Assistants have been focussing on cleaning and packaging priorities in the Cardiff Chamber of Commerce collection identified as part of the cataloguing project. They are continuing to make, in batches, new boxes for the Crew Agreements which are being reboxed by volunteers.

Graeme Storey, the freelance conservator engaged to work on the CyMAL funded tithe plan project, *Turning Back Time*, returned twice to complete the project and worked with Michael Hodgson on repairing tithe plans of:

- Aberdare
- Lantrythid
- Llanharan
- LLantwit Major

The original project application had included proposals for volunteer and community involvement. Although contacts had been made with local history societies, schools and Cardiff University and people were keen to participate, in the event timings were difficult, individuals had other priorities and it was impossible to make the arrangements. With the agreement of CyMAL the extra time was spent in conserving 5 more tithe plans in addition to the 4 in the bid. It is hoped that the contacts and plans made for community participation can be used in future projects.

2. Cataloguing

Policies, strategies and procedures

A review of cataloguing policies and plans of other archive services has formed the first step in developing in-house policies. A cataloguing strategy is being developed. A methodology for prioritising both new accessions and the unlisted backlog for item level listing has been discussed by Management Team. Existing guidelines, drawn up during the new building programme, have been reviewed to reflect the changed circumstances. The decisions will be presented as a flowchart for simplicity of application.

Reference numbers assigned to new accessions will identify whether they have been item listed. This will also be recorded on the accession record. Collection level descriptions will indicate whether there is unlisted material in a collection.

It was discovered that some of the additions to the locations database had gone astray. This data was fortunately found in a backup copy of the locations database. The barcoding procedure has been revised to avoid any repetition of the problem.

Eligibility for grants

Consideration is being given to grant applications to CyMAL and the Business Archives Council for grants towards several cataloguing projects including records of the National Coal Board and parochial records of the Church in Wales.

Accessioning

Andrew Thynne completed his contract and has left the office. He was employed through a CyMAL grant to back-fill cataloguing staff working on the Cardiff Library scoping project. His input on accessioning and cataloguing was invaluable as was his contribution to team discussions especially on technical issues.

Two days during the quarter were set aside for all available members of the Collection team to work on recent accessions that were half-processed but still needed sorting, numbering, packaging, listing and moving to a permanent location. Ten accessions were completed in the two days. This approach will now be regularly repeated to catch up on the backlog of accessioning which has grown up over period of time, but particularly during the preparations for moving to the new building.

There have been 52 accessions received in the last quarter. Approximately 65% of these were processed within the target of 10 working days. This is a disappointing figure, but can largely be put down to one period during the quarter when a series of large collections arrived within a few days of each other. The accessions backlog did rise during this period, but has since been reduced again, and targets have been met more consistently.

A survey of the items identified as temporary deposits suitable for transfer has been carried out. Arrangements will be made to distribute the items to the appropriate repositories.

Electronic records

The Collections Management Archivist attended an event run by the British Library Preservation Advisory Centre and the Digital Preservation Coalition on 'Getting Started in Digital Preservation' held at Glamorgan Archives. It was a very useful introductory day, providing pointers to some useful tools and strategies.

The Glamorgan Archivist has accepted an invitation to sit on the steering group of experts established by the Welsh Assembly Government to advise on records appraisal and selection, including digital records. The Deputy Glamorgan Archivist in her capacity as chair of ARCW is also a member.

CALM database

Work has continued on adding to and editing the CALM catalogue database. There remain only a very small number of descriptions to be added. Paul Williams, temporary CALM editing archivist, completed his contract at the end of March. During the four months he spent working on the catalogue, he added 12,455 entries to CALM including some large collections, and modified 28,951 entries. His work included creating hierarchies

and adding levels to many of the large collections so that the catalogues are much easier to navigate by members of the public. There are now only 545 collections that require their levels checking and editing, and the vast majority of these are very small collections. It is estimated that this work will take approximately 4-6 weeks of staff time, and will be completed on an ongoing basis.

One of the catalogues added to CALM by Paul was the index to the Mid-Glamorgan Chapel Survey. The electronic copy of the index provides a very useful finding aid to each specific file. The system devised for this task which enables the transfer of data from a MS Access database will be used to transfer the building regulation plans collections database to CALM. The information has been input by volunteers over a number of years but will soon be more easily and widely accessible.

Richard Morgan, Archivist, has completed the revised list of the Bruce of Dyffryn (Lord Aberdare) papers. The list is substantial, running to 401 pages incorporating previous obsolete lists, suitably amended and corrected, together with a very large number of new item level descriptions. This is now ready for transfer to CALM. Attention has now shifted to the identification and listing of items elsewhere in the Collection which have missing or incomplete reference numbers. Some of these were noted before the move. Weaknesses in old paper-based finding aids coupled with the difficulties of working on split sites had produced a number of anomalies and omissions in cataloguing. Approximately 60 volumes, boxes and rolls have been examined and all but eight have so far been identified. In addition to these, the opportunity has been taken to remove inconsistencies in references in several small but important collections such as that of the Vaughan Lee family of Lanelay and to correct errors noted during the Preservation Assessment Survey.

A general collection level description for locating on CALM has been completed for records transferred to the former Glamorgan Record Office from the National Coal Board and British Coal. These records make up one of the largest group of records (more than 31 cubic metres) held. Item level descriptions have not been entered on to CALM as the catalogue needs substantial revision.

