

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
9 December 2011
REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO: 4
REPORT FOR THE PERIOD 1 September – 30 November 2011	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives for the period 1 September to 30 November 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

It is a pleasure to report the return to work of David Hail, Records Assistant, following successful surgery on his back. Ahead of his return he was visited at home by the Glamorgan Archivist and a human resources advisor from Cardiff County Council. To cover his phased induction students Sebastyan Smith and Katie David have continued to be employed in a casual capacity so that public services remain unaffected.

Records Assistant Heather Coutanche, originally employed on a temporary contract, has been continued until 31 March 2012 while options to extend her employment further are explored.

To meet demands for external, income generating, conservation, Katie Hebborn has been employed on a casual basis. Katie is a qualified conservator currently studying for an MA with Cardiff University.

During the quarter enquiries have been made about methods of providing cover for a part time archivist currently on sick leave in connection with maternity. Responses continue to be sought from Cardiff County Council's Human Resources advisors.

Complete transfer to Cardiff County Council

All staff have transferred to CCC contracts and await the results of the Single Status exercise.

Revise competency frameworks

The Glamorgan Archivist was interviewed by consultants reviewing the National Occupational Standards for archives and libraries on their use in reframing the Office's staff competencies. Her responses will be published as a case study illustrating their report.

Volunteers

During the quarter 17 volunteers contributed 776 hours to the work of the office. 10 volunteers came from Cardiff, 5 from the Vale of Glamorgan, and 2 from both Rhondda Cynon Taf and Caerphilly. Five tours were provided for prospective volunteers and individuals considering a career in archives. In addition we welcomed two students studying history at A-Level: one from Bridgend and another travelling from Bristol, and one ICT student from Llanishen High School. The students each attended for a full week totalling 98 hours.

'I would like to thank everyone at Glamorgan Archives, I have had an enjoyable week here, everyone has been so kind and the working environment is really nice, thank you for having me'. (Serena, Llanishen High School)

Two retired library professionals are helping to catalogue our local studies library into CALM. The pamphlet collection has now been completed and researchers have already started ordering items to view in the Searchroom.

Go Wales is a recruitment agency which specialises in finding employment opportunities for students and recent graduates. Managed by the Higher Education Funding Council for Wales (HEFCW) the project is delivered by University Careers Services in Wales. During September the agency approached the Office with a request to add

us to their portfolio of businesses offering work tasters: short, flexible, unpaid periods of work experience designed to help undergraduates gain an insight into a particular business sector or career. One student has since been recruited through this scheme.

The Archives has also registered with Job Centre Plus for a new work experience scheme which helps to cover the cost of travel during a placement. The first placement through this scheme was in November.

Four logons have been provided to enable volunteers to assist with the work of the Office without compromising security. Access is provided to CALM and the internet however it is not possible to explore the main office network where confidential information is held.

2. Staff: development

CCC systems and procedures

Staff have developed their use and understanding of Cardiff County Council's on-line administrative system, Digigov.

CLOCH project staff posts and the ARCW Administrator post have been analysed by Cardiff CC's Job Evaluation team.

Building and operational procedures

An unannounced emergency evacuation drill was successfully carried out with members of the public in the building. Subsequent evaluation highlighted the lack of notices for the assembly point and of facility in use of the evacuation chairs. Notices have been bought and staff will practice using the chairs after all future staff briefings.

Work is ongoing to identify conservation and cataloguing priorities. A spreadsheet of tasks has been produced indicating which tasks may be assigned to volunteers. Management regularly update the spreadsheet with current priority ratings and reports may be obtained of all urgent tasks for the week ahead.

Data from the Building Management System is now being backed up weekly. Results are largely within the specified ranges for temperature and humidity (45-55% RH and 17-19°C) apart from strong room 2 where the humidity was high, although within safe parameters. Air conditioning to the room has been switched off while problems with the plant are explored.

Service culture

Following the Office's expression of interest in the Wales Leadership Award the role of the leadership in service culture has been regularly discussed by the management team. This reflection has identified that the qualities required are those described in the Office's core values. The team has met with Dr Pat Evans of the Weslake-Evans Group, who is the assigned specialist advisor. Dr Evans has worked with the Office for many years as an Investors in People advisor.

Investors in People

Updates of the Personal Development Reviews carried out earlier this year have begun. For these half-year reviews staff are being interviewed in their teams. Discussions have been held with the conservation and resources teams, focussing in particular on their contribution to the behavioural objective of communication which was common to all staff.

Glamorgan Archives has agreed to participate in an Information Literacy pilot project, originally planned as part of the CLOCH project. Initial discussions were held during the quarter.

The Deputy Glamorgan Archivist and Conservator attended a one day workshop on 'Managing the archive environment' at the Preservation Advisory Centre in the British Library. It was a useful update for the Conservator and provided training for the Deputy Archivist in understanding of the building management systems operating in the Glamorgan Archives and will assist plan realistic targets for environmental controls in the future.

Hannah Price, the Archivist on the Resources Team, attended a project management course for two hours every Wednesday over a ten week period. Held at Cardiff University's Centre for Lifelong Learning the course provided a practical introduction to the subject equipping her with the necessary skills and knowledge to assist the Archive's involvement in major projects. She also attended the CyMAL organised workshop 'Funding for Archives' which was held at Glamorgan Archives, gaining practical advice on completing applications as well as guidance regarding the various funding options available to the sector.

The Preservation Assistants have been trained in the removal of adhesive tape.

Training in the use of the new interactive whiteboard was held for 8 members of staff. In-house sessions will be arranged to allow those staff trained by the external provider to disseminate their knowledge and skills to the remainder of the staffing establishment.

3. Budget

Manage to best advantage

Budget monitoring reports are received monthly and reviewed by the Administrative Officer with the Glamorgan Archivist. The appointed finance officer highlights areas of concern and has been happy to meet to discuss issues arising. Staff with responsibility for finance have been trained in the application of General Ledger codes to avoid miscoding future orders and to simplify budget reporting.

Attempts to pay utilities through CCC's systems have not been entirely successful but the option continues to be pursued.

Some difficulties were encountered in extracting information on invoices passed through Cardiff CC's electronic ordering system, SAP. This led to delays in responding to the auditor. Staff are now fully trained in this aspect of the system and the situation will not be repeated.

Income opportunities and paid services

A scene from television drama series Being Human was filmed on site one evening. A section of one of the strongrooms and a buffer zone accommodated thirty crew members under close supervision. Staff were assured that this is a pivotal scene in the new series. Disruption was minimal; a local chapel group was hosted on the same night.

Staff from the heritage institution planning to lease vacant space in the storage block have adjusted shelving in preparation. Preservation staff have cleared much of the material from strong room 2A and have identified space in other strongrooms for the microfilm cabinets which are being retained. The air conditioning in this room, which operates independently from the main system, has been tested.

The Wales Council for Voluntary Action and the Tenant Participation Advisory Service Cymru both booked Rhondda Fawr for courses and have indicated a desire to

return. TPAS was particularly impressed with the accessibility of the site.

Grants and partnerships

CLOCH

The Heritage Lottery funded project, Conserving Local Communities Heritage, CLOCH, has progressed during the quarter.

