

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
14 March 2014

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO: 4
REPORT FOR THE PERIOD 1 December 2013 – 28 February 2014	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives for the period 1 December 2013 to 28 February 2014.

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

Lydia Stirling took up her post as Conservator at the beginning of December and is already making her mark. She has rearranged the work benches in the Studio, carried out a stocktake of conservation supplies and begun networking with local conservators. Following approved Cardiff County Council (CCC) procedures a review of the preservation team has been carried out. Mike Hodgson has been assigned to a role with reduced managerial responsibilities, appropriately assessed for grading, with the title Assistant Conservator. A manager-led regrading is being submitted for Preservation Assistants to complete the review.

The post vacated by the retiring Archivist has been frozen to assist with budget reductions. A revised rota for professional staff has been devised for the next planning cycle with a new role of Reserve Archivist intended to plug gaps in service areas and manage remote enquiries.

Using vacancy savings in the current establishment budget the Casual Records Assistants have been employed to carry out a full survey of standard boxes. The survey identifies conservation priorities, cataloguing issues, problems with numbering and incorrect locations and was originally described in the report to the September meeting of this committee.

Senior staff are aware of the need to ensure succession. Initial development was facilitated by the Investors in People (IiP) reviewer and continued with a morning session led by Dr Pat Evans. Plans are being put in place for a period of staff development ahead of the anticipated retirement of senior management members.

Integrate National Occupational Standards with competency frameworks

Competencies and role profiles will underpin the regrading applications to be submitted under CCC's policy. Management team staff are taking responsibility for their own teams.

Develop volunteer programme

Following provision of detailed guidelines and training some areas of volunteer management have been redistributed amongst staff. Now that the programme is fully developed, Records Assistants have been trained to take on day to day administration of the programme, and to provide the tours given as part of the interview process. This will allow the Resources Archivist time to develop projects and build links with external agencies.

During the quarter 34 volunteers and work experience placements have contributed 970 hours to the work of the Office. Of these 16 came from Cardiff, nine from the Vale of Glamorgan, five from Bridgend, one each from Caerphilly and Rhondda Cynon Taf, and two from outside our area: one from Haverfordwest and the other from Bridgewater. In addition eight tours have been provided to prospective volunteers. Four references were provided for former volunteers demonstrating the value of their experience here and the means by which we provide return for their hard work.

Details of juvenile convictions, retyped from hard copy lists by volunteer Laurie Thompson, have been added to the online catalogue, Canfod. Laurie's support worker communicated his satisfaction with his work here *'He's so chuffed about the juvenile convictions – he showed me the running total of pages and words and is so proud'*.

Quest Supported Employment Agency has arranged a further placement at the Office. This most recent placement is a young man with Aspergers looking to develop his confidence in the application of ICT as well as social interaction in the workplace. Andrew has been retyping handlists of Bridgend building plans for inclusion on Canfod. During a recent review Andrew said that he had found it interesting to trace changes in the area and had travelled to Bridgend to visit some of the streets.

Before the last meeting of the Joint Committee a Christmas Party was held to thank volunteers formally for their contribution to the work of the Office during 2013. Feedback from volunteers received in response to the invitation was very positive, the event was clearly appreciated, however many found that they were unable to attend due to prior arrangements. Proximity to Christmas was a problem and this will help to inform arrangements for a similar event during 2014.

The Office has again hosted an internship organised by the European Centre for Training and Regional Co-operation (ECTARC). David Corominas an archivist from Catalonia will be based here for three months (3 February-9 May).

The National Association of Decorative & Fine Arts Societies (NADFAS) have made contact with a view to setting up a group project for some of their volunteers. The committee member responsible for heritage volunteering met the Deputy Glamorgan Archivist and the Resources Archivist to discuss potential projects and a PowerPoint presentation was provided as a means of promoting the opportunity at NADFAS's February meeting.

A beneficial new development has been an increase in the numbers of volunteers and students seeking placements in conservation who are making a valuable contribution to the work of the section. They bring current techniques and an academic rigour as well as additional bodies and in return gain confidence in the practical application of their skills and abilities and learn new tricks.

They have been particularly helpful in the preparation for digitisation and repair of school admission registers. It has been a pleasure to welcome back Racheal Secular-Faber who has completed the undergraduate diploma in books and library materials at West Dean College and is currently taking a year out to gain more experience before continuing to study for her MA. Racheal undertook her pre-course experience at Glamorgan Archives.

Cardiff University Conservation student Sara Brown has also spent time volunteering in conservation helping with school registers project. Amanda Jones, a fellow student, originally came to use the suction table for a piece of work on her course and has subsequently returned as a valuable volunteer.

2. Staff: development

Ensure all staff access appropriate training

As part of a mid-term liP review the Management Team and liP Assessor held discussions focussing on reward systems in the organisation. A team training event also took place for the Management Team.

The Glamorgan Archivist attended a training event on undertaking a service review.

The Deputy Glamorgan Archivist attended a workshop on the Heritage Lottery Fund strand 'Collecting Cultures'. This initiative supports museums and archives to develop their collection through targeted acquisitions. Individual grants of between £50,000 and £500,000 will be available and Glamorgan Archives is submitting a preliminary expression of interest in partnership with local museums.

The Senior Archivist attended a workshop on Archives Accreditation with a view to expanding her knowledge of the accreditation process and the requirements of the standard.

Rhian Phillips, Senior Archivist, Heather Mountjoy, Archivist and Kate Boddy, Records Assistant attended a media training day at Media Wales headquarters in Cardiff in December. It was an extremely useful day for learning how the media works and how best to make contacts with journalists. Many useful contacts were made on the day with both editors and reporters. As a direct result of attending the course the News Editor and Features Editor at Media Wales visited the Archives to discuss how we can contribute to media coverage during the commemoration of the First World War.

Louise Hunt, Archivist, participated in the 'First Steps in Digital Preservation' Webinar hosted by the UK Met Office and Dorset History Centre in December 2013. She also attended an event to launch the software Archivematica reported more fully at B2 below.

The Conservator attended the Conservation Matters Group where she met fellow professionals from around Wales and students from Cardiff University's Collections Care and Conservation Sciences course. From this initial contact students have come to the Office for advice, to use equipment and to volunteer. The resulting exchange of ideas and skills has been mutually beneficial and will be further developed and expanded.

As part of a continued commitment to enhance and expand Welsh language service provision, the Cwrs Mynediad has been extended until June 2014. The Senior Archivist, a fluent Welsh speaker seeking to improve her written skills, attended a course offered by Cardiff Council through Menter Caerdydd on grammar with a particular focus on mutations.

In anticipation of changes in software on Glamorgan Archives computers three members of staff attended an 'Office 2010' course. They will now be able to help other staff with the new software.

Continue training in building systems and procedures

An additional 5 members of staff have been trained in carrying out the weekly call point test on the fire alarm system. The workload is now spread across the establishment on a rota system.

Maintain training in CCC systems and procedures

Cardiff Council's newly appointed Chief Executive, Paul Orders, was invited to visit the Office at the end of December, taking up the offer promptly in January. He was interested in the services and impressed by the facilities and the building.

The Glamorgan Archivist has attended 2 meetings of the Senior Management Forum in County Hall at which plans for austerity management were outlined.

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

Administrative staff have received additional training in the SAP financial management system. The Administrative Assistant has trained in the travel booking system instituted by the authority on its transfer to Redfern Travel.

Maintain commitment to good health and safety practices
Weekly tours of the building are made to identify any potential defects before they become problems. The defects database continues to be improved and amended as use identifies issues and potential short-cuts.

David Hail, Records Assistant and Unison workplace representative, has reviewed the Office risk assessments which were found to be sufficient. Two additional risk assessments have been produced to fill potential gaps. All will be signed off by Management Team and a list is appended to this report.