A volunteer project has been set up to help scan additional information, such as family trees and transcripts, contained in the paper catalogue folders. These files can then be attached to the electronic

catalogue. Volunteers have also been assisting in formatting data added to the catalogue database, making it more user friendly. This provides valuable experience of working within CALM for students considering applying for the archive course.

The Project Archivist based in Swansea University is completing the final stage of cataloguing the records of the Powell Duffryn Limited (DPD). She has made several visits to Cardiff to view material from other collections, including the National Coal Board records. A detailed catalogue of the collection will be supplied which can be directly added to CALM. This work is part of a grant funded project, 'Wales Powering the World' which catalogued significant business archives. A successor project promoting these collections to potential users has received CyMAL grant funding.

A pilot for using the CALM database for cataloguing the library material accessible in the searchroom has been started. Currently the only finding aid is a very basic card index. A volunteer with a library background has added entries to the CALM Local Studies Catalogue for over 150 pamphlets in the library collection. The pilot will be evaluated and assessed for extension to the rest of the library.

Promote services

Discussions have continued on the transfer of Magistrates' Courts records. Court registers must be preserved permanently, but the courts also create other types of records, some of which are retained for an agreed number of years before being destroyed, while others may be preserved at the discretion of the Archives. Visits were made to the courts at Barry, Bridgend and Pontypridd to assess the type and quantity of material other than registers which they hold, and recommendations will be made on what records the Archives would be willing to accept. The project will be completed with visits to Cardiff Magistrates' Court and the stores at Llwynypia.

Archivists made ten other visits to inspect or collect records.

The Deputy Glamorgan Archivist held several meetings with potential depositors. Negotiations continue for the transfer of building regulation and planning application files remaining in City Hall and also for records of the Association British Ports in the care of Cardiff CC officers,

and stored in Cardiff Castle. She also met with Andrew Hignell from the Glamorgan County Cricket Club with whom the office has worked in the past. A letter of support was written for the Club's revised bid to the Heritage Lottery Fund, which no longer includes storage facilities. The Club is therefore proposing that its archives are transferred to Glamorgan Archives in the autumn.

C. ACCESS

1. Individual use on site

Continue to provide appropriate service

During the quarter a total of 951 visits have been made to the searchroom by 673 individuals. In addition, 181 people have used the public access computers in the front hall and 506 have attended as part of a group or for meetings. This brings the total visit numbers to 1629.

A couple of genealogists visiting the Archives in May expressed their concern about the signage to the building and its location away from the city centre when they arrived at Reception. A staff member spent time with the couple detailing the move from Cathays Park and they were also taken on a brief tour of the Office, including a visit to the strongrooms and were told how staff could help them with their research. After their initial concerns they were in a more positive frame of mind when they left and will return to pursue their family history research. It may be appropriate to report here that, as requested at a previous meeting, an email has been sent to the Highways department of Cardiff County Council expressing the concern of Committee members over the delays with the development of road signs to Parc Morgannwg and to the Archives in particular.

Representation on the Committees of Glamorgan Family History Society, South Wales Records Society and Glamorgan History Society has transferred from the Deputy Glamorgan Archivist to the Senior Archivist.

A meeting of the South Wales Museums Group, attended by Laura Russell, Archivist, was held at Glamorgan Archives and members were taken on a tour of the building following the business meeting.

Staff attended an Ancestry Research Day at the National History Museum in St. Fagan's in April. Based in Kennixton farmhouse, they offered advice and guidance to visitors on tracing their family tree. The day was well attended, with several visitors from the UK and abroad

requesting advice on tracing their Welsh and Glamorgan ancestors.

Richard Morgan, Archivist and place-name expert, participated in a forum on place-name research at the National Library of Wales, organised by the Centre for Advanced Welsh and Celtic Studies of the University of Wales, and presented a paper on place-names and language history. Other members of staff of Glamorgan Archives provided assistance in the preparation of a Powerpoint display to accompany the paper.

Develop training sessions for users

Discussions were held with representatives of the Glamorgan Family History Society regarding the possibility of offering family history training sessions at Glamorgan Archives which would be run by volunteers from the Society. This potential project was advertised in the latest edition of the GFHS Journal.

Monitor facilities and services to identify potential improvements

Following the success of the initial trial, public printing has now been extended to the four PCs in the front hall and to the public laptops.

A new piece of furniture has been ordered from Bridgend Office Furniture to accommodate the PCs in the searchroom. In anticipation of automated document ordering four additional public PCs have been acquired. The eight PCs will be located together on a workstation which will run below the length of the window, with the processing units and cables hidden from view in cupboards beneath the work surface. The new workstation will match the one already in place in the front hall.

Additional camera stands have been purchased for public use in the searchroom. It is hoped that these will promote increased uptake of personal photography by visitors. An A3 scanner and additional photographic equipment have been bought and set up in Reprographics. This will extend the capabilities of digital copying for enquirers and for staff projects.

The Senior Archivist has been liaising with Cardiff Council IT regarding the introduction of automated document ordering in the searchroom via the Dserve catalogue. The system was piloted for staff production during May

and feedback has been passed to Cardiff CC's IT staff who will progress the additional developments required.

Work has begun to convert the card indexes of adoption and child care records into an access database. This will assist staff greatly when dealing with adoption enquiries.

