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## AGENDA

<b>Committee</b>	GLAMORGAN ARCHIVES JOINT COMMITTEE
<b>Date and Time of Meeting</b>	FRIDAY, 16 MARCH 2018, 2.00 PM
<b>Venue</b>	GLAMORGAN ARCHIVES - CLOS PARC MORGANNWG, LECKWITH, CARDIFF
<b>Membership</b>	Councillor Cowan (Chairperson) Councillors Burnett, Cunnah, George, Griffiths, Henshaw, Higgs, Jarvie, Barbara Jones, Keith Jones, R Lewis, Wendy Lewis, Robertson, Smith, Colbran, Robson and K Thomas CVO, JP

### 1 **Apologies for Absence**

To receive apologies for absence.

### 2 **Declarations of Interest**

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

### 3 **Minutes** (*Pages 1 - 4*)

To approve as a correct record the minutes of the previous meeting.

### 4 **Report for the period 1 December 2017 to 28 February 2018** (*Pages 5 - 48*)

### 5 **Evaluation of the Annual Plan 2017 - 2018** (*Pages 49 - 56*)

### 6 **Annual Plan 2018 - 2019** (*Pages 57 - 64*)

### 7 **Date of next meeting**

15<sup>th</sup> June 2018.

**Davina Fiore**

**Director Governance & Legal Services**

Date: Monday, 12 March 2018

Contact: Andrea Redmond, 02920 872434, a.redmond@cardiff.co.uk

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These minutes are subject to approval as an accurate record at the next meeting of the Glamorgan Archives Joint Committee

## GLAMORGAN ARCHIVES JOINT COMMITTEE

Minutes of the Annual Meeting of the Glamorgan Archives Joint Committee held at Glamorgan Archives - Clos Parc Morgannwg, Leckwith, Cardiff on 15 December 2017 at 2.00 pm.

Present:

Members Representing: Councillor Cowan, Cardiff (Chairperson)  
Councillor Henshaw, Cardiff  
Councillor R Lewis, RCT  
Councillor Robertson, Vale of Glamorgan  
Councillor Robson, Cardiff

Also: K Thomas CVo, JP, Co-Optee

Apologies: Councillor N Burnett, Bridgend Council  
Councillor Cunnah, Cardiff  
Councillor George, RCT  
Councillor Griffiths, RCT  
Councillor Higgs, Caerphilly  
Councillor Jarvie, Vale of Glamorgan  
Councillor B Jones, Caerphilly  
Councillor W Lewis, RCT  
Councillor Smith, Bridgend Council

### 18 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors N.Burnett, C.Smith, B.Jones, S.Cunnah, M.Griffiths, E.George, W.Lewis, A Higgs and H.Jarvie.

### 19 : DECLARATIONS OF INTEREST

No declarations of interest were received.

### 20 : MINUTES

This item was deferred to the next meeting.

The Chairperson welcomed Councillor Adrian Robson back as a member of the Committee.

### 21 : REPORT OF THE PERIOD 1 SEPTEMBER 2017 - 30 NOVEMBER 2017

Members were provided with an update on the work and achievements of the service for the period 1 September – 30 November 2017; the Dashboard of Objectives, Targets and Outcomes; and a briefing on Volunteers at Glamorgan Archives.

The Chairperson invited questions and comments from Members;

- Members requested a copy of the letter to Chief Executives and Leaders, so that they could chase up this issue.
- Members referred to Remote Enquiries and asked if there had been an anecdotal drop in numbers of people using the search room. The Archivist explained that yes there had been a small drop by individuals but there had had been an increase in numbers of groups using the facility and also a wider range of users.
- Members referred to the income stream that came from renting out room at the Archives and asked how long it would be before the building was full. Members were advised that the building had been planned for a 25 year expansion and was currently on track, this is monitored every year. It was noted that there were large collections coming in such as those from Law Courts and Schools, it was further noted that the 20 year rule was making a difference.
- Members asked what risks they needed to be aware of in terms of Emergency Planning Network – MALD. The Archivist explained that the risks were mostly Strategic Risks, to ensure there were a network of fellow professionals who are able to respond in an emergency such as a flood or fire. The importance of being risk aware was stressed, the Fire Service regularly inspect buildings and can make recommendations. It was further noted that there was less risk for the Glamorgan Archives as the building is modern; there were more risks involved with historic buildings.

RESOLVED: to note the report.

## 22 : 2017-2018 BUDGET MONITORING & 2018-2019 BUDGET PROPOSALS

Members were advised that this report provided Members with the projected full year revenue outturn for the 2017/18 financial year. It also detailed the proposed revenue budget for 2018/19. Officers outlined the key points of information from the report and the Chairperson invited questions and comments from Members as below:

### 2017/18 Budget Monitoring

- Members asked about the proportion of contributions by Local Authorities and were advised that this information is contained in paragraph 24 of the report.
- With reference to premises costs, Members asked if efficiencies had been explored. The Archivist explained that the building had been fitted with solar panels, each room has PIR lighting (except the strong room), lights are zoned, heating is kept at a minimum and operated via the building maintenance system, the building is well insulated and staff are encouraged to use the stairs rather than the lifts. LED lighting was also being introduced especially in the corridors.
- With reference to the water bills, Members asked if rainwater was collected. The Archivist explained that this had been explored when the building was being built but it was too expensive and the costs would not have been recouped over the 25 years, this may be considered retrospectively if costs came down. It was

noted however that water could be potentially disastrous if there was a leak and documents and computers were damaged or destroyed.

### 2018/19 Budget Proposals

- Members asked what the balance of the Reserves was currently and were advised that it was £262,895.

#### RESOLVED:

- i. to note the projected full year position for the 2017/18 financial year as presented in paragraphs 2 to 10 of the report;
- ii. to accept the draft budget proposals for 2018/19, as presented in paragraphs 11 to 25 of the report.

23 : DATE OF NEXT MEETING

16<sup>th</sup> March 2018 at 2.00pm.

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**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  
16 March 2018**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

	<b>AGENDA ITEM NO</b>
<b>REPORT FOR THE PERIOD 1 December 2017 - 28 February 2018</b>	

**1. PURPOSE OF REPORT**

This report describes the work of Glamorgan Archives (GA) for the period 1 December 2017 to 28 February 2018.

**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.

Members are asked to note the content of this report.

**3. ISSUES**

**A. MANAGEMENT OF RESOURCES**

**1. Staff**

*Maintain establishment*

Recruitment of a Cardiff Council Corporate Trainee has been completed following Cardiff Council procedures. Jake McDonald starts on 20 March and will hold the post, which is fully funded through the Council, on a part time basis for a year.

Records Assistant Lowis Lovell began her maternity leave in December.

A potential issue with a member of staff was resolved using Cardiff Council's reconciliation policy.

### *Continue skill sharing volunteer programme*

During the quarter 51 volunteers have contributed 1735 hours to the work of the Office. Of these, 30 came from Cardiff, 10 from the Vale of Glamorgan, 6 from Bridgend, 2 from Rhondda Cynon Taf, 1 from Caerphilly, and 2 from outside the area served.

3 volunteers, originally introduced through supported employment agencies, have contributed 122 hours of the total above. Chris Miller's paid placement through the Youth Contract scheme continues. Chris attends for three days each week and splits his time between the National Coal Board Project, Conservation and Collections.

The Archive Administration MSc distance learning course offered by Aberystwyth University requires students to work or volunteer at an archive service. Currently three such students attend one day each week, contributing a total of 132 hours this quarter. The students are currently helping professional staff with the listing and indexing of records relating to child care so that requests for information can be responded to accurately and in a timely manner. At present this work is focusing on local authority collections.

In addition, 4 students from the Conservation Sciences MA at Cardiff University are helping to repair documents, contributing 150 hours this quarter. These students require a high level of support, training and advice from the professional staff, and perform tasks closer to core services in preparation for their professional careers.

For individuals considering a career in archives, one-off, 30 hour placements can be arranged to give a taste of the range of jobs available. During the quarter 2 of these were provided. These work placements are included in the volunteer hours above.

James, a student at Ysgol y Deri SEN School in Penarth, visited with three members of staff to investigate opportunities for work experience. James has since attended on Wednesday mornings, alternating his visits between data entry and document cleaning. The placement is a result of the successful Take Over Day with the school reported to a previous meeting of the Joint Committee.

The volunteer project to compile a resource for the study of the suffrage movement in Glamorgan is nearing completion with only the minutes of Glamorgan County Council left to be researched. Volunteers are moving onto other projects. Sections of the study have already been invaluable in responding to enquiries. Once complete, the resource will be made available online.

Staff of Go Wales, a volunteer agency based in the University of South Wales, visited to discuss a placement for one of their students and to have a tour. The ICT student has a diagnosis of Asperger's and is very interested in history, databases and networks. The proposal builds on

the success of a previous placement. One of the visiting officers returned later in the quarter as a depositor.

In response to feedback from volunteers during annual reviews a quarterly newsletter is being produced to update them on existing projects and future plans. A Christmas tea party was held again this year to thank volunteers for their contribution and to allow those who attend on different days to meet fellow volunteers and staff. Volunteers who attended provided feedback and suggestions for future events.

Hannah Price, Archivist, represented the Archives at Elite Supported Employment Agency's annual awards ceremony which celebrates both the contributions of individuals supported by the agency and the hosting organisations. One current Archives' volunteer and two paid members of staff were introduced on placements organised by Elite.

#### *Continuing Professional Development*

The Conservator has submitted an application to the Institute of Conservation (Icon) for accreditation as a Conservator-Restorer through the professional practice assessment process. Accreditation develops and recognises the skill levels of staff while increasing the Conservation studio's capacity to tender for grant funded projects.

Stephanie Jamieson, Project Conservator, attended and helped run a workshop on the identification and conservation of colour photography this quarter through the Icon Photographic Materials Group. This experience will help inform the approach taken to conserve the colour slides in the NCB collection. She also attended the annual Conservation Matters Wales conference in December to meet and network with fellow professionals.

Louise Hunt, Archivist attended a Mental Health Awareness Talk arranged through the Fusion Network. The talk was delivered by a representative from Cardiff Mind.

Two Records Assistants have continued to progress towards their NVQ Level 4 course in Advice and Guidance.

#### *Maintain commitment to good health and safety practices*

In compliance with Directorate instructions, the building is examined quarterly by senior staff and a report submitted on defects. Fire alarm call points are tested weekly. Planned preventative maintenance is carried out regularly by approved contractors.

One member of staff completed a refresher course for her First Aid at Work qualification.

