

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
13 September 2013

REPORT OF:

THE GLAMORGAN ARCHIVIST

| | |
|--|--------------------------|
| | AGENDA ITEM NO. 4 |
| REPORT FOR THE PERIOD 1 June – 31 August 2013 | |

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives for the period 1 June to 31 August 2013.

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

Laura Russell, Archivist, made a welcome return from maternity leave in July. To replace the agency staff used to cover her absence a Relief Records Assistant post has been created. The post will be used to cover staff absences, out of hours opening and additional work funded by external grants. As only 6 hours a month are guaranteed the financial impact is minimal at the level of guaranteed hours and it has been possible to appoint to the position staff previously employed through Cardiff Works who are already fully trained.

Richard Morgan, Archivist, retired at the end of August. Richard has given many years of sterling service to the Office, untangling complex collections and listing and

relisting countless accessions. He is an expert in place name studies and academic research will no doubt gain from Glamorgan's loss.

Following this Committee's adoption of Cardiff County Council's long service award scheme at its June meeting two staff members have been offered benefits. Richard Morgan has 21 years' service with the Archives and Michael Wilcox 29. Both have over 30 years continuous local government service.

A vacant archivist post on the establishment has been converted to a conservator to enhance the capacity of the preservation team and to develop income generation. Following Cardiff Council's procedures the post was initially advertised internally to all funding authorities of the joint service and, when that produced no applications, has now been offered externally through the appropriate professional links. The closing date is 2 September.

The Glamorgan Archivist attended the Work Force Wales Business Conference in City Hall for Your Army, a presentation by the Army Engagement Group. The event was opened by Edwina Hart, AM and chaired by Brigadier P.M.L. Napier OBE, commander of the army in Wales.

Integrate National Occupational Standards with competency frameworks

This task has not been progressed during the quarter.

Develop volunteer programme

During the quarter 31 volunteers and work experience placements have contributed 1294 hours to the work of the Office. Of these fourteen came from Cardiff, ten from the Vale of Glamorgan, three from Rhondda Cynon Taf, one each from Bridgend and Caerphilly, and two from outside our area: one from Newport and one from Barcelona. In addition four tours have been provided to prospective volunteers.

The above figures include placements provided to 8 work experience students, two each from Y Pant Comprehensive in Pontyclun, Fitzalan High School in Cardiff and Llanishen High School and one each from Stanwell School in Penarth and Cowbridge Comprehensive.

At the end of each placement students are asked to complete a feedback form. One of the Llanishen High School students made the following comment:

Working here was really interesting and is a great experience everything was great didn't have any problems and everyone was friendly I would like to thank you guys for giving me the chance to be with you this week.

A two week conservation based work experience placement was provided for a graduate intending to train as a conservator. Interest in such placements has grown with two further enquires received during the quarter. Former work experience placement and current volunteer Corinne has successfully gained a place on the Archive Administration MSc Econ course at Aberystwyth University.

Following the success of a previous placement the Office is again hosting a Spanish archivist for 3 months through the European Centre for Training and Regional Co-operation. Anna Angores gained a Masters in Archive and Records Management from the University of Barcelona in 2011 and has since held varied archive related roles in Barcelona.

Two new volunteer projects have been devised. In response to a request from the Access Team an electronic index to the male asylum register is being formulated. This will both help staff to answer the high volume of enquiries received on records and prevent deterioration of the volume. For the volunteer it provides experience in reading 19th century handwriting as well as using Excel.

Long term volunteer Andrew Booth will work on a personal project researching Cardiff registered ships sunk in enemy action during WW1. Andrew's research will be made available online. The centenary of each incident will be noted via social media.

Dennis Sellwood spent four days in the Office assisting the Collection Archivist to catalogue his substantial recent deposit of slides and research notes.

In August, Louise Hunt, Sebastyan Smith and Lewis Elmer staffed a stall at the Volunteering Summer Shop run by Voluntary Community Service (VCS) in Cardiff's Capitol centre. The stall attracted a number of enquirers and Lewis and Sebastyan shared their experiences as former volunteers with Glamorgan Archives. One new

volunteer has already been recruited as a result of the event.

A designated volunteer calendar has been developed in Outlook to easily record and update volunteer visits, tasks and staff supervision. The calendar is accessible to all staff although editing permissions are restricted to a limited number. In the month since this has been launched staff have provided very positive feedback.

2. Staff: development

Ensure all staff access appropriate training

The Glamorgan Archivist met the Investors' in People mentor to monitor progress against the agreed action plan.

Line management of staff on DigiGov, Cardiff CC's electronic human resources management system, has been shared between the Management Team.

Five members of staff attended the Archives and Records Association Conference, held this year in Cardiff, as day delegates. Costs were largely defrayed through a training grant from CyMAL. Charlotte Hodgson, Deputy Glamorgan Archivist, represented Archives and Records Council Wales on a panel introducing the achievements of Welsh archive services to delegates. Rhian Phillips, Senior Archivist delivered a joint presentation with Mari Takayanagi of the Parliamentary Archives on the Connecting Communities partnership project, now entering its third phase. Emma Stagg, CLOCH Project Manager, was a panel member in a discussion of achieving diversity in the workforce.

Progressing towards a Level 3 certificate in Assessing Vocation Achievement archivist Hannah Price was assessed carrying out an observation with CLOCH trainee Stephen Assender. Feedback was wholly positive; a final session is being arranged during September to complete the qualification. Hannah, together with CLOCH Project Manager Emma Stagg, has attended training sessions and moderation meetings provided for LAIS (Libraries, Archives and Information Services) qualification assessors during the quarter.

Heather Mountjoy, Archivist, attended a Kids in Museums Taking Over Day sharing and planning event at the National Museum, Cardiff in June. The course enabled local heritage organisations to share their experiences of

the event in 2012 and to discuss what they were planning in 2013. The discussion was useful in planning the Archives' event in November when pupils from two schools in Bridgend will "take over".

The Access Team have received training sessions on police records and records of the workhouse.

All staff working in the searchroom undertook refresher training on document handling led by the Conservator. Identification of mould damage and documents too fragile to produce was included. Several staff members attended the workshop on medieval seals hosted by the Office in July and further described at A1.

Continue training in building systems and procedures

The table top coffee machine is now being used for serving refreshments to groups. The Administrative Assistant has been trained in its use and maintenance as have the Administrative Officer and Senior Records Officer. Staff training continues.

Maintain training in CCC systems and procedures

The Glamorgan Archivist attended a briefing on the Council's new Attendance and Well-being policy and a procurement workshop. She was interviewed as part of a project to establish existing external performance reporting requirements for services within the authority.

The Glamorgan Archivist and the Senior Archivist have been respectively designated Welsh Language Champion and Co-ordinator for the Office to meet the requirements of the authority's Scheme.

Administrative staff received additional training on raising invoices and extracting information from Cardiff CC's electronic finance system SAP.

The Administrative Assistant attended a seminar on the newly launched Ministry of Justice Reforms and Claims Process.

All staff continue to comply with the Bob's Business module release as described in previous reports.

Maintain commitment to good health and safety practices

Laurie Richards, Administrative Assistant, completed her manual handling 'train the trainer' qualification and is now qualified to provide manual handling training for staff of any local authority in Wales.

A full emergency fire drill was successfully undertaken in July, followed by an evaluation session. As a result both Preservation Assistants and the Administrative Assistant were shown how to enable the gas for the repositories and a further four staff members have received training in testing the call points.

Tours of the building continue to be made by staff to identify any potential defects before they become problems.

Regular training in the use of the evacuation chairs continues. The chairs have been serviced and all office equipment PAT tested.

3. Budget

Manage to best advantage

Following training, the Administrative Officer is now raising invoices directly, journaling payments and running live queries on the budget. This increased control should promote budget management through the year. Regular meetings of the Resources Team take place so that targets can be evaluated and priorities agreed and monitored.

Maximise benefit from income opportunities

Orders for bespoke boxes continue to create income. This quarter a large order was delivered to Falmouth University.

The price of Glamorgan Archive pencils has been increased from 30p to 50p to cover the increased cost of manufacture.

Promote partnerships

Conserving Local Communities Heritage: CLOCH

CLOCH is a Heritage Lottery Fund Skills for the Future project through which a consortium of local heritage institutions, led by Glamorgan Archives, will prepare 16 unemployed young men for entry level posts in the sector. The project has a Facebook presence and a Twitter feed, accessible through the CLOCH page on the Archives' web site.

Cohort 3 trainees completed their 3-month Induction at Glamorgan Archives on 28 June and moved onto their placements at Tredegar Library (Blaenau Gwent),

Swansea Central Library, the University of South Wales, Caerleon Learning Resource Centre and Gwent Archives. One trainee has temporarily withdrawn from the traineeship due to ill-health but he is expected to return in September.

Cohort 2 trainees are coming to the end of their year-long traineeship and will complete their placements on 9 September. One trainee has already been successful in securing full-time employment within the sector, which is fantastic news. Marcus, Lee, Russel and Stephen received certificates to mark the completion of their traineeships at the Archives and Records Association (ARA) conference on 29 August. Professor Aled Jones, Chief Executive and Librarian, the National Library of Wales presented the certificates which have been signed by John Griffiths AM, Minister for Culture and Sport.

Emma Stagg, CLOCH Project Manager, participated in a round-table discussion at the ARA conference, 'Towards a representative workforce'. Emma described the use of positive action within the CLOCH project and the role of vocational qualifications in providing new and different entry routes into the profession.

Andrew Booth, CLOCH trainee and volunteer at Glamorgan Archives, was presented with a certificate for the accredited units he completed as part of his traineeship by Grwp Llandrillo Menai at their Awards Day at Cyfarthfa Museum on 11 July.