The first cohort of three trainees was successfully recruited in November. This followed a focused recruitment campaign working in partnership with agencies such as JobCentre Plus, Bridges into Work, QWEST and Swansea Council of Voluntary Service to reach the target group (young men under 30, preferably non-graduates). This Positive Action Training is allowed under Section 158(c) of the Equality Act 2010, enabling young men to gain experience in occupational sections where they are under-represented. As part of this process evidence was gathered on the gender and age profile of the workforce within host organisations, across Wales and across the UK. In addition, a trainee agreement (rather than a contract of employment) has been drafted, following detailed discussions with Cardiff Council and advice from other Skills for the Future projects, to ensure that the bursaries could be exempt from tax. HMRC confirmed on 25 November that the bursaries can be paid tax-free.

The three traineeships in Cohort 1 will be hosted by Swansea Central Library, Cwmbran Library (Torfaen) and Tredgar Library (Blaenau Gwent). Interviews were held at these libraries, following visits by the Project Manager, and the three successful applicants were offered the traineeships at the end of November.

The Steering Group met on 21 September at Glamorgan Archives and communication between the wide range of partners has been facilitated by the use of an online shared workspace (basecamp). Hannah Price, Archivist, and the Project Manager also met with Margaret Jones, Principal of YMCA Community College, in September to discuss partnership arrangements to support the delivery of accredited learning for the trainees in areas such as digitisation and information literacy.

The Glamorgan Archivist has attended meetings of Maritime Wales Trust, representing archive services in Wales; the Wales Country Panel of the Learning and Skills Improvement Service, LSIS, the sector skills council

which has succeeded LLUK for the archive domain; the steering group for Welsh Pride and the unveiling of the Pierhead clock. She continues to attend meetings of the Records Appraisal Group for the Welsh Government. With the Deputy Glamorgan Archivist she attended the launch of Gwent Archives in Ebbw Vale and the on-line catalogue presentation described below. With the Senior Archivist she attended a Careers Wales event, Celebrating Effective Delivery of Careers Services, at the Senedd. It provided an opportunity to strengthen the existing partnerships between Glamorgan Archives and Careers Wales and to identify potential new ways of working together.

In her capacity as Chair of Archives and Records Council Wales (ARCW) the Deputy Glamorgan Archivist has represented the sector on the panel initiated by the National Archives to consider an Archives Accreditation scheme modelled on the successful scheme operated by Museum services. She has also taken part in consultations relating to the proposed UK scheme to introduce tax incentives for owners of 'pre-eminent objects and works of art' who gift items to the nation; consultations to consider the implications for Places of Deposit, on the proposed change from a 30 year to a 20 year closure on central government records; and offered an archival viewpoint on an All-Wales Library Marketing Project. The major ARCW project Cynefin: Mapping Wales' Sense of Place, has moved forward with the appointment of consultants to develop a detailed plans for the proposed projects, due to be submitted to the Heritage Lottery Fund (HLF) next year. One of the proposed projects is to be based in Glamorgan. In August a Forum organised jointly by ARCW and CyMAL was held to look at on-line developments. A range of speakers from Wales and elsewhere shared their experiences of making detailed catalogues available on the web and options are now being considered to find a solution for offices in Wales to move forward.

The Senior Archivist has continued to work with Cardiff People First on its HLF funded Ely Hospital Project, in addition to welcoming Cardiff People First's Young People's Group for a tour of the Archives. She has attended meetings of the working groups producing Heritage and Education portfolios for heritage partners within Cardiff.

Attendance at the People's Collection Wales Learning Advisory Group has passed from the Deputy Glamorgan

Archivist to the Senior Archivist. A meeting of the Group was held during the quarter to assess progress on developing the Learning element of the People's Collection Wales website and to set targets for work during the coming year.

Richard Morgan, Archivist, attended the first meeting of the newly-formed Welsh Place-name Society/Cymdeithas Enwau Lleuedd Cymru at The National Library of Wales, Aberystwyth. More than 75 people, the majority from Wales, attended. A temporary committee has been appointed to oversee the setting up of a website, organise annual conferences and lectures, and a produce newsletter. The Society has accepted an invitation to Glamorgan Archives in October 2012 for its annual conference. Attendees will be given an opportunity to see a sample of the wide range of historical records pertinent to place-name research and the obligatory tour of the building. The Society includes both individual academic members of the Centre for Advanced Welsh and Celtic Studies (in Aberystwyth), Welsh universities and other educational bodies, archives and library services, historical societies, including archaeologists, natural historians, scholars in linguistics, and members of the wider historical community with a variety of historical interests. The WPNS/CELIC now forms a counterpart to national place-name societies in England, Scotland and Northern Ireland, and has already attracted international interest from Celticists and linguists. Richard Morgan, a renowned expert in the field, has agreed to act in informal capacity as a link between local historical societies and individual historians with a specific interest in place-name research and language history.

Negotiations have commenced with Cardiff University's Records Manager with options for the long term arrangements for the University's records and contingency planning for emergencies. A reciprocal arrangement is proposed to share staff and facilities in the event of an incident.

In response to appeals information has been sent to Pembrokeshire Archives (on moving the collection) and to Bristol University's Theatre Archives (specification for cleaning strongroom areas). The Glamorgan Archivist was interviewed by a student on Aberystwyth University's archive training course about the move to new premises.

Staff also shared their experience of this building and the processes developed as a result of working here with a

number of individuals and organisations. These included a group of specialists and curators from the National Museum of Wales sites who were interested in methods of documenting their archives and making them available to researchers; a group from Clark's Shoes archive looking at shelving; a group from the National Library of Wales which is exploring options for expansion; and a County Councillor from Redruth who is visiting several new archive buildings seeking examples of best practice to inform Cornwall's planned new office. He wrote later, "I have to say I could not have started in a better place, and the clarity of vision and delivery in Cardiff really impressed me."

Eight members of the operational staff from Herefordshire Record Office also visited. Herefordshire is planning to move from its present accommodation and management and consultants have already been for a tour. The second group were shown around by operational staff who were able to share their experience of the move and the changes to procedures openly and without management oversight. The group voiced their appreciation of the tour and the time spent answering their many questions and concluded that the trip was 'inspiring'. They were impressed by the building itself and the flexibility of available space, going away reassured.

Digital preservation

The Office is a member of the ARCW Digital Preservation Consortium, which has appointed a Project Officer to evaluate existing software options. As a first step consortium members have been invited to contribute information on their digital collections and any expertise and resources they can bring to the table. This is complex, potentially costly but important area of work and the consortium is endeavouring to adopt a shared and practical approach.

Fees and charges

No further work has been completed on this task during the quarter.

4. Building

Snagging and retention sum

The items identified on the snagging lists continue to be followed up and are nearing completion. Representatives of Turner and Townsend, the project managers, and PMG, the developer, attended to confirm completion of the O & M manuals and test certificates. The retention

sum will be passed for payment on receipt of approval from T & T.

Maintenance and building systems

The CCTV server has been moved from the Administration office to the server room. An additional monitor will now be required.

The security system is being upgraded for out of hours visual monitoring and immediate police response. Cabling has been completed, an extra camera position has been activated on the rear gate and the broadband line set up.

A consultant from Cardiff University has inspected the plant and will be suggesting ways to improve performance.