## **Budget**

### *Manage to best advantage*

Regular meetings with the Resources Team address issues arising with the budget. Building issues are monitored to align repairs with planned preventative maintenance visits to avoid additional call out charges.

### *Maximise benefit from income generation*

On-line payment has been set up and tested on Cardiff Council's website. Once a few minor amendments have been completed the system should be ready to run live on the Archive website.

Cardiff Council's Social Services' training unit has renewed its booking of the group room for another year. A new client has been added to the storage list. Negotiations have begun with potential tenants for office space in the building. Boxmaking and conservation continue to attract external customers.

### *Promote partnerships and networks*

#### *National*

The Glamorgan Archivist attended the 2018 World War 1 Partnership Day at which progress in the commemorations across Wales was reported and plans for the final year discussed. The 2018 events will focus on the war at sea, the establishment of the RAF, and women's contribution.

She attended a project meeting for Women's Archive Wales' (WAW) 100 years of hope. She was interviewed and filmed for the project as a founder member of WAW. Project staff also delivered a film course to volunteers at the Archives. With the Senior Archivist she met WAW officers to formalise the role of Glamorgan Archives in providing advice and guidance to the organisation on its collections.

The Glamorgan Archivist attended the AGM and business meeting of Archives and Records Council Wales, held the day following the ARCW Forum, at which the Senior Archivist spoke, with members of Cardiff People First, about the successful People First Takeover of the Archives in July. The joint presentation encouraged other archive services to work with their local People First groups on similar projects. Feedback received on the day was positive:

*...so impressed by the engagement of participants...*

#### *Meddiannu gan People First yn wych*

*I attended the ARCW Forum on Tuesday and wanted to commend the work that Rhian and your whole team undertook when working with People First and giving them the support to take over the archive for the day. It was very special to see the People First team speak about their experiences and have a strong feeling of self-worth that they deserve.*

The Senior Archivist met staff of the National Archives' Education and Outreach Department who are researching Cardiff's maritime communities in connection with the 1919 race riots. After the meeting they used recommended documents from the Collection in the search room.

She has had several meetings with the Parliamentary Archives' Outreach Archivist to develop celebrations for the centenary of the partial extension of the franchise to women and the end of the First World War. An exhibition and community events have been planned for the spring. Some of the volunteers involved in last year's Parliamentary Archives' WW1 project chives will research women featured in blog posts written by volunteer Tony Peters on Roath Women and the War <https://glamarchives.wordpress.com/tag/roath-road-roamer/>. The research will contribute to an exhibition on the Representation of the People Act to be hosted at Glamorgan Archives.

A consultation meeting on the National Broadcast Archive for Wales, being established at the National Library of Wales following the transfer of the BBC Wales archive, was attended by the Senior Archivist. One of several meetings across Wales, the aim was to establish the potential for community involvement and create links with partner organisations.

The Archives has held accredited status since 2014 and a review of its original submission was due during the quarter. This has been submitted and will be considered at the next Accreditation Panel meeting.

#### *Local*

The Glamorgan Archivist attends meetings of Cardiff Council's Senior Management Forum and the Directorate Management Team. She is working with the Manager of the Cardiff Story Museum to deliver the Cardiff Fusion project for Welsh Government and has attended several meetings, including a volunteer recruitment event at the museum and a networking event for partner organisations. Volunteers and staff of the Cardiff Story Walks project, a Fusion initiative, have begun using the Collection to illustrate heritage walks in Grangetown, Ely, Llanedeyrn, and the City Centre. Hannah Price, Archivist, attended network meetings of the Torfaen and Caerphilly Fusion project. One topic was Supporting Employment & Skills. Glamorgan Archives was able to contribute to discussion on the subjects of volunteering, work experience and training. It was a useful opportunity to discuss ongoing projects and upcoming training events in the Caerphilly and Torfaen areas.

The Glamorgan Archivist attended an end of project performance and a documentary film by No Fit State's Youth Circus, celebrating their partnership with the Archives for 250 years of circus in the UK. She attended the Pierhead reception for the Safe and Legal exhibition reflecting 50 years of abortion rights activity in Glamorgan. Part of the exhibition was previously displayed at the Archives.

The Archives continues to work with the Heritage and Cultural Exchange, the successor organisation to Butetown History and Arts Centre. Several meetings have been attended, advice on the collection has been offered and support given for future planning. The collection is currently stored at the Archives for safekeeping.

Senior staff attended meetings of the Merthyr Tydfil Heritage Forum at which plans for the town's destination strategy were discussed.

In a continuation of an earlier project with Art Shell, Simon Fenoulhet, 2016 artist in residence, deposited, and played for staff, a sound and film recording of Festal Song: A Song for Barry. He recruited a local choir to perform the song which he researched during his residency. Both the words and the score were part of the Barry Borough Council records. This final deposit brought his residency to a close. Art Shell is seeking funding for a further residency in 2018.

The Innovate Trust volunteers have begun their Heritage Lottery funded project with a tour, and training in document handling, and accessing the Collection to research their history. The Archives has hosted a 6 week filming course for project participants.

The newly formed Jewish History Association of South Wales is renting office space at the Archives for its project officer. The association wishes to safeguard the community's history and documentary heritage. Records relating to the Glamorgan area will be placed on deposit at Glamorgan Archives, adding to the existing collection of Jewish Records.

Grangetown Local History has returned to meeting at the Archives each month and is storing research material in the main office. The February meeting included a well-received talk on the history of Grangetown's laundries.

The Mary Gillham Archive project came to a close at the end of February. The Heritage Lottery funded project, managed by the South East Wales Biodiversity Records Centre, catalogued and digitised the large paper and photographic archive of naturalist Mary Gillham, a resident of Gwaelod-y-Garth. Much of the work was completed by volunteers. The collection has been deposited and the Senior Archivist attended the closing event at Gwaelod-y-Garth village hall.

The Senior Archivist attended a meeting of the committee of the South Wales Record Society.

#### *Potential partnerships*

Living Levels, a project exploring the heritage of the Gwent Levels which reach into the eastern part of Cardiff, has arranged a series of community events at the Archives in August.

Circus250 is the organisation co-ordinating the 2018 year of circus, celebrating 250 years of circus in the UK, with the support of Arts Council England. None of the 6 Circus Cities where events will be focussed is in Wales but Glamorgan Archives has been approached by Circus250 to be a heritage partner in potential satellite celebrations for Wales. No Fit Sate Circus is an official partner of the organisation.

The Senior Archivist met members of Bridgend People First to discuss potential partnership working. Ideas around researching the history of the local area, and developing a project around Hensol Hospital, were raised. Options for project funding are being investigated.

A meeting was held with members of Cardiff People First to discuss a potential project relating to the centenary of the partial enfranchisement of women.

Dr Samuel Foster of the Restoration Trust in Norwich spoke to the Senior Archivist about a project undertaken at Norfolk Record Office working with people with mental health issues to explore records of the asylum. It is hoped to encourage similar projects across the UK. Further information will be provided by Norfolk Record Office.

Partnerships bring benefits by reaching communities who may not otherwise use the Archives, allowing staff to explain the service and to develop skills in project volunteers. They can lead to major new accessions, often already listed and packaged, saving staff time and cost. The Archives has been very successful in sustaining partnerships for longer than a single project which pays off in developing a reputation for openness and a willingness to work with non-traditional users. The diversity of both the Collection and its users benefits enormously from heritage partnerships and volunteers.

## **2. Building and systems**

### *Maintain building*

Maintenance contractors continue to carry out regular maintenance and to replace failing components as required.

The fire detection and suppression system has been inspected and minor faults corrected by the new contractor. A timetable is now in place for planned preventative maintenance.

A local contractor has been procured to service the access and exit gates to the rear carpark. Quotes have been requested from existing contractors for repairs to pavers in the public carpark, and on the steps to the retail park, and for a replacement barrier to the public carpark.

A seal failed on the cold water inlet to the plant room. Staff were able to turn off the water and the resulting leak was safely contained within the room. Minor damage to ceiling tiles in the boxmaking room on the floor below was caused by a defective joint in the drain pipe from the plant

room. Both seal and joint were quickly repaired and the incident caused minor inconvenience only. Leaks have also been identified in hot water pipes feeding the repository air handling units on the roof. These have been repaired. Lagging materials prevents a full inspection of the pipework but Conservation staff have added potential leaks to their defect inspection routine.

The building management system has been serviced and control of the underfloor heating improved. Further work is needed to enable automatic timing of the system. Discussions with the contractor are on-going and the system is being managed manually in the meantime.

#### *Ensure compliance*

All building health and safety checks are completed and current.

The Senior Archivist attends CC's Welsh Language Coordinators Group where compliance with the Welsh Language Standards is monitored. Four members of staff attend Welsh language courses at various levels.

## **B. THE COLLECTION**

### **1. Conservation**

#### *Repositories*

Environmental conditions in the repositories are stable and within the required parameters to meet national standards for archive keeping.

The Kasemake box making machine has been serviced. A representative of the storage company, Link 51, which supplied the shelving to the repositories, visited to see the plan shelving. It was an innovative solution and one the company would like to replicate in a new project.

#### *Conservation and preservation plans*

Staff and volunteers are working through the identified priorities. Local authority records identified as being of potential interest to the Independent Inquiry on Child Sexual Abuse have been condition assessed for treatment. A strategy to bind electoral registers in house has been initiated with 41 volumes completed during the quarter. The project is a useful development exercise for the conservation students who have been trained by Conservation staff. The bound volumes are easier to store, use and to supervise.

As a result of increased demand in the searchroom a plan has been devised to flatten Quarter Session Rolls and to loose bind them. This will again make them easier to use and reduce the risk of damage and loss during use. As a first step the references have been checked for duplication.

Volunteers continue to carry out supervised repairs on items within the Glamorgan Constabulary and Merthyr Tydfil, Pontypridd and Cardiff Poor Law Union records. Arts Society members are cleaning and listing Crew Agreements and helping the Glamorgan's Blood Conservator.

Cardiff University Special Collections and Archives has been awarded a major grant to conserve one of its collections. Glamorgan Archives has been awarded the contract to carry out the work.

Conservation staff respond to requests from the search room and to assess new accessions as they come in.

Details of work completed are given in *Appendix IV*

## **2. Cataloguing**

### *Strategies and plans*

The Senior Archivist and Louise Hunt, Archivist, met representatives from Cardiff Council's information management section to discuss the ongoing transfer of paper records, systems in place to address the transfer of born digital records, and the recordkeeping implications of the closure and merger of schools within the authority.

The project to edit catalogue data for submission to the Archives Hub has continued although further submissions are dependent on an upgrade to CALM, the cataloguing software. Work during this quarter has focussed on completing mandatory fields where data was previously missing in collection level descriptions. Much of this work is now complete with only 32 collection descriptions (out of over 4500) missing information on their extent and 50 with no information on the date of the records.