A new system for locating misplaced documents, involving close co-operation between the Access and Collections teams, has been drafted and will be in operation in the near future.

Fees and charges

Fees and charges for services offered to the public in the searchroom and through remote access, along with services offered to the media, have been revised and are appended at Appendix IV. Costs are calculated on staff time (averaged across pay scales of staff concerned) and materials. Postage is calculated at an average rate. Research fees are based on staff costs and include copies of documents if supplied. Media use is treated in the same way as out of hours groups with potential additional charges for disruption.

2. Group use on site

Provide appropriate service

A total of 41 groups have made use of the building in the quarter, bringing 506 individuals on-site.

Llanishen Local History Society enjoyed a visit to the Archives in April. Feedback from the group illustrates how useful the visits are in breaking down barriers and stereotypes 'very few knew what to expect (some were anticipating heaps of dusty old manuscripts!), but were all pleasantly surprised and impressed by the building and the services you offer there. It is a facility of which we can all be proud. ... I know that a number of our members who had felt daunted about visiting the Archives were delighted by the friendly reception we received from your staff and are intending to visit in the future to undertake their own research'.

Even overheard remarks made by visitors can help us to gauge the public attitude to the building and our service. Several people attending a course in Rhondda were heard to say 'So not what I was expecting, so fresh and clean,' 'I was expecting an old cellar room not something this modern,' and 'we were so taken aback when we saw the building'.

Following the visit of members of the Aviva Fellowship (retired insurance workers) a report was put on their website, publicising the Archives, the services offered and a very useful link to the website. The report included photographs of the visit and the behind the scenes tour. Feedback from the visit has been very favourable with some members of the group already visiting the searchroom to start on family history research. A planned visit of chartered accountants had to be postponed as it clashed with the play off match at Cardiff City's stadium.

Several local organisations are beginning to use the office for regular meetings; NIACE has booked several events here, as has the Archives and Records Association. Bodies including South Wales Records Society and the Glamorgan County History Trust are finding the venue convenient and comfortable.

Education

The Archives and Records Association *ARC Magazine* March 2011 issue, included a two page feature on *Reach the Teachers* outlining our approach to delivering an education service illustrated with photographs of visiting school groups.

Planning has continued on the project *Time and Tide: Cardiff, People and Parliament* which will take place in the summer with the Parliamentary Archives. The aim is to show how parliament has shaped local communities, in this case, the Cardiff Bay area. Glamorgan Archives will be working with children from Mount Stuart Primary School to look at sources for the area and how much it has changed over the last century. The children will visit the office in July and will complete a walking tour of the Bay to compare and contrast with how it looked at the end of the nineteenth century. Students from the Atrium at the University of Glamorgan will film the project work.

Nine UWIC students and a tutor came on a tour of the Archives in March. Seven were first year undergraduates so it was useful for them to visit at the beginning of their university careers. They were undertaking modules in family and local history and were given an introduction to the sources available and how to use the electronic catalogues.

A new venture, a workshop for artists, was held in March and attended by students from UWIC. Documents chosen for their visual impact were displayed to help

spark the students' imaginations and to be used as possible starting points for future art projects.

A workshop for postgraduates at Cardiff University was held in March, with the aim of giving advice on how to access records at the Archives, what sources are held and how to get the most out of a visit. Six students attended the workshop and feedback was positive. The workshop is part of a series that the students attend and one participant wrote 'the workshop was very well considered and of some considerable value. So far I have attended all of the Accessing Archives series of workshops (our library staff offer a couple of these) and this is by far the best', with another student commenting that they enjoyed a 'tour round a well run, professional archive'. The workshop will be held again in 2012 for the new intake of postgraduate students.

The First Friday Group continued to meet during the quarter, with several new members joining the group.

Develop group sessions

A UWIC lecturer and novelist discussed with Access team staff the potential for a workshop similar to that arranged for the art students aimed at creative writing students. He was given a tour and was very enthusiastic.

Monitor for improvement

Feedback forms have been produced for issue to groups visiting the Archives and to organisations hiring the group room for meetings and events. It is hoped that these will provide information which can be used to improve the service offered to these groups of users. The forms can be found at Appendix V.

Groups with an interest in history which want to visit during opening hours are not charged as they can be managed by public service staff without impacting on other teams. Charges are made only for out of hours sessions and for room hire by external bodies.

3. External events

Establish criteria for involvement

Criteria have been established for attending external events based on strategic objectives and a flowchart produced to assist analysis. This will ensure that resources are directed in the most appropriate and productive way.

Develop equipment and promotional materials

Staff visited Ninian Park School and the Cardiff Council training rooms at Wilcox House to investigate options for purchasing an interactive whiteboard for use in the group room. The whiteboard could be used by school groups and also in other sessions conducted by the service, as well as being offered to external groups when hiring the room as a venue for meetings and events. Options for procuring a whiteboard are being investigated.

4. Remote enquiries

Meet target times

Remote enquiries during the period were over a thousand once again, and the vast majority received a reply within the 10 day response target. During the quarter a small number of complaints were received regarding this 10 day response period as a result of people misunderstanding the auto-response sent on receipt of e-mails to the office inbox. The complaints were resolved quickly and, as a result, the wording of the auto-response is being reconsidered.

Review post book

No work has been completed on this task.

Review filing system

An initial review of the general filing has identified files for weeding and closure. Administrative staff have completed the first stages.