Planning for Cohort 4 is well underway and recruitment will start in September. Four traineeships will be available and host placement partners are Bargoed Library (Caerphilly), Cwmbran Library (Torfaen), Monmouth Library (Monmouthshire) and Vale of Glamorgan Libraries.

Stephen Assender who had been working at Chepstow Library and Museum has returned to complete the remaining three months of his placement at the Archives. Based in the searchroom, Stephen has contributed to the work of the access team.

Archives and Records Council Wales (ARCW)

Several changes in the operation of ARCW have impacted on Glamorgan Archives in this quarter. Gary Tuson, the Chair, left his post in Gwent to take up the post of County Archivist in Norfolk, resulting on Charlotte Hodgson, as Vice Chair, resuming responsibility for on-

going projects. Also the resignation of Caroline Tomlin as the Business Manager has necessitated the assignment of her responsibilities to other ARCW members.

In her capacity as an officer of ARCW, Charlotte Hodgson attended the ARA Conference and contributed to a session on the benefits of working in partnership in Wales. She attended a meeting of a working group of the World War I Commemorations Board, tasked with exploring community plans for commemorative events. The Board is a Welsh Government initiative, led by Sir Deian Hopkin. She has chaired assessment panels for ARCW grant programmes for workforce development and for 'Changing Cultures', another Welsh Government initiative designed to assist the sector's contribution to the anti-poverty agenda.

ARCW has been successful in securing funding from the Heritage Lottery Fund for its project 'Cynefin: Mapping Wales' Sense of Place'. The grant of £486,000 will enable tithe maps (c.1842) of all Welsh parishes to be digitised and mounted on line with volunteer generated transcriptions of the awards. In addition there will be six local projects, including one based in Betws, Bridgend, workshops to promote the resource and a GIS resource available to public authorities to assist with planning processes.

Letters of support were supplied by ARCW for potential projects in the Higher Education sector, funded by the Arts and Humanities Research Council. Grant applications have been submitted by History Research Wales and Bangor University. ARCW will be a partner with the successful applicant.

National

The assessment report for the pilot of the national Archive Accreditation scheme has been received. The service met all the requirements in full. The assessor commented:

Glamorgan Archives is well placed to respond to the pilot standard. The service benefits from a particularly strong strategic approach to forward planning, and new premises that provide effectively for both the care of the collections and for flexible public access.

The validation visit allowed discussion of areas where there were gaps in pilot documentation from the initial

application, and confirmed that there were no issues which could not be readily resolved in a live application.

Recommended actions were to build on existing good practice to develop a formal strategic approach to identifying collection gaps and priorities and to complete the update of the emergency plan. This last was identified as high priority and has been addressed.

In response to the collection development recommendations a series of stakeholder analyses have been undertaken starting with the most recent census returns. This revealed the population of the Office's funding authorities to be, on average, slightly younger, and more ethnically and religiously diverse than the mean for Wales. The decline in Welsh language skills is also reversed in this area. The information will be used in planning and promoting events. A similar exercise has been carried out on historic census statistics. The results, following analysis, will be useful in plotting gaps in the Collection.

The Glamorgan Archivist attended a meeting of the CyMAL Advisory Council held at the Archives. It was the first meeting for John Griffiths, the new Culture Minister. The Minister was impressed with the building which he was able to tour after the meeting, and with the range of activities the joint service is able to resource.

Staff from Cuturennet Cymru and the National Library of Wales (NLW) visited as part of an all-Wales project to digitise sources illustrating the impact of the First World War on life at home. Material from collections held was evaluated for metadata and scans prepared. Images will be mounted on the People's Collection Wales website and copies supplied to the Office for its own use.

The Sea of Words animation produced in partnership with the Parliamentary Archives was launched at the Houses of Parliament in July. The Senior Archivist represented Glamorgan Archives at the event.

The Senior Archivist attended a meeting of the CyMAL Marketing Group. A presentation was given by Marie Owens of the Archive and Records Association on the forthcoming UK-wide 'Explore Your Archive' campaign and a discussion followed on participation in Wales.

Local groups

Cardiff Metropolitan University is planning to move its library and library staff visited to learn about how the Archives accomplished its transfer. Following a tour around the building the Deputy Glamorgan Archivist explained the process in detail and answered questions.

A group of young women from Cardiff Women's Workshop 'Mothers Then and Now' HLF project visited in August. They were given a tour of the building and were introduced to Canfod and to the various online family history resources available to access free of charge at the Archives.

Dr Kate Watson of Cardiff University visited the Archives to discuss her Water and Walk project, a walking trail along the route of the Glamorgan Canal using Twitter to provide people with 'clues' as to the past use of the area. Glamorgan Archives provided a number of images which were used as 'clues'. Following the success of the initial event, Dr Watson is hoping to continue and expand the programme.

The Glamorgan Archivist attended an Emergency General Meeting of the Glamorgan County History Trust at which the winding up of the organisation was planned.

She also attended the launch at Insole Court of a book on Welsh female domestic servants by Rosemary Scaddon of the Welsh Women's Archive.

The Senior Archivist attended the June meeting of the Grangetown Local History Society to show all members the Sea of Words animation. She also attended the Society's August meeting to discuss their plans for commemoration of the First World War in Grangetown. Example copies of resources held at the Archives were circulated and members were encouraged to visit to further their research and to draw on staff expertise.

The Senior Archivist attended the AGM and Conference of Cardiff People First. Presentations were given by various groups within the organisation, including the Community Voices Group who are currently working with the Archives and other partners to produce a multicultural heritage trail. The Conference included a 'treasure hunt trail' around Cardiff Bay which was the group's first attempt at creating a trail.

She continues to represent Glamorgan Archives on the Executive Committee of the Glamorgan Family History Society, and attended the quarterly meeting in June.

A letter was written to support the Cardiff Story in its latest funding application to the Heritage Lottery Fund, to establish a Community Exhibition Gallery. The Museum has always worked closely with the Archives.

Potential partnerships

The Glamorgan Archivist attended a series of meetings of the LGBT Heritage partnership. The Heritage Officer for Cardiff Mardi Gras is submitting an application to HLF for a project to collect oral history, artefacts and archives of the community in Wales. Partners include the National History Museum and the Cardiff Story Museum.

The Senior Archivist met with Jamie Baker from the Vale CVS 'Barry - A New Community' project. The project will involve volunteers working to research the history of Barry from 1891-1945, with a particular focus on the people who settled, and the communities that developed in the town. The Archives has agreed to contribute to the initiative.

4. Building and systems

Maintain and develop building and systems

The usual maintenance visits have taken place during the quarter. A service of the hearing loops in Rhondda and on the reception desk was completed.

The remote controls for the window blinds above the atrium which have not been working for some time have been repaired. A solution appears to have been found to the regular low water pressure experienced since moving into the building. A larger tank has been fitted for the cold water intake. Results are being monitored. The cracked tiles at the entrance door have not been replaced as the line has been discontinued. A similar product has been sourced and will now be placed on order. The inner pane of the window in the rear hall was found to have shattered. Glass remained in place and the metal shutter is being kept closed to prevent shards escaping. The original suppliers have quoted for a replacement as it appears not to have been an existing defect. The work is currently on hold while the use of a non-approved contractor is debated with Cardiff CC's Facilities Management and Procurement sections. Individual switches have been installed for the fans in

reprographics, document cleaning and isolation that can be activated when these areas are in use.

Cardiff CC has introduced a new building maintenance framework. The impact on existing Archives' contract is under discussion.

Complete and implement disaster recovery plan

Work has been continuing on the Emergency Plan, outlining office protocol in the event of an emergency at Glamorgan Archives. The first draft has been completed and has passed to the Management Team for comment.

Finalise signage and fit out

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

Review electronic filing system

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

B. THE COLLECTION

1. Conservation

Complete policies, strategies and procedures

One of the Preservation Assistants has produced written procedures for the delivery of boxes, how they are to be moved into the building and stored.

In June Chris Woods, Director of the National Conservation Service, ran a Repository Management Course at Glamorgan Archives. The aim of the session was to familiarise delegates with the environmental considerations for collections and the way buildings work to maintain or undermine sustainable and appropriate environments. Attendees were introduced to the environment-related information and standards needed to achieve the Accreditation standard relevant to their collecting institution. An explanation was given of how to evaluate environmental needs and match them to collection types and the buildings in which they are held. In the afternoon a practical session provided tips and check-lists for preparation for accreditation, such as monitoring, surveying and documenting policy and procedural decisions. Several members of staff attended.

Develop conservation services for external user

The project to clean and repackage Cardiff Library's special collection continues. The second consignment of

38 volumes and 98 folders has been completed and returned and the third delivered. An assessment of work completed has shown that the time spent on cleaning considerably exceeds the original estimate. This is the result of previous poor storage and the lack of secondary packaging.

Details of other external work are given in *Appendix IV* along with statistics of the Preservation Team's work.

Manage repositories environment and storage issues

The recent hot and humid weather caused some problems in the repositories. To compensate, air conditioning in 2 strong rooms was turned off which allowed conditions to stabilise. Acceptable parameters for temperature and humidity have continued to be achieved and all are being monitored. One strongroom has temperature controls only and to maintain humidity at acceptable levels during the summer dehumidifiers have been introduced along with daily monitoring by Preservation Team staff.

CMB, the maintenance contractors, are now working more closely with staff to resolve issues regarding the repository environment. ACS engineers visited to look at the software controls on the building management system which the company installed. Their recommendations on the parameters for temperature and relative humidity will be introduced, replacing the current set points. A company supplying filters for the air conditioning units visited and advised on frequency of filter changing, basic cleaning and maintenance.