Risk assessments have been undertaken in Conservation including COSHH sheets on all chemicals held and used in the section. A health and safety review of the studio has been undertaken with new guidelines on the usage and storage of blades.

A little progress has been made with Facilities Management on health and safety risks including the shattered window in the back hall and the loose lettering on the side of building. Contractors have attended to look at both problems. Quotes have been received for the lettering and an agreement reached to match the quote from the original glaziers.

Regular training in the use of the evacuation chairs continues.

3. Budget

Manage to best advantage

Regular meetings of the Resources Team take place so that targets can be evaluated and priorities agreed and monitored.

A reassessment of the business rates on the building has been completed with a visit from specialist rating officers. Copies of plans were provided and details of specifications given following a tour of the building led by the Glamorgan Archivist. As a result the rateable value of

the building has been considerably increased with the annual NNDR increasing accordingly.

Maximise benefit from income opportunities

After negotiations, CCC's training section has block booked Rhondda for 3 days a week in the new financial year with the exception of a few weeks in the summer and at Christmas. The yearly fee will be paid up front. A small discount was agreed in return for no cancellation repayments.

Positive feedback continues to be received on the events' facilities:

@GlamArchives Thank you for hosting us! Brilliant facility! (from @HLFCymru)

Recent changes to CCC's catering service have also been well received:

Just writing to thank you and say how much I appreciated the gorgeous vegan gluten free meals I got at this training. Spicy rice the first day and jacket potato with roast veg the second. I am looking to register on every course I can find now in order to get more of this!!! :)

Location scouts visited the Office in December to assess the site's potential as a location for filming episodes of 'Dr Who'.

Glamorgan Archives has been successful in securing small grants from the Archives and Records Council Wales (ARCW) to catalogue two collections. The Victorian playbills for the Theatre Royal, now the Prince of Wales pub in Cardiff will be individually listed in an integrated project with the grant funding for conservation. Also to be catalogued are the pre-vesting date colliery records deposited by the National Coal Board, which need considerable re-organisation as well as listing.

Discussions have taken place with the Archivist of Glamorgan County Cricket Club regarding assistance with the packaging and cataloguing of their archives, some of which are deposited here while others remain in the custody of the Club.

Promote partnerships

Glamorgan continues to be approached for advice on new buildings and the development of modern service provision. Contributions have been made to Powys County Council's on-going consultation on its archive service, including information on the current range of

services provided to external users and charges attached and also to Powys Archives on the setting up of their online catalogue. Copies of the business plan for the new building and associated documents have also been shared with archive services. The Education Officer for Cornwall Record Office visited for a tour and to discuss educational provision.

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 4 trainees completed their 3-month Induction at Glamorgan Archives on 7 February and moved onto their placements at Bargoed Library (Caerphilly), Barry Library (Vale of Glamorgan), Cwmbran Library (Torfaen) and Monmouth Library. During their time at Glamorgan Archives, the trainees successfully completed one unit of the Level 2 Certificate in Libraries, Archives and Information Services with Hannah Price, Archivist.

Cohort 3 trainees are coming to the end of their year-long traineeship and are working towards completing their qualification. The trainees have also started to apply for positions in the sector. It is heartening to see a wide range of positions advertised recently although it is apparent that cuts to local government funding have meant that no positions have been advertised within public library services or archives. One cohort 3 trainee has decided that he would prefer to work in an outdoor environment so advice on such heritage positions has been provided and project staff are working with Jonathan to identify valuable transferable skills such as customer care and information literacy.

It has been necessary to terminate the traineeship of another Cohort 3 trainee as a result of poor attendance and time-keeping. The trainee had been given opportunities to work more flexibly and his performance had been under review since September. The decision was taken with the full involvement of the placement partner who confirmed that the ongoing situation was creating a risk to the service which could not be allowed to continue.

James Williams, who had temporarily withdrawn from the traineeship due to ill-health in July 2013, started back at Glamorgan Archives in February. James is welcome to complete the remaining 9 months of his traineeship at the Archives although additional placements will be explored if appropriate.

Archives and Records Council Wales (ARCW)

Charlotte Hodgson contributed to a training session for the CLOCH trainees on national organisations in the archives sector, by outlining the role of ARCW. She gave a similar presentation at a meeting of 'Conservation Matters in Wales' at a one day conference on the theme 'networks and partnerships to deliver conservation'.

National

Baroness Kay Andrews requested additional information on Archives' projects aimed at disadvantaged young people for her report to Welsh Government on the capacity of cultural heritage institutions to effect change among deprived communities and particularly to help young people. Images were also provided to illustrate the report and for the launch event hosted by the National Waterfront Museum in March.

The Glamorgan Archivist attended an event at the Senedd organised by the Women's Archive of Wales (WAW) to raise the organisation's profile among politicians and gain their support for the continued study of women's history and the protection of related records and heritage. She also attended the launch of LGBT History Month Wales at the same venue. At both events the Office banner was displayed, leaflets and contact details were available and digital displays of documents from the Collection were looped on the big screens in the building.

The Glamorgan Archivist was interviewed for a consultation on the National Library of Wales' (NLW) proposal for a national conservation and digitisation service.

She and her Deputy met a consultant reviewing CyMAL's grant schemes. They evidenced benefits to the Office and archives sector from this additional financial support and suggested improvements.

The Deputy Glamorgan Archivist attended a meeting of the Women's Archive of Wales in her capacity as the Collections Officer for the organisation. WAW's current

Heritage Lottery funded project, Voices from the factory floor, which collects oral history of women working in the 1960s and 70s, has used the Archives as a venue for volunteer training.

The Senior Archivist attended the People's Collection Wales' Learning Advisory Group which met at Coleg y Cymoedd in Nantgarw in December to interrogate their new website. Feedback was sought on the suitability of the site for educational use and attendees responded in light of experience working with school classes and university students across south east Wales.

The Senior Archivist continues to attend meetings of the PSQG Visitor Survey Working Group. Following a pilot survey in 2013 a new, updated survey has been devised which will be rolled out across UK archives in 2014.

Local groups

The Glamorgan Archivist has attended meetings of Cardiff and the Vale LGBT Forum to promote the work of the archives among this sector of the community.

The Management Team met with Alex Stephens, Heritage Officer at Merthyr Tydfil CBC, to discuss ways of working together more collaboratively, building on previous networks with staff at Soar. The meeting was very productive and the Office is now included on the council's heritage circulation lists.

The Senior Archivist attends meetings of the Cardiff People First Community Voices Group's multicultural heritage trail project steering group. In February, three members of the group visited the searchroom to research their stories which will form part of the trail. They attended with two facilitators from Cardiff People First. Documents consulted included building regulation plans of mosques in Cardiff, photographs of the Docks, and items relating to fashion through the ages such as photographs from the David Morgan records.

Partnership with Cardiff University's CAER Heritage Project continues. The Senior Archivist with Dave Wyatt from the project met teaching staff at Millbank Primary in Cardiff to discuss potential First World War projects for development throughout 2014 to tie-in with centenary commemorations.

In January, the Project arranged a visit by Year 9 pupils from Michaelston College in Ely to pilot work based

around the centenary of the First World War. Staff from Cardiff University introduced the history before the group visited Western Cemetery in Ely to record information on war graves and memorials. This was followed by a visit to the Archives to research the lives of the people named on the headstones at the cemetery. In the afternoon they learned more about the war at Cardiff Castle's Firing Line Museum. The event was a success, with teachers commenting '*The whole day was an extremely positive and enjoyable opportunity for our pupils*'.

It is intended that this work will lead to further development of the CAER Heritage Project and will also contribute to a proposed bid to HLF for funding for a First World War project involving heritage organisations across Cardiff.