5. Website development

Review website

A Website Working Group has been established from amongst the staff. A new structure for the website has been finalised and draft content is under review. It is hoped to take the results to a web designer in the near future.

Administrative Assistant Laurie Birch has undertaken a three day course in Dreamweaver which will provide her with the skills and knowledge required to update the website. Training an additional member of staff in the use of Dreamweaver will ensure the website is updated on a regular basis.

A list of upcoming anniversaries is in development. Once completed, this will allow us to mark such notable events with articles on the website and press releases. During the past quarter the website has featured stories marking the 2011 Census and the Royal Wedding.

Develop remote access

Discussions with Cardiff Council IT regarding the introduction of CALMView for accessing the catalogue remotely have been progressing. The Senior Archivist and the Collections Archivist are now able to configure the public side of CALMView which will allow for the development of an appropriate user interface for the system. Testing of the software by Cardiff Council IT is continuing.

Glamorgan Archives now has a presence on social networking sites Twitter (@GlamArchives) and Facebook (www.facebook.com/glamarchives). Regular news updates are posted to the sites. Information posted to the sites regarding news stories from the Archives has been picked up by Guardian Cardiff, S4C's Newyddion programme and Wales Online.

SUMMARY

The quarter has seen considerable progress in profile raising with the office now regularly updating its Facebook and twitter feeds. Staff continue to provide a high level of quality service appropriate to the service's status as identified in the National Archives assessment while senior staff represent the profession in Wales and beyond. The first year of occupation has seen major changes in the ability of the service to respond to opportunities and to develop partnerships and has laid excellent foundations for future growth and improvement. The new plan has seen some changes in staff roles which the individuals have adopted with enthusiasm and all staff are to be thanked for their positive approach to challenges and changes.

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 2011-12 revenue budget supplemented if necessary by the General Reserve.

**Susan Edwards
Glamorgan Archivist
6 June 2011**

Appendix 1: Accessions

Cardiff Residents Against the Barrage Papers, 1989-2004			
Accession No:	2011/22	Reference No:	D350/26-44
Minutes, 1989-2001, newscuttings, official reports, surveys, photographs, plans and Parliamentary Bill papers; also minutes of Canton Residents Against the Barrage, 1989-1991			
Gwladys Webster of Merthyr Tydfil papers, 1898			
Accession No:	2011/23	Reference No:	HRA/D768
Photographs of Charles Stanley Martin and wife Lola Margaret at Hughesovka			
Crawshay Family Papers, c1862-1987			
Accession No:	2011/24	Reference No:	DCR
Copies of photographs by Robert Thompson Crawshay from an album given to Francis Crawshay; photographs of double wedding of Francis Crawshay's daughters, and of his grave.			
Carpenter family of Grangetown Collection, `Late 19th century -1996			
Accession No:	2011/25	Reference No:	D774
Records relating to Ludlow Street Methodist Chapel, Grangetown, Cardiff, and to South Glamorgan branch of NHS Retirement Fellowship			
Stephen Luke of Maesteg Collection, 2001-2011			
Accession No:	2011/26	Reference No:	D559
Printed ephemera relating to Maesteg and district.			
H.M. Owen of Cardiff, Cabinet Maker, Papers , 1964-2001			
Accession No:	2011/27	Reference No:	D769
Business diaries, 1970-2001; job notebooks, 1964-1982			
Bridgend County Borough Council Records, 2000-2004			
Accession No:	2011/28	Reference No:	CBR
Council minutes and reports			
Bleddyn Williams of Cardiff, rugby player, papers , 1930s-2009			
Accession No:	2011/29	Reference No:	D777
Albums, newscuttings, photographs, programmes and correspondence, 1930s-2009; papers relating to wartime RAF career and Operation Varsity, 1940s-2006; records of New Zealand Tour, 1950; and LP recordings, 1950s			
Tonypandy Comprehensive School Records, 1978-2004			
Accession No:	2011/30	Reference No:	D770/1-25
Photographs of pupils and staff at the school			
Glamorgan Family History Society Records, Mar 2011			
Accession No:	2011/31	Reference No:	D37
Journal no 101			
Owain Williams of Ewenny Papers, 1869, 1892-c1970			
Accession No:	2011/32	Reference No:	D750/2-5
Plan of 37 Wyndham St. Bridgend, 1869; deed of Talbot Arms, Newcastle Hill, Bridgend, 1892; and miscellaneous papers and photographs relating to Bridgend and district.			
Arthur Morgan Davies of Cardiff, Merchant Seaman, Papers, 1930s-1940s			
Accession No:	2011/33	Reference No:	D775
Student notebooks, 1920s; seaman's notes and reference books, 1930s; correspondence, telegrams and photographs, 1935-1949; discharge certificate, 1927-1942; Merchant Navy Journal, 1941-1944; letter from King, c1945; scroll, 1948; papers relating to MN Memorial at Tower Hill, 1955; newscuttings, 1941-1991; research papers, 2011			
Richmond Road Congregational church, Cardiff, records, 1886-1941			
Accession No:	2011/34	Reference No:	D784
Church meeting minutes, 1886-1920, diaconate minutes, 1934-1941			

Rumney Board School Records, 1876-1899			
Accession No:	2011/35	Reference No:	D780
Log book (with 2 digital copies on CDs)			

Forestry Commission aerial photographs, 1960-1991			
Accession No:	2011/36	Reference No:	
Several surveys of different dates (1960; 1968; 1971/2; 1981-1990; and 1991). The 1960 survey includes glass negatives as well as prints. Some of the surveys were done for the Forestry Commission, some for other bodies (e.g. ADAS, NCB) and then acquired by the FC. Many parts of Mid Glamorgan are covered, often colliery districts that were later reclaimed and afforested. Map indexes are usually included. Some of the photographs are for areas outside Glamorgan (Wentwood and Chepstow areas of Monmouthshire, and Forest of Dean area of Gloucestershire) which fell under the South Wales Area of the NCB..			