The Conservator was interviewed by a student on the Archive Administration course at Aberystwyth University on pest management strategies. For her dissertation the student is taking information from all record offices in Wales. It was gratifying to discover that Glamorgan's pest management compares very favourably with others.

An Insect Pest Report was produced in July analysing the data collected over the previous year. Blunder traps are positioned by each entrance to the building and strategically in the strongrooms. These are inspected monthly and the location, occurrence and species collected recorded. After a full 12 months of monitoring it is clear that there is no major insect problem in the building. Most insects occur in the buffer zones near the entry points and are nuisance pests not harmful to the Collection. In the strongrooms insects (one or two small

flies and spiders) are confined to the traps at the doors. Monitoring and good housekeeping practices are proving to be very effective at preventing insects from entering the Collection and give an early warning of future threats.

Implement conservation and preservation plans

Using data collected as part of the Preservation Survey of Steel Records in Wales Project carried out at the end of 2012 the Conservator supplied estimates for conservation work on some of the material for a grant application to the National Manuscripts Conservation Trust

Volunteers, Preservation Assistants and work experience students continue to work on the project to clean and rebox the Crew List Agreements.

Develop prioritised plan of work

Assessing of items reported as needing repair on the location database continues.

2. Cataloguing

Review current policies, strategies and procedures

Sorting the series of large-scale 19th century town plans of Cardiff was completed and duplicate plans were offered to and subsequently collected by Cardiff Central Library.

Information as to the capacity of each type of shelf in the strongrooms has been added to the locations database. This has enabled the creation of reports within the database that will calculate the volume of empty space. This information is required for surveys completed annually for external bodies including Archives Accreditation, and is also very useful for projecting capacity at the current rate of accrual. Previously such figures have only been estimated. There is currently approximately 860 cubic metres of empty shelving in the strongrooms, although some of this is being rented by external organisations in the short-term.

Changes have been made to the procedure for receiving new additions to the open access library holdings kept in the searchroom. As all items will be added to the catalogue when received it is no longer necessary to maintain a discrete accession register. A label has been designed to place inside donated publications to acknowledge the gift.

The criteria for assessing local authority planning applications and building control plans were revised to

take account of changing circumstances after 1974. The new criteria were used on plans from Merthyr Tydfil District council, and were also supplied to the Vale of Glamorgan council.

Cataloguing staff have responded to requests for information circulated on the archivists' email discussion list including information on the needs of the profession to have Latin as a skill to catalogue and a discussion on the ethics of using permanent ink stamps on documents to enhance security.

Refine, populate and maintain CALM database

It has been another busy quarter for accessions, with a large volume of material again being received. A similar volume to the previous quarter was received, approximately 12 cubic metres. This is primarily a result of some unusually large transfers. Just over 4 cubic metres of additional material was received from Stephenson and Alexander, Chartered Surveyors. A large transfer containing records from a variety of different organisation and companies (16 different collections) was received from Pontypridd Museum in June. Another large deposit of planning application files came from Merthyr Tydfil Council; they have been sampled. A large transfer of council and committee papers was received from Cardiff County Council and is yet to be sorted. Due to the large quantity of records to process, it has not been possible to meet the target of processing every deposit within ten working days, although this has been achieved in 65% of cases.

Full details of accessions received this quarter can be found in *Appendix I*.

Develop cataloguing strategies and plans

A detailed amended report on records relating to the coal industry was completed in June. The report was prompted by the perceived need to resolve the inadequacy of existing lists and to ensure that descriptions of unlisted records are placed on Canfod. The importance of these records needs no qualification since they represent one of the largest bodies of coal records in the United Kingdom and are a major source on the industrial history of south Wales. The very large quantity of records precluded examination of every item but all identifiable collections and series with existing finding aids were analysed. Summary descriptions of the records and their background were compiled and scored

according to complexity. Suggested options on future treatment of the records were added to the report.

The Cataloguing Team devoted a day to sorting the vanload of records received from the South Wales Police museum. Around half the deposit was found to consist of printed journals and blank volumes which will be returned to the museum. The remainder has been sorted and item level listing commenced.

The application to the Business Archives Council for grant funding to catalogue the pre-vesting records of the coal industry was unsuccessful. Advice was given on how to improve applications in the future. The advice was taken in another application to the same body for a grant for arts related collections. This application was to catalogue the collection of playbills of the Theatre Royal, 1885-1894, which has already received a grant for conservation, cleaning and packaging.

Crew lists for Cardiff-registered ships were received from the Public Record Office in the 1970s. On listing they were found to contain a number of mis-sorts which rightly belonged in other record offices. An archivist visiting from Durham was able to pass on some of these to offices in the North-east of England.

Develop deposit strategies and plans

Eleven visits were made to inspect or collect records in the Cardiff area from council offices, school, churches and private individuals.

In June the Office was invited to view a collection of glass transparencies and negatives of local interest being offered for sale by a firm of auctioneers newly established in Cardiff. Research indicated that the images were taken by Gilbert Shepherd, a chartered accountant in Cardiff and one of the founders of the photographic section of the Cardiff Naturalists' Society in the 1920s. A bid was left with the auctioneers but was unsuccessful in obtaining the lot which sold for more than three times the estimate.

The Deputy Glamorgan Archivist visited the volunteers responsible for the care of documents housed in Llandaff Cathedral. The collection includes records for the parish of Llandaff, the Dean and Chapter, the Church in Wales primary school and the Llandaff and Monmouth Bellringers. The volunteers have worked hard to store and catalogue the records, and to provide access to researchers but they wish to stand down from their duties

and are unable to find replacements. They are exploring options for the future which the report being prepared on the visit will assist.

Meetings with staff from Cardiff Council's records management unit continue on a regular basis and have led to the deposit of school records in instances of closures and merges. The decision to close Llanrumney High School at the end of the summer term was taken at very short notice, and three visits were made to collect material as more came to light during the closing down operation. More recently, acting on advice, staff made contact with Highways, Bridge Management and Transport sections in Brindley Road, due to move offices, who deposited records.

Negotiations were reopened with magistrates' courts at Bridgend and Pontypridd for deposit of records inspected around two years ago.

Continue to plan for the management of born-digital records

Louise Hunt, Archivist, attended a consultation meeting in June at the NLW on proposals for a digital centre for Wales to be based at the Library as part of their HLF bid to create a national conservation centre. There was discussion about potential partners in the project, which organisations, institutions and individuals might use the services offered by a digital preservation centre, and what services they would find useful.

Louise also attended a conference about digital preservation hosted by the National Library Wales at the University of Glamorgan's ATRium. Presentations were given about various issues relating to digital preservation, offering an insight into the solutions the National Library and other organisations such as the National Monuments Record of Wales and S4/C are currently working on or using. It was interesting to hear about some of the different approaches and issues that arise in the various areas of the sector.

In addition to these events organised by the National Library, Louise attended a webinar run by Tessella, a commercial provider of digital preservation solutions about their new software, 'Preservica', which is specifically aimed at organisations within the public sector. Whilst this is not a solution currently being considered by the Digital Preservation Consortium for Wales, the information about the service and cost

involved may prove useful when appraising options for storage.

The Deputy Glamorgan Archivist attended a meeting of the South Wales Information Forum. Forum members have focussed on compliance issues, but plan to switch their attention to electronic records including data sharing, email management, fileplans, storage and software systems.

C. ACCESS

1. On-site use

Continue to provide appropriate service

Visitors to the searchroom continue to be satisfied with the service provided. All feedback received this quarter has been positive. Comments on the searchroom service provided by staff include, '*...we were helped by Jenny Jones. Without her help and knowledge we don't think we would have found anything we would like to thank her for her patience and can't wait to come back again*'.

Interest in First World War records is increasing as the centenary approaches in 2014 and local communities begin to make preparations. Radyr and Morganstown Community Council are consulting the parish council minute books for a community project. The editor of the Pendoylan Parish magazine visited the searchroom to consult the parish council minute books to research the period. Extracts from the minutes will be published in the parish magazines during the centenary.

In July, 19 volunteer National Trust guides from Dyffryn House visited for a tour of the Archives. The group are about to begin research on the history of the house and the gardens. The catalogue was demonstrated on the white board and the usefulness of having an electronic finding aid was shown with the wide variety of items found, especially as no family or estate records are held for Dyffryn. Instead, the searches located relevant items from disparate collections including photographs, auction catalogues and correspondence and programmes from the 1940s to the 1960s when the house was used for police training and conferences.

The South Wales Branch of the Oxford Society held an evening meeting at the Archives in July. Members were particularly interested in the papers relating to Lord Aberdare as the current Lord Aberdare is a member of

the branch. This was also a social occasion for members, so a buffet was supplied, though regrettably it was not to the anticipated standard.

July also saw a visit from members of Penarth 41 Club. They were shown documents relating to the history of Penarth and toured the building.

The Garw Valley Heritage Society also toured. Members wanted to learn about the preservation of documents and how to deposit documents. A display of documents relating to the Garw Valley for prepared for them with particular emphasis on the area's railways and the impact of the First World War on its community.

A group from Canolfan Soar in Merthyr Tydfil came in August. Two tours were offered, one in English and one through the medium of Welsh. Both groups then gathered together to consult documents relating to Merthyr. The Welsh tour group included three children who were given a quiz to complete as they made their way around the building.

The Archives and Records Association Conference was held in Cardiff at the end of August. Tours of Glamorgan Archives were offered to delegates and taken up by several people. One notable visitor was Jennifer Lim from the conservation section of the National Archives of Singapore. She was impressed with the building and spent most of her visit looking at the studio and the building management system with the Conservator. Staff from Suffolk Record Office which is planning a move also visited. After their tour they spent time with the Deputy Glamorgan Archivist discussing the Archives' own removal in 2009.