The underfloor heating in half of the building failed to engage this winter. The fault was corrected. A problem with the urinals has been dealt with. The drains on the roof have been cleaned and emergency lighting tested. Other maintenance has been carried out according to agreed contracts.

A new HEPA filter has been fitted into the cleaning machine and a service contract arranged with the manufacturer. This follows a long process of negotiation with Cardiff CC's procurement section.

Updated COSHH assessments for the chemicals used in conservation have now been received. The new Conservation Assistant is preparing a list of materials requiring risk assessments. As a post graduate student on the Cardiff University conservation course her knowledge of current regulations is proving invaluable.

The Conservator has produced cleaning specifications for the strongrooms which the Preservation Assistants have time trialed to provide accurate estimates for tenders.

A difficulty in moving one compact shelving unit was reported. On inspection the central section was found to be dragging. Link 51, the suppliers, were called in and the engineer discovered that one of the drive wheels had not been fitted during installation. The wheel has now been fitted and a full service inspection of all racking in the strongrooms has been carried out.

Fit out

The installation of the new workstation in the public searchroom was completed early in the quarter. This addition has improved the appearance of the room, extended the availability of public access pcs, and has been welcomed by staff and researchers alike.

To ensure that all staff and volunteers in the workroom Ely have seating which is adjustable, in compliance with workstation assessment guidelines, six new chairs been ordered, but the suppliers, BOF, have not yet been able to provide ones which match those already in use.

Shelving units have been ordered for the conservation storeroom to replace those carried over from previous accommodation which are not fit for purpose.

Launch and publicity

An annual report for the long launch year has been produced and will be made available on the new web site. The Glamorgan Archivist has submitted the annual note on the work of the Office to Morgannwg, the journal of the Glamorgan History Society.

The more unusual promotional events have provided us with additional opportunities for publicity. National Baking Week took place in October and the Archives tweeted a photograph of the old Dorothy Cafe in High Street. This was picked up by staff of Kitchens, the shop which now occupies the building and the photograph appeared on the home page of their website. British Sausage Week was celebrated during the first week of November and a press release 'Old Bangers Sparkle at Glamorgan Archives' was featured on the Welsh Icons News on the internet and also led to Rhian Phillips, Senior Archivist, being interviewed about sausages on Radio Cardiff. The press release featured a sausage recipe found in a notebook dated 1795 to 1813, compiled by a John Perkins of Llantrithyd. The press release was also posted on the 'What's New' section of Glamorgan Archives website.

The rugby world cup in New Zealand was marked by a press release publicising the recently received collection relating to the Welsh rugby great, Bleddyn Williams. The press release focussed on a wonderful series of photographs taken on the 1950's British Lions tour to New Zealand. During the tour each player was presented with a scrapbook compiled by a school pupil, Bleddyn Williams' album is in the deposited collection and the

press release appealed for information on the children. The story was picked up in New Zealand with many local newspapers running the story, including the Dominion Post. Although none of the children were traced the story was excellent global publicity. It was also circulated on the Archives email list to archivists around the UK and abroad. S4C interviewed Richard Morgan, Archivist, for Newyddion on the collection.

BBC Radio 4 requested a copy of a love letter from the Edmondes collection which they plan to use in a programme on the history of the post office. A reference to the letter had been found in a Valentine's Day press releases from several years ago, proving the lasting benefit of internet search engines.

The Glamorgan Archivist was interviewed for a piece in Wales on Sunday about the Edwards Millions. A feature film is planned on the story to be directed by Sara Sugarman.

News and events continue to be reported regularly through social media sites to an increasing number of followers.

Review of space

A large quantity of material transferred from City Hall was the first major project to use the back hall for packaging. Deteriorating outer packaging was removed there before the documents were placed in isolation and also for weeding the files before cleaning.

B. THE COLLECTION

1. Conservation

Policies, strategies and procedures

Daily sheets for logging work undertaken by the Preservation Team have been introduced. Their purpose is to monitor external work to ensure estimates are accurate, and to ensure tasks are appropriately allocated among team members.

The Conservation Assistant has assessed the preservation priority sheets completed by search room staff and annotated them with the simplified traffic light system used for packaging; red: not be produced, amber: usable with extra care, green: usable. She is also discussing the CALM conservation module with the archivist responsible for the system.

Eligibility for grants

Conservation estimates were supplied to add to cataloguing grant proposals.

Promote services

The Conservator contributed to the Office's autumn lecture series speaking on 'Preserving our Past'. He explained how best to look after records and when to seek professional advice and assistance.

Repositories management

During routine back-up it was discovered that the building management system had been recording data intermittently since March. ACS, the suppliers, have reinstalled the software and it is now working properly. The files which were not recording properly have been sent to Trend, the software suppliers, for analysis. Meanwhile, Tiny Tag data loggers have been bought and are being used to supplement the environmental data on the BMS. These small units can be placed in different parts of the room to give an overall view of conditions and will confirm the main sensor readings.

Preservation staff have started moving volumes which were originally stored flat following advice in BS5454, the Standard for archival storage. Because they are boxed these volumes have enough secondary support for upright shelving, freeing up a large amount of shelf space.

Preservation Assessment Survey

The final copy of the survey has been received. No comparison has been made with the survey carried out ten years ago but this information has been requested. The results show that the conditions in the new building have substantially reduced the overall risk of deterioration. Although much has been done to improve packaging there remains a backlog, largely composed of collections which were received directly to out-stores and never assessed. A project plan to address this issue is being prepared.

Income generation

Conservation work for external clients continues to be received. Details are given in *Appendix IV*.

Packaging Programme and conservation plan

210 boxes of building regulation plans have been transferred from the turrets in Cardiff City Hall, the final

items for permanent retention still in that location. The packaging needed replacement as it had become damp and mould damaged.

Records in the Hopkin John collection were found to contain mould affected files. A full inspection identified over 40 boxes in the series to be similarly affected. The mould was not live and had probably been present since deposit. All the material has now been cleaned and repackaged

2. Cataloguing

Policies, strategies and procedures

A survey of the Collection has begun to set priorities for item level cataloguing. This will inform the planned cataloguing strategy.

Deposits held temporarily have been transferred to West Glamorgan Archive Service, Powys County Archives Office, The National Library of Wales, and the National Screen and Sound Archive Wales. Other archive services have been contacted to arrange further transfer. Two temporary deposits acquired through the Women's Archive Wales' roadshows have also been transferred to suitable repositories.

In October approximately 20 depositors' files were transferred to West Glamorgan Archive Service. These related to depositors whose material had previously been transferred to West Glamorgan. A further 20 files require further investigation in order to establish whether or not the information should be retained.

An exercise has been carried out to establish the quantity of material accrued through new deposits. The data is given below:

Quarter	Number of deposits	Accessions in cubic metres (approx)	Approx number of standard shelves
01/12/2010-28/02/2011	46	3.661	30
01/03/2011-31/05/2011	47	5.652	47
01/06/2011-31/08/2011	38	4.805	40
01/09/2011-30/11/2011	43	3.398	28

While these figures are only approximate, and it is impossible to predict accurately how much material will be deposited in future years, based on figures for the last 12 months, there should be capacity for new deposits for at least the next 25-30 years.