Links have been established with Natural Resources Wales' Come Outside initiative which encourages physical activity and promotes health and wellbeing, particularly among young people not in employment, education or training (NEETs). Come Outside works in Communities First areas across Wales, and the Senior Archivist attended the initial workshop event in Merthyr Tydfil in January. Project officers then visited to discuss potential contributions to their work in other areas of south Wales. They were particularly interested in the heritage walks which form part of the Step Back in Time events.

The Senior Archivist attended her first meeting of the South Wales Heritage Education Forum. The forum includes representatives working in education at museums across south Wales, along with archivists from Glamorgan and Gwent.

Staff continue to attend meetings of the Grangetown Local History Society. Society members are progressing their work investigating the impact of the First World War on Grangetown making good use of the Archives in their research.

In January, conservation staff from the National Museum Wales visited Glamorgan Archives to discuss best practice in community engagement and to learn from our experience of working with non-traditional audiences.

Potential partnerships

Dyffryn House and Gardens, now managed by the National Trust, has an active research team. The group

leader visited with the landscape architect commissioned to produce a Conservation Management Plan. Discussions took place about recording information gathered from research activities and the reminiscences of visitors for the future use.

4. Building and systems

Maintain and develop building and systems

The usual maintenance visits have taken place during the quarter.

Two meetings have been held with representatives of Facilities Management to discuss issues with the service. Copies of existing contracts and details of equipment needing regular maintenance have been supplied. Responses have been sent to the compliance mop up list for the building. Quotes have been received for PAT testing, lift, roller shutter and fire extinguisher maintenance. With the exception of the latter which is higher by 12.5% (the management fee) all are the same or lower than existing contracts. No response has been received in relation to serious concerns expressed about alterations to the fire and security contracts nor has legal advice requested been received. An invitation to attend this Committee meeting has been extended to the OM for Facilities Management.

There has been an issue with the cleaning of roof drains. The service was requested on the 11th December 2013 but has still not taken place despite chasing. The drains have become blocked and the heavy rain during the quarter finally produced an overflow in the downpipes which damaged a ceiling tile in the upstairs office, Ogmores. The current maintenance contractors were called out to repair and to clear the drain concerned.

Recent severe weather has caused a minor ingress of water into one of the buffer zones. All buffer zones are being monitored.

A leak developed on a large diameter pipe in the plant room which moves the water from the boilers around the building. Until a repair could be completed water was pumped around the system continually so that services were unaffected.

Complete and implement disaster recovery plan

The Archives hosted a CyMAL training day on disaster salvage. Among the trainees were 5 members of

Glamorgan staff. The Preservation Team helped to prepare for the event by sourcing the materials used. The day provided hands-on experience of dealing with damaged archival material preparing staff for the practical side of the disaster recovery laid out in the plan.

As it happens, some of the staff had already responded to a minor incident when the Conservation Studio was found to have flooded on the morning of Christmas Eve. The large sink had been in use the previous day when the water pressure in the building dropped. The tap, with no water flow, was either left on or not fully closed. At some point after office hours the water pressure returned to normal and the sink began to fill. Unfortunately, the flexible hose does not drain well in the away position and the water eventually rose over the rim to spread across the studio floor, flowing into the store and Ely and penetrating through into reprographics. The value of the waterproof flooring was proved and staff made efficient use of emergency materials, the Wet and Dry Vac and flood booms, to clear the problem as soon as it was discovered. As the floor was clear, damage was minimal although a few sockets and cables will need to be checked by a qualified electrician. Access Team staff and the Administrative Officer responded swiftly to minimise the incident under the direction of the Senior Archivist such that the unexpected test of the emergency recovery plan was a success. Procedures have been established to avoid a repeat incident.

Finalise signage and fit out

The studio lay out has been revised to accommodate the increase in people working there. Moveable benches have been positioned at the atrium end of the room to improve supervision of volunteers and sharing of materials and advice. This has had the added bonus that it is now possible for people sitting in the front hall to see some work being undertaken in conservation. A new notice board and peg rail have been installed in the room to record the team's work tasks the rota and other notices.

Review electronic filing system

A high level plan for the administrative folder has been introduced. Sub-folders are being reviewed, eliminated and combined to simplify searching the system.

B. THE COLLECTION

1. Conservation

Complete policies, strategies and procedures

A health and safety review of the studio has been completed and new guidelines issued on the use and storage of blades and general cleanliness.

Develop conservation services for external user

An enquiry has been received from the Vale of Glamorgan library services for advice on the packaging and storage of their local studies materials. The contact was made when library staff visited to arrange the placement of a CLOCH trainee at Barry Library.

Another order of 250 boxes for West Glamorgan Archive Service has been received. A late 19th Century family bible has been brought in by a member of the public for conservation. The final section of the Cardiff Library material covered by the current grant has arrived for cleaning and repackaging.

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

Manage repositories environment and storage issues

Environmental monitoring procedures have been reviewed and a rota of monthly readings established to monitor repository conditions more closely and interpret the information more accurately. The air conditioning in the repositories is still switched off, and despite the heavy rainfall during the past few months the passive controls (buffer zones & insulation) have kept the temperature and humidity within acceptable levels.

A minor accident to material stored for an external client was identified during a regular defects check. The client had failed to reshelve the item correctly and was able to replace it and to restore the damage.

A cog has broken on the driving wheel of a rack of mobile shelving. The supplier, Link 51, has responded and a part is on order. The programme of cleaning the strongrooms continues. Bug traps continue to be monitored throughout the building.

Implement conservation and preservation plans

The use of CALM in conservation has been developed with reports and treatments now being directly input. All conservation staff have received appropriate training and

the conservation module is being developed further in response to team feedback.

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

A project is currently underway to replace all loose hanging strips on OS plans stored in the vertical plan chests. A new attachment method devised by staff should prevent recurrence of the problem.

An audit of supplies produced a wish list of materials and equipment for conservation and cleaning as well as a new list for dealing with disasters. Materials needed for current work in conservation, disaster supplies and as part of the Forging Ahead project have been ordered and are beginning to arrive. Existing stock has been weeded with those no longer used or out of date either safely disposed of or offered to tutors on the conservation courses at Cardiff University's School of History Archaeology and Religion. Students will be able to make use of chemicals suitable for other types of conservation, and materials will be used as examples of former conservation techniques.

CLOCH trainees in Conservation have prepared school admission registers for digitisation, cleaned crew agreements, assisted with the weekly building defects check and fixed maps to new hangers. Skills acquired have included the identification of vinegar syndrome, cellulose nitrate and cellulose acetate films, general conservation housekeeping and minor conservation repairs.

Develop prioritised plan of work

Live mould was identified on a collection produced for display to a visiting group. The Preservation Team worked in tandem with Cataloguing to identify the original location of the items before the move into the present building. As well as boxes in current proximity a systematic search was made of boxes from the former location and 30 boxes were identified as in some way affected; all had been previously stored in poor conditions and were not fully checked on receipt into archival custody. The boxes were removed to isolation and cleaned and repackaged, before being returned to the strongroom. The assistance of student conservation volunteers was invaluable and it is reassuring to know that the mould will not return in stable environmental conditions.

The box check has identified a number of cellulose acetate negatives with vinegar syndrome. The negatives were removed to Isolation and some are being scanned and digitised.

Conservation Staff, CLOCH trainees and volunteers have all been working on a collection of 200 schools admission registers dating up 1914 carrying out cleaning flattening and repairs to make them ready for a digitisation project by Find my Past.

2. Cataloguing

Review current policies, strategies and procedures

It is current Office policy that records written in Welsh should be catalogued in Welsh, and a bilingual accession entry in CALM for Welsh language records will, in future, alert users of both languages to their presence. Some fields in the Collection Level Description such as title, quantity and description will appear in both English and Welsh in the public catalogue. A survey of the catalogued Collection has begun to identify earlier accessions which are either wholly or mainly Welsh language so that their CLD may be translated.

It was decided to alter the way in which paperwork relating to temporary withdrawals of items on deposit should be filed. Once the items have been returned the paperwork will now be placed on the depositor's file so that a full history of the records can be found in one place.