Family history starter sessions continue to be offered by the Access Team with 3 people booked this quarter.

The free monthly public tours have continued with 5 people attending this quarter.

Develop programme of events for users

The summer season of public events began with 'Making an Impression', two workshops on medieval seals presented in conjunction with Dr Elizabeth New of Aberystwyth University. The morning session was targeted at archive, museum and library professionals and focused on 'The Preservation and Interpretation of Seals'. In the afternoon the workshop 'Seals as a Resource for

Historical Research' was open to the general public. Dr New's work for the Exploring Medieval Seals project is funded by the Arts and Humanities Research Council with the purpose of sharing advanced research and expertise with archivists, museums curators, heritage professionals and local historians, teachers and schoolchildren, and others who have a keen interest in the Middle Ages. The project has visited other archives repositories in Wales. During the afternoon session a selection of documents from the Collection were displayed in the searchroom featuring more than twenty seals ranging in date from the late 12th to the early 16th century, nearly all unique and of considerable historical value. Richard Morgan attended the session to explain more about the background of individual seals and their former owners.

Following on from the workshop suggestions have been received from staff who attended for a revision of practices in the storage and cataloguing of seals. Conservation staff have also noted several seals with the imprint of fingers on the reverse side, photographed them and sent them to the workshop leader, who has a particular interest in this aspect of seals.

The main programme began in August with a talk by Nina Jenkins on 'The British in India' in which she explained how to trace ancestors in India, and drew an audience of 28 people. The talk was well received, and many stayed behind afterwards to discuss their research with Nina and ask her advice on searching online resources.

The following week Ceri Thompson, Curator at Big Pit, talked about 'Collecting People's History at Big Pit'. An audience of 22 gathered to hear how the Museum records the recollections of people who worked and lived in the south Wales coalfield. One person in attendance later commented 'we all enjoyed it immensely'.

From mid August to the end of the month the Jewish Refugees in South Wales exhibition, on loan from the National Waterfront Museum, was on display in Rhondda, open to the public during normal opening hours. In all, ?? people visited the exhibition, and comments included: *Thank you for an extremely interesting... display. As a new Mum, it makes me realise how lucky I am to not have to face such a horrific threat.* Visitors to the exhibition included people who had come to south Wales as Jewish refugees themselves, and who recognised the people featured on the display panels. They will be contacting Dr David Morris of West Glamorgan Archive Service, who

curated the exhibition, to contribute their stories to his ongoing research.

Dr David Morris kindly agreed to give a presentation coinciding with the display. He spoke on the history of Jewish refugees in South Wales, and showed a moving and informative film where kindertransport refugee Ellen Davis of Swansea recollected her own story. The 45 attendees were fascinated with the documents he had selected for display in the searchroom, which demonstrated the contribution of Jewish refugees to the economy and development of Glamorgan.

The Summer Season closes with a final event on 5 September, when Dean Powell will be discussing Dr William Price of Llantrisant.

It is interesting to note that visitors to the summer film showings last year have returned for the summer events this year. Many have not visited in the interim, which suggests that these events are successfully attracting a new and different audience.

A grant has been awarded under the CyMAL Changing Cultures grant stream which funds projects exploring new ways of sharing archives, museums and libraries with young people, particularly those from less well off backgrounds. Two 'Step Back in Time' events will be held during October half-term in Maesteg and Merthyr Tydfil.

Monitor facilities and implement improvements

Following difficulties in locating several items in strongrooms a systematic check was implemented of all items stored in boxes. Before the move to the current site all volumes were packed, references checked and added to the locations database. For boxed items the locations database was populated with the reference codes found on the outside of the boxes with no contents check. It has become clear that errors resulted. The box check will ensure consistency of labelling on the individual documents, the box label and reference codes in the CALM catalogue. Once the reference is verified a single label is printed and applied to the box identifying all items contained within. Work has been carried out by Access Team staff with support from the current CLOCH trainee and Relief Records Assistants. Problems found and resolved lead to improved efficiency in production, shorter waiting time for users and reduced wastage of staff time. Uncatalogued items and documents needing

conservation or packaging have been noted and added to appropriate programmes of work. In a little over 500 staff hours most of the ground floor strong room has been surveyed. A report is now being analysed and a programme devised to complete the project.

A magnifier and a portable magnifier are now available in the searchroom for use by visitors with a visual impairment.

The Senior Archivist has attended further meetings of the Public Services Quality Group Visitor Survey Working Group. The survey is undergoing a major revision, and a pilot survey will be trialled in September. Glamorgan Archives will be one of 8 services across the UK piloting this survey and the only one in Wales.

The number of people using the searchroom during the monthly out-of-hours opening on Saturday mornings and Monday evenings is being monitored. Usage will be evaluated before setting the programme for 2014.

Review policies and strategies

The Access Policy, Access Strategy and the Policy for Media Use of Archives have been reviewed. A Social Media Policy has been written and is currently with Management Team. It is accompanied by a guidance document for staff on using Glamorgan Archives' social media channels.

Develop educational services

Blaengwawr Comprehensive sent 15 Year 9 pupils on an EBP World of Work tour.

In July, 15 pupils from Barry Comprehensive History Club visited to learn more about how to use the services offered to research their community. They were given a tour of the building, and were then shown some of the treasures from the Collection along with records relating to the impact of the First and Second World Wars on Barry.

The Centenary Group from Aberdare Girls School returned to continue their research on the history of the school which celebrates its centenary in October 2013, and will close at the end of the school year in July 2014. The pupils from Year 9 are curating an exhibition on the history of the school which will be held at Cynon Valley Museum during half term in October. The exhibition uses

information drawn from archives they have seen and copies of documents will also be displayed.

The Senior Archivist attended the awards ceremony of the Welsh Heritage Schools Initiative. Two of the prize-winning schools had used Glamorgan Archives resources to develop their projects. Teachers from Caegarw Primary School consulted Ordnance Survey and tithe plans as part of their work on the legend of Guto Nyth Bran. Year 10 pupils from Barry Comprehensive School researched the development of Barry Docks, with a particular focus on the David Davies, its founder.

In July a meeting was held of the steering group of the Welsh Baccalaureate audience development project. Funded by the Welsh Museums Federation and drawing on previous research undertaken by CyMAL, the project will investigate how schools have been using the Welsh Baccalaureate resources provided by cultural and heritage organisations and how they would like to see these developed. Glamorgan Archives is a partner in the project.

Members of the First Friday Group decided to bring the group's activities to a close at the July meeting. First Friday has been a very active group over the years, and has provided a valuable forum for many postgraduate students, especially mature students returning to education. Nevertheless, in recent years attendance has declined and attracting new members has proved difficult. Glamorgan Archives will continue to work with higher education students in different ways.

2. External events

Contribute to heritage events programmes across the funding authorities

Two members of staff attended Lewis Merthyr Day at Rhondda Heritage Park in June. The event commemorated the 30 year anniversary of the closure of the pit and the rededication of the memorial at the Park. The Archives stand was well placed in the visitor centre, next to the shop and cafe where there was maximum footfall. Visitors to the event included the Mayor of Rhondda Cynon Taff and many ex-miners who were particularly interested in the copy photographs of coal mines and related material which were on display. Visitors were asked to complete Potential User Surveys which gave staff an opportunity to engage with them and encourage visits to the Archives. Many were interested in the Starter Sessions for family history and the public

tours. There were also enquiries from members of Cor Meibion Morlais and Lewis Merthyr Band about the preservation of their records.

At a Canal Day in the National Waterfront Museum, Swansea, the Archives was represented in partnership with West Glamorgan and Gwent Archives. The pop-up banner was displayed, leaflets presented and information supplied on canal records held in the Collection.

Identify and respond to major anniversaries and celebrations

Martin Kurzik (producer) and Roy Noble from BBC Radio Wales recorded part of a programme on the Senghenydd mining disaster in Rhondda. They consulted documents relating to the disaster, including entries in school log books. Rhian Phillips, Senior Archivist, spoke about the documents. The programme is due to be on air in October, part of centenary commemorations of the disaster.

The director of a BBC Wales television documentary on the Senghenydd mining disaster visited the searchroom to consult documents relating to the disaster, and was particularly interested in photographs showing police involvement in the rescue efforts. The documentary will also air in October.

Develop themed resources

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

3. Remote access

Continue to provide appropriate service

A total of 1369 remote enquiries were received during the quarter. Staff continue to respond within the 10 day response period. Typical of comments received was this:

'Thank you so much for your reply to my last letters... I am so impressed by the helpful treatment I have received from you all... It is all fascinating stuff and brings my grandfather to life!'

Monitor service and implement improvements

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

Contribute to collaborative projects for on-line access to finding-aids

Louise Hunt and Charlotte Hodgson attended a meeting hosted by Glamorgan Archives discussing proposals for a Wales section of the Archives Hub website, where catalogues can be uploaded to be searched alongside those of other archive services. A training session will be held in September at Swansea University before some sample catalogues can be submitted as a pilot.

Publicise service

The Annual Report was circulated in July to favourable reviews. One respondent noted 'Just to let you know that the Annual Report is amazingly packed full of so many activities being undertaken by the Glamorgan Archives, you are all certainly kept very, very busy'.

The Document of the Month for June was an item on the history of Lewis Merthyr Colliery to coincide with the 30th anniversary of the pit's closure. The article was compiled by Andrew Booth, CLOCH trainee, who had researched the history of the colliery and found relevant items in the Collection to illustrate the piece. In July, Laurie Richards, Administrative Assistant, summarised records relating to nineteenth and twentieth century measles epidemics in south Wales. The recent outbreak of measles has been in the news for many months and it was interesting to see how local authorities and medical services tackled outbreaks in the past. In August the theme was the wartime 'Holidays at Home' Campaign in Barry in the 1940s, highlighting the range of entertainments put on for the local community to persuade them to stay put during the holiday period.