Eligibility for grants

An application has been submitted to the Archives and Records Council Wales Small Grants Scheme for an evaluation of the National Coal Board Collections. This was previously submitted to the Business Archives Council, but was unsuccessful as the Council are only able to fund one project each year. The Office, together with other members of ARCW, was a partner in the higher education sector bid for funds to digitise materials relating to the First World War. Unfortunately, despite coming third, the bid was seen as being too ambitious, but alternative sources of funding are being explored.

Accessioning

In October the Glyndwr G Jones Collection was picked up from Eric Robinson Solicitors in Southampton. Mr Jones donated the papers in his will. They are an addition to the existing collection, DXFC, and comprise largely of photographs, postcards and maps.

A particularly challenging accession was a group of records, mainly dating from 1870 to 1920, of the builder W. A. James, of Stafford House, Cowbridge, found in an attic where they appear to have been used as loft insulation. All the papers had been very badly affected by dust, bird droppings and feathers, and insects. A preliminary sort has identified records of the Oddfellows and the builder's own accounts and letterbooks, with some personal papers. A number of plans have been identified including several for Llanmaes church. Three boxes of receipts, cheque book stubs, ephemera and related papers will be sampled.

Further collections days were held during this quarter. One day was spent transferring recent accessions from the cardboard boxes and other containers in which they had been received, to plastic crates. The crates were marked with coloured flashes to show the stage each has reached in the accessioning process, until finally ready for repackaging in archive containers and moving to a permanent location in the strongrooms.

The Collections Team also tackled a number of collections that, for one reason or another, had not been

completed at the time of deposit. It is very useful for the team to set aside a day where other work is put to one side in order to focus on particular collections, and it is intended to continue with the programme of monthly cataloguing days.

Listing

Listing has included, the Bleddyn Williams collection (D777), records relating to Aberdare County Intermediate/Grammar School (EAB), a stray admissions register of Pontypridd County Intermediate School which was added to a previous deposit, a large collection of records relating to Cardiff Scouts (D515), photographs relating to Freemans cigar factory, and a small collection of records for Neath parish (P76).

A total of 894 file boxes of Rhymney Valley District Council planning applications and building control files were transferred from the city Hall turrets, ending the occupation of out stores by the Archives. These were added to the 138 boxes already held and the complete series was appraised and listing begun. Around 12,000 files were identified of which about 9,000 have been examined. All files had been previously microfilmed by Rhymney Valley District Council before transfer but a number could not be located by the successor authority, Caerphilly County Borough Council. About thirty unmicrofilmed files have so far been identified. These will be sent back to Caerphilly CBC for microfilming and eventual return.

Electronic records

Progress under this task will now be linked to the work of the ARCW project officer described under A3.

CALM database

Progress on the final stages of adding hierarchies to the catalogues in CALM has continued. The catalogues remaining to be checked amount to 380, many of which are small. Work experience students have continued to assist in editing of catalogues on the database, helping to format entries previously imported. This provides them with valuable experience of using the CALM database and an understanding of how the raw data translates into the public catalogue. Volunteers have also assisted with checking the catalogues stored on the shared drive against what is on CALM in order to ensure that the most up to date catalogues are available.

Two volunteers have continued work on transferring further catalogues to CALM by entering the data into Excel spreadsheets enabling import to the database. A number of significant collections have been added via this process including the Bleddyn Williams Collection, the Borough of Cowbridge Records and Cardiff and Vale of Glamorgan Scout Records. The import of the catalogue to the Duffryn Estate, Aberdare, Records (DBR) is also underway although since it is such a large catalogue (running to over 400 pages in Word), it is likely that this will not be completed for some months yet.

Only four large collections are yet to have their catalogues added to the CALM database. One of these is the records of Stephenson and Alexander, Auctioneers and Chartered Surveyors (DSA). Part of the catalogue has now been received in electronic format. The files are currently in Word format, and will be transferred into Excel for import to the database. The catalogue to this collection has largely been compiled by a former employee of the company, and lists the contents in great detail.

Promote services

No work has been completed on this task during the quarter.

C. ACCESS

1. Individual use on site

Continue to provide appropriate service

The Senior Archivist has attended meetings and events held by the South Wales Records Society, the Glamorgan History Society, Llafur: The Welsh People's History Society and the Glamorgan Family History Society.

As part of the ongoing work to rationalise the searchroom library, contact was made with local studies librarians across the area. Representatives from the library services of all six authorities visited the Archives as a result. Facsimile parish registers and surplus library stock was transferred to local studies. It is hoped that these partnerships, now established, will be strengthened in future.

Develop training sessions for users

A series of five Autumn Workshops were planned for the period September-December, and four of these ran during this quarter: Getting Started, Family History on the

Internet, Reading Old Handwriting and Looking After Old Documents. The workshops were delivered by staff and were all well attended, with three of the four oversubscribed leading to the need for waiting lists. As a result of the popularity of the workshops we intend to run another series in the spring.

Monitor facilities and services to identify potential improvements

On-line document ordering is closer to implementation. Amendments to the system were sent to Cardiff CC's IT section and a final version is awaited.

A bespoke map trolley was procured during the quarter. This has improved the process of producing maps in the searchroom. The procedure is now easier for staff and also ensures the maps are sufficiently protected during transportation.

Fees and charges

Search fees for officers of contributing authorities were agreed at Management Team.

2. Group use on site

Provide appropriate service

A total of 40 groups have visited the Archives during the quarter, consisting of 680 individuals.

The South Wales Society of Chartered Accountants came on an evening visit to the Archives in September. Fourteen members of the Society attended and it provided an excellent opportunity to display some of the impressive business and accounting records held. The visit was very well received; the Chairman of the Society wrote a fulsome letter of thanks: 'I had every confidence that the evening would prove both interesting and fascinating, but I have to admit that it was also a most enjoyable experience. ... a memorable evening that broadened our education not only with regard to the archives in your custody but also made us appreciate the nature and extent of the tasks which you undertake to preserve, maintain and store your 'treasures'. One of the members who attended was a descendant of the Cory family and staff were able to provide him with a copy of the catalogue of the Cory collection. Another member was a lecturer at the Cardiff Business School and is now intending to visit the Archives with his students.

Members of the Pontypridd and Rhondda branch of the Glamorgan Family History Society also made an evening

visit. They enjoyed a tour and display of documents relating to family and local history. The Secretary wrote 'Everyone thoroughly enjoyed seeing the Record Office and all the hard work that has, and continues to be done, to bring the history of Glamorgan and its people to us all.'

The Office participated in the European Heritage Open Doors event on 10 September. The publicity for the event attracted a broader audience than usual for the service. Twenty-three members of the public visited for tours of the building and to learn about the services. The age range was wide and for many it was their first time in an archive.

Members of Tabernacle Baptist Chapel, The Hayes, Cardiff visited the Archives on 1 November for a tour of the premises. They also viewed documents relating to sister and daughter chapels of Tabernacle. The tour was conducted in Welsh following a request from the group organisers. As a result of the visit the Deacons of Tabernacle intend to discuss the possibility of depositing the Chapel's records with the Archives.