### *Collection development*

Initial receipts were issued within the target time. Full receipts were issued within the target time of 15 working days for 75% of the accessions. 88% of the accessions received in the first half of this reporting year (March-September 2017) had full receipts issued within 6 months. The target (90%) was missed because the focus of work carried out in closure periods and on collections days was changed from recent complex deposits to those collections on the backlog list which may include information relating to the care of children, including deposits received several years ago, so that requests for information in relation to historic child abuse may be quickly answered.

Collections Week was held in the last week of November. Six large accessions were processed, comprising records of Porthcawl Town Council, Vale of Glamorgan Council, Cardiff Council, Pontypridd YMCA, Cantonian High School and Cowbridge History Society. Work has continued during subsequent collections days, which have concentrated

on records relating to Lewis School, Pengam and records of Porth English Congregational / United Reformed Church.

Progress is being made on the work to assess and catalogue records within local authority collections that may relate to the care of children. All potential material from Glamorgan County Council, Mid Glamorgan County Council and South Glamorgan County Council has been condition assessed and box listing continues. Minor updates to the catalogues have been made where errors were found.

Chris Miller, who has continued in his paid placement through the Youth Contract Scheme, has completed a detailed list of 207 boxes of committee papers for Rhondda Cynon Taf County Borough Council (ref. CRCT). Further work will continue on the collection to make them easier to access.

#### *Digital preservation*

Work on the national project continues with the focus now switching to creating workflows for restricted access records. It is hoped that the Vale of Glamorgan Cabinet meeting papers will be used as a case study for this work. Records from Cardiff and District Soroptimists have been uploaded to the system. Louise Hunt, Archivist, represents the Archives on the national working group and has contributed to meetings via telephone.

The Digital Preservation Policy for Wales has been adopted by all archive services in Wales. It is attached to this report with its Technical Appendix and the covering letter sent to Chief Executives on International Digital Preservation Day in 2017. Glamorgan will work to this standard. A local strategy document will be prepared and brought to a future meeting of the Joint Committee.

#### *Glamorgan's Blood*

Louise Clarke, Project Archivist, has continued the cataloguing of post-nationalisation records, focussing on the plan and glass plate negative collections. The listing of the building plans is now complete and work has begun on the Colliery Tip Plans. 58% of the estimated 8000 plans within the collection have been listed. 33% of a total of 5440 glass plate negatives have now been listed.

79 mounted photographs of the south Wales coalfield have been transferred to Glamorgan Archives from Fife Archives, part of ON, Fife Cultural Trust. These have been catalogued and images added to the online catalogue. The transfer of this material would not have been possible without the assistance of Iain Flett, volunteer at Fife Archives and former Glamorgan Archives staff member.

Treorchy Library holds a number of pay books, accident books and royalty and wayleave accounts which belong to a series already catalogued as part of the Glamorgan's Blood project.

Chris Miller, Records Assistant, has listed and repackaged photographic contact sheets from the collection, listed colliery information sheets and pamphlets, created an electronic index for a volume of newspaper cuttings concerning miners' welfare issues and has begun the listing of plans from Lady Windsor Colliery. Lauren O'Hagan, an archive student volunteer, has listed a large series of miscellaneous National Coal Board papers and 12 boxes of material created by the National Coal Board Finance Department.

The project continues to be promoted through social media. A recent blog post explored pithead baths.

Stephanie Jamieson, Project Conservator, has continued surveying the rolled items, also reaching 58% of the 8000 estimated total. The Arts Society NCB cleaning project has been extended to include the already surveyed rolled items. Currently one volunteer from the group has been assisting every Tuesday morning with this work. The total number cleaned so far has reached 97. Of these, 2 have been fully treated and await re-packaging.

The Arts Society volunteers also continue to clean the NCB volumes, cleaning a further 6 large volumes this quarter.

The condition survey of the photographic material in the NCB collection has begun. The majority of the collection consists of glass plate negatives, many of which will need conservation treatment prior to digitisation.

The majority of the conservation materials and equipment for the project has been ordered.

## **C. ACCESS**

### **1. On-site use**

*Monitor service and implement improvements*

Ask the Experts family history advice sessions continue with 9 attendees this quarter. Sessions are delivered by an expert volunteer.

Work is underway to produce a Guide to Resources for Researching LGBT History. Funding for the project has been secured from Welsh Government through an ARCW grant.

Cardiff University of the Third Age local history group visited for a tour and to view documents relating to the history of the city.

Members of Every Link Counts, based in Maesteg, visited for a tour and to view old maps and photographs of the Maesteg and Bridgend areas. The group are currently engaged in a photography project to recreate

old photographs, reflecting how the area has changed. Project participants are all adults with a learning disability.

Volunteers from Wales for Peace at the Welsh Centre for International Affairs visited in December. They were given a tour and shown documents relating to the Temple of Peace and other research topics.

#### *Programme of user events*

The events programme for 2018 has been finalised, with 7 talks and 5 exhibitions arranged.

February is LGBT History Month, and to celebrate the occasion Glamorgan Archives hosted the travelling exhibition 'Celebrating LGBT Cardiff', compiled by LGBT researcher Norena Shopland with the Cardiff Story Museum. The exhibition was available to view from 19-23 February. Norena and Dr Daryl Leeworthy spoke about their research into LGBT history in south Wales at the Queering Glamorgan event on 20 February. Documents from the Collection were displayed following the talks.

#### *Education*

Pupils from Radnor Primary School's 'Radnor University' made weekly visits to the Archives for 6 weeks in January and February as part of their 'Radnor University' Programme which offers pupils educational experiences outside the classroom. Archivist Laura Russell ran a programme of activities looking at the records of their school, census returns and maps and plans. They also learned about how and why these records are preserved and cared for. On their final week the children prepared a blog post on their experience and their favourite documents. The blog will be posted to Glamorgan Archives' website. The class teacher wrote:

*'The children enjoyed the course and were very positive when talking about it'*

Year 4 pupils from Millbank Primary School in Ely visited for a tour of the archives and to discover more about the history of Ely. As a lead creative school they are working with local arts organisation Art Shell, who facilitated the visit. The visit was presented bilingually to encourage the development of Welsh language skills.

A group of Year 5 pupils (15 with 3 staff) from Pontyclun Primary School came to research the names on the village WW1 memorial. In addition to the usual tour they were given an introduction to records of particular relevance and online resources including sections of the volunteer resource compiled to reflect the impact of the war on their locality, specifically, extracts from the Llantrisant and Llantwit Fardre Rural District Council minutes and school log books within the area of Pontypridd and Llantrisant Education Board.

Two year 5 classes from Llanishen Fach Primary visited for workshops on the Victorians. They were also shown the strongrooms, completed a quiz and saw original documents. A total of 54 pupils visited, accompanied by twelve members of staff and parents.

Cardiff University History MA students visited for a tour and an introduction to archive research. Their tutor then led a workshop on archive research skills using documents from the Collection.

Students from Cardiff University's Centre for Continuing and Professional Education visited the Archives as part of their module on the history of Cardiff. Following a tour of the building they consulted documents relating to the city.

The Glamorgan Archivist attended a meeting of the Cardiff Research Participation Network organised by Cardiff University at which updates on partner projects were given, including the Fusion network projects. The Times Higher Education Local Community award to CAER Heritage Project was celebrated. The Archives has been a partner in the project since it began and is continuing to support the developing programme.

## **2. External events**

### *Contribute to heritage events*

The Glamorgan Archivist attended events to commemorate the 40 anniversary of the foundation of Welsh Women's Aid (Still We Rise), an event at the Senedd to celebrate LGBT History month in Wales (Outing the past) and the launch of the 1918 Representation of the People Act Exhibition at Pontypridd Museum.

The Senior Archivist attended a performance of 'Forget Me Not', a play produced by community theatre company Avant Cymru. Research for the play, which looks at the impact of the First World War on the Rhondda, was undertaken by community volunteers, many of whom visited Glamorgan Archives and used documents from the Collection as inspiration for, and to inform the development of the script. The performance was held at Pontypridd Museum.

### *Identify and respond to major anniversaries*

Articles on the blog have continued to celebrate the 150<sup>th</sup> anniversary of the Cardiff Naturalists Society. Social media has been used to mark National Panto Day, the Christmas Day blizzard of 1927, the introduction of sugar rationing in 1917, 125 years since the establishment of the ILP, the 10<sup>th</sup> anniversary of the closure of Tower Colliery the last deep coal mine in Wales, Burns Night, and 100 years since the 1918 Representation of the People Act.

### **3. Remote access**

#### *Monitor service and implement improvements*

The 15 working day target on remote enquiries is met. Interesting enquiries are reported in *Appendix II*.

The fully bilingual interface for the online catalogue has been completed and went live in December. The work was funded by Welsh Government through an ARCW grant, and the outcomes have been shared with colleagues across Wales in compliance with grant conditions. Minor issues with the way some information is displayed or sorted should be resolved with the latest update to the software which is due to be released in the next few months following beta testing by the providers.

The results of the Archives and Records Association remote enquiries survey of users were received at the end of the quarter. A full report will be brought to a future meeting of the Joint Committee.

#### *Publicity*

New accessions are regularly publicised on social media. In January a series of social media posts highlighted accessions received during 2017.

The blog continues to highlight the drawings and watercolours of buildings in south Wales, many now lost, within the Mary Traynor Collection.

Wales Online reported on the move of Eastern High in Cardiff to new premises, making reference to the safeguarding of the school's historic records at Glamorgan Archives.

### **SUMMARY**

Partnerships continue to flourish and to extend the service's ability to engage with all its communities. Targets for the year have been met, in the main, and frequently exceeded thanks to the commitment of a stable and focussed staff establishment and an enthusiastic cohort of volunteers. The Archives' position as a leader in Wales is consolidating.

### **4. 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.

## **5. FINANCIAL IMPLICATIONS**

Any direct financial implications arising from this report have been accounted for in the 2017-2018 monitoring position and will be met from within the revenue budget, supplemented, where necessary, from the General Reserve. In line with previous agreement, any underspend will be added to the General Reserve to support future budgetary pressure.

**Susan Edwards**  
**Glamorgan Archivist**  
**28 February 2018**

**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– 28 February 2018

**Background Papers**

CALM database.