Refine, populate and maintain CALM database

During the past quarter receipts were issued for 68% of deposits within the target time of 10 working days. In the calendar year 2013, 280 deposits (excluding temporary deposits) were received, an increase of 40 compared with 2012.

There was an increase in the accrual rate during 2013/14 of over 150% compared to that reported for 2012/13. Full details of the accrual figures for the year can be found in *Appendix I*.

A request for information about our experience of using CALM was received from the Weiner Library of Holocaust and Genocide in London. Details have been supplied.

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

Develop cataloguing strategies and plans

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

Develop deposit strategies and plans

Meetings with staff from Cardiff Council's records management unit continue on a regular basis.

A further group of the Cardiff Library Manuscripts was deposited temporarily for cleaning and packaging, which gave an opportunity to assess the items for possible transfer to the Archives. Many of the Manuscripts do not qualify as archives – they are literary compositions, collections of newscuttings, or volumes of notes extracted from printed works, but each one has been considered to decide whether it might be more appropriately held in the Library or Archives.

New deposits of parish registers will now be added to the programme of work for digitisation so that images can eventually be made available alongside the other parish registers on PCs in the searchroom.

Penarth UDC building regulation plans received during the previous quarter were examined in line with standard Glamorgan Archives guidelines, and approximately 10% of post-1920 plans were marked for disposal as being of no permanent value.

The Office learned in December of the death of Dr Goronwy Alun Hughes of Corwen. Since 1988 Dr Hughes has deposited a steady stream of family and local history papers. He was born in 1921 in Pontlottyn and was the grandson of the Baptist minister the Rev. Benjamin Evans (Telyn fab) of Aberdare, educated at Pontypridd Intermediate Boys' School, Jesus College Oxford and London University. He undertook anthropological fieldwork in the Gilbert and Ellice islands and was a college lecturer, a librarian at Liverpool and Flint public libraries and a lawyer. He deposited other groups of papers with the National Library of Wales and the University of Adelaide.

Gaps in our holdings of electoral registers for Cardiff were filled by the transfer from the Records Centre in Atlantic Wharf of 57 volumes comprising the registers for five years in the 1950s, 1975 and 2003 to 2011. These registers were previously held by the Electoral Registration Officer.

Records of Cyfarthfa Secondary School were transferred by Merthyr Tydfil Library. The records cover the period of the First World War and comprise pupil admissions and a register of staff.

A varied collection of records was presented by Aberdare Library. These include a letter written by an individual who had submitted an item for competition at the Eisteddfod, 1885, photographs of the Deacons of Calfaria Church, 1926 and a set of annual accounts created by a local coal merchant covering the 1940s. A more unusual item is a mid-nineteenth century illuminated Address to the Reverend Price from the Order of True Ivorites, a friendly society active in charitable work.

An approach has been made by the Plaid Cymru History Society about the deposit of the Party's records. National records will be deposited at NLW and records of Branches and Constituency Committees would be appropriately deposited locally. This will be a valuable addition to holdings as there are currently very few papers here relating to Party activities apart from the personal papers of individuals such as Dafydd Petty and Terence O'Neill.

Continue to plan for the management of born-digital records

The Deputy Glamorgan Archivist attended a meeting of the South Wales Information Forum, a group drawn from public authorities whose responsibilities cover records management and compliance with legislation such as Freedom of Information and Data Protection. Meetings provide opportunities for the exchange of good practice and networking with colleagues who potentially will deposit records of their authorities. It is also an important way of establishing progress on their management systems for born-digital records.

Work continues with the Digital Preservation Consortium for Wales including contribution to the workstream reported in the last quarter, looking at criteria for a Trusted Digital Repository. Louise Hunt, Archivist, has now assessed existing standards for usability and comprehensiveness and will be meeting with a colleague from Cardiff University to progress the work further in March.

The Digital Preservation Consortium hosted an event in Aberystwyth to launch the Archivematica software. The event included a presentation by a representative from

the software developers in Canada, giving more information about the latest release. There were also presentations on the topics of cloud storage and local use of the software. The event was attended by Louise Hunt and representatives from two of our local authorities' records management teams. A representative from Cardiff Council ICT services also attended to learn more about the software which is to be rolled out in the forthcoming year.

Louise Hunt attended a webinar about the implementation of a digital preservation system called Preservica. Case studies were given from Dorset County Council and the Met Office. It was useful to see how this compares to plans for digital preservation in Wales.

The Deputy Glamorgan Archivist and the Louise Hunt met with the team involved in setting up SharePoint, a new electronic records management system for Cardiff Council. The system will be rolled out gradually to each department and will collect metadata about files as people save them. In the long-term, items selected for long term preservation will be received at Glamorgan Archives from this system with the recorded information about the files.

A contribution was made to an EU wide survey scoping the preservation and accessibility of digital records.

C. ACCESS

1. On-site use

Continue to provide appropriate service

The free monthly tours have continued with 6 people attending this quarter.

A group of young women from the Women's Workshops in Butetown, Cardiff, visited the searchroom during the January Saturday morning opening. As part of a Heritage Lottery funded project they are researching their family history, and were following up a previous visit seeking staff advice on the research they had undertaken in the interim.

A group of house history students from Wenvoe have visited the searchroom on several occasions. They had previously attended a workshop on sources for Wenvoe, and are now carrying out individual research on properties in the area.

Three groups of family history students from Rhondda Cynon Taff visited the Archives to learn about sources for family historians, both in terms of documents and staff advice. The majority of the group members registered as users and a number have already made a return visit.

Four members of Radyr and Morganstown Community Council came on a visit as part of their preparations for World War I Commemorations. The group was given a tour and an introduction to sources. They are trying to identify those listed on local war memorials and to find out about Radyr and Morganstown during the war period. They have now started research in the searchroom and are planning return visits to complete the work.

Pride Cymru arranged a visit to the Archives as part of their LGBT History Month programme of events. The group were taken on a tour behind the scenes and then examined documents relating to LGBT heritage in Glamorgan.

Develop programme of events for users

The second Step Back in Time event was held during February half-term. Initially planned for October, the event had to be rearranged due to lack of take-up. It was re-advertised and this time 21 people attended, including a number of children. The group were taken on a short tour of Merthyr Tydfil in the morning, where local historian Huw Williams helped them to identify and learn about the heritage of the Pontmorlais area, and Penderyn Square. Despite the recent bad weather, the sun shone and the group escaped the rain.

A film crew from television company Tinopolis met the group in Merthyr and followed the tour. This will form a segment on the nightly S4C magazine programme Heno. The Senior Archivist was interviewed about the aims of the day, and was asked to reflect on the success of the tour.

Following the tour, the group travelled by coach to Glamorgan Archives for a buffet lunch and a tour behind the scenes. Whilst on the tour the younger children completed the Glamorgan Archives quiz, and the older children documented proceedings using the camera and filming capabilities of our newly acquired i-pads. Once the tour was complete, the group were introduced to a range of documents from the archives relating to the history of Merthyr Tydfil.

Feedback was very favourable indeed, with all group members expressing how much they had enjoyed the day and their intention to return. Younger members were particularly enthusiastic, showing interest in work experience placements and keen to encourage their teachers to organise class visits. One of the group members was a child minder who brought the six children she was caring for over half-term with her on the visit.

Comments received after the event via Facebook include: *Would like to say thank you for a fantastic day! The children and myself thoroughly enjoyed the day - thanks again.*

...my son... now knows more about my family tree than I do!... Thank you Glamorgan Archives... An excellent idea and highlight of half term.

The event was funded by CyMAL through the Changing Cultures grant scheme. Options for further funding are being explored to develop such events.

Monitor facilities and implement improvements

The PSQG Distance Enquiries survey came to an end in December. The full results have yet to be published, but indications are that the response rate at Glamorgan Archives, and across the UK, was higher than anticipated.