United Reformed Church National Synod of Wales Records, 1907-1999			
Accession No:	2011/37	Reference No:	D782
Papers relating to Bethany Congregational church, Godreaman, Carmel Independent/Congregational church, Llancafán, Beulah Congregational/UR church, Rhiwbina, Bethany Congregational church, Ystrad Mynach			

Bethany Congregational Church, Ystrad Mynach records, 1954-1960			
Accession No:	2011/38	Reference No:	
Correspondence			

Beulah United Reformed Church, Rhiwbina records, 1966-1999			
Accession No:	2011/39	Reference No:	
Misc papers			

Saintwell United Reformed Church, Ely, Cardiff, Records, 1918-2005			
Accession No:	2011/40	Reference No:	D783
Service sheets, accounts, newsletters, community project papers, cradle roll, 1957-1967, obituaries of the Rev Mary Evans (d1997).			

St Mary's Nolton, Bridgend, records, 1989-2009			
Accession No:	2011/41	Reference No:	P197CW/38-40
Marriage registers			

Martin Somerville of Cardiff Collection, Late 19th century			
Accession No:	2011/42	Reference No:	D771
Photograph of house (possibly 1 Caemawr Terrace), Porth			

Heather Davies of Maesteg Collection, 1857-1977			
Accession No:	2011/43	Reference No:	D772
3rd Maesteg Boy Scouts correspondence, 1959-1969; Regional Grand Lodge of Morganwg (Loyal Order of Moose) minutes, 1947-1955; printed book in Welsh by Thomas Morgan of Alma Banks, Maesteg (bardic name Caswallon Glan Llynvi) containing historical tract about Maesteg and its chapels and industry, with hymns and poems, 1857; National Union of Teachers (Maesteg Association) rules and conference reports, 1977			

Ms G Edwards collection, 1896-1898			
Accession No:	2011/44	Reference No:	D773/1
Cardiff Borough Police: register of descriptions of prisoners, including some with photographs.			

Queen's Institute of District Nursing Records, 1892-1975			
Accession No:	2011/45	Reference No:	D776
Annual reports and other records, 1948-1975; annual reports and other records of Welsh branch, 1892-1931			

David D M Clark of Cardiff Collection, 1940s-1998			
Accession No:	2011/46	Reference No:	DXN
Records relating to Whitchurch, comprising monumental inscriptions, grave plan and papers for burial ground (Garden of Rest), 1974-1998; Retired and Senior Volunteer Programme papers, 1989-1991; booklet 'The Lost Grave: Queen Victoria's Last Hero' about Charles Burley Ward VC, c1986; leaflets relating to Forest Farm and Country Park, 1983-1992; list of officers of Whitchurch Ratepayers Association, 1961; photographs (3) of Whitchurch, 1940s-1960s; and various community leaflets and			

magazines for Whitchurch, 1978-1989			
Gwyn Smith of Roath Collection, 1971-1985			
Accession No:	2011/47	Reference No:	D673
Minutes of Roath and District branch of Men's Society (Church in Wales)			
Llandaff Diocese Mothers' Union Records, 2000-2011			
Accession No:	2011/48	Reference No:	DMUL
St Donat's, Abercynon, branch account book, bank statements; Diocesan MU year book for 2011.			
Llancarfan Society Records, March 2011			
Accession No:	2011/49	Reference No:	DLNS
Newsletter 145			
S Chivers Industrial Properties Ltd and Chivers Family Papers, 1979-1983			
Accession No:	2011/50	Reference No:	D397
Property Developments (Cardiff) Ltd: annual report and accounts, 1979-1981 and liquidation papers 1981-1983			
Rhondda Cynon Taf County Borough Council Records, 1996-2007			
Accession No:	2011/51	Reference No:	CRCT/SS/1
Social Work Emergency Duty Team logbooks			
Gwyn Prescott collection, 1918			
Accession No:	2011/52	Reference No:	D778
Pocket diary of Gunner Charles S Cronin of Roath, 39th siege battery, Royal Garrison Artillery.			
Terence O'Neill of Cardiff, Plaid Cymru activist, papers , 1968-2010			
Accession No:	2011/53	Reference No:	D779
Campaign papers, newscuttings, branch minutes, leaflets and correspondence			
Women's Archive of Wales/Archif Menywod Cymru Records, March 2011			
Accession No:	2011/54	Reference No:	DWAW/7
Newsletter, March 2011			
Mid Glamorgan County Council Planning Department Records, c1979			
Accession No:	2011/55	Reference No:	MD/PL/CS/1
List of Mid Glamorgan Chapel Survey files and drawings, with location index to chapels			
Radyr and Morganstown Parish/Community Council Records, 1884-2010			
Accession No:	2011/56	Reference No:	P66/8-14
Minutes of vestry, Parish Council, annual meetings; declarations of acceptance; Cwm farm enquiry notes; lighting accounts; village plan.			
National Provincial Bank, Cowbridge, Records, c1870s-1890s			
Accession No:	2011/57	Reference No:	D781
National Provincial Bank, Cowbridge 'Character Book' containing notes on financial status of customers; also transcription of entries and notes by the donor in hard copy and on CD.			
Stephenson and Alexander Estate Agents of Cardiff Records, 1906-1909			
Accession No:	2011/58	Reference No:	DSA/96/2-5
Maindy estate, Pentre: building agreements, plan, concordance to plan, leases and register.			
Remy Lloyd-Jones papers, 1972-1998			
Accession No:	2011/59	Reference No:	D785
Photographs of Cardiff, Vale of Glamorgan and Glamorgan valleys.			
Llandaff Society Records, 2011			
Accession No:	2011/60	Reference No:	DLS
Newsletter No 118			
Merthyr Tydfil County Borough Council Records, 19-20 century			
Accession No:	2011/61	Reference No:	CMT/C/2/18-32
Deeds of council properties			