Participants in the project to develop a community site at Caerphilly Miners Hospital visited the Archives in September. They were taken on a tour of the building and viewed documents relating to the Hospital and the surrounding area.

Also in September a Communities First heritage group from Abercwmboi visited the Archives for a tour and to discover more about the documents held relating to their locality. The group are working on a local history project and several members have since returned to undertake research in the public searchroom.

Education

In October students from the MA course in Creative Writing at Cardiff Metropolitan University (formerly UWIC) were welcomed. The students, along with Programme Director Dr Spencer Jordan, were given a tour and consulted a selection of documents from the Collection. Items were selected which had a strong sense of voice or told a story, with the intention of inspiring the students in their creative writing. The visit was very successful indeed, and as a result similar visits have been organised for undergraduate students and plans are being made to run a creative writing workshop for the public during the spring.

In November postgraduate students from Cardiff University's School of Welsh visited for a tour of the premises and to discover how the Archives can help them with their research. The tour was conducted through the medium of Welsh.

Staff have developed a two hour workshop on the theme of the Victorians, a topic studied by children at Key Stage 2. The session focuses on looking at rich and poor, from the Marquis of Bute in Cardiff Castle with his 70 servants, to families living in modest houses with outside toilets and children working at fourteen. Three classes from Mount Stuart Primary School attended the workshop in September and October, a total of 93 staff and pupils. The children particularly enjoyed looking at documents relating to Victorian schools, comparing the rules of today with the stricter rules of the Victorians and following instructions for school drill. Two classes from Ninian Park School attended the workshops in November, a total of 54 pupils and staff. Again, the children were very enthusiastic during their visit and both classes are intending to return for tours of the building.

During the quarter staff have continued to work with Careers Wales' Education Business Partnership in hosting World of Work visits by local secondary schools. This quarter saw a visit by Year 9 pupils from Treorchy Comprehensive School. More schools had booked but cancelled because of problem with funding for travel. The Office is exploring ways to assist schools with this issue to ensure equality of opportunity for all students in the contributing authorities.

Time and Tide: Cardiff, People and Parliament

The Time and Tide: Cardiff, People and Parliament project has drawn to a conclusion. The culmination was the launch of an exhibition at the Wales Millennium Centre on 27 September. High quality exhibition panels, provided by Parliamentary Archives, featured work by pupils of Mount Stuart Primary School and photographs of Grangetown Local History Society on their research trip to Glamorgan Archives. The panels were displayed in the exhibition space, Canfod, in the Millennium Centre. Films of the project activities produced by students at the Cardiff School of Creative and Cultural Industries at the University of Glamorgan were played on a large screen. The exhibition was opened by Councillor Adrian Robson and the Joint Committee represented by Councillor Jayne Cowan. Staff from all organisations involved also attended. The Glamorgan Archivist was presented with a

memorial plaque by Caroline Shenton, Keeper of the Records. The exhibition was on display at the Wales Millennium Centre for a fortnight. Exhibition panels were also put up in the Glamorgan Archives foyer, together with a powerpoint exhibition of the children's work.

A report on the launch appeared in the November issue of Capital Times and the University of Glamorgan website features an article on the making of the films for the project by Performance and Media Students Aaron Child, Kyran Davies, Scott Quinn, Joel Robinson and tutor, Steve Fisher. The films are now available to view on YouTube at <http://www.youtube.com/watch?v=agNgGldEC-A> and <http://www.youtube.com/watch?v=ctjVO6NkoqI>

Members of Grangetown Local History Society visited the Parliamentary Archives in September as part of the project and consulted records held there relating to the development of the docks. They also enjoyed a tour of both Houses of Parliament. In October Rhian Phillips, Senior Archivist and Heather Mountjoy, Archivist, visited Parliament with the pupils and staff of Mount Stuart Primary School. It was an extremely rewarding day with a tour of both Houses of Parliament and a workshop in one of the committee rooms in the afternoon where the children were able to decide on the laws they would like to implement if they had the power. It was a fitting end to a hugely rewarding project which has helped to forge strong links with our local community.

The final three lectures in the Parliamentary Archives series also took place during the quarter. Gems of the Parliamentary Archives, The Parliamentary Archives and Communities and an Introduction to the Work of the UK Parliament were all well received and members of the public again enjoyed complimentary teas, coffees and welsh cakes after the lectures. Many people stayed behind to ask questions of the speakers.

Develop group sessions

The interactive whiteboard is now operational and staff training has taken place. It is intended to digitise the documents used for the Victorian workshop outlined above to enable their use with the whiteboard. This will enable us to develop and improve the workshop.

Monitor for improvement

Information issued to organisers of events in the group room has been revised to ensure they are fully briefed regarding the facilities available prior to booking.

3. External events

Establish criteria for involvement

Staff attended the annual Glamorgan Family History Open Day at Rhydycar Leisure Centre in Merthyr Tydfil. Harvey Thomas, Assistant Archivist and Laurie Birch, Administrative Assistant, attended on the day and as both are from the area, were able to give useful advice on local sources. They had many enquiries relating to family history, the Collection in general and the new building. They also promoted the Autumn Workshops, handed out leaflets and sold publications.

The Senior Archivist attended the launch of the Garw Valley Garden History and Heritage publication, 'Bryn y Wrach: Exploring a Local Mystery'. The publication was produced as part of the Llangeinor Parish project, and members of the project group had visited the Archives earlier in the year to undertake research towards this volume.

Develop equipment and promotional materials

Further discussions were held during the quarter with Cardiff Council's Communications Team regarding the production of promotional material with the same branding as the new website. Work will begin once the website is complete.

4. Remote enquiries

Meet target times

1030 remote enquiries were received during the quarter and the vast majority were replied to within the 10 day target. This figure is an increase on the last quarter, and is the highest since this quarter last year.

Review post book

A working group of staff has continued to evaluate options for the 2012 postbook. Records Assistant, Stefan Walker visited the Connect to Cardiff call centre to investigate the systems which they have in place to deal with incoming mail and e-mail. Although the systems used at Connect to Cardiff would not be suitable for replication at Glamorgan Archives due to the difference in the volume of correspondence received, some useful advice was received which will inform the continuing work of the group.

Review filing system

Images from the Collection are regularly requested by journalists with tight deadlines. Systems have been

assessed for appraising existing digital images and storing those selected for retention in a way which allows efficient retrieval. Guidelines for storage have been produced.

5. Website development

Review website

Work has continued on the new website. Staff have produced content for the site and provided images for the designers in Cardiff Council's Communications and Media team. It is hoped that the site will be completed shortly.

Develop remote access

Work continues towards making the catalogue available externally. The CALMView software, which was to provide web access to the catalogue, has undergone security testing by Cardiff Council ICT. It failed in certain areas of the test and solutions are now being sought. Configuration of the public interface of CALMView is being carried out by Glamorgan Archives staff. Modifications have been made to the way in which searches are conducted and information displayed. The capacity to configure CALMView in this way provides much greater flexibility than that offered by Dserve, the software used for in-house public access to the catalogues.

In November Louise Hunt, Archivist, attended a training event held at Cardiff University on the Archives Hub. The Archives Hub is a website hosting catalogues from over 200 repositories in Britain. It is funded by JISC and is particularly used by researchers in the Higher Education sector. The training provided information on how to upload catalogues to the Hub. We intend to investigate this further as a potential means to making our finding aids more widely accessible.