In January, the family history starter sessions were rebranded as Ask The Experts! sessions. People can now attend for staff advice either as new starters in family history, or if they are long term researchers who have hit a 'brick wall' in their genealogy. Bookings have increased as a result, with 15 attending this quarter.

Review policies and strategies

No progress has been made with this task during the quarter.

Develop educational services

A teacher from Llysfaen Primary School visited the searchroom for help in compiling a workshop on the Victorians. She was advised on sources and given a copy of the Victorian workshop PowerPoint presentation. She also consulted Ordnance Survey plans of the local area, census records and trade directories

Eighteen pupils and three staff members from Llandough Primary School Year 5 class visited for a workshop on the

Victorians. Some of the pupils managed to find their own houses on the 1891 census. They were shown maps of Llandough in the Victorian period and were encouraged to describe how the area had changed. They were also shown inside a strongroom.

Eight pupils and staff from the Archaeology Club at Fitzalan High School came to the searchroom after school in January. It was the Club's second visit and they continued research on the Second World War in Cardiff consulting school log books, maps showing bombing targets, photographs and letters. The children were very interested in the documents which prompted many questions about the war period.

A group of fifteen Year 8 and Year 9 More Able and Talented Students from Cantonian High School visited to undertake research on the lost houses at Fairwater. This was a follow-up to a visit to Cardiff Castle where they first learned of the history of these properties. They consulted maps, census returns and trade directories and undertook independent research using Canfod.

Postgraduate students from the School of Welsh and Celtic Studies at Cardiff University were welcomed for a tour and an introduction to available services. This is the second visit by students from the School, following an initial visit in 2013. Both visits were such successes that the School's staff now intend to make a visit to Glamorgan Archives a core part of the postgraduate programme.

The Senior Archivist met with Adrienne Wood, CADW's Lifelong Learning Manager for South Wales, to discuss the potential for delivering education workshops in partnership.

Grant funding has been received from CyMAL for the purchase of 5 i-pads for use with school groups.

2. External events

Contribute to heritage events programmes across the funding authorities

Staff contributed to a number of events to mark LGBT History Month Wales. As well as the Senedd event and the visit from Pride Cymru reported above the Senior Archivist attended a family history day the National History Museum in St. Fagan's and was one of several exhibitors in the Oakdale Institute. Although the day was fairly quiet, a number of people visited the stand for

advice on their family history and on aspects of local history, and several children drew pictures using the paper and crayons provided. It was also an opportunity to make contacts with other organisations present and to encourage them to deposit their records with the Archives. An event at the Cardiff Story Museum was attended by the Glamorgan Archivist.

Assistant Archivist Harvey Thomas represented the Archives at a family history and heritage day held at Ynysfach Engine House, Merthyr Tydfil, on Saturday 15th February. It was a well-attended event with many members of the public present, along with representatives from the Merthyr Tydfil branch of the Glamorgan Family History Society.

Identify and respond to major anniversaries and celebrations

This year is the 75th anniversary of Glamorgan Archives. The celebrations began with the launch of a blog based on the 75th accession received in each year since the service was established in 1939. Following an introduction by the Glamorgan Archivist staff across the office are contributing posts and the blog has received a favourable response from the public.

Information was supplied to CyMAL for briefing the Minister for Culture and Sport on the sector's contribution to the commemoration of the Miner's Strike in 1984. The 'document of the month' on the Office website will feature the strike and maps showing coal mines and the transport infrastructure are to be republished in commemoration of the event.

Volunteer work has continued to focus on the First World War with an emphasis on shipping records, in particular, tracing Cardiff registered ships lost in action. As part of this work volunteers have researched the records of the local public notary who recorded interviews with masters of ships lost at sea or damaged during the war.

Another interesting project is researching injured soldiers at 3rd Western Hospital at Howard Gardens, Cardiff. Many had written verses and drawn cartoons in an autograph book belonging to Sister Emily Connell (ref. DX744/1). Using army records online, volunteer Tony Peters has been able to trace the military careers of some of the Australian, Canadian, New Zealand and British troops at the hospital. It is hoped that the research will be of

interest to the media once the First World War Commemorations start later in the year.

Work has also begun on searching the records of the Glamorgan Asylum for those suffering from shell shock after the war. Indexing the newscutting books compiled by the Cardiff Police for the 1914-1918 period is also continuing.

The volunteer work on indexing the scrapbooks of Arthur McTaggart Short has now been completed and will be edited by staff prior to its inclusion on Canfod.

The first minute book of the Bridgend and Llantrisant Branch of the Amalgamated Society of Railway Servants (now the RMT) was loaned to the branch for its 140th Anniversary celebrations, attended by the General Secretary, Bob Crowe. The letter of thanks stated it occupied '*pride of place*' and contributed to '*a memorable evening for all in attendance*'.

Develop themed resources

No progress has been made on this target during the quarter.

3. Remote access

Continue to provide appropriate service

This quarter 1261 remote enquiries were received. The 10 day response period has been met. Feedback from enquiries continues to be positive, with comments this quarter including:

You have been very helpful and provided me with much more information that I had hoped to gain or have previously received from other archive offices in your area of Wales on other properties. Thank you very much for all of your help, the information you have given me has been very useful.

Thank you for the amazing overnight delivery: twelve hours from the time I emailed my request until I received your response! I am impressed with the clarity of the... image that you sent. It's a rewarding experience to be able to look back so far in time. Plus the accuracy has its own emotional impact. For a split second it is actually as if you are there witnessing a milestone being memorialized.

A Cardiff born war baby now living in Canada enquired about a ship's voyage in 1945. The gentleman was born

in 1946 following a relationship between his mother and an American soldier. Recently he had found a 'DNA' link to American cousins the father of one of whom had been aboard a ship which may have docked in Cardiff approximately nine months before his birth. Jenny Jones, Records Officer, discovered that the ship in question had been damaged in a collision in the North Atlantic. With no record of ships' arrival or departure covering the war years the task of finding the information seemed impossible, but by using Canfod she was able to find 'Notes on ships and record of repairs with work diary' of William George Long, a Cardiff shipwright (D592/2/8).

The small shop bought notebook records in pencilled notes the daily amount of material used and the ships on which Long worked. The vessel she was researching was listed and had been in Cardiff Dry Dock for at least 6 weeks in 1945. This information concluded a 20 year search and proves the value of the searchable electronic catalogue in combination with a committed member of staff.

Monitor service and implement improvements

A surveyor from CCC FM has measured up the search room and received a set of plans to order and cost the planned division of the room.

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

The Cardiff Story is preparing to launch an online catalogue of all items on display in its exhibitions. Staff responsible have met Archive staff to demonstrate the potential of the catalogue to link to with entries on Canfod of related material. Images will be included and will provide an additional route for potential researchers to discover and use the Archives.

Publicise service

The Document of the Month for December was entitled 'Eat, Drink and Be Merry'. It highlighted Christmas recipes from the Archives, including mince pies and 'xmas pudding sandwiches'. The feature was printed in the *Western Mail*, illustrated with photographs of the documents and Victorian Christmas cards. The Senior Archivist also appeared on Radio Cymru's afternoon programme with John Hardy discussing the recipes.

In January the theme was Burns Night focussing on the records of the Cardiff Caledonian Society and describing how they celebrate Burns Night in Wales. The piece was

featured in the Yesterdays section of the South Wales Echo on Burns Night, the 25th of January.

William Morgan of Bridgend (1750-1833), acknowledged as the father of the actuarial profession, was the subject of February's Document of the Month. The article draws on a collection of letters written to William Morgan from family, friends and clients (Ref. D945).