Glamorgan Archives continues to promote its services through social media. During the quarter topical events featured included International Archives Day, the centenary of the death of suffragette Emily Wilding Davison, American Independence Day, the Royal Welsh Show and the Bon Jovi concert at the Cardiff City Stadium!

Social media sites have also been used to highlight particular collections and community engagement. Links were posted to photographs taken by Levi Ladd, the photographer from Tonypany, photographs of Second World War bomb damage in Cardiff, of Temperance Town and the demolition of streets in Butetown, images of building plans of Sidoli's ice cream parlour in Porthcawl, and a series of photographs demonstrating the

contribution made to the service by volunteers to mark Volunteers Week.

Students on work placement at the Archives have also been asked to tweet about their experience here, with Abdul Nawai tweeting 'Thanks for taking me in this week and giving me a great experience #bestworkexperienceever'.

A document from the Fonmon Papers (DF215) formed the basis of a blog post by Dr Alun Withey, a Research Fellow at the University of Exeter working on the Wellcome Trust funded project 'The Medical World of Early Modern England, Wales and Ireland, c. 1500-1715'. Dr Withey consulted this document, a receipt for medical services to the Jones family of Fonmon Castle from Dr John Nicholl, on a visit to the searchroom and used it for his article, 'Pig boys and boar bites: a seventeenth-century medical consultation'.

A new book by David Kynaston, 'Modernity Britain: Opening the Box', featured extracts from the diaries of Frank Lewis of Barry which are held at Glamorgan Archives. The book provides an account of the social changes in 1950s Britain.

Archivist Laura Russell contributed an article to the Glamorgan Family History Society Journal introducing the preparations already being made for what will be five years of commemorative events surrounding the centenary of the outbreak of World War 1 next year.

SUMMARY

Another busy quarter has seen staff responding with their customary goodwill and ingenuity. It has been a pleasure to be able to reward long-serving staff appropriately, particularly on the eve of retirement for one of them. On-site events have been consistently successful, long-standing networks are producing increased levels of accessions and understanding of building systems continues to develop. Thanks are due to the teams without whom the impressive service levels would be unobtainable.

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

Any direct financial implications arising from this report have been accounted for in the 2013-2014 monitoring and will be met from within the 2013-2014 revenue budget supplemented if necessary from the General Reserve.

**Susan Edwards
Glamorgan Archivist
2 September 2013**

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 June – 31 August 2013

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202

Appendix 1 - Accessions

| Percy Thomas Partnership of Cardiff, Architects and Planning Consultants Records | | | |
|---|----------|----------------------|------------|
| Accession No: | 2013/109 | Reference No: | D975 |
| Architectural drawings and reports Date of records: 1920's-1980's | | | |
| Glamorgan Family History Society Records | | | |
| Accession No: | 2013/110 | Reference No: | D37/1/110 |
| Journal No. 110 Date of records: Jun 2013 | | | |
| Glamorgan Army Cadet Force Records | | | |
| Accession No: | 2013/111 | Reference No: | D979 |
| Wooden bound scrapbooks; sports team photographs. Date of records: 1907-1997 | | | |
| Hemajo, Ship Transfer Papers | | | |
| Accession No: | 2013/112 | Reference No: | D976 |
| Bill of sale, 1976; mortgage certificate, 1973; deed of covenant; 1976. Date of records: 1973-1976 | | | |
| Evelyn G James of Ogmere Vale Papers | | | |
| Accession No: | 2013/113 | Reference No: | D977 |
| Programmes for musical events Evelyn James was involved in or attended; school exercise books; Bethlehem Chapel, Ogmere Vale hymn book. Date of records: c1950's-1980's | | | |
| Cardiff City Council Records | | | |
| Accession No: | 2013/114 | Reference No: | DCC/S |
| Microfilmed Building Control plans Date of records: 1989-1990 | | | |
| Pentyrch Ecclesiastical Parish Records | | | |
| Accession No: | 2013/115 | Reference No: | P65CW/U/15 |
| Creigiau Church Hall Management Committee minutes, 2002-2012; Creigiau Church Hall Users meetings minutes, 2002-2012 Date of records: 2002-2012 | | | |
| Friends of Llandaff Cathedral Records | | | |
| Accession No: | 2013/116 | Reference No: | D127 |
| Annual report, 2012-2013 Date of records: 2013 | | | |
| Llancarfan Society Records | | | |
| Accession No: | 2013/117 | Reference No: | DLNS |
| Newsletter no. 153 Date of records: Mar 2013 | | | |

| Merthyr Tydfil County Borough Council Records | | | |
|--|----------|----------------------|--------|
| Accession No: | 2013/118 | Reference No: | DCMT/P |
| Planning application files and related papers | | | |
| Date of records: c1990-2001 | | | |

| Stephenson & Alexander, Auctioneers and Chartered Surveyors, Records | | | |
|--|---|----------------------|-----|
| Accession No: | 2013/119, 122, 166, 167, 168, 176, 177, 178 | Reference No: | DSA |
| Property brochures, c1990s-2000s (DSA/Z/4/1-3); Mr James' personal papers, c1965-1990 (DSA/Z/54/36-38); Royal and Morgan Arcade papers, c1975-2003 (DSA/Z/130/1-14); Mathison lease index cards, c1880-1957 (DSA/126/4/1). Cash book and correspondence, 1969-2011 (DSA/69/11-12); accounts papers, c2007-2011 (DSA/Z/50/2); High Street Arcade Co. papers, 1968-1980s (DSA/Z/131/1-4); warehouse and industrial units property brochures, 1994-early 2000s (DSA/Z/4/4-7); industrial property brochures Aberystwyth to Treorchy, 1996-2005 (DSA/Z/4/8-18); Crawshay Bailey and Maindy Estate papers, 1990s-2005 (DSA/Z/122/1-3), bound auction particulars, filing, London Office, Crawshay Bailey and Maindy estates | | | |
| Date of records: c1880-2000's | | | |

| Margaret Rein of Grangetown, Cardiff, Papers | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/120 | Reference No: | D985 |
| Theatre and concert programmes, St Patrick's Catholic Parish magazines, Heathfield House School magazines, Cardiff Council publications St Patrick's School photographs | | | |
| Date of records: 1914-1958 | | | |

| Caerphilly Ecclesiastical Parish Records | | | |
|---|----------|----------------------|--------------|
| Accession No: | 2013/121 | Reference No: | P148CW/3/6-9 |
| Burial registers | | | |
| Date of records: 1923-1987 | | | |

| Llanishen Baptist Church Records | | | |
|---|----------|----------------------|-------|
| Accession No: | 2013/123 | Reference No: | DBAP8 |
| Minutes, accounts, newsletters, correspondence, church history, details re membership, paper re ordinations and appointments etc. | | | |
| Date of records: c1890's-2000's | | | |

| Beti Rhys of Cardiff Papers | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/124 | Reference No: | D980 |
| Personal and literary papers of Beti Rhys (1907-2003), author, and her father the Reverend James Ednyfed Rhys | | | |
| Date of records: c1850-1993 | | | |

| Hiram Davies of Maesteg Papers | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/125 | Reference No: | D982 |
| War service papers of Hiram Davies (depositor's grandfather) and correspondence re war pension; roll book that he completed in his position as Sargeant at the end of the war; photograph of Cwmfelin peace celebration, Jul 1919. (Further information about Hiram Davies can be found in the document regarding the Llynfi Valley and the Great War (Glamorgan Archives Library CD/75)) | | | |
| Date of records: c1918-1941 | | | |

| David Selby Milner, Engineer, Collection | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/126 | Reference No: | D981 |
| Some of Selby Milner's working files from the Aberfan Disaster including annotated reports, photographs, plans etc. | | | |
| Date of records: c1966-1967 | | | |

| Deeds relating to 11 Rhigos Gardens, Cathays, Cardiff | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/127 | Reference No: | D983 |
| Collection of deeds relating to 11 Rhigos Gardens, Cathays, Cardiff | | | |
| Date of records: 1930-1982 | | | |

| Nelson /Llancaeath School Records | | | |
|---|----------|----------------------|-------|
| Accession No: | 2013/128 | Reference No: | ECG30 |
| Log book (Mixed), 1908-1972; Admission registers (Infants), 1945-1960, (Mixed), 1908-1991; Attendance registers, 1979-1980; Stock and inventory book, 1951-1960 | | | |
| Date of records: 1908-1991 | | | |

| Doris Dutton of Shropshire Postcard Collection | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/129 | Reference No: | D984 |
| Postcards showing views of Abertridwr and Pontycymmer | | | |
| Date of records: 1930's-1950's | | | |

| Llanfabon School Records | | | |
|---------------------------------------|----------|----------------------|-------|
| Accession No: | 2013/130 | Reference No: | ECG28 |
| Admission registers | | | |
| Date of records: 1865-1910, 1914-1960 | | | |

| City United Reformed Church, Cardiff, Records | | | |
|--|---------------|----------------------|--------------|
| Accession No: | 2013/131, 195 | Reference No: | D957/1/16,17 |
| 'The City Link' church magazines | | | |
| Date of records: July/August, September 2013 | | | |

| Rhondda CynonTaff County Borough Council Records | | | |
|---|----------|----------------------|-----------|
| Accession No: | 2013/132 | Reference No: | CRCT/C/RE |
| Registers of Electors for 2007-2013 (Full). Duplicates 2009 year (CRCT/C/RE/13) and replaces 2010 blank copy (CRCT/C/RE/14) | | | |
| Date of records: 2006-2012 | | | |