**Officer to Contact: Susan Edwards – 029 2087 2202**

## Dashboard—how well are we doing

	<u>OBJECTIVES</u>	<u>MEASURE/TARGET</u>	<u>CURRENT OUTCOME</u>
<b>Access</b>	Promote service via anniversaries	12 social media posts	29
	Contribute to external heritage events	1 in each funding authority	Bridgend (2), Caerphilly (2), Cardiff (4), Merthyr Tydfil (3), Rhondda Cynon Taf (3), Vale of Glamorgan (1), national (6)
	Deliver educational service	10 educational visits	24
	Deliver on-site events	6 public events	10
<b>The Collection</b>	Contribute to Archive Hub	50 catalogues	62
	Meet accessioning targets	Initial receipt 15 days 100%; formal receipt 15 days 60%; complex receipt 6 months 90%	Initial 100%; formal 75%; complex 88%
	Repository conditions maintained	AHUs in full working order	Working
	Meet conservation targets	1,000 items cleaned; 50 items conserved; 1,500 boxes made	40,277 cleaned; 294 conserved; 1627 boxes made
<b>Resources</b>	Integrate PP&DR process	Retain liP	Bronze status
	Meet income target	£91,250	£127,618
	Meet agreed revenue budget	£856,250	
	Manage volunteers workforce	6,600 hours; 100% reviewed	7388; 100% reviewed
	Maintain establishment	14 fte	14 fte

## Appendix 1

<b>Postcard of Cowbridge</b>			
<b>Accession No:</b>	2017/229	<b>Reference No:</b>	D1518
Postcard of Cowbridge, showing views of the Grammar School, Red Cross Hospital, Beaupre, Ash Hall, Old Beaupre and Cowbridge Church Date of records: 1916			
<b>Cowbridge Corporation</b>			
<b>Accession No:</b>	2017/230	<b>Reference No:</b>	D1519
Specification for masons' work on the new market and weigh house for Cowbridge Corporation Date of records: c1880s			
<b>Cowbridge High School for Girls</b>			
<b>Accession No:</b>	2017/231	<b>Reference No:</b>	D1520
Photographs of pupils, including St David's Day, 1923 and excursion to London, 1924 Date of records: 1920s-1930s			
<b>Cowbridge High School for Girls</b>			
<b>Accession No:</b>	2017/232	<b>Reference No:</b>	D1521
Photographs of pupils, including visit to Llansannor Rectory, 1930 Date of records: 1930-1931			
<b>School inspection reports Cardiff</b>			
<b>Accession No:</b>	2017/233	<b>Reference No:</b>	CC/C/55
Inspection reports Date of records: 2001-2006			
<b>Sully Police Station Journal</b>			
<b>Accession No:</b>	2017/235	<b>Reference No:</b>	D1524
Daily journal Date of records: 1936-1939			
<b>H R Page, Coach Builder, Penrhiwceiber, Records</b>			
<b>Accession No:</b>	2017/236	<b>Reference No:</b>	D1523
Ledger, invoice, family photograph, coloured slide Date of records: 1904-c1974			
<b>Llancarfan Society Records</b>			
<b>Accession No:</b>	2017/237	<b>Reference No:</b>	DLNS
Newsletter 172 Date of records: Dec 2017			
<b>Glamorgan Family History Society Records</b>			
<b>Accession No:</b>	2017/238	<b>Reference No:</b>	D37/1/128
Journal number 128 Date of records: Dec 2017			

<b>Maendy (Maindy) Congregational Chapel, Llanblethian, Records</b>			
<b>Accession No:</b>	2017/239	<b>Reference No:</b>	D1526
Deeds relating to appointment of trustees of Maendy (Maindy) Chapel Date of records: 1878-1998			

<b>Cowbridge High School for Girls photograph</b>			
<b>Accession No:</b>	2017/240	<b>Reference No:</b>	D1529
Photograph of group of pupils and staff Date of records: 1899			

<b>Plaid Cymru Cardiff and the Vale Constituency Records</b>			
<b>Accession No:</b>	2017/241	<b>Reference No:</b>	D1516
Leaflets, newsletters and newscuttings created by Plaid Cymru and other parties Date of records: c1994-2011			

<b>Michaelston-le-Pit and Leckwith Community Council</b>			
<b>Accession No:</b>	2017/242	<b>Reference No:</b>	P43
Minutes, agendas and committee papers Date of records: 1969-2006			

<b>Soroptimist International Cardiff and District Records</b>			
<b>Accession No:</b>	2017/243	<b>Reference No:</b>	D220
Reports from website Date of records: 2008-2017			

<b>Hughes Family of Pentyrch Papers</b>			
<b>Accession No:</b>	2017/244	<b>Reference No:</b>	D1534
Family photographs and papers Date of records: 19th-20th century			

<b>Cardiff Magistrates Court Records</b>			
<b>Accession No:</b>	2017/245, 2018/10, 16, 34	<b>Reference No:</b>	PSCBO
Registers Date of records: 1986-1987			

<b>Cymmer and Porth Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2017/246	<b>Reference No:</b>	P167CW
Marriage registers, St Luke Date of records: 1971-2009			

<b>Porth Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2017/247	<b>Reference No:</b>	P212CW
Marriage registers, St Paul Date of records: 1888-2007			

**Festal Song recording and sheet music**

<b>Accession No:</b>	2017/248	<b>Reference No:</b>	D1527
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Recording of Festsal Song written by John Morgan Lloyd to commemorate Barry Town gaining its Municipal Charter.

Date of records: 2017

**Evaluation of the Sure Start Programmes in Bridgend and Rhondda Cynon Taff**

<b>Accession No:</b>	2017/249	<b>Reference No:</b>	D1528
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Reports of the Evaluation of the Sure Start Programmes in Bridgend and Rhondda Cynon Taff

Date of records: July 2002

**Vale of Glamorgan Festival Records**

<b>Accession No:</b>	2017/250	<b>Reference No:</b>	D1530
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Vale of Glamorgan Festival programmes and flyers.

Date of records: 1995-2017

**Cofnodion Merched y Wawr: Rhanbarth De Ddwyrain Cymru**

<b>Accession No:</b>	2017/251	<b>Reference No:</b>	DWAW62
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Cofnodion y Pwyllgor Rhanbarthol a'r Pwyllgor Rhynggranbarthol ynghyd a phapurau cyffredinol perthnasol gan gynnwys rhestrï swyddogion y Rhanbarth, adroddiadau blynyddol, mantolenni, rhaglenni canghennau, gohebiaeth, papurau'n ymwneud a digwyddiadau, papurau am ymgyrchoedd, a phapurau am faterion cenedlaethol.

Date of records: 1978-2014

**Caerphilly County Borough Council Records**

<b>Accession No:</b>	2017/252	<b>Reference No:</b>	CCA/C/RE/22
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Register of Electors

Date of records: 2017

**Deeds relating to 41 Egerton Street, Cardiff**

<b>Accession No:</b>	2017/253	<b>Reference No:</b>	D1531
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Property records including mortgage, lease, and abstract of title.

Date of records: 1893-1920

**Rhondda Cynon Taff County Borough Council Records**

<b>Accession No:</b>	2017/254	<b>Reference No:</b>	CRCT/C/1/204-207
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Council and committee meeting papers

Date of records: 8 Feb 2017-5 Dec 2017

**Rees Family of Penarth Ledger**

<b>Accession No:</b>	2017/255	<b>Reference No:</b>	D1533
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Ledger used by H.L. Rees to make entries relating to his own and other members of the family's financial transactions.

Date of records: 1883-1924

<b>David Robinson, Island Farm, Bridgend Photographs</b>			
<b>Accession No:</b>	2018/1	<b>Reference No:</b>	D1532
Photographs of American serviceman Dave Robinson taken at Island Farm, Bridgend. Date of records: c1943			

<b>Aberdare Fire Brigade Photographs</b>			
<b>Accession No:</b>	2018/2	<b>Reference No:</b>	D1535
Two photographs showing the crew in dress uniform positioned around engines. Date of records: c1900			

<b>Alfred Noel Lawrence of Cardiff Photographs</b>			
<b>Accession No:</b>	2018/3	<b>Reference No:</b>	D1536
Photographs of Alfred Noel Lawrence during the First World War. Date of records: 1914-1918			

<b>Porth Newydd Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2018/4	<b>Reference No:</b>	P256CW
St Paul, Marriage register, 2008-2013; St Luke, marriage register, 2010-2013 Date of records: 2008-2013			

<b>City of Cardiff Records</b>			
<b>Accession No:</b>	2018/5	<b>Reference No:</b>	CC
Printed bye-laws; Bute Docks Acts. Date of records: 19th-20th century			

<b>Kenneth Pennington of Cardiff Glass Negatives</b>			
<b>Accession No:</b>	2018/6	<b>Reference No:</b>	D1537
Glass negatives and lantern slides Date of records: 1910s-1920s			

<b>Penarth and Llandough Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2018/7	<b>Reference No:</b>	P46CW
Parish magazines; weekly bulletins; Notice of a Petition for a Faculty; Mothers' Union Deanery Festival, order of service Date of records: 1996-2017			

<b>Penarth and Barry Deanery. Mothers' Union</b>			
<b>Accession No:</b>	2018/8	<b>Reference No:</b>	DMUL
Minutes, financial reports, lists of members Date of records: 2011-2015			

<b>Drawings of machinery for Barry Docks</b>			
<b>Accession No:</b>	2018/9	<b>Reference No:</b>	D1538
Barry Dock and Railway Contract No. 7, drawings 2-5. Hydraulic machinery required for the gate opening machines of inner and outer gates. There are some pencil annotations regarding engineering matters on the drawings including a reference to a letter dated 20 October 1893. The top right hand corner of each drawing is inscribed in pencil 'To Mr J Wolfe Barry'. Date of records: c1893			

<b>David and Jane Morris, Goodrich (Energlyn) Estate, Caerphilly Sale Particulars</b>			
<b>Accession No:</b>	2018/11	<b>Reference No:</b>	D1539
Sales particulars. Date of records: Oct 1905, Jan 1907			
<b>Sploott Road Baptist Church, Cardiff Records</b>			
<b>Accession No:</b>	2018/12	<b>Reference No:</b>	DBAP49
Minutes of Deacons meetings and Church meetings, accounts books, register of baptism, members' book Date of records: 1893-2017			

<b>Porthcawl RFC Records</b>			
<b>Accession No:</b>	2018/13	<b>Reference No:</b>	D1540
Programmes Date of records: 2006-2007			

<b>Ronald Hammond Papers</b>			
<b>Accession No:</b>	2018/14	<b>Reference No:</b>	D1541
Lewis School, Pengam: school magazines and music and lyrics of school song, 'Schola Pengam'. Date of records: c1930s-1969			