As a result of meetings with staff from Media Wales there has been a regular feature on the Archives in the Saturday edition of the *South Wales Echo*. Since the New Year there have been two page features on the January Sales, Burns Night, Rhiwbina Garden Village, architect Dale Owen, Lord Aberdare and the Olympics and Staycation: Holidays at Home. All these features have been based on Document of the Month items from 2013 and 2014 and have been accompanied by full contact details with the logo prominently displayed. The articles have resulted in some new users with one couple following up records for boxing and wrestling as a result of the Staycation feature and another visitor who found information on her house in Caerphilly Garden Village.

Media Wales staff from the Merthyr Express and Rhymney Valley Express have been in touch as a result of these features with a view to including images from the Archives on their regular 'Memories' pages. Images have been supplied.

The Glamorgan Archivist received a request from BBC Wales news for Ukrainian contacts living in Wales who might be able to respond to the current situation in the country. She was able to make some suggestions.

A photograph of Albert Road School, Penarth was featured on the Channel 4 TV programme Restoration Man in January with mention given to Glamorgan Archives in the end credits.

The latest edition of *Llafur*, the journal of the Welsh People's History Society, was published in February. It contains several articles based on material held at Glamorgan Archives, and is a good reflection of the academic research being undertaken in the searchroom.

A social media presence continues to be maintained. Posts this quarter have included a full selection of publications available for sale; accession highlights from 2013; new Ask The Experts! sessions; volunteer work;

Holocaust Memorial Day; the start of the Six Nations; Valentine's Day and an early St. David's Day!

Glamorgan Archives also contributed a piece to the National Archives Wales blog which focused on the CLOCH project and the contribution made by the trainees to the work of the office.

SUMMARY

At a time of economic austerity and increased pressure on local government services and resources it is worth reflecting on the value of existing delivery methods which can evidence high performance and value for money. The report of the Commission on Public Service Governance and Delivery (the Williams Report) published in January distils the essence of this and previous reports to this Committee. I take the liberty to quote from it in conclusion:

*All local authorities are responsible for maintaining public archives – both their own records and other papers relating to local history. Some local authorities have created joint archive services, while elsewhere each local authority provides a separate service. **We understand that the joint services are widely regarded as among the best in the UK. They provide extensive and active outreach programmes for those with an interest in local history and genealogy and interact well with other services such as education and libraries.** On the other hand, the separate services lack the capacity to do much more than act as custodians of documents; and several of them have been subject to scrutiny by the Public Record Office because they may be unable to discharge even this basic function effectively.*

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
3 March 2014**

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 December 2013 – 28 February 2014

Background Papers

CALM database.

Officer to Contact: Susan Edwards – 029 2087 2202

Appendix I

Porthcawl Town Council Records			
Accession No:	2013/275	Reference No:	D1050
Filing relating to various projects, financial files, acceptances of office, byelaws. Date of records: c1980s-2000s			
City United Reformed Church, Cardiff, Records			
Accession No:	2013/276, 2014/12	Reference No:	D957/1
The City 'Link' church magazine Date of records: Nov 2013, Feb 2014			
Ruhamah Welsh Baptist Chapel, Bridgend, Records			
Accession No:	2013/277	Reference No:	D1043
Marriage register Date of records: 1999-2002			
Aberdare Girls' School Records			
Accession No:	2013/278	Reference No:	EABG/11
Centenary publication recording the history of the school including the reflections of former teachers and pupils. Date of records: 2013			
Bridgend Local Board of Health Records			
Accession No:	2013/279	Reference No:	LBBR/17
Report by C. A. Brereton on Bridgend drainage sewage disposal, submitted to the Bridgend Local Board of Health Date of records: 1884			
Dafydd Pretty of Pontypridd Records			
Accession No:	2013/280	Reference No:	D1049
Correspondence and papers relating to campaigns in the Pontypridd area. Includes much Plaid Cymru material. Date of records: 1970s-1990s			
Cyfarthfa Secondary School Records			
Accession No:	2013/281	Reference No:	EMTCYSEC
Boys' admission registers, 1913-1918; girls' admission register, 1913-1917; staff registers, 1913-1968. Date of records: 1913-1968			
Hope Baptist Church, Barry, Records			
Accession No:	2013/283	Reference No:	D1044
Minute Book Date of records: 1932-1952			

Radyr and Morganstown Women's Institute Records			
Accession No:	2013/284	Reference No:	DXNO9
Monthly meeting books, committee minutes, attendance registers, miscellaneous notes and correspondence Date of records: 1970-2011			

Young Family of Ogmere Vale Papers			
Accession No:	2013/285	Reference No:	D1045
Family papers of Haydn Charles (Jack) Young and his wife Winifred nee Hopkins of 37 Bryn Road Ogmere Vale, and their family; Ogmere Vale Nursery School photograph album; papers re William Newell Thomas (d1944); printed miscellanea. Date of records: 1925-2008			

Thomas Evans of Pentyrch Papers			
Accession No:	2013/286	Reference No:	D1046
Deeds; insurance policies; correspondence re shareholdings; estate of Thomas Evans decd and of his wife Lila Evans; valuation and inventory of Craig-y-Parc, Pentyrch Date of records: C19-20			

Borough of Barry Records			
Accession No:	2013/287	Reference No:	BB/S
Building regulation plans Date of records: c1880s-c1910s			

156 Holton Road, Barry, Papers			
Accession No:	2013/288	Reference No:	D1047
Deeds Date of records: 1894-1985			

South Glamorgan County Council Records			
Accession No:	2013/289	Reference No:	SD
Architects/building control records - files, negative, photographs Date of records: c1960s-1990s			

Penarth Urban District Council Records			
Accession No:	2013/290	Reference No:	UDPE/S
Building regulation plans, including plans for buildings in Penarth by John Coates Carter (1859-1927) architect. Date of records: c1880s-c1960s			

Glamorgan Family History Society Records			
Accession No:	2013/291	Reference No:	D37/1/112
Journal No. 112 Date of records: Dec 2013			

Grangetown Local History Society, Cardiff, Records			
Accession No:	2013/292, 2014/18, 24	Reference No:	D1026
Newsletters; History of the Society; Photographic souvenir of the launch of the book 'Old Grangetown Memories'			
Date of records: 2013-2014			

Llancarfan Society Records			
Accession No:	2013/293	Reference No:	DLNS
Newsletter 156			
Date of records: Dec 2013			

City and County of Cardiff Records			
Accession No:	2013/294, 2014/32	Reference No:	CC/C
Council and committee meeting papers; Electoral registers			
Date of records: 2003-2011, 2013			

Rhondda Cynon Taf County Borough Council Records			
Accession No:	2013/295	Reference No:	CRCT/C/1/177-184
Council and Committee meeting papers			
Date of records: 2013			

Caedraw Primary School, Merthyr Tydfil, Records			
Accession No:	2014/1	Reference No:	EMT6
Caedraw Board Infants Admissions, Sep 1875-Apr 1890; Caedraw Infants School, Jun 1882-Mar 1907			
Date of records: 1875-1907			

Gabalfa Baptist Church, Cardiff, Collection			
Accession No:	2014/2	Reference No:	D1052
Orders of Service, 1912-1964; Rules and Regulations, 1938			
Date of records: 1912-1964			

Coity Nolton and Brackla Ecclesiastical Parish Records			
Accession No:	2014/3	Reference No:	P80CW
Banns registers, 1829-1987; Services registers, 1918-2008; Church Warden's Accounts Book, 1891-1939; Visitors' Book, 1934-1947; Roll of Honour, 1939-1945; Register of Preachers, 1893-1905; Stewardship Ledgers, 1964-1974; Parish Magazine, 1904; Lease, 1911; Financial records, 1963-1966; Marriage licenses, 1942-1947; Building records, 1949-1963			
Date of records: 1829-2008			

Barry Ecclesiastical Parish Records			
Accession No:	2014/4	Reference No:	P28CW
Parish magazines			
Date of records: 2013			