SUMMARY

The quarter has seen progress in the completion of the building and the fit out. The groundwork laid with community groups, schools and universities is beginning to pay off with increased and innovative use of the Collection and the Office's facilities. Full external access to the detailed catalogue is very close which will further promote services and make them easier to use. Staff are thanked, as always, for their commitment and hard work without which service aspirations would be unachievable.

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
29 November 2011**

Appendix I

Penarth Ecclesiastical Parish Records, 1889-2006			
Accession No:	2011/110	Reference No:	P46CW
PCC minutes, 1920-1935, 1950-1961; Easter vestry minutes, 1905-1962; finance committee minutes, 1911-1943; school managers' minutes, 1903-1934; burial accounts, 1889-1909; building maintenance and repair papers			
Barry and District Soroptimist Records, 1967-2009			
Accession No:	2011/111	Reference No:	D647
Scrapbooks, history of the club and its presidents, AGM reports 2008-2009			
Pencoed College Records, 1930-1999			
Accession No:	2011/112	Reference No:	D698
'The Glamorgan Farmer', 1933-1942, presscuttings; plans; certificate of attendance of John Howard Bevan			
Ian Beech papers, 2011			
Accession No:	2011/113	Reference No:	D806
PhD thesis (University of Glamorgan) 'Minding the medicine and medicalising the mind: investigating the cultural and social history of Cardiff City Mental Hospital 1908-1930'			
South Wales Institute of Architects Records, 1920-c1995			
Accession No:	2011/114	Reference No:	D809
Minutes, year books, annual reports, journals, architects' biographies.			
Crawshay Family Papers, c1912-c1997			
Accession No:	2011/115	Reference No:	DCR/F
Photographs of family graves at Llantwit Major and Brasted, Kent, and of Dimlands; papers re Mervyn Crawshay and J.K Dawson Scott; newscuttings re Stradling tomb, St Donats; Crawshay and Carne family history notebook.			
Bethany Baptist chapel, Treherbert, Records, 1947-2008			
Accession No:	2011/116	Reference No:	DBAP37
Marriage registers			
Peter Morris Athletics Collection, 2001-2009			
Accession No:	2011/118	Reference No:	D60
'ACE' magazine of Les Croupiers Running Club, Cardiff (incomplete series)			
St Athan School Photograph, c1900			
Accession No:	2011/119	Reference No:	D812
Class photograph (copy)			
Baptist Union Corporation records, 1905-1966			
Accession No:	2011/120	Reference No:	D813
Deeds and papers for Moriah Baptist Church, Abercynon			

Merthyr Tydfil Local Board of Health Records, 1874-1875, 1882-1883			
Accession No:	2011/121	Reference No:	LBMT
Clerk's copy letter books			

John Tod, Marine Engineer, of Cardiff, Papers, c1883-1936			
Accession No:	2011/122	Reference No:	D814
'Tod's Verbal Questions and Answers', Vols 1,2 (annotated); 'Tod's Arithmetical Guide'; engineer's certificate; photographs; 'Souvenir of the Welsh Division' with signature and bill for uniform of Fred W Browning			

Dr Goronwy Alun Hughes of Corwen Papers, c1894-2011			
Accession No:	2011/123	Reference No:	DX555/U/1
Maesycoed school history; Evans and Hughes families photographs; poetry, original and translated by H G A Hughes; Yr Hawur			

Rhondda Cynon Taf County Borough Council Records, 2010-2011			
Accession No:	2011/124	Reference No:	CRCT/U/1,2
Signed council and committee minutes			

Plymouth Estate rentroll, 1781			
Accession No:	2011/125	Reference No:	D815
Plymouth estate rentroll			

Glamorgan Family History Society Records, Set 2011			
Accession No:	2011/126	Reference No:	D37
Journal No 103			

Christopher Taylor of Cardiff Collection, 1908-1961			
Accession No:	2011/127	Reference No:	D732
Rhondda Tramways and Western Welsh Omnibus Co records			

Llandaff Society Records, 2011			
Accession No:	2011/128	Reference No:	DLDS/1
Newsletter No 120			

Leslie Howard Chapman of Cardiff Papers, 1926			
Accession No:	2011/129	Reference No:	D816
Certificate of thanks for serving as Special Constable in Cardiff [in the General Strike]			

Women's Archive of Wales/Archif Menywod Cymru Records, c1998-2010			
Accession No:	2011/130	Reference No:	DWAW8/U/3-5
Administrative papers, annual reports, roadshow files, Heritage Lottery Fund grant papers			

Cardiff Crew Agreements, 1907			
Accession No:	2011/131	Reference No:	DCA
Crew Agreement for fishing boat 'Active' (109526)			

Cynon Valley Constituency Labour Party Records, 1980-2010			
Accession No:	2011/132	Reference No:	D817
Minutes, correspondence, attendance books, annual reports			

South Wales Police Authority Records, 2009-2011			
Accession No:	2011/133	Reference No:	DSWPA
Minutes of the Police Authority and its committees			

Llantrisant and District Local History Society Records, 2011			
Accession No:	2011/134	Reference No:	D134
Meisgyn and Glynrhondda local history research, Vol VI nos 4,5			

Charity Commission Trustee Records, 1868-1984			
Accession No:	2011/135	Reference No:	D818
Deeds (copy) and order for Ebenezer Independent/Welsh Congregational chapel, Tonypany			

Coleg Glan Hafren, Cardiff, Records, 2000-2011			
Accession No:	2011/137	Reference No:	D819
Minutes and Agenda, Corporate Board and committees, AGM; attendance register			

Christopher Sutton, Architect, Papers, c1992-2003			
Accession No:	2011/138	Reference No:	D820
Architectural plans and drawings			

Thomas Dalton correspondence, 1823-1864			
Accession No:	2011/139	Reference No:	D821
Letters received by Thomas Dalton, solicitor and Clerk of the Peace for Glamorgan, 1846 to 1878			

Merthyr Tydfil County Borough Council Records, 1941-1973			
Accession No:	2011/140	Reference No:	BMT/FB
Fire Brigade occurrence books			

Merthyr Tydfil and Aberdare Joint Farms Management Committee Records, 1881-1973			
Accession No:	2011/141	Reference No:	D810
Minutes, ledgers, letter book, wages book, paysheets			

Cardiff and District Railway Enthusiast Society Records, 1962-1967			
Accession No:	2011/142	Reference No:	D822
Logbooks, programmes for tours			

Williams Memorial English Congregational Church, Merthyr Tydfil, Records, 1969-1996			
Accession No:	2011/143	Reference No:	D711/2/24