| Cardiff High School Old Girls Association Records | | | |
|--|----------|----------------------|-------|
| Accession No: | 2013/133 | Reference No: | DX263 |
| Cash books, receipt books, annual statements of accounts, booking forms Date of records: 20th century | | | |

| Bargoed Town Council Records | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/134 | Reference No: | D986 |
| Ordnance Survey plans (copies) for Gelligaer Community Council area marked to show footpaths and tracks Date of records: c1980 | | | |

| Pontypridd Boys' Grammar School Records | | | |
|--|----------|----------------------|--------|
| Accession No: | 2013/135 | Reference No: | EPPSEC |
| Admissions registers, 1896-1940, 1942-1948, 1952-1972; Minutes of the WWI Memorial Fund, 1924-1998 ; photographs Date of records: 1896-1998 | | | |

| Graig-y-Wion and Graig Schools, Pontypridd Records | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/136 | Reference No: | EPP6 |
| Registers of attendance, admissions, log books, stock and inventory books Date of records: 1897-1996 | | | |

| Pontypridd Women's Co-operative Guild Records | | | |
|--|----------|----------------------|-------|
| Accession No: | 2013/137 | Reference No: | D1006 |
| Membership role book and minutes books Date of records: 1918-1966 | | | |

| Danylan Building Club, Pontypridd Records | | | |
|--|----------|----------------------|-------|
| Accession No: | 2013/138 | Reference No: | D1007 |
| Minutes book Date of records: 1905-1912 | | | |

| Pontypridd Urban District Council Records | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/139 | Reference No: | UDPP |
| Registers of building plans, Abstract of Accounts Date of records: 1892-1930 | | | |

| Moriah Chapel, Cilfynydd Records | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/140 | Reference No: | D913 |
| Accounts, members' contributions, accounts book, correspondence Date of records: 1890-1984 | | | |

| Phoenix Assurance Company Limited, Records | | | |
|---|----------|----------------------|-------|
| Accession No: | 2013/141 | Reference No: | D1008 |
| Policy Book Ledgers and Renewal registers Date of records: 1917-1942 | | | |

| Sun Insurance Office Records | | | |
|--|----------|----------------------|-------|
| Accession No: | 2013/142 | Reference No: | D1009 |
| Renewal Register Date of records: c1930 | | | |

| Atlas Assurance Company Limited Records | | | |
|--|----------|----------------------|-------|
| Accession No: | 2013/143 | Reference No: | D1010 |
| Ledger Date of records: 1930-1937 | | | |

| Mission Council (Police Courts), Llwynypia, Records | | | |
|--|----------|----------------------|-------|
| Accession No: | 2013/144 | Reference No: | D1011 |
| Minutes Date of records: 1927-1940 | | | |

| Police Court, Ystrad, Records | | | |
|--|----------|----------------------|-------|
| Accession No: | 2013/145 | Reference No: | PSMLO |
| Register of Offences Date of records: 1918-1926 | | | |

| Pontypridd School Board Records | | | |
|--|----------|----------------------|-------|
| Accession No: | 2013/146 | Reference No: | ESB50 |
| Letterbook Date of records: 1898-1900 | | | |

| Estate of Martha Thomas, Pontypridd Records | | | |
|--|----------|----------------------|-------|
| Accession No: | 2013/147 | Reference No: | D1012 |
| Cash Book Date of records: 1925-1948 | | | |

| Colliery Maps and Plans of South Wales | | | |
|--|----------|----------------------|-------|
| Accession No: | 2013/148 | Reference No: | D1013 |
| Underground, surface and geological maps and plans Date of records: 19th-20th century | | | |

| Thomas Morgan Architects, Pontypridd Records | | | |
|--|----------|----------------------|------|
| Accession No: | 2013/149 | Reference No: | D993 |
| Maps and plans relating to buildings including hotels, cinemas and billiard halls Date of records: 20th century | | | |

| Brown Lenox, Chainmakers of Pontypridd, Records | | | |
|--|----------|----------------------|-------|
| Accession No: | 2013/150 | Reference No: | D1014 |
| Technical drawings Date of records: 20th century | | | |

| Christopher Taylor of Cardiff Collection | | | |
|---|----------|----------------------|---------|
| Accession No: | 2013/151 | Reference No: | D732/26 |
| British Electric Traction records Date of records: 19-20th century | | | |

| Mrs J Pugh of Pontypridd Poster and Programme Collection | | | |
|--|----------|----------------------|------|
| Accession No: | 2013/152 | Reference No: | D987 |
| Posters, programmes and leaflets of events held at various venues in Cardiff and South Glamorgan Date of records: 1970's-1990's | | | |

| David Morgan Limited, Cardiff Architect's Drawings | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/153 | Reference No: | D988 |
| Architect's drawings of David Morgan Limited, Bakers Row Development, Cardiff Date of records: 1990s | | | |

| Bridgend Urban District Council Records | | | |
|--|----------|----------------------|------------|
| Accession No: | 2013/154 | Reference No: | UDBR/MOH/1 |
| Medical Officer of Health Annual Reports Date of records: 1920-1946 | | | |

| Ogmore Secondary/ Grammar/ Comprehensive School Records | | | |
|--|----------|----------------------|------|
| Accession No: | 2013/155 | Reference No: | D989 |
| Log book, admission registers Date of records: 1910-1995 | | | |

| Glamorgan River Authority Photographs | | | |
|--|----------|----------------------|------|
| Accession No: | 2013/156 | Reference No: | D991 |
| Group photographs of Members and Officers of the Authority Date of records: 1969-1972 | | | |

| Nantymoel Senior School Records | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/157 | Reference No: | D990 |
| Admission registers Date of records: 1933-1972 | | | |

| Carnetown Primary School, Abercynon Records | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/158 | Reference No: | EMA4 |
| Log books, Punishment Book, Minutes Book, photographs, Inspectors' Reports, centenary publication Date of records: 1910-2009 | | | |

| Ogmore and Garw Urban District Council Records | | | |
|--|----------|----------------------|--------|
| Accession No: | 2013/159 | Reference No: | UDOG/M |
| Medical Officer of Health Annual Report Date of records: 1932 | | | |

| Penybont Urban District Council Records | | | |
|--|----------|----------------------|--------|
| Accession No: | 2013/160 | Reference No: | RDPB/M |
| Medical Officer of Health Annual Reports | | | |
| Date of records: 1910-1914 | | | |

| Llanrumney High School, Cardiff, Records | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/161 | Reference No: | D992 |
| Log books, admission registers, photographs, printed ephemera | | | |
| Date of records: 1957-2013 | | | |

| Abertaf Primary School, Abercynon Records | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/162 | Reference No: | EMA3 |
| Log books, punishment book, photographs, souvenir programme | | | |
| Date of records: 1906-2013 | | | |

| Carey Baptist Chapel, Tondu, Records | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/163 | Reference No: | D998 |
| Date of records: 20th century | | | |

| Cardiff Baptist Union Records | | | |
|---|----------|----------------------|----------------|
| Accession No: | 2013/164 | Reference No: | DBAP48/3/19-22 |
| Treasurer's accounts, 1891-1969, building funds accounts, 1897-1932, loans accounts ledger, 1935-1978 | | | |
| Date of records: 1891-1978 | | | |

| Stockwood of Bridgend, Solicitors, Collection | | | |
|--|----------|----------------------|-----|
| Accession No: | 2013/165 | Reference No: | DST |
| Property deeds, Will of Evan David | | | |
| Date of records: 19th-20th century | | | |

| Women's Archive of Wales/Archif Menywod Cymru Records | | | |
|--|---------------|----------------------|--------|
| Accession No: | 2013/169, 181 | Reference No: | DWAW/7 |
| Newsletter, December 2010, June 2013 | | | |
| Date of records: 2010, 2013 | | | |

| Caedraw Primary School, Merthyr Tydfil, Records | | | |
|--|----------|----------------------|------|
| Accession No: | 2013/170 | Reference No: | EMT6 |
| Logbooks, 1957-1993; admission registers 1913-1922, 1927-1932 (Juniors), 1907-1924 (Infants); punishment book, 1927-1932 | | | |
| Date of records: 1913-1993 | | | |

| Carnetown Primary School, Abercynon Records | | | |
|--|----------|----------------------|------|
| Accession No: | 2013/171 | Reference No: | EMA4 |
| Group photographs | | | |
| Date of records: 1916-1950's | | | |

| Abertaf Primary School, Abercynon Records | | | |
|--|----------|----------------------|------|
| Accession No: | 2013/172 | Reference No: | EMA3 |
| Group photographs Date of records: 1916-1934 | | | |

| Heulwen Griffiths of Abercynon Collection | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/173 | Reference No: | D994 |
| Photographs of Abertaf Primary School, Carnetown Primary School, Tabernacl Chapel, Abercynon; Carmel Chapel, Abercynon; shop receipts and newspaper cuttings Date of records: 20th century | | | |

| St Andrews Major Parish Council Records | | | |
|---|----------|----------------------|-----|
| Accession No: | 2013/174 | Reference No: | P27 |
| Minutes, 1966-1973, correspondence, parish hall lettings cash book, copy letter books Date of records: 1894-1973 | | | |

| Dinas Powys Community Council Records | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/175 | Reference No: | D544 |
| Minutes, 1974-2005; declarations of acceptance of office (Including St Andrews Major Parish Council), 1919-1976; Library Committee minutes, 1907-1978; agenda book; notices of planning applications, 1990-2004 Date of records: 1907-2005 | | | |