<b>Exemplification of a Recovery suffered by William Morgan of lands in the parishes of Wick and Newton Nottage</b>			
<b>Accession No:</b>	2018/15	<b>Reference No:</b>	D1542
Exemplification of a Recovery Date of records: 1785			

<b>Cardiff County Council Records</b>			
<b>Accession No:</b>	2018/17	<b>Reference No:</b>	CC/C
Council and committee meeting papers Date of records: 2012-2017			

<b>Postcard views of Cardiff</b>			
<b>Accession No:</b>	2018/18	<b>Reference No:</b>	D1543
Victoria Park, Roath Park and Llandaff Fields Date of records: 1920s			

<b>Audrey Jones, Wales Assembly of Women, Papers</b>			
<b>Accession No:</b>	2018/19	<b>Reference No:</b>	D1548
Personal papers Date of records: 1970s-2014			

<b>Blodwen Sorton Davies Records</b>			
<b>Accession No:</b>	2018/20	<b>Reference No:</b>	D916
Photographs of staff and students at Barry College, also an album containing sketches. Date of records: 1909-1915			

<b>Iris Owens research papers</b>			
<b>Accession No:</b>	2018/21	<b>Reference No:</b>	D1550
Original records and research notes relating to a murder at Pontlottyn 1920s. Also notes relating to other matters. Date of records: 1920s-2000s			

<b>Photographs of South Wales Coalfield</b>			
<b>Accession No:</b>	2018/23	<b>Reference No:</b>	D1544
Mounted photographs, arranged as follows: 1. Studies of Miners at Work, Abercynon; 2. Abercynon Colliery Group Studies and Miners; 3. Industro Mechanio Studies, Pit landscape; 4. 'Coal pickers' families collecting coal for home fires on the bings near their towns 5. Posters and graffito 'last day' of the mines Date of records: [1970s-1980s]			

<b>Pisgah Baptist Chapel, Pyle, Records</b>			
<b>Accession No:</b>	2018/24	<b>Reference No:</b>	D1545
Marriage register Date of records: 2014-2016			

<b>Porthcawl Town Council Records</b>			
<b>Accession No:</b>	2018/25	<b>Reference No:</b>	D1050
Administrative filing Date of records: 1970s-2010s			

<b>Cardiff Stock Exchange Daily Price List</b>			
<b>Accession No:</b>	2018/26	<b>Reference No:</b>	D1546
Price list for 26 Aug 1896. Date of records: Aug 1896			

<b>Mortgage of property in Stoughton Street, Cardiff.</b>			
<b>Accession No:</b>	2018/27	<b>Reference No:</b>	D1547
Mortgage of two freehold premises situate in Stoughton Street, Cardiff, Sep 1889 also record of transfer, Jun 1902. Date of records: Sep1889, Jun 1902			

<b>Penuel English Congregational Church, Ynyshir Records</b>			
<b>Accession No:</b>	2018/28	<b>Reference No:</b>	D1549
Register of baptisms Date of records: 1927-1971			

<b>Mary Gillham Archive</b>			
<b>Accession No:</b>	2018/29	<b>Reference No:</b>	D1551
Photographic slides and research papers. Date of records: 1930s-2010s			

<b>G. S. Kingdon of Machen Collection</b>			
<b>Accession No:</b>	2018/30	<b>Reference No:</b>	DX438
Miscellaneous papers to be sorted Date of records: c1980s			

<b>Women's Archive of Wales/Archif Menywod Cymru Records</b>			
<b>Accession No:</b>	2018/31	<b>Reference No:</b>	DWAW
Proposal for funding a Women's History Project, Ursula Masson (c1996), Crossing Thresholds: The Licensed Ministry of Women in the Church in Wales, 1884 2014 event held in Llandaff Cathedral (2015), postcard and flyers advertising an exhibition by Dilys Jackson (2014). Date of records: Early 20th century-2015			

<b>Barry Urban District Council. Provisional Orders 1899-1908</b>			
<b>Accession No:</b>	2018/32	<b>Reference No:</b>	D1552
Date of records: 1899-1908			

<b>Cardiff High School Records</b>			
<b>Accession No:</b>	2018/33	<b>Reference No:</b>	ESEC
Boys' and Girls' Admissions Registers, Boys' School Roll Book, pupil cards Date of records: c1901-c1971			

## **Notable accessions**

### **H R Page, Coach Builder, Gwalia House, Penrhiwceiber, Records (D1523)**

HR Page carried out carriage, wagon, and cart repairs, trimming and painting in the early twentieth century. Records comprise a business ledger, sales invoice, family photograph and coloured slide.

### **Festal Song recording and sheet music (D1527)**

Festal Song was written by John Morgan Lloyd to celebrate the town of Barry gaining its Municipal Charter in September 1939. The outbreak of World War II meant that the public celebrations for the event were cancelled. Simon Fenoulhet was working as an artist in residence at Glamorgan Archives when he discovered the original sheet music for the song and thought that it should be revived. The piece was performed by a mixed choir of all ages from Barry, drawn from Vale Voices, Barry Male Voice Choir and others. Included in the collection is a video of the choir's performance of the Song

### **David Robinson, Island Farm, Bridgend, Photographs (D1532)**

Photographs showing activities of United States servicemen based in Glamorgan during the 1940s have been deposited. David Robinson joined the 28th Infantry Division and arrived in south Wales during October 1943 where he was stationed at Island Farm, Bridgend until April 1944. His regiment was mainly involved in building and maintenance. The images show work being carried out by Mr Robinson at Island Farm Prisoner of War camp.

### **Kenneth Pennington of Cardiff Glass Negatives (D1537)**

A rare collection of glass negatives created by a Cardiff resident during the first quarter of the twentieth century has been donated. Herbert Alfred Kenneth Pennington was born in Cardiff on 5 Oct 1885. He spent his childhood at 145 Albany Road and during World War One served as a Sergeant with the Glamorgan Royal Garrison Artillery. Images depict family members, fellow soldiers and views of Glamorgan.

### **David and Jane Morris, Goodrich (Energlyn) Estate, Caerphilly Sale Particulars (D1539)**

Jane Morris (nee Lawrence) constructed a number of houses in Lawrence Street and Tonyfelin Road and, together with her husband, David Orlando Morris, purchased a number of the freeholds at a sale on 6 Oct 1905. The collection comprises a series of sale particulars of land and property sold at auction at Caerphilly and Tirphil during the 1900s.

### **Audrey Jones, Wales Assembly of Women, Papers (D1548)**

Audrey Jones was a founder member of the Wales Assembly of Women and served as Chair and Secretary of the Assembly. Since retiring from her Senior Mistress post at St Cyres Comprehensive School in Penarth, she worked tirelessly for the cause of women's rights, safety and equality in pay and opportunities. She campaigned internationally, being responsible for the representation of Wales on the Economic and Social Council of the United Nations.

### **Mary Gillham, Naturalist, Papers (D1551)**

Dr Mary Gillham MBE was a pioneering female naturalist and prolific wildlife author. In 1959 she was part of the first Antarctic expedition to include women, and in 2008 she was awarded an MBE for services to nature conservation. She spent many years educating people about their natural heritage, as a lecturer for Cardiff University, and campaigned tirelessly for conservation throughout her life.

### **Maendy Congregational Chapel, Llanblethian, Records (D1526)**

The chapel was founded in 1802 and the records mainly concern the appointment of trustees. They provide the names, addresses and the occupations of those appointed, providing a snapshot of rural life at the time. Occupations listed include thatchers, blacksmiths, farmers and carpenters. Over the course of the nineteenth century change appears with a railway plate layer and electrician listed as trustees.

### **Evaluation of the Sure Start Programmes in Bridgend and Rhondda Cynon Taff (D1528)**

During the late 1990s the National Assembly for Wales aimed to improve the health, the ability to learn and the social development of pre-school children through investment in a Sure Start programme. Christine Glossop and Gordon MacDonald, for the University of Glamorgan, compiled these reports which include evaluations of Health Visiting and Childcare, Behaviour and Parenting Support Projects, Community Development Projects and interviews with parents.

### **Accrual rate**

<b>Quarter</b>	<b>Number of accessions</b>	<b>Accessions in cubic metres (approx.)</b>	<b>Number of standard shelves (approx.)</b>
March-May 2017	62	2.938	24
June-August 2017	75	1.505	13
September-November 2017	49	5.347	45
December 2017-February 2018	56	5.867	49
<b>Totals</b>	<b>242</b>	<b>15.675</b>	<b>131</b>
2016/17	199	22.231	185
2015/16	228	14.815	123

## Appendix II

	<b>Number of Visits TOTAL (groups and meetings)</b>		<b>No. of Groups</b>	<b>Documents Produced</b>
Dec 2016-Feb 2017	1746	(1072)	43	3095
Mar - May 2017	1773	(1160)	35	2847
June – Aug 2017	1513	(786)	46	2655
Sep – Nov 2017	2375	(1713)	59	2772
Dec 2017-Feb 2018	1730	(1141)	57	3277

	<b>Remote Enquiries</b>	<b>Website Hits</b>
Dec 2016-Feb 2017	881 (+59 un-printed thank you emails)	12222
Mar - May 2017	896 (+51 un-printed thank you emails)	10854
June – Aug 2017	863 (+74 un-printed thank you emails)	10485
Sep-Nov 2017	938 (+53 un-printed thank you emails)	10518
Dec 2017-Feb 2018	797 (+106 un-printed thank you emails)	10085

## Interesting Enquiries

Academic researchers continue to use the Collection.

A student from Edinburgh University used the Hughesovka Research Archive for his investigation into British companies in Tsarist Russia.

A student undertaking research for her dissertation on the role of photography in establishing Welsh identity in the south Wales valley communities looked at the records of Cardiff photographer John O'Sullivan.

A research associate exploring the Native North American presence in Britain was guided to items relating to performances by Buffalo Bill's troupe, including theatre playbills and a photograph.

An enquiry was received from a student exploring witchcraft in south Wales. As Barry Comprehensive pupils had investigated the subject on a recent visit a list of resources was already prepared, including items from the Fonmon Collection and references to suspected witches and wizards in the parish registers.

A potential student who has taught ballroom dancing for 45 years is hoping to take a diploma in The History of Ballroom Dancing in Wales and looking for source material. The Collection includes building records for dance halls, and papers of the ballroom dancing teacher Josephine Bayliss.

A former magistrate is researching membership of Masonic lodges during the 19th century using the annual returns in the Quarter Sessions rolls. The information gathered will be added to a national database which will be available for access by researchers.

The President of the National Black Police Association made contact seeking details of Phyllis Gamble, the first woman police constable in Wales with the power of arrest. She joined the Newport Borough Police in 1940. He was also interested in any records of black, Asian or minority ethnic police officers in other forces.