Coroner for Mid Glamorgan/ Bridgend and Glamorgan Valleys records, c1956-2005			
Accession No:	2011/62	Reference No:	CORM
Notices of death and post-mortems; inquest files; registers of deaths			
Bargoed Ecclesiastical Parish Records, 1914-1917			
Accession No:	2011/63	Reference No:	P142CW/1/1
Banns register			
Coity with Nolton Ecclesiastical parish records, 1979-2006			
Accession No:	2011/64	Reference No:	P80CW/U/1-2
Parish magazines Jan 1983, Apr-May 1983, Jan 1984, Apr 1984; Parish News magazines 1996-2006 (with gaps); Welsh Churchman magazines 1979-1984 (with gaps); Orders of Service			
David Cynwel Phillips, Papers, c1914-1950			
Accession No:	2011/65	Reference No:	D786
David Cynwel Phillips family photograph, wedding photograph, photograph in police sergeant's uniform			
Mervyn Crawshay of Llantwit Major, Papers, c1900-1914			
Accession No:	2011/66	Reference No:	D787
Photographs of Mervyn Crawshay in uniform, on horseback and of his parents; war diary August-October 1914; printed books			
Llandough Womens' Institute Records, c1965-2003			
Accession No:	2011/68	Reference No:	DXNO16/9, 10, 6/8
Photograph album; annual programmes; certificate received from the Glamorgan Federation of Womens' Institutes on the occasion of Llandough WI's 50th birthday			
Clive Reed Of Pontardawe, Papers, c1920-1992			
Accession No:	2011/69	Reference No:	D788
Photograph of Bute Dry Dock boiler shop c 1920; photographs of Bute Dry Dock 1987-1989; photographs of Cardiff Docks 1987-1992; photographs of Barry Dock 1982; photographs of scrapping of MV 'King George V' at Cardiff Docks 1984; letterhead of CH Bailey Yacht Company; impression of the seal of The Mercantile Pontoon Company Limited, Cardiff			
Dr Denis and Mrs Jean Clack of Dinas Powys, Papers, 1938-1984			
Accession No:	2011/70	Reference No:	D789/U/1
Various records including mortgage deed, abstract of title, conveyances and deeds of exchange relating to the property known as Old Mill, Old Mill Road, Dinas Powys and a conveyance relating to The Lettons Way, Mill Road, Dinas Powys			
Sybil M Rolley of Fairwater, Papers, 1948-1967			
Accession No:	2011/71	Reference No:	D790
Account book detailing items purchased for Coronation party held at Vachell Road June 1953; account book providing details of items purchased for Christmas and other parties 1948-1965 together with details of household accounts 1960-1964 and 1967			
Ogwr Borough Council Records, 1973-1990			
Accession No:	2011/72	Reference No:	DCOG
Cardiff-Porthcawl Coastal Study, consultation report, 1973; Goad plans of Bridgend town centre, 1981-1990; plan showing land use change at Bridgend town centre, 1990			
Women's Archive of Wales: Older Lesbian Network, Wales, 1993-2007			
Accession No:	2011/73	Reference No:	DWAW/1/6
Older Lesbian Network Wales records including Constitution and Rules, (Draft) 2007; membership list 2005; correspondence 2004-2006; AGM minutes 2006; Lists of subscribers, 1993-1994			
Dennis Sellwood of Llanbradach, Collection, c1900-1949			
Accession No:	2011/74	Reference No:	D163
Correspondence relating to the publication of 'The Friendly Invasion'; photographs; papers relating to the purchase of 19 Tynygraig Road, Llanbradach, 1947; Llanbradach Ratepayer's Journals 1929-1930; 'The Sentinel' 1936-1941; Llanbradach coronation celebrations balance sheet, July 1938; papers relating to Llanbradach, 1930-1949			

Notable Accessions:

Papers of Bleddyn Williams of Cardiff, Rugby Player (Accession: 2011/29, Reference: D777)

Bleddyn Williams (1923-2009) was born in Taffs Well. He played rugby for Wales on 22 occasions, 5 as captain. He played for Cardiff for many years, captained the British Lions in 1950 for part of their tour of Australia and New Zealand, and captained Wales in 1953 against the All Blacks. He retired in 1955 because of injury and became a commentator and correspondent for the Sunday People. He was made an MBE in 2005 and died in 2009. His papers contain albums, photographs, programmes and correspondence as well as records of his wartime service in the RAF.