| Cardiff City and County Council Records | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/179 | Reference No: | CC/C |
| Council and committee minutes and papers; publications Date of records: c1992-2008 | | | |

| Alan Roberts of Penarth and Sully Collection | | | |
|--|----------|----------------------|------|
| Accession No: | 2013/180 | Reference No: | D897 |
| 'The United Reformed Church Bridgend a centenary survey'; 'The Glamorganshire Golf Club 1890-1990'; gramophone records of service at Salem, Pencoed Date of records: c1961-1990 | | | |

| Salem Baptist Church, Senghenydd, Records | | | |
|--|----------|----------------------|------|
| Accession No: | 2013/182 | Reference No: | D997 |
| Date of records: c1900-1989 | | | |

| Michaelston le Pit Community Council Records | | | |
|--|----------|----------------------|------|
| Accession No: | 2013/183 | Reference No: | D995 |
| Declarations of acceptance of office Date of records: 1950-1974 | | | |

| Aberdare Boys' Grammar School/Boys' Comprehensive/High School Photographs | | | |
|--|----------|----------------------|------|
| Accession No: | 2013/184 | Reference No: | D996 |
| Photographs on CD including school buildings, distinguished sporting pupils, trophies, taken by Clive Stanley-Williams Date of records: July 2013 | | | |

| Axis Historical Society, Barry, Collection | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/185 | Reference No: | D802 |
| Register of marine apprentices, 1889-1975; receipted bills of Taverner and Cunningham families; photographs and certificates; Jack Stevens videotapes and photograph album; maps and plans; printed booklets and ephemera Date of records: 19-20 centuries | | | |

| Cor Cochion Caerdydd Records | | | |
|--|----------|----------------------|-----------------|
| Accession No: | 2013/186 | Reference No: | D254/54, 60, 61 |
| Correspondence, press cuttings, list of contacts Date of records: 2011-2013 | | | |

| Historic Houses Research Papers | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/187 | Reference No: | D999 |
| Research notes compiled by John I Howells of Cardiff including press cuttings, sale particulars, extracts from published works, photographs Date of records: 20-21 centuries | | | |

| Margaret Foulkes of Cardiff Papers | | | |
|---|----------|----------------------|-------|
| Accession No: | 2013/188 | Reference No: | D1000 |
| Cardiff High School for Girls group photographs, 1950-1970; recollections and photographs of a visit to Berlin in 1937 Date of records: 1937, 1950-c1980 | | | |

| Cardiff City and County Council Records | | | |
|---|----------|----------------------|-----|
| Accession No: | 2013/189 | Reference No: | DCC |
| Bridge photographs Date of records: 20th century | | | |

| Howell's School, Llandaff, Collection | | | |
|---|----------|----------------------|-------|
| Accession No: | 2013/190 | Reference No: | D1001 |
| School magazines; Hywelian magazines; drama photograph album; drama programmes; prospectuses; printed miscellanea Date of records: 1931-1994 | | | |

| Cardiff United Synagogue Records | | | |
|---|----------|----------------------|----------|
| Accession No: | 2013/191 | Reference No: | DJR/6/80 |
| Cardiff United Synagogue circulars and AGM papers Date of records: 1996-1998 | | | |

| Cardiff Municipal Operatic Society Records | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/192 | Reference No: | D905 |
| Minutes, Photographs and Programmes | | | |
| Date of records: 20th Century | | | |

| Jonathan Thomas of Ynysybwl Papers | | | |
|---|----------|----------------------|-------|
| Accession No: | 2013/193 | Reference No: | D1002 |
| Records relating to Morgan and Thomas, builders and undertakers, including order books for coffins with names, ages and dates of death, correspondence relating to building repairs and personal papers of Jonathan Thomas. | | | |
| Date of records: 1912-1963 | | | |

| Llandaff Society Records | | | |
|---------------------------------|----------|----------------------|--------|
| Accession No: | 2013/194 | Reference No: | DLDS/1 |
| Newsletter 126 | | | |
| Date of records: 2013 | | | |

| Conways Dairies, Merthyr Tydfil, Records | | | |
|---|----------|----------------------|-------|
| Accession No: | 2013/196 | Reference No: | D1003 |
| Date of records: 1925-1975 | | | |

| City and County of Cardiff Records | | | |
|---|----------|----------------------|----|
| Accession No: | 2013/197 | Reference No: | CC |
| Strategic properties card archive | | | |
| Date of records: 20th century | | | |

| Whitchurch Secondary School | | | |
|------------------------------------|----------|----------------------|-------|
| Accession No: | 2013/198 | Reference No: | D1004 |
| Brochure for opening of school | | | |
| Date of records: 1937 | | | |

| Llandough Hospital Brochure | | | |
|---|----------|----------------------|------|
| Accession No: | 2013/199 | Reference No: | D850 |
| Descriptive Brochure for Llandough Hospital | | | |
| Date of records: c1933 | | | |

Notable Accessions

School Records

This quarter Glamorgan Archives have been delighted to receive an unprecedented number of deposits from schools, ten separate collections in total. The deposits are from schools in Cardiff, Rhondda Cynon Taff, Merthyr Tydfil and Caerphilly and are made up of schools with existing collections and some which were previously unrepresented in the archive. The oldest of the documents deposited was an Admission Register from Llanfabon School dating from 1865, the newest deposit was a school newsletter from

Llanrumney High School from this year. Deposits from schools are always welcome and it is particularly exciting to receive so many from schools which had not deposited with us before.

Percy Thomas Partnership, Architects and Planning Consultants

Percy Thomas established an architectural practice with his friend Ivor Jones in 1911-12. The practice was responsible for the design of several well known buildings in Cardiff including the Bute Building (formerly the Cardiff Technical College) and the Temple of Peace. Other notable designs included Swansea Civic Centre and Aberystwyth University Campus. Percy Thomas was knighted in 1946. By the early 1970s the practice had changed its name to Percy Thomas Partnership with offices in Wales and England. One of the Partnership's final projects involved the design for the Millennium Centre, Cardiff completed in 2004. Percy Thomas Partnership went into administration soon after and was subsequently bought by Capita Group. The records include plans of the Edward Nicholl Home, Penylan, 1920s, and reports on proposed projects, 1969-1980s.

Hiram Davies of Maesteg Papers

Hiram Davies was born in 1888 in Maesteg. He was educated at Oakwood School and on finishing went to work at Garth Celtic Colliery. Shortly after the outbreak of war, Hiram enlisted with the 10th Battalion of the Welsh Regiment, Rhondda Division, with his brother Illtyd. Hiram saw action in France and Belgium, experiencing several gas attacks. His brother Illtyd was killed in action at the Battle of Dorain in 1917. He was awarded the Distinguished Conduct Medal in 1918. The papers contain records of his war service papers and correspondence regarding his war pension; a roll book completed in his position as Sergeant at the end of the war, and a photograph of Cwmfelin peace celebration, July 1919.

Pontypridd Historical Centre

Sixteen distinct collections of records which had been received by the Historical Centre over a number of years were transferred to Glamorgan Archives. They include records of Graig School and Lanwood Secondary Modern School, Moriah chapel, Cilfynydd and Penuel chapel, Pontypridd, maps and plans from the office of Thomas Morgan, architect, Brown Lenox papers and records of the Pontypridd Women's Cooperative Guild.

Beti Rhys papers

Beti Rhys (1907-2003) was a school teacher and a writer of both fiction and non-fiction, mainly in Welsh. Born in Port Talbot in 1907, she later lived at Aberdare. After her father moved to Cardiff to serve as a Calvinistic Methodist minister, she was educated at Howell's School, Llandaff, and later at University College, Cardiff. She became a school teacher, eventually serving at Pentre Secondary School, Rhondda. Beti Rhys opened a book shop, catering mainly for Welsh-language and academic publications, in Castle Arcade, Cardiff, in 1950. It was a mecca for literary and political figures, and later she opened a second bookshop in Park Place. Her father James Ednyfed Rhys (Ap Nathan, 1876-1960) also wrote mainly in Welsh upon both religious and secular themes. The papers include literary miscellanea of

James and items apparently derived from his father Jonathan Rees (Nathan Wyn, 1841-1903). Beti Rhys wrote a biography of Jonathan's younger brother Evan Rees (Dyfed, 1850-1923), entitled 'Dyfed - Bywyd a Gwaith Evan Rees' (1984). Evan Rees was archdruoid for 21 years, edited 'Y Drysorfa', and travelled extensively. Other papers of Beti Rhys have been received through the Women's Archive for Wales with the reference DWAW39.

Appendix II

| | Number of Visits TOTAL (groups and meetings) | No. of Groups | Documents Produced |
|--------------------|---|--------------------------|-------------------------------|
| June – August 2012 | 1535 (731) | 30 | 2348 |
| Sep-Nov 2012 | 2047 (1,003) | 48 | 2754 |
| Dec 12 - Feb 2013 | 1586 (776) | 34 | 2529 |
| March - May 2013 | 1755 (805) | 37 | 3383 |
| June-August 2013 | 1334 (667) | 42 | 2526 |

| | Remote Enquiries | Website Hits |
|--------------------|-------------------------|---------------------|
| June – August 2012 | 1112 | 13625 |
| Sep-Nov 2012 | 1199 | 13810 |
| Dec 12 - Feb 2013 | 1034 | 11683 |
| March - May 2013 | 1183 | 11811 |
| June - August 2013 | 1369 | 10589 |

Interesting Enquiries

A researcher from the Navy Research Centre in Portugal investigated the shipwreck of the SS Llancarvan, owned by Evan Thomas and Radcliffe Shipping Company which sank off the coast of Portugal in 1943. Records of the shipping company are held at Glamorgan Archives.