Former police officer, now local author John Wake has returned to the searchroom to undertake research for a new book on crime in south Wales. His particular interest was a murder committed in St Fagan's in 1896. He viewed a police constable's notebook within the Glamorgan Constabulary records which detailed witness statements.

We work closely with colleagues in archives, museums and libraries both locally and further afield. Padstow Museum asked about medals awarded to the Captain and crew of the steamer Rhodesia, a Cardiff registered ship owned by John Cory. The John Cory & Sons Limited company records were suggested, along with details of relevant crew agreements for the ship.

Medals formed the subject of another enquiry, this time from a gentleman who discovered a First World War service medal in his back garden. He wanted to learn more about the soldier who earned it, and discovered that he was admitted to the Western General Hospital in Cardiff.

Local historians make regular use of both the searchroom and the remote enquiries service. An historian investigated the life of airship pioneer and aviator Ernest Willows. He viewed Cardiff building plans to establish the site of the Willows' family home. Another enquiry related to the bill for the construction of a low water harbour at Cardiff Docks. A plan of the proposed docks is held amongst the Quarter Sessions deposited plans, and photographs of the harbour are held in the Cardiff Chamber of Commerce records.

Family history remains popular. A visitor to the searchroom was seeking evidence of his Grandfather's ARP career in Penarth. His grandfather died in 1961, but he is hoping to apply retrospectively for the medal to which he may have been entitled. The Air Raid Precautions records for the Penarth Control Centre were consulted.

An unusual enquiry was received from Australia, concerning a message in a bottle found on a remote part of the Western Australia coast. The enquirer hoped to identify the name of the ship from which it was thrown, but could only read the last four letters, '-aula'. The message was dated 1886 and may be the earliest such message found in Australia. The Lady Paula was the only possibility on the Archives' database, but the ship was registered in 1936, far too late. He has been directed to the CLIP website, to which the volunteers regularly contribute, to make a search of their list of ships.

## Appendix III

<b><i>Local and Family History Groups</i></b>	
Ask the Experts! family history sessions	9
Innovate Trust CUSS Project volunteers	32
Grangetown Local History Society	47
Cardiff Story Walks	7
Cardiff University of the Third Age	21
Every Link Counts	12
Cardiff People First	4
Wales for Peace volunteers	2
<b><i>Professional Organisations</i></b>	
Glamorgan Archives Joint Committee	10
Women's Archive Wales project board	8
<b><i>Events</i></b>	
Queering Glamorgan	17
<b><i>Exhibitions</i></b>	
Celebrating LGBT Cardiff	
<b><i>Education</i></b>	
Radnor Primary, Cardiff x6	115
Llanishen Fach Primary x2	71
Millbank Primary, Ely	33
Pontyclun Primary	18
Cardiff University History MA	16
Cardiff University Centre for Continuing and Professional Education	10
<b><i>Filming</i></b>	
Women's Archive Wales	2
<b><i>Individuals Meeting Staff</i></b>	
	124
<b><i>Tours for prospective volunteers</i></b>	
	2
<b><i>Room Hire</i></b>	
Cardiff Council Training/Workshop X 33	519
Scope (Lewis Martin Court) x 5	20
Innovate Trust film course x 6	120
Women's Archive Wales film course	10

## Appendix IV

<b>Bench work</b>		
RE	41 electoral registers	Bound
DCON	9 volumes Glamorgan Constabulary	Cleaned and repaired; red rot treated
UPP; UM; UC; UB	17 volumes Poor Law Unions Bridgend, Cardiff, Merthyr Tydfil, Pontypridd	Cleaned and repaired; red rot treated
DBJ	4 papers Blandy Jenkins collection	Cleaned and repaired
D393/16/9/3	1 box, Release re estate of George Overton	Pages separated; cleaned and repaired
D808/4/28	1 bundle, Canton High School photographs	Separated
DCONC	2 volumes journal and register of constables	Cleaned, repaired and rebound
ESE/13/2/1/1	1 volume Cadoxton j. Barry school admission register	Cleaned and repaired
GC; GD; GED	Glamorgan County Council committee and departmental records	Assessed
MC; MD	Mid Glamorgan County Council committee and departmental records	Assessed
SC; SD	South Glamorgan County Council committee and departmental records	Assessed
DNCB	2 maps	Cleaned and repaired
Q/S/R/1861	4 Quarter Session rolls	Cleaned and flattened
<b>Cleaning and Packaging</b>		
DNCB	6 volumes and 96 Maps	Cleaned
DCR/F	8 items	Repackaged
MD/LB; GD/R; DCWW/A/54	25 microfilms reels	Packaged with microchamber
Cardiff Poor Law Union papers	13,500 papers	Cleaned and repackaged
<b>Bespoke boxes made</b>		
Various	77 boxes	
<b>Barcoded and Relocated</b>		
Various	960 boxes	Barcoded

<b>External Work</b>		
2 Local authority archives	222 boxes and 506 boxes	
Private company	24 boxes	
Local sports club	147 boxes	
Private individual	2 photographs	Consolidated, repackage. 1 of the photographs digitised and digitally restored.

I am writing to you as Chair of the Archives and Records Council Wales Working Group on Digital Preservation. Archives and Records Council Wales (ARCW) is the representative body for institutions and organisations all over Wales involved with caring for archives, and is taking a lead in coordinating an all-Wales response to the challenges of digital preservation.

We are pleased today, on International Digital Preservation Day, to be launching our Digital Preservation Policy for Wales, to provide a framework for the preservation of authentic digital resources and to raise awareness of the need for digital preservation amongst stakeholders and decision makers. A copy of the Policy and its Technical Appendix are attached for your information, and I recommend this to you.

There are significant risks inherent in the generation and storage of digital information. Transparent, responsive and accountable activity relies on the ability to evidence decision making and to provide a reliable audit trail. This evidence is increasingly being created and stored in digital formats, such as Office documents, databases and spreadsheets. There are however particular challenges associated with the preservation of digital material, notably the fast pace of software and hardware developments, the increasing complexity of digital resources and the resulting impact on the stability of such media. If digital material is to remain accessible, both in the short-term for business continuity, research, economic and legal requirements and for preserving the historic record in the longer-term, measures have to be taken to ensure that this information is reliable, authentic and accessible.

The attached Digital Preservation Policy and Technical Appendix expand on the challenges and requirements for effective digital preservation. A technological infrastructure is also being developed in support of this Policy. This infrastructure provides a workflow to ensure the preservation of, and access to, digital material which will be held within a central system. The workflow has been developed at the National Library of Wales for ARCW partners and involves the transfer of the digital information, together with its metadata, to a system which ensures its integrity over time. Access is then enabled through the partners' own systems. It is hoped to develop the system so that sensitive information, which is not publically available, can be stored securely with restricted access.

I would ask you to support this very important initiative. Development funding has been provided by the Welsh Government (through its Museums, Archives and Libraries Division) and by the National Library of Wales, but the establishment of a full system infrastructure will require sustainable funding in the longer term. By working together, across Wales as a whole, we can share these system costs, and ensure an effective solution for our digital record.

Please do not hesitate to contact me to discuss how this work is relevant to your organisation, and how we can support each other in Wales to address these challenges.



**Bits Decay: Do Something Today**

30th November 2017

# **A DIGITAL PRESERVATION POLICY FOR WALES**

## **1. Introduction**

The vast majority of records today are created in or converted to digital formats. This maximises efficiency of information use, editing and transfer, but in terms of long-term accessibility leaves records in a particularly fragile state, vulnerable to loss through mishandling and format obsolescence. This in turn results in the loss of information that would be of continued value to informed decision-making, democratic transparency, legal compliance and to our shared culture. Digital records cannot survive without robust management and shared strategies for their long-term preservation. This document sets out a policy for Wales to ensure longevity of digitally created records and culture.

## **2. Context**

- 2.1. This Policy has been produced by Archives and Records Council Wales<sup>1</sup> in recognition of the significant strategic challenge digital preservation presents to organisations in Wales currently creating records, and to the archive services which are responsible for their permanent preservation. The proper care and management of digital records requires additional resource and new skills which are frequently not available within individual institutions, and where a collaborative approach is to be recommended.
- 2.2. A shared cultural history is a crucial and cohesive element of our unique and distinct Welsh identity. Archive institutions<sup>2</sup> in Wales have a vital role to play in safeguarding this history, by selecting and preserving records and documents, whatever their format, and making them available for access to audiences in Wales and beyond. In this way the informational value of the records is preserved, both as evidence of the functions and actions of record creators, and for the benefit of researchers now and in the future.
- 2.3. Such records continue to be created, and at an increasing rate. The rapid pace of modern technological change, coupled with business efficiency requirements, has led to digital formats becoming the standard platforms for creating records, where historically they took physical format. Digital records now therefore constitute a significant and increasing proportion of Wales' cultural memory.
- 2.4. The survival of digital records is not however straightforward. Digital records are not inherently human-accessible, and to access them requires appropriate tools in the form of hardware, software and storage media. Such records may be rendered irretrievable when newer and incompatible versions of these tools come into common use. This issue of technological 'obsolescence' is a significant threat to the continued accessibility and authenticity of digital records.

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<sup>1</sup> Archives and Records Council Wales was established in May 1995 as a representative body for institutions and organisations all over Wales involved with caring for archives. See <https://archives.wales/arcw/>

<sup>2</sup> Organisations with a role in the selection and preservation of archives are collectively referred to within this policy as "Archive Institutions". Such bodies may include local archive services, higher education institutions, museums, libraries, and national bodies such as the National Library of Wales and National Museum Wales.

- 2.5. Archive institutions select records for permanent preservation on the basis of the value of their information content, irrespective of technological format. While the requirements for managing analogue formats are well understood and catered for, the management and preservation of digital records presents new challenges. Individually, many archive institutions currently lack the infrastructure, skills and resources required to address these.
- 2.6. The role of digital records as a part of our shared heritage and the role which archive institutions play preserving them are not well understood by stakeholders. Digital records are frequently misperceived as possessing little or no historical value due to their contemporary format and nature. Consequently the need for additional investment in the infrastructure and skills required to preserve these records also often goes unrecognised.
- 2.7. Archives and Records Council Wales (ARCW) has been working collaboratively through its Digital Preservation Working Group to understand and address these challenges. This Policy therefore presents a framework for an all-Wales digital preservation solution to enable continued access to our national digital heritage.

### **3. Policy Aims**

- 3.1. To ensure digital resources of enduring value are selected for preservation and remain authentic and accessible in the future.
- 3.2. To provide a framework for the development of digital preservation strategies that can be adapted for use by organisations throughout Wales, irrespective of their size and capacity.
- 3.3. To raise awareness of the importance of effective Digital Preservation among archive institutions and practitioners, managers, information technology staff and stakeholders/decision makers.