Papers of Arthur Morgan Davies of Cardiff, Merchant Seaman (Accession: 2011/33, Reference: D775)

Arthur Morgan Davies (1911-1942) was from Birchgrove, Cardiff. He joined the merchant navy in 1927 and lost his life on the SS Empire Prairie when it was sunk by a U-boat in the Atlantic. The papers include student notebooks, correspondence, telegrams, his discharge certificates and newscuttings.

Ms G Edwards Collection (Accession: 2011/44, Reference: D773/1)

Cardiff Borough Police register of descriptions. This volume was rescued by the donor when it was being thrown away from the old police HQ in Cathays Park in about 1971. It appears to be a predecessor of the series of photograph and fingerprint registers, 1904-1932, already in the Archives.

Papers of Terence O'Neill of Cardiff, Plaid Cymru Activist (Accession: 2011/53, Reference: D779)

Terence H O'Neill lived in Rumney and was active in Plaid Cymru from the late 1960s until his death in 2010. His work was largely Cardiff-wide but particularly in Llanrumney and Cathays and in Cardiff Central constituency; also in Porth. He was often a council candidate or agent, and also worked as AM support for Owen John Thomas, AM for Wales South Central (1999-2007). The papers contain newscuttings, branch minutes, leaflets and campaign papers.

Records of National Provincial Bank, Cowbridge (Accession: 2011/57, Reference: D781)

The 'Character book' (c. 1870-1890) of the National Provincial Bank, Cowbridge, contains notes on the financial status of customers, one of whom was Dr William Price of Llantrisant, said to own freehold property estimated to be worth £10,000.

Appendix II

	Number of Visits		No. of Groups	Documents Produced
	TOTAL	(groups and meetings)		
March – May 2010	1543	(607)	33	2732
June- August 2010	1416	(179)	21	2589
Sep-Nov 2010	1973	(608)	45	2631
Dec 10 – Feb 2011	1598	(596)	40	2193
March – May 2011	1638	(506)	41	2394

	Remote Enquiries	Website Hits
March – May 2010	954	9212
June- August 2010	893	13876
Sep-Nov 2010	1037	13143
Dec 10 – Feb 2011	1004	12088
March – May 2011	1009	12675

Interesting enquiries

At the beginning of May there was a noticeable international flavour to the searchroom. Two researchers from New Zealand were on a holiday carrying out family history research whilst their house was rebuilt in Christchurch following the earthquake there earlier in the year. Another lady researched her family who had owned a restaurant in Bute Street, Cardiff. She emigrated to Australia twenty-five years ago and was on a rare visit to Wales. A researcher from Chicago was also tracing his Glamorgan ancestry. We also had several visits by four researchers from Ukraine and Germany who were studying the Hughesovka story.

There was much excitement in the searchroom in April when a researcher studying police records visited dressed in a wartime police uniform complete with gasmask and truncheon. His grandfather had served in the police force in south Wales and he was keen to study police notebooks and orders for the

1940s period. He attends re-enactment weekends and had painstakingly studied and recreated the police uniform.

The Official Historian of the Joint Intelligence Committee contacted the Archives requesting access to, and copies from the Allan Rogers Papers. In particular, he was interested in anything relating to the Intelligence and Security Committee. A copy of the catalogue was sent to him so that he can identify relevant documents and request access to them.

An enquiry was received regarding a statue of Lao Tzu located at Duffryn Gardens in the Vale of Glamorgan. The statue was purchased by Glamorgan County Council in c.1951. It is likely that information on the statue will be recorded in Council minutes, and the enquirer was invited to visit in order to consult these records.

A researcher at Leeds University contacted us wishing to consult Cardiff Borough minutes as part of an investigation into the electrification of Cardiff.

An enquiry was received from a member of academic staff at the University of Leicester researching capital punishment. She is attempting to verify that criminals recorded as receiving a sentence of death in the second half of the 18th century were actually hanged. We suggested that she visit to conduct a search of the Quarter Sessions Rolls for the period.

A researcher investigating the development of Bridgend Union Infirmary and Bridgend General Hospital contacted us seeking information on these institutions and the site on which they were built. The researcher now lives on the site of the former workhouse and was conducting research for a talk he will be giving to mark the 20th anniversary of the housing development.

A member of the Seccombes family visited the searchroom to research the Seccombes department store in Cardiff. He had worked there from the 1950s as a trainee and was fascinated by the photographs of the store which we hold from that period.

Three members of staff from the National History Museum at St. Fagan's visited the searchroom to research the St. Fagan's site in preparation for redevelopment work. They were particularly interested in consulting tithe and estate plans.

A PhD student researching domestic servants in south Wales visited the searchroom to consult a register of young persons hired as servants in the Pontypridd Union.

An enquiry was received from a member of the Chepstow Male Voice Choir who were about to host the Phoenix Choir from Zimbabwe. He wanted to know if there was any evidence of the Dowlais Iron Company supplying rails to Rhodesia. The Bulawayo Railway Museum found that the supports for the platform at the station were supplied by Dowlais. Information on material within the Dowlais Iron Company Records was supplied.