Roath Road Methodist Church, Cardiff, Magazines			
Accession No:	2014/5	Reference No:	D1054
Roath Road Keep-In-Touch, 1940-1945			
Date of records: 1940-1945			

Aberdare Library Collection			
Accession No:	2014/6	Reference No:	D386
Records relating to Philip Rees, Builder, c1840-1859, Morgan and Elford, Architects and Surveyors, 1891-1933; Letter from Eliza Griffith, Carnarvon, 1885; Memorandum Book of David Morgan, 1863-1876, Letter from the Welsh Office to Penderyn Community Council, 1981; Letter from Councillor Byrne to Cledwyn Hughes, Secretary of State for Wales, 1967; Letter from Councillor Byrne to David Watt, Secretary of State for Wales, 1972; Vaynor and Penderyn Rural District Council, weekly rental statement, 1952; Ivor J John, Coal Merchant, Aberdare, annual accounts, 1937-1951; Baptismal certificate, 1890s; Calfaria Church, Aberdare, photographs, 1910s-1926; Print of Reverend Thomas Price, 1880s; Illuminated Address to the Reverend Price from the Order of True Ivorites, 1866			
Date of records: c1840-1981			

Cardiff and Vale of Glamorgan Scout Council Records			
Accession No:	2014/7	Reference No:	D515
Committee minutes, 1913-2001; photographs, 1927-1996; group history, 1908-2006; correspondence, 1909-2003			
Date of records: c1908-2001			

Mothers' Union, Llandaff Diocese, Records			
Accession No:	2014/8, 11	Reference No:	DMUL
Diocesan Council Minutes, 1995-2003; Llandaff Deanery Committee Minutes, 1995-2001; Gabalfa Branch St Marks list of Mothers' Union members, 1989-2000, AGM Minutes, 2002, Branch Minutes, 2003, End of Year Accounts, 1997-1999, Poster, 1988			
Wenvoe Branch Minutes Book, 1989-2010, Statement of Receipts and Payments, 2009, Report by the Branch Leader to the 2010 AGM, Programmes, 2001-2009; Llandaff Magazine, 2013			
Date of records: 1988-2013			

Penarth Ecclesiastical Parish Records			
Accession No:	2014/10	Reference No:	P46CW
Weekly bulletins, 2000-2013; Vestry Meeting Minutes, 1985-2008; Parochial Church Council Minutes, 2004-2009; Parish Directories, 1999-2012; Parochial Church Council Declarations, 2002-2010			
Date of records: 1985-2013			

Merthyr Tydfil County Borough Council Records			
Accession No:	2014/13	Reference No:	CMT/C/2/94-102
Deed Wallets			
Date of records: 19-20th century			

Moss family of Cardiff Papers			
Accession No:	2014/14	Reference No:	D1053
Agreement to rent top flat, 227 Albany Road, Cardiff; rent book; inventory; correspondence			
Date of records: 1956-1957			

Merthyr Tydfil and District Papers			
Accession No:	2014/15	Reference No:	D322
Photographs and biographical notes of Private David Jenkins, Welsh Regiment			
Date of records: 1914-1918			

Lesser Garth Cave, Taffs Well, Papers			
Accession No:	2014/16	Reference No:	D1056
Survey drawings of Lesser Garth Cave, 1988-1989			
Date of records: 1988-1989			

South Wales Talking Magazine Association, Cardiff, Records			
Accession No:	2014/19	Reference No:	D1055
Minutes of the South Wales Talking Magazine Association, 1994-2013			
Date of records: 1994-2013			

Broughton, Cowbridge, Papers			
Accession No:	2014/20	Reference No:	D1058
Deeds			
Date of records: 1783-1927			

St Peter's Church and Schools, Cardiff, Collection			
Accession No:	2014/21	Reference No:	D1057
St Peter's magazine (for the parishes of St Peter's and St Joseph's, Cardiff) 1924-1926; St Peter's Schools bazaar programme, 1930			
Date of records: 1924-1930			

Hamblin family of Cardiff Papers			
Accession No:	2014/22	Reference No:	D1059
Itinerary for visit of the Prince of Wales to Cardiff in connection with Wales' Silver Jubilee celebrations of King George V & Queen Mary			
Date of records: 11 May 1935			

Friends of St Mary's [Caerau] Records			
Accession No:	2014/23	Reference No:	D1060
Graveyard suvey and index			
Date of records: 2011-2014			

John O'Sullivan of Cardiff, Photographer, Records			
Accession No:	2014/25	Reference No:	D1061
Photographs Date of records: 20th century			

Taffs Well Rugby Football Club Collection			
Accession No:	2014/26	Reference No:	D1062
Group photographs of Taffs Well Rugby Football Club and Season Fixture cards, 1930s Date of records: 1930s			

Cardiff Borough Records			
Accession No:	2014/28	Reference No:	BC/CD/RE
Electoral Registers in force 1951, 1953, 1954, 1956, 1958 Date of records: 1951-1958			

Cardiff and the Vale Peace Festival Records			
Accession No:	2014/29	Reference No:	D1036
Artwork, poetry submitted for school competitions, admin records relating to the Festival Date of records: 1984-2012			

Cardiff City Council Records			
Accession No:	2014/31	Reference No:	DCCF/C/RE/1/1
Electoral register, Cardiff North Date of records: 1975			

Llantwit Major Ecclesiastical Parish Records			
Accession No:	2014/33	Reference No:	P21CW
Parochial Church Council minutes; Galilee chapel project papers; terriers and inventories; visitor and educational material Date of records: 20-21st century			

St Athan Ecclesiastical Parish Records			
Accession No:	2014/34	Reference No:	P7CW
Baptism register, 1891-1975, banns register, 1975-1996, PCC minutes, terrier and inventory Date of records: c1891-2012			

Caerphilly Methodist Circuit Records			
Accession No:	2014/35	Reference No:	DWESCR/657
Wesley Methodist church, Caerphilly, marriage registers, 1930-1977; Beulah, Caerphilly, marriage registers, 1949-1997, correspondence; Llanbradach Methodist church, marriage registers, 1959-1995, trustee papers, correspondence; Senghenydd, Machen and Abertridwr Methodist churches, papers Date of records: 1861-1997			

Accrual rate

Quarter	Number of accessions	Accessions in cubic metres (approx)	Number of standard shelves (approx)
March-May 2013	69	4.409	37
June-August 2013	84	12.773	106
September-November 2013	68	4.66	39
November 2013-February 2014	46	2.839	24
Totals	267	24.681	206
Comparison with 2012/13	222	15.737	131

Notable Accessions

Young Family of Ogmore Vale

Haydn Charles (Jack) Young was born in Blaengarw in 1914, the son of James John Young, a collier and his wife Annie Bevington. He joined the merchant navy aged 14 but in 1938 he was appointed pithead baths superintendent at Wyndham Colliery in Ogmore Vale. He played rugby for Ogmore Vale Rugby Club and in 1964 became district representative on the Welsh Rugby Union. He was a selector for the national team, 1969-1976, and president-elect of the Union at the time of his death in 1986. He married Winifred Hopkins in December 1938 and they had two children. She was born in 1908 in Pontycymer and trained as a teacher at Bangor Normal College. Before her marriage she taught at Tondu Infants and Blaengarw Junior Schools and in 1941 she returned to work as head of the Ogmore wartime nursery. She continued after the war, when the nursery was taken over by Glamorgan County Council, until her retirement in 1971. She died in 1981.

The deposit includes family papers and recollections by both Mr and Mrs Young and a photograph album from Ogmore Vale Nursery School.

Thomas Evans of Pentyrch

Thomas Evans (1859-1943) was born in Canton, Cardiff, the son of John Evans, a grocer, and his wife Mary Lewis. He became a director of several colliery companies and vice-chairman of the Ocean Coal Co. In 1900 he married Lila Evans, and between 1913 and 1918 he built a house called Craig-y-Parc at Pentyrch. The deposit includes deeds, insurance policies; correspondence re shareholdings; valuation and inventory of Craig-y-Parc; correspondence and accounts for the construction of the garden.