### **4. Context for Digital Preservation in Wales**

- 4.1. **Risk:** The nature of digital records means that the risks to their survival are more acute than is the case for physical records. Inaction on digital preservation threatens organisational governance and accountability and risks significant gaps in the Welsh documentary heritage. Without appropriate action vital records will become inaccessible; record creators will be unable to evidence their actions and demonstrate legal compliance; and information of value for future research will not be available.
- 4.2. **Policy:** The *Statement of Conservation Principles for the Cultural Heritage of Wales* commits all those who have responsibility for cultural heritage to advocate its value; contribute to, promote and employ current standards and best practice; manage collections based on their significance and condition; put sustainability at the core of conservation; develop skills and share knowledge; seek the resources needed for the care of collections and promote inclusive and responsible public access. This Policy endorses and implements these principles for digital media.
- 4.3. **Collaboration:** Archive institutions in Wales, working through the ARCW Digital Preservation Working Group, have recognised that a strategic all-Wales approach is vital in tackling digital preservation. It is only by pooling resources

and staff expertise that the disadvantages inherent in working in small institutions with limited resources and staff time can be addressed. By working together on digital preservation activities, a standardised and sustainable professional approach can be achieved, providing assurance to stakeholders, and facilitating inter-operability.

- 4.4. **Standards:** To ensure digital resources remain authentic and accessible, archive institutions need to adopt a digital preservation strategy which provides a systematic framework for implementing preservation actions. Such strategies should be guided by professional standards and current best practice, in line with the technical appendix accompanying this policy.
- 4.5. **Accreditation:** Archive institutions in Wales are expected to achieve and maintain accredited status under the Archive Service Accreditation Standard. This includes providing appropriate standards of management and care for digital holdings.

## **5. Legal Status and Authority to Collect**

- 5.1. Archive institutions collect, preserve and make accessible records and documents, regardless of format, that are deemed worthy of permanent preservation for historical and informational purposes. They do so in accordance with relevant local government legislation, foundation charters, and a range of information legislation including the Public Records Act (1958), the Data Protection Act (1998) and the Freedom of Information Act (2000).
- 5.2. Archive institutions should possess a Collection Policy which outlines their collection scope and remit, and which should define coverage for digital formats alongside analogue. Digital Preservation Policies and Strategies should align with these local Collection Policies, and policy links should be apparent.

## **6. Strategic Framework**

- 6.1. Archive institutions will need to develop a more detailed and specific organisational strategy to deliver the aims of this Policy. This may be an individual strategic response, or refer to joint-working and co-operation to deliver specific aspects of the digital preservation workflow.
- 6.2. The framework for each institutional Digital Preservation Strategy should specify, as a minimum:
  - Organisational context
  - The scope of the digital content to be preserved
  - Preservation objectives that will ensure that digital resources remain authentic and accessible
  - Preservation standards and systems
  - Preservation workflows and procedures
  - Skills and training requirements / plans
  - Roles and responsibilities
  - Plans for resourcing and sustainability

## **7. Roles and Responsibilities**

- 7.1. The adoption of this Policy, or a local adaptation, by an archive institution and its parent body, will recognise the commitment of the organisation to the effective preservation of its digital resources.
- 7.2. As part of the adoption of this Policy, senior management responsibility for strategic developments should be identified, together with appropriate resourcing to enable implementation.
- 7.3. The Policy and associated institutional Strategy should be linked to other organisation-wide information management strategies and integrated as part of associated workflows.
- 7.4. Where digital preservation services are provided on a collective basis (for example, through a shared storage facility), organisational roles and responsibilities, and the ownership of records should be clearly defined.
- 7.5. Where digital preservation services are contracted from a commercial provider, agreements should be established to address the possibility of loss, to allow for the retrieval of material in the event of the termination of the contract, and to ensure compliance with relevant information legislation.

## **8. Future Development**

- 8.1. The ARCW Digital Preservation Working Group is continuing to address the potential for an all-Wales digital preservation solution, in partnership with the National Library of Wales. Current developments are based on open-source software tools that allow users to process digital objects from ingest to access in compliance with the OAIS Reference Model.
- 8.2. This Policy will be regularly reviewed to ensure its continuing relevance and accuracy in light of these developments and wider policy and technological changes.

## A DIGITAL PRESERVATION POLICY FOR WALES TECHNICAL APPENDIX

This Appendix examines and expands upon the principles and technical challenges referred to in the main Digital Preservation Policy for Wales and outlines the necessary elements of a functional digital preservation model.

### PRINCIPLES AND CHALLENGES OF DIGITAL PRESERVATION

- Digital objects are *encoded*, requiring technological mediation to render their content accessible. This depends on a complex set of interconnected technologies comprising all the elements required to correctly represent the object. These include the formats in which information is encoded, software required to interpret these formats, operating systems and hardware required to execute that software, and physical media on which that information is stored. The absence or failure of any part of this network may render the object inaccessible.
- Information technology continues to rapidly advance. As new products appear, older products cease to be supported. The currency of any given technology is typically very short, perhaps five to ten years. A principal challenge of digital preservation therefore lies in maintaining the means of access to digital objects in the face of rapid technological obsolescence. Digital storage media are susceptible to alteration, damage and decay over short timescales. The resultant potential for information loss must therefore also be mitigated.
- The authoritative nature of a record, from which its continued value derives, must also be maintained. An authoritative record may be understood in the context of four characteristics as defined by the international standard *Information and Documentation - Records Management (ISO 15489)*<sup>3</sup>:
  - **Authenticity**: The assurance that the record is what it purports to be.
  - **Reliability**: The record is a full and accurate representation of the business activity to which it attests. This requires the establishment of trust in the record keeping and archival processes used to manage the record throughout its lifecycle, and the continued ability to place the record within its operational context. This may be ensured through the operation of transparent and fully documented preservation strategies, and the provision of the metadata that is required to describe the content, context and provenance of the record.
  - **Integrity**: The record is maintained to ensure it is complete, and protected against unauthorised or accidental alteration. This may be ensured through bitstream preservation; the provision of metadata to describe all authorised actions undertaken in the course of content and bitstream preservation; and robust access protocols.

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<sup>3</sup> International Organization for Standardization, 2016. *ISO 15489-1:2001, Information and Documentation - Records Management - Part 1: General*, Available at: <http://www.wgarm.net/ccarm/docs-repository/doc/doc402817.PDF>.

- **Usability:** The record may be continuously accessed by users, across changing technical environments. It must be locatable and retrievable, capable of being rendered in a current technical environment, and supportive of interpretation by users. This may be ensured via content preservation methods and the provision of metadata sufficient to allow the record to be located, retrieved and interpreted.
- The authoritative nature of a record may be lost if, to eliminate software dependence, the structure and context within which the information resides is sacrificed. Transforming file formats and/or transferring information between storage media alone, as opposed to also preserving the structure of the actual records containing the information, results in unreliable end products. Documentation of actions taken, the reasons for taking these and validation that the substantive content has not been altered are required to preserve authority.
- Authority may also be lost if there is uncontrolled copying of the authentic original 'master' record with identification of the latter and its information content thus becoming blurred. Version control of digital records should be adopted and maintained in order to avoid this.

## **DIGITAL PRESERVATION FUNCTIONAL MODEL**

- This section outlines the functions that a repository should utilise to successfully undertake digital preservation in terms of the *Open Archival Information System (OAIS) Model* (ISO 14721)<sup>4</sup>

- **The Open Archival Information System (OAIS) Model**

Using standards can provide unambiguous benchmarks for defining digital preservation, requirements and measuring outcomes. They can support interoperability both between systems and across time. Of particular relevance is the Open Archival Information Systems (OAIS) Reference Model (ISO 14721), an international standard which defines a high-level functional model for a digital repository, which proposes common terms and concepts and is widely used across the digital preservation community. OAIS is a conceptual framework, not a concrete implementation plan. This policy follows the broad guidance given in the functional model of the OAIS reference model.

The overall strategic priority is that content, in the form of digital records, be preserved, reliable and accessible over time for a pre-defined community of users (*The Designated Community*). This is supported by the management of a number of functions that together make up the digital preservation process, all of which should be present in an archival institution in order to successfully undertake digital preservation activities:

- **Pre-Ingest Function**

Though not explicitly specified in the OAIS Reference Model, a pre-ingest function has been demonstrated as very beneficial to the remainder of the digital preservation process and is standardised as ISO 20652: *Producer*

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<sup>4</sup> Consultative Committee for Space Data Systems, 2012. *Reference model for an open archival information system (OAIS)*, Available at: <http://public.ccsds.org/publications/archive/650x0m2.pdf>.

*Archive Interface – Methodology Abstract Standard (PAIMAS)*<sup>5</sup>. It should aim to ensure the following:

- Quality, comprehensibility and accessibility of information packages via quality assurance and enforcement of minimum standards at the point of the 'Producer-Archive Interface'.
  - Issues that could affect preservation activities (consent, confidentiality, ethics, legal issues and data formats) are considered and addressed before deposit.
  - Planning, rights and access are secured.
  - The Archive institution involves the depositors in any decision-making process about which information properties of a digital object shall be retained.
  - Records are submitted at a standard which requires a lower level of processing at the ingest stage.
  - Metadata is created to enable identification and discovery.
  - Checksums are generated so files are checked upon ingest.
  - Potentially greater levels of usability are achieved via provision of adequate documentation.
  - Financial costs of the actual ingest process are reduced where possible as a result of the above.
- **Ingest Function**

Ingest comprises the actual receipt of information in the form of records from a producer, and the validation that information supplied is uncorrupted and complete. It identifies the specific properties of the information to be preserved and authenticates that the information is what it purports to be.

- The 'original' version of a record deposited, retained for preservation in its original format, stored in the appropriate directory on the preservation system and, together with accompanying files and metadata needed to access and reconstruct the information in an authentic manner, is referred to as the **Submission Information Package (SIP)** in OAIS terminology.
- The Ingest function receives information from producers and packages it for storage. It accepts a **SIP**, verifies it, creates an **AIP** (an **Archival Information Package**) from the **SIP**, and transfers the newly created **AIP** to archival storage
- The ingest function also may include the creation of metadata for a variety of purposes including to demonstrate an unbroken audit trail of actions to ensure the authenticity and integrity of records ingested.
- The ingest process should also include an element of depositor accountability whereby the latter are informed of actions undertaken within

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<sup>5</sup> Consultative Committee for Space Data Systems, 2004. *Producer-archive interface methodology*, Available at: <http://public.ccsds.org/publications/archive/651x0m1.pdf>.

an archival institution before records are released to a wider user community.