A researcher exploring the impact of the First World War on the village of Pendoylan visited the searchroom. He consulted parish council minute books and parish magazines for evidence of how the community coped during wartime.

Some interesting work was undertaken in the searchroom on changes in weather patterns. The Cardiff Naturalist Society records of meteorological evidence and rainfall charts contributed to the research.

An apparently simple family history enquiry developed into a fascinating story when a researcher made contact seeking details of her ancestor who arrived in Merthyr Tydfil as an immigrant to the UK. His details were found amongst the Alien Registration Cards. Further research revealed that he later died in the Glamorgan Asylum, and his case notes and an entry in the Asylum's creed register were located. The researcher making the enquiry had no idea of her ancestor's background and was very grateful for the information received.

A history student studying for a Masters degree with the Open University made enquiries in connection with her dissertation on crime and criminals in the 19th century. She was particularly interested in the 'China' area of Merthyr Tydfil and in prison records and Quarter Sessions calendars of prisoners.

An enquiry was received about the origins of the Commonwealth Games, in particular the Queen's Baton Relay, in preparation for the 2014 Games to be held in Glasgow. The relay was first held at the 1958 Empire Games in Cardiff and minutes of Cardiff Borough Council were suggested as a source of information.

An author writing a book on women's rugby visited the searchroom and commissioned additional research. She was researching in particular a woman who played rugby at the Arms Park in Cardiff during the First World War while working for Hancock's Brewery. Company records were examined along with other sources such as census returns to discover more of her family background. She had played for a women's team during the war with many of her Brewery colleagues, and died in Barry in 2006 at the age of 106!

A BBC Radio Wales researcher sought information on GIs stationed in south Wales during the Second World War. The programme will be reuniting a Cardiff resident with his half sister in America and general information on GIs will be used in an accompanying on-line blog.

A student writing an MA thesis on the match day experience of those attending international rugby fixtures during the 1930s contacted the Archives via email. He was provided with advice on Cardiff Police records, including newscuttings books which could contain match reports and records of any incidents. Staff also suggested that he search the police general orders and the reports of the Chief Constable.

A member of staff from the School of Welsh at Cardiff University visited to prepare for a paper being delivered at the National Eisteddfod in Denbigh on the first Welsh language children's novel, 'Teulu Bach Nantoer'. The novel became a bestseller in Wales and was read by generations of Welsh children. Its author, Lizzie Mary Owen, worked as a teacher at Kitchener Road School in Cardiff, and the school records were consulted for any details of her background and life in Cardiff.

A researcher investigating the names of pit ponies in south Wales was referred to a collection of photographs, including one showing ponies stabled underground with their names written on the stalls.

A member of the public who had recently donated an antique sewing machine to the National History Museum at St. Fagan's was exploring the machine's history. The first owner's father had been minister at Libanus Welsh Baptist Chapel in Treherbert, records of which are held at the Archives.

An undergraduate student investigating ethnic populations in port towns, in particular the experiences of and attitudes towards children of mixed race who were the products of interracial marriages during the period 1900-1939 was referred to various resources including school records, church and chapel records, police records (in particular the police newscuttings books) along with a number of published works on the history of Tiger Bay. A copy of a thesis on the Cardiff Race Riots of 1919 is also held at the Archives.

E-mail correspondence was received from a researcher seeking to track down the publishers of a reproduction programme from the famous Wales v. New Zealand rugby international of 1905. Trade directories were used to confirm the various sites occupied by the company over the years.

A representative from a company opening an Indian restaurant in Cardiff Bay contacted the Archives to learn more of the history of the building it will occupy. Various records were suggested, including maps, census returns, trade directories and building regulation plans.

A journalist from the South Wales Echo visited the searchroom to investigate the history of the STAR Centre on Splott Road in Cardiff. She consulted notes on the Centre's development, along with its 10th anniversary brochure.

A local MP visited the searchroom for information and photographs for his forthcoming publication on Caerphilly. A number of sources were suggested, and the Dennis Sellwood of Llanbradach Collection proved to be particularly useful.

A volunteer from the Nantgarw China Works Museum researching the history of the works was directed to several potential resources, including tithe and Ordnance Survey plans.

Appendix III

| | |
|---|-----|
| <i>Local and Family History Groups</i> | |
| Duffryn Gardens volunteer group x 2 | 19 |
| Soar Merthyr Tydfil Heritage Group | 29 |
| Penarth 41 Club | 15 |
| Garw Valley Heritage Society | 9 |
| Pontypridd Museum | 3 |
| | |
| <i>Professional Organisations</i> | |
| CLOCH Assessor Training and meeting | 6 |
| Cardiff Metropolitan University Library Staff | 5 |
| CLOCH qualification assessment | 7 |
| Grwp Llandrillo Menai | 12 |
| HLF bid writing workshop | 3 |
| Archives Hub | 9 |
| WAW | 5 |
| | |
| <i>Events</i> | |
| Repository management | 17 |
| Medieval Seals | 20 |
| The British In India: A Guide for Beginners | 28 |
| Collecting People's History at Big Pit | 22 |
| Jewish Refugees in South Wales | 45 |
| Oxford University Alumni Society | 30 |
| | |
| <i>Education</i> | |
| First Friday (June, July, August) | 5 |
| Blaengwawr Comprehensive | 16 |
| Barry Comprehensive School for Boys | 16 |
| Aberdare Girls School | 13 |
| Women's Workshop | 14 |
| Starter Sessions | 5 |
| | |
| <i>Individuals Meeting Staff</i> | 14 |
| | |
| <i>Public Tours</i> | 5 |
| ARA Conference Visit Tours | 5 |
| Tours for prospective volunteers | 4 |
| | |
| <i>Room Hire</i> | |
| WCVA x 2 | 20 |
| CyMAL x 3 | 40 |
| Cardiff Council x 13 | 226 |

Appendix IV

Conservation

Packaging Programme

| Boxes made | Items Cleaned and Reboxed | Encapsulation | Rolled Maps/Plans |
|------------|---------------------------|---------------|-------------------|
| 278 | 4970 | 243 | 33 |

Cardiff Crew Agreements Project

| Agreements cleaned/repaired | New boxes |
|-----------------------------|-----------|
| 50 | 1 |

Collection Control

| Barcoded & Relocated |
|----------------------|
| 475 items |

External Work

| Client | Description | Treatment |
|---------------------------|---|--|
| Cardiff Library | CL MS Collection | 120 bundles of papers cleaned and re-boxed 100 volumes cleaned and re-packaged |
| Private Client | Book <i>The Life of Leonardo da Vinci</i> | Dry cleaned, flattened and repaired dust cover. Distorted text block flattened. |
| Cathedral School, Cardiff | Printed materials and archives | Bespoke boxes |

| | | |
|---|--------------------------------|---------------|
| Library and Information Services, Falmouth University and University of Exeter Cornwall | Printed materials and archives | Bespoke boxes |
|---|--------------------------------|---------------|

Bench work

| Reference | Title & Description | Treatment |
|---|---|---|
| UD/CAE/146 | Caerphilly Urban District Council | Dry cleaned , removed mould, flattened and packaged |
| DSA | Stephenson and Alexander Estate Agents Records | 3520 papers, 39 volumes, 8 packs of photos (average of 30 per pack), 3 large booklets cleaned |
| CL/DEEDS/1/3284 CL/DEEDS/1/2253 CL/DEEDS/1/2869 CL/DEEDS/1/3250 CL/DEEDS/1/2385 CL/DEEDS/1/3249 CL/DEEDS/224 DC1228 D/DC/1226 DMM/PR/224 DTD/1 D/DC/1226 BC/1/2 | Group of medieval documents with seals required for workshop - 'Making an Impression: The Preservation and Interpretation of Seals' | Dry cleaned, repackaged and prepared for display |
| P94/2,3 | Llandyfodwg Parish Tithe plan copy, 1849 | Cleaned and flattened |
| DCONC/3/2/4 | Cardiff Police Fingerprint Register, 1914-18 | Cleaned and repaired |
| P4CW/11 | Merthyr Tydfil Parish Register of Baptism and Burials, 1763-99 | Inspected and dry cleaned |
| EC1/15 | Albany Road Infant School Admissions Register, 1893-99 | Inspected and dry cleaned |

| | | |
|---------------|--|--|
| UPP/60/4 | Pontypridd Union Admission and Discharge Register, 1902-04 | Dry cleaned, re-lined spine and tidied up covers |
| UPP/63/3 | Religious Creed Register, 1892-94 | Dry cleaned |
| Q/D/LTA/CAE/1 | Glamorgan Quarter Sessions Land Tax Assessments, Caerphilly Hundred, 1783-87 | Inspected and dry cleaned |
| Q/D/R/6/7-8 | Register of Electors, 1848-1849 | Inspected and dry cleaned |
| DHGL/10/28 | Glamorgan County Asylum Case Register, 1900-01 | Inspected and dry cleaned |
| DPL/5 | Plymouth Estate Records Survey of the Manors of St Fagans & Penheved and lands in the parishes of Radyr and Llandaff | Dry cleaned. Minor repairs |
| CL/PED/14 | Cardiff Library Collection Pedigree, Broom Hall, Cleyn, 1856 | Cleaned, flattened, repaired and encapsulated |
| ER17/1 | Gelli Infant School Logbook ,1876-97 | Dry cleaned and tidied covers |
| D378/UNL/4 | Dorothy Bowen of Llandaff Personal and Family Papers, 1930's – 1940's | Removed mould, cleaned, flatten & repackaged |
| GC/FI/2 | Glamorgan County Council Finance Committee Minutes, 1889-1939 | Removed mould and cleaned |