Income and expenditure accounts

Bethany Baptist Church, Rhiwbina, Cardiff Records, 1930-2011			
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Accession No:	2011/144	Reference No:	DBAP15
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AGM papers and reports, 2010-2011; The Messenger church newsletter, 1931-2011 (incomplete); occasional services booklets, 1930-2011			
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Glyndwr G Jones Collection, 17-20 century			
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Accession No:	2011/145	Reference No:	DXFC
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Postcards, photographs, maps			
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Axis Historical society, Barry, Collection,			
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Accession No:	2011/146	Reference No:	D802
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Photographs			
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Danescourt Residents Association Records, 1987-2003			
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Accession No:	2011/147	Reference No:	D823
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Committee minutes, correspondence, accounts, newsletters, plans and posters			
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Merthyr Tydfil Borough Council Records, 1934-1957			
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Accession No:	2011/148	Reference No:	BMT
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Salary records; Welsh Intermediate Education cash books			
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Economic Development, Cardiff City and County Council Records, 1990s-2000s			
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Accession No:	2011/149	Reference No:	CC
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Advertising material, photographs and slides of buildings across Cardiff.			
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Aberdare Library Collection, 1897-2003			
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Accession No:	2011/150	Reference No:	D386
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Dowlais Cardiff Colliery Paybook, 1929-1930; Aberdare County School Annual reports, 1897-1901; Aberdare and District General Hospital Annual Reports, 1919-1946; Hirwaun Community Council correspondence, 1973-2003; Hirwaun and District Local Plan, 1979; Mid Glamorgan Health Authority Ambulance Service Official Magazine, 1988-1989			
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Borough of Cardiff. Town Clerk, Mid 19th-early 20th century			
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Accession No:	2011/151	Reference No:	BC
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Assorted records of the Town Clerk.			
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Heather Davies of Maesteg Collection, 1919-1921			
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Accession No:	2011/152	Reference No:	D772
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Dooner Family of Maesteg, shopkeepers, account book			
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Llangynwyd Ecclesiastical Parish Records, 1725-1968			
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Accession No:	2011/153	Reference No:	P82CW
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Register of Services, 1955-1959; Visitors' Book, 1966-1968; plan of New Churchyard, 1864; framed memorial to Essyllt Mary Penderel Lewelyn, 1869; framed copy of marriage entry of Anthony Madocks and Ann Thomas, 1725

Caerphilly District Miners' Hospital Records, 1929-1987			
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Accession No:	2011/156	Reference No:	D824
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Minutes, account books, plan of health facilities

Canton High School Records, 20th century			
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Accession No:	2011/157	Reference No:	D808
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'The Cantonian', pupil admissions, papers relating to Christmas concerts and dramatic societies, photograph of 'French Play'
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Caerphilly Local History Society Records, 20th century			
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Accession No:	2011/158	Reference No:	DCAEHS
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Photograph of Wesley Boys' Brigade c.1910; photograph of a group of men c.1910; annotated photograph identifying members of the Caerphilly Prisoners' of War Fund Committee, c.1919; photograph of Wesley Sunday School, c.1924; annotated photograph identifying members of the Caerphilly Male Voice Choir Party, c. 1956; photographs of Caerphilly and surrounding area, 20th century; photographs of Iorweth Thomas of Abertridwr, c.1940s; scrapbook entitled 'Study of Caerphilly' compiled by Caerphilly Townswomen's Guild c. 1960s
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John Morgan-Guy Papers, late 20th century			
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Accession No:	2011/159	Reference No:	DX16
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Photographs of Caerau (Ely) and Rudry; excavation notebook for the bishop's palace, Llandaff, 1962
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Gerald Browne of Barry Papers, 20th century			
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Accession No:	2011/160	Reference No:	D793
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Family papers

Llantrisant and District Local History Society Records, 2011			
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Accession No:	2011/161	Reference No:	D134
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Meisgyn and Glynrhondda Local History Research, Volume VI no 6
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Notable accessions

South Wales Institute of Architects Records (Accession 2011/114, Reference D809)

The Institute was founded c1890, although no record earlier than the minute book of 1920 has been deposited, and changed its name to the Society of Architects in Wales in the 1970s. The records consist of minutes, runs of Year Books, Annual Reports and Journals, biographical files on individual architects and files relating to the construction of the university theatre, Aberystwyth, in 1970-1971.

Plymouth estate rent roll (Accession 2011/125, Reference D815)

Glamorgan Archives holds a large collection of records from the Plymouth estate based at St Fagans castle, but a stray recently came to light and was presented to the office in memory of Mr Colin Mullaney who had rescued it from a rubbish heap some 50 years ago. The rent roll gives details of rents and arrears due and received, and the names and ages of people whose lives were included in leases; it is for the year 1781 and so is earlier than most of the surviving rent accounts as well as covering a year for which information does not otherwise exist.

Christopher Taylor of Cardiff Collection (Accession 2011/127, Reference D732)

Mr Taylor, a transport historian continues to pass his collections to the Archives. In the present quarter received 28 volumes of account and minute books for the Western Welsh and Rhondda tramways companies have been received.

Thomas Dalton Correspondence (Accession 2011/139, reference D821)

Thomas Dalton was a solicitor in Cardiff and Clerk of the Peace for Glamorgan, 1846-1878. His private and official correspondence is scattered among several collections in the Archives. In October 11 letters addressed to Dalton were received as a gift from an academic at Harvard who had bought them in London in May as part of an auction lot. They have thus crossed the Atlantic twice in the last few months. This small group of letters includes references to the poor law, property transactions, insolvency and the police.

Glyndwr G Jones Collection (Accession 2011/145, Reference DXFC)

Glyndwr G Jones was a local historian, photographer and collector, originally from Caerphilly, he later moved to Kent. He had been a depositor with the Glamorgan Record Office since the 1950s and following his death in 2010, the Archives received under his Will his collection of local postcards, especially the work of Ernest T Bush showing many industrial scenes, Mr Jones' own photographs and his collection of printed county and regional maps from the seventeenth century onwards.

Caerphilly District Miners' Hospital Records (Accession 2011/156, Reference D824)

The hospital opened in 1923 at a cost of £30,000 which was found by local miners each contributing 6d a week from their wages. The wards were named after local pits and provided services for the 24,000 miners in the Rhymney valley and their families. Last year a researcher alerted the Archives to the existence of records in the hospital, and we were finally able to agree with the health board for their deposit on the eve of the hospital's closure in November. The deposit contained minute books of the Board of Management, 1929-1948, and of the Rhymney Valley District Medical Committee, 1974-1983, as well as reports and accounts.

Appendix II

	Number of Visits TOTAL (groups and meetings)		No. of Groups	Documents Produced
Sep-Nov 2010	1973	(608)	45	2631
Dec 10 – Feb 2011	1598	(596)	40	2193
March – May 2011	1638	(506)	41	2394
June-August 2011	1742	(480)	30	2472
Sep-Nov 2011	1650	(680)	40	2798

	Remote Enquiries	Website Hits
Sep-Nov 2010	1037	13143
Dec 10 – Feb 2011	1004	12088
March – May 2011	1009	12675
June-August 2011	976	12161
Sep-Nov 2011	1030	14083

Interesting Enquiries

During the quarter an enquiry was received from a researcher attempting to identify the painter of a portrait of Henry Austin Bruce (1815-1895). The catalogue of the Duffryn Estate, Aberdare Papers (DBR) and contains several references to the commissioning of portraits by Bruce, which should assist the identification.

Another artistic enquiry concerned the painter Alfred Sisley, who worked in south Wales at the end of the nineteenth century. A member of Molesey Local History Society is researching the presentation of a painting to a Dr William Taylor of Cardiff which it hopes to identify as a Sisley. References to Dr Taylor were located in Trade Directories and in the records of Howells School.