School Records

Early Admission registers (1875-1907) were received for Caedraw Infants School, Merthyr Tydfil. For Cyfarthfa Secondary School there were registers from the date of its opening in 1913 to 1918 and staff registers, 1913-1968. Aberdare Girls' School celebrated its centenary in 2013 and presented a copy of the booklet marking the occasion which includes recollections by pupils and staff.

Aberdare Library

The library has been transferring material to the Archives since 2005. The latest deposit includes a memorandum book (1863-1876) of David Morgan, land agent to Lord Aberdare, invoices (1849-1859) of Philip Rees, builder, and a series of annual accounts (1937-1951) of the coal merchant Ivor John.

Private David Jenkins

David Jenkins was born in Treharris in 1896. He joined the Welsh Regiment in 1915 and saw active service in France. After receiving a head wound at Cambrai Wood he was sent to the Royal Canadian Military Hospital in Cliveden, Berkshire, England. He tried work as a miner but suffered from vertigo when descending the shaft, and eventually found work as a postman. He died in 1975. Three photographs were presented which show him during his recovery in hospital.

Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
	TOTAL			
Dec 12 - Feb 2013	1586	(776)	34	2529
Mar - May 2013	1755	(805)	37	3383
June - Aug 2013	1334	(667)	42	2526
Sep - Nov 2013	1826	(1156)	60	2997
Dec 13 - Feb 2014	1698	(789)	47	2345

	Remote Enquiries	Website Hits
Dec 12 - Feb 2013	1034	11683
Mar - May 2013	1183	11811
June - Aug 2013	1369	10589
Sep - Nov 2013	1463	11697
Dec 13 - Feb 2014	1261	11019

Interesting Enquiries

Family history has continued to prove popular, with several unusual enquiries received during the quarter. One person consulted items in the D. Morgan Rees & Sons records as her father worked for the company for many years. She was seeking additional background information on his career to add to her family history.

Maritime ancestors were being traced by another researcher, who requested digital copies of images from crew agreements. One voyage in 1863 was of particular note as there were a number of deaths on board due to an outbreak of yellow fever, which led in turn to several desertions once the ship reached port.

Another shipping enquiry concerned the records of Reardon Smith Line, with a visitor to the searchroom exploring links between the company and Irish Shipping Ltd.

Christmas was the focus of the research of an enquirer seeking details of festivities within both the commercial and charitable sectors during the immediate post-war years. A variety of material was suggested, including the David Morgan and the Cardiff Poor Cripples Aid Society records.

A commercial company sought large scale Ordnance Survey plans showing Nazareth House in Cardiff. They wished to identify property boundaries and buildings in order to prepare a bid for the maintenance contract of the grounds.

Vintage motor vehicles continue to be the subject of numerous enquiries, with several requests for details from original registration records. A person restoring a Morris LD Ambulance paid for a search of the vehicle licensing register to confirm that it was registered in March 1964 and licensed to Glamorgan County Council. The ambulance features in publicity leaflets for the ambulance service, and the researcher is still trying to identify the building pictured in the background.

Student enquiries have included Alfred Thomas, Lord Pontypridd; the design of the stained glass windows from the original Norwegian Church, prompted by a fragment examined by the students; bombing raids in Cardiff during the Second World War, which included consultation of maps showing the location of bombs dropped during a particular raid in 1943, and smuggling along the Glamorgan coast, involving reference to convictions recorded in the Quarter Sessions records.

One student had a particularly unusual request. As part of her MA in creative writing she was writing a fictional story, set in 1996, about a PhD student who, when his girlfriend moves to Wales, becomes fixated on the second Severn Crossing. She was exploring the type and extent of documentation relating to the construction of the bridge that would have been publicly available for a student to consult at that time. Some relevant material is held here and she was also told that libraries would hold published reports and the National Archives would have official papers.

17th century court rolls and deeds for the Manor of Sugwas, Hereford, held in the Cardiff Library Collection, were consulted by an academic from University College, London. A tutor on the archives administration course, he was seeking examples for use as teaching aids in palaeography.

Two academics from Brittany visited the searchroom in January to research 'Johnnie Onions', the French onion sellers in Wales. They found details of burials in the records of Cathays Cemetery and were shown a photograph and newscutting relating to a French onion seller in Cardiff in the 1960s, which had been deposited only the day before their visit.

An artist based at Ruskin School of Art at the University of Oxford came to undertake research for an installation he is producing for the National Museum Wales. The installation involves filming the journey of coal through South Wales, from Big Pit to the Museum's Collections Centre at Nantgarw, where a large piece of coal from Deep Navigation Colliery is stored. He was interested in working plans of collieries and details of coal seams, in particular those relating to Deep Navigation. He was very impressed with the Archives and intends to return with the camera crew for his film. The installation and a related exhibition will be on display at the National Museum Wales in May 2014.

Appendix III

<i>Local and Family History Groups</i>	
Ask the Experts! family history sessions	15
Women's Workshop	8
Family history student classes x3	45
Radyr and Morganstown Community Council	3
Pride Cymru	3
Cardiff People First Community Voices Group	5
<i>Professional Organisations</i>	
Women's Archive Wales training event	6
Women's Archive Wales Committee	8
CLOCH assessors meeting	11
CLOCH training x 3	4
Glamorgan Archives Joint Committee	18
<i>Events</i>	
Step Back in Time: Merthyr Tydfil	21
<i>Education</i>	
Llandough Primary School	21
Fitzalan High School Archaeology Club	8
Cantonian High School	17
Cardiff University School of Welsh and Celtic Studies	7
Michaelston College, Ely	31
<i>Individuals Meeting Staff</i>	70
<i>Public Tours</i>	6
Tours for prospective volunteers	
<i>Room Hire</i>	
Cardiff Council Training/Workshop x 20	320
Wales Council for Voluntary Action x 2	27
Diverse Cymru training x 2	25
CyMAL training x 1	14
CyMAL Advisory Council	20
Heritage Lottery Fund training	50
NIACE Dysgu Cymru Management Group and AGM	18

Appendix IV

Internal work Undertaken			
Maps reattached to hangers	142 maps		
Boxes of Crew Agreement lists	19 boxes		
School admission registers	66 volumes repaired		
Boxes with mould identified	30 boxes		
Mould affected boxes cleaned	4 boxes		
Items barcoded and relocated	106 volumes	91 plans	564 standard boxes
Building Plans	20 boxes cleaned		
Photographs	16 removed from frames		
Volumes	6 cleaned (thick soot)		
Boxes of papers	2 boxes (DSA/2/2/1-2)		

External work Undertaken				
Cardiff Library Collection	115 volumes boxed	144 volumes cleaned	31 bundles cleaned	907 loose papers

Appendix V

Risk Assessments

General Office	
Subject	Review Date
Bodily Fluids	Jan 2015
Catering	Dec 2014
Group Visits	Dec 2014
Legionella	Dec 2014
Lobby Floor	Dec 2014
Office Work	Dec 2014
Producing Documents	Dec 2014
Pushing Trolleys	Dec 2014
Room Hire	Feb 2015
Young Persons	Dec 2014

Conservation	
Subject	Review Date
Airbrush	Dec 2014
Bench Work	Dec 2014
Dust	Dec 2014
Heavy Items	Dec 2014
Mould	Dec 2014
Moving Card	Dec 2014
Sharps	Dec 2014
Washing Up	Dec 2014
Dry Cleaning	Dec 2014
Heated Magnetic Stirrer	Dec 2014
Heated Spatula	Dec 2014
Microscopy	Dec 2014
UV	Dec 2014

COSHH assessments for chemicals used in conservation	Dec 2014
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