Since the deposit of additional vehicle licensing records in February, several enquiries have been received from researchers tracing the history of vintage vehicles, including cars, tractors and motorcycles. One researcher contacted us seeking details of a 1959 Lambretta scooter, identical to one which he owned in his youth, which he purchased at auction in Swansea earlier this year and is now restoring. We were able to locate the relevant records for him, and he in turn sent us photographs of the scooter in question, which were posted to our Facebook and Flickr sites.

Appendix III

<i>Local and Family History Groups</i>	
Gaynor Leaf Family History Group	6
Bridgend and Maesteg Family History Group	16
Glamorgan Family History Society representatives	2
Melanie Pettersen Family History Group	25
National Roman Legion Museum	6
Splott Local History Group	15
Llanishen Local History Society	17
Tonyrefail University of the Third Age	10
Public tours (March, April and May)	21
<i>Professional Organisations</i>	
Rhydypennau Library staff and users	5
Learning to Lead course	12
NIACE International Women's Day Conference	55
NIACE: ESOL Learners' Familiarisation Workshop	33
South Wales Record Society	18
Digital Preservation Coalition Conference	25
Glamorgan County History Trust	13
NIACE Family and Intergenerational Learning Network	11
Women's Archive of Wales	4
Cardiff University Library: German exchange librarian and archivist	2
Powys Record Office	4
Dudley Archives	5
South Wales Museums Group	20
People's Collection Wales	2
Parliamentary Archives	2
Cardiff University Librarians x 2	22
Glamorgan History Society / South Wales Record Society	40
Aviva Fellowship	27
Cardiff People First: Ely Hospital Project	20
Vision 21	1
Cardiff Council records management staff	2

CLOCH interviews	16
<i>Educational Organisations</i>	
UWIC MA and undergraduate students	10
Cardiff University student workshop	6
UWIC Artists Workshop	15
First Friday Group x 3	10
<i>Individuals</i>	
James Farror, PhD student	1
Matthew Williams, Cardiff Castle	1
Andrew Hignell, Glamorgan Cricket	1
Anthony Williams, Depositor	1
Dr Spencer Jordan, UWIC	1
Brigid O'Sullivan, Archive Administration Distance Learning Student, Aberystwyth University	1
Norena Shopland, LGBT Excellence Centre Wales	1
Sarah Garvey, Cardiff Council	1

Appendix IV

Fees and Charges

1. Photocopies / printouts

Photocopies (A3 and A4) black and white: £1.00

Photocopies (A3 and A4) colour: £1.30

Printouts: £0.15

2. Digital photography

Images can be supplied by e-mail, on CD or as hard copy prints.

Digital images: £2.80

3. Postage

Postage of photocopies, CDs and printouts within the UK: £1.00

Postage of photocopies, CDs and printouts outside the UK: £2.50

4. Research service

£20 per hour (private individuals)

£40 per hour (commercial rate)

5. Media use of the Archives

Filming on Glamorgan Archives premises during office hours: no charge

Filming offsite or outside office hours: £25 per hour

Fees for media use of the Archives are negotiable. Additional charges may be made if filming causes disruption to the normal operation of Glamorgan Archives.

Glamorgan Archives Group Visit Feedback (Appendix V)

Thank you for visiting Glamorgan Archives.

We would be grateful if you would take a few minutes to complete this feedback form so that we may work towards improving the service and facilities we offer to visiting groups.

Name of Organisation:

Contact name:

Date of visit:

Year group (if a school visit):

1. Did you enjoy your visit to Glamorgan Archives?

Yes No

2. How would you rate the following?

	Very good	Good	Poor	Very Poor
Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value for money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitability of content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff delivery of content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. How did you find out about Glamorgan Archives?

.....

4. Was the session at Glamorgan Archives as expected?

Yes No

If no, how did the session differ from your expectations?

.....

.....

5. Which aspects of your visit did you find most useful?

.....
.....

6. Which aspects of your visit did you find least useful?

.....
.....

7. Will you return to Glamorgan Archives?

Yes No

If no, why not?

.....
.....

8. Will you recommend to colleagues / friends that they visit Glamorgan Archives?

Yes No

If no, why not?

.....
.....

3. Do you have any additional comments to make regarding your visit to Glamorgan Archives?

.....
.....
.....
.....

Thank you

**Please hand this form to a member of staff, or return it to:
Glamorgan Archives, Clos Park Morgannwg, Leckwith, Cardiff CF11 8AW**

Glamorgan Archives Room Hire Feedback

Thank you for visiting Glamorgan Archives.

We would be grateful if you would take a few minutes to complete this feedback form so that we may work towards improving the service and facilities we offer to our visitors.

Name of organisation:

Date of visit:

Reason for visit:

1. Did you enjoy your visit to Glamorgan Archives?

Yes No

2. How would you rate the following?

	Very good	Good	Poor	Very Poor
Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value for money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. How did you find out about Glamorgan Archives?

.....

4. Do you have any additional comments to make regarding your visit to Glamorgan Archives?

.....

.....

.....

.....

Thank you

Please hand this form to a member of staff, or return it to:

Glamorgan Archives, Clos Park Morgannwg, Leckwith, Cardiff CF11 8AW

Local Government Act 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

17 JUNE 2011

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item : WORK OF THE RECORD OFFICE
1 March – 31 May 2011

Background Papers

Calm database.

Officer to Contact: Susan Edwards – 029 2087 2202