An artist working on a project to design a first day cover for the Royal Mail and Royal Mint has purchased several Archives publications including three maps of Cardiff, John Speed, John Wood's map of 1830s and Cardiff 1851. The theme of the first day cover is the history of Cardiff and follows in a series of covers relating to the history of cities in the UK.

Minutes of Rhondda Borough Council were consulted for references to a researcher's grandmother who was believed to have worked as the first paid midwife in the Rhondda. The searcher had photographs of her ancestor and was hoping to compile notes on her career.

An ancestor of Luke Joseph Beirne, Deputy Chief Constable of South Wales Police was interested in his role of escorting the Queen Mother on a visit to Wales. Information is contained in the registers of constables and also in newscuttings books.

Staff of the Royal Commission on the Ancient and Historical Monuments of Wales sought information on plans of miners' institutes and halls for an all Wales project.

A family historian investigated the history of the Bodringa family and the supposed connection with Bodringallt. The researchers were also interested in the reputed migration of Welsh people to the Ukraine and northern Romania.

An academic researching the Anglo-Norman family of Malherbe in Wales, Ireland, England and Scotland investigated medieval sources and the background to a 13th century lead seal of William Malherbe found in Swansea Bay.

A member of Monmouth Diocese Mothers' Union trying to establish the date of its foundation was directed to Llandaff Diocese Mothers' Union records.

Records relating to the local Jewish community (DJR) and of industrial estates set up in south Wales (DIEC) were used to research the contribution made by Jewish refugees to the post war British economy.

For a documentary on the industrialisation of Merthyr Tydfil a local television company directed to Plymouth estate maps, tithe plans, public health maps of Merthyr Tydfil and records of the Dowlais Iron Company.

An undergraduate researching a dissertation on women's fashions in the 1960s used the David Morgan collection (DDM) which includes photographs of shop windows and contemporary fashions.

The City Archivist at Hull History Centre forwarded an enquiry from one of his elected members seeking confirmation that Guy Gibson of the Dam Busters fame is inscribed on Penarth War Memorial. Marcus Payne's *Penarth Area War Dead Biographies, 1939-1946* held in the Office library, includes him.

The President of the AJS and Matchless Owners Club Limited enquired about the registration records held and how they can be used in tracing the history of motorcycles.

Four students researched the history of Penarth Pier for the Pavilion project. They are making a film about the history of the pier and were particularly interested in photographs and visual material.

A family historian came to look at records relating to her Great Grandfather. The records had been saved by her Great Uncle from a bomb damaged house in Cardiff in World War II. The papers included crew agreements, shipping journals and school records. She was accompanied by her elderly father who had also never seen the records before.

Four print journalism students from the Cardiff School of Journalists visited the Archives to research projects on Grangetown and Adamsdown. They were also given contact details for Grangetown Local History Society.

Geology students from Cardiff University have used the Collection for information on contaminated land and regeneration for their Masters in Applied Environmental Geology.

An academic from the University of Ottawa sent an enquiry for information on the oil versus coal debate for refuelling the Royal Navy in the 1920s and 1930s.

A lecturer in classics from the University of Glasgow requested a copy of an engraving of St Donat's Castle for a book on *Neo-Latin Poetry in the British Isles*.

One of the most intriguing enquiries of the quarter involved a puma which escaped from Barry Zoo in the 1960s. The puma was on the loose in the area for some time while search parties were co-ordinated to hunt it. The animal was eventually shot. The enquirer was referred to local newspapers as the most likely source of information on the story.

Appendix III

Local and Family History Groups	
Caerphilly Miners' Hospital Group	6
Glamorgan Family History Society Pontypridd and Rhondda Branch	15
Public Tours	18
Glamorgan History Society Council meeting	20
Aidan Enright Family History Class	15
Capel Tabernacle	21
Heather Davies' Family History Class, Bridgend	6
Abercwmbai Community Group	8
Professional Organisations	
Cardiff People First: Ely Hospital Project x 3	44
Cardiff University Aberconwy Library	21
National Museum of Wales	5
Clark's Archive	5
Women's Archive of Wales Committee	7
Institute of Chartered Accountants, Cardiff Branch	14
Cynefin Project Meeting	8
Herefordshire Archives	8
Merthyr Tydfil Library	3
Bridgend Library	1
Caerphilly Library	2
RCT Library	2
VoG Library	1
TPAS	25
WCVA	28
National Library of Wales	4
CLOCH Steering Group	4
Educational Organisations	
First Friday x 3	14
Mount Stuart Primary School, workshops on Victorians x 3	90
UWIC MA Creative Writing Workshop	16
EPB World of Work visit: Treorchy Comprehensive	15
Ninian Park Primary School, workshops on Victorians x 2	54
Cardiff University School of Welsh	11
Glamorgan University Psychiatric	24

Records Workshop	
Individuals	
Prospective volunteers	8
MA student	1
Journalists from USA	2
Llanishen High School Year 11 work experience student	1
Parliamentary Archives Lectures	
Gems of the Parliamentary Archives	21
Parliamentary Archives and Communities	17
Work of Parliament	15
European Heritage Open Day	25
Autumn Talks Series	
Getting Started	20
Family History and the Internet	10
Reading Old Handwriting	15
BBC Wales Filming 'Being Human'	30

Appendix IV – Conservation

Cleaning and Packaging Programme

Volumes (cleaned and in custom made boxes)	Loose papers (no of standard boxes)	Locating in Strongroom (including barcoding)
324	111	585

Bench work

Reference	Title & Description	Treatment
EC1/15	Infants Admission Register, Albany Road School, Roath	Taken apart, dry cleaned, repaired back of sections ready for rebinding
DJE/27	Gelligaer: Plan of a surface & mineral estate known as Heol ddu uchaf in the parish of Gelly-Gaer	Cleaned, washed, repacked and repaired
DMW/300 and 301	*Mathews Estate maps of holdings on the Caribbean Island of Saint Kitts (early 18 th C)	Relax and flatten awaiting consolidation and repair
P/25/1	Tithe apportionment, Welsh St Donats, 1841	Flatten, bind and repackage
P/51/7	Tithe apportionment, Wenvoe, 1842	Flatten, bind and repackage
DBR/F/30/1 and 2	Bruce Family Scrapbooks, 1919-1957, 1957 -1965	Adhesive tape removal and replacing contents with non damaging fastenings
DBJ/C/1/1-288 DBJ/C/2/1-159 DBJ/C/3/1-133 DBJ/C/4/1-245 DBJ/C/5/1-352	Blandy- Jenkins Solicitors papers	Clean, flatten, repair and repackage

*DMW 300-3 these early Caribbean estate maps have not been previously been available for study as the parchment sheets had been folded and age has made them too brittle to unfold without careful relaxing.

External Work

Owner	Description	Treatment
Cardiff University	1903 Lithographs from the Jungle Book	Have been cleaned washed and repaired prior to remounting
Private individual	Victorian Scrapbook	Volume rebacked with new leather spine, acid free box made
Private individual	2 folders of family letters (19 th C)	Adhesive tape removal and repair of 7 letters (out of 14)

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 ARCHIVES
1 September – 30 November 2011

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202