- Depositor-submitted media or non-digital documentation in their original format may be returned or destroyed securely after completion of ingest, rather than their being retained.

- **Storage Function**

This is the second functional component of OAIS. It manages the digital objects which are entrusted to the Archive, ensuring that what is passed to it from the ingest process remains accessible.

- Storage should ensure confidentiality, integrity and availability of digital objects and if possible certified against the relevant parts of the ISO 27000 family of standards (*Information Security Management*)
- The storage function creates **AIPs** or receives them from the ingest function and assigns them to long term storage in the appropriate permanent storage facility.
- **AIPs** are similar in concept to **SIPs** (see above) but with appropriate alterations made so that the package is fit for permanent preservation and storage; for example, by conversion of elements of the package to formats more suited to long term preservation.
- The storage function oversees all aspects of storage management, including maintenance of **AIPs**, media refreshment, monitoring and error checking to ensure bit-rate loss and degradation do not occur, including migration where necessary.
- Requested AIPs are retrieved as needed by providing them to the Access function.
- Archive institutions may follow a policy of multiple copy resilience as part of the storage function. Different versions of the complete system may be held on servers distributed across a number of locations for security via multiple redundancies.
- Where original storage formats such as magnetic and optical media are retained in storage rather than being disposed of, best practice should be adhered to in terms of environmental conditions for storage media (BS ISO 18925:2013) and archival materials (BS 4971).

- **Data Management Function**

This is the third major function of the OAIS model; it operates in conjunction with the Storage function. The Data Management Function coordinates the descriptive information of the AIPs and the system information that supports the archive; maintains the database that contains the archive's information by executing query requests and generating results; generates reports in support of other functions; manages administrative metadata (which support internal operations including change control); and supports external finding aids.

- Any alterations to the preserved version of any part of a collection should be accurately documented; this is crucial in retaining the authenticity of any digital records.

- Where records and data are to be withdrawn for any reason, a distinction (recognised by The National Archives and the UK Data Archive) may be made between '*soft deletion*' (where references to withdrawn content are deleted, but not the content itself) and '*hard deletion*' (where the content **and** all references to it are deleted).
  - Soft deletion avoids costs associated with wholesale removal of data collections, and avoids any risks which their physical removal might present to other parts of the collection.
  - Hard deletion might be considered in cases where collections are archived, preserved and disseminated elsewhere.
  - Where a collection is withdrawn, administrative metadata and any external view of the catalogue record should be updated to reflect the change of status of the collection, including where appropriate information about why the collection was withdrawn and dates of its availability.
- **Administration Function**  
 This function manages the daily operations of the repository by:
    - Obtaining submission agreements from depositors.
    - Performing system engineering.
    - Auditing **SIPs** to ensure compliance with submission agreements.
    - Developing and ensuring adherence to policies and standards.
    - Dealing with customer service needs.
    - Managing legal requirements and rights management relating to Digital Records including Freedom of Information, Data Protection and other imposed access and copyright restrictions.
    - Acting as interface between Management and the Designated Community in the OAIS environment.
  - **Preservation Function**  
 This function supports all tasks in order to keep digital records permanently accessible and understandable even if the original computing system becomes obsolete, via:
    - The development of detailed preservation/migration plans.
    - Maintaining a 'technology watch' to monitor software, hardware, operating systems, determining which formats are at risk of obsolescence and which have a longer projected life, etc.
    - Evaluation and risk analysis of Digital Records.
    - Recommendations regarding updates and migration, based on the above points.
    - Persistent maintenance of metadata and its relationship with the digital objects to which it relates including (as part of bitstream preservation) any physical or logical change to a digital object being logged and recorded in

the associated metadata to provide an audit trail. All changes to metadata themselves should also be audited.

- **Access Function**

The sixth and final function of OAIS relates to access, whereby users interact with the archival institution to find, request and receive digital records. The access function must also implement security relating to access, monitor access management failures and review access processes.

- The access function utilises **DIPs** (*Dissemination Information Packages*) which are again related to the **SIPs** and **AIPs** that are described above. **DIPs** have appropriate alterations made so the package is fit for dissemination to a defined audience; for example, by conversion of elements of the package to formats more suited to this such as image files that require less memory storage and/or are watermarked to preserve copyright; or provision metadata with technical or administrative fields removed.

- **Current System Selection**

- The ARCW group has (as of 2017), following a rigorous assessment procedure, selected **Archivematica**, a systems infrastructure which supports the policy and ensures the technical elements of the digital preservation function are undertaken.
- Archivematica is an integrated suite of open-source software tools that allows users to process digital objects from ingest to access in compliance with the ISO-OAIS functional model. It uses METS, PREMIS, Dublin Core, DROID, JHOVE and other recognized standards to generate trustworthy, authentic, reliable records, associated metadata and enable access to these records and their metadata.
- The linkage of Archivematica with another open source solution, Fedora, which manages the preservation function, provides the attributes necessary for the management and preservation of the digital content within systems architecture.

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**THE CITY AND COUNTY OF CARDIFF, COUNTY BOROUGH COUNCILS  
OF BRIDGEND, CAERPHILLY, MERTHYR TYDFIL, RHONDDA CYNON TAFF  
AND THE VALE OF GLAMORGAN**

**COMMITTEE**

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
16 March 2018**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

PART 1	AGENDA ITEM NO
<b>Annual Plan 2017-2018</b>	

**1. PURPOSE OF REPORT**

This report updates members on the achievement of targets set out in the Annual Plan for 2017-2018.

**2. BACKGROUND**

Progress towards targets in the annual plan is reported to each meeting of the Joint Committee. This is an end of year report on success in achieving planned targets.

**3. PROGRESS AT 28 FEBRUARY 2018**

Progress has been made in all key objectives. All staff contribute appropriately to their targets.

**4. 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.

## **5. FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this report. The activities identified in the report have been funded from within the approved 2017-2018 revenue budget, supplemented where necessary by the General Reserve with an earmarked reserve used to divide the ground floor public room.

## **6. SUMMARY**

The plan is an essential tool in identifying and redeploying available resources while continuing to prioritise targets under each area of the service. As in previous years, targets have tended to fail through circumstances outside internal control as staff contribute to regular monitoring of the plan and are aware of and have agreed their targets.

## **7. RECOMMENDATION**

Members are asked to note the progress made towards key objectives in the plan.

**Susan Edwards  
Glamorgan Archivist  
2 March 2018**

## Annual Plan March 2017 – February 2018

Objective	Remarks
<b>A. Resources</b>	<b>SE</b>
<b>A1. Staff</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Maintain establishment</li> <li>ii. Develop skill sharing and volunteer programme</li> <li>iii. Ensure all staff access appropriate CPD</li> <li>iv. Maintain commitment to good health and safety practices</li> </ul>	<p>Appointments have been made to Relief Records Assistant posts for out of hours opening and grant funded projects and to Glamorgan’s Blood project posts; a vacated post has been filled.</p> <p>Feedback sessions have been instituted; take up by students on professional courses in archives and conservation has increased; target hours (6,600) were exceeded</p> <p>PPDRs were completed; staff have attended training courses and events appropriate to their role</p> <p>Building defects are reported and corrected in a timely fashion; staff have necessary training in use of equipment; First Aid qualifications have been updated; new staff and volunteer induction includes H&amp;S which is a standing agenda item at staff meetings.</p>

<b>A2. Budget</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Manage to best advantage</li> <li>ii. Maximise benefit from income opportunities</li> <li>iii. Promote partnerships and strengthen networks</li> </ul>	<p>The budget is managed with advice from finance officers. Income generation opportunities are being actively explored, including on-line payment. Targets for income have been met (£113,303). Partnerships are improving service delivery with minimum demand on resources.</p>
<b>A3. Building and systems</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Maintain building</li> <li>ii. Ensure compliance with appropriate legislation/local authority systems and procedures</li> </ul>	<p>Planned preventative maintenance continues and staff are trained to note and report potential defects.</p> <p>Contractors meet the requirements of Cardiff Council's procurement framework. Welsh language standards are met. Staff work to national standards of archive keeping and access.</p>

<b>B. The Collection</b>	<b>SE/RD</b>
<b>B1. Conservation SE</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Manage environment of repositories and storage issues</li> <li>ii. Implement conservation and preservation plans</li> </ul>	<p>Repository environments have been stable. Improvements to packaging and shelving are on-going.</p> <p>Plans have been progressed and targets met. Responses to new issues have been integrated into workflows for the current and subsequent year.</p>
<b>B2. Cataloguing RD</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Implement cataloguing strategies and plans</li> <li>ii. Implement Collection development plans</li> <li>iii. Progress management of born-digital records</li> </ul>	<p>All Collection Management and Development plans have been progressed. Targets have mostly been met with variances reported and highlighted in the quarterly scorecard. Collections weeks and days were held successfully. Accessions have been received as a result of partnership working with external heritage projects.</p> <p>A digital preservation policy for Wales has been produced in partnership with ARCW and disseminated to local authorities. Glamorgan will provide a pilot for the next workstream on local authority agenda papers including confidential reports.</p>

<b>C. Access</b>	<b>RD</b>
<b>C1. On-site use</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Monitor service and implement improvements</li> <li>ii. Continue programme of events for users</li> <li>iii. Respond to requests for educational access</li> </ul>	<p>Positive feedback has been received from both individual and educational visits. The ARA visitor survey analysis was received and shared with GAJC with improvement actions identified. Targets for educational visits were met (10) and a new schools workshop prepared and advertised; Kids in Museums (Ysgol y Deri SEN School) and Open Doors events were run successfully. A Take Over event was held with Cardiff People 1<sup>st</sup> in a new initiative. The target for user events (6) was met.</p>
<b>C2. External events</b>	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Contribute to a minimum of 1 heritage event in each authority</li> <li>ii. Identify and respond to major anniversaries</li> </ul>	<p>Targets have been achieved. Staff attended heritage events in all contributing authority areas and partnerships have been continued and developed within authorities.</p> <p>Volunteer contribution to preparations for WW1 and women's suffrage centenary commemorations has been invaluable.</p>

C3. Remote access	
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>i. Monitor service and implement improvements</li>   <li>ii. Maintain profile through on-line publicity</li> </ul>	<p>Targets have been achieved. Enquiries service receives very positive feedback. The ARA distance user survey was completed and analysis will be presented to GAJC on receipt.</p> <p>Social media has been developed into an interactive marketing tool and excellent relationships with local media continue to bear fruit. An Instagram account has been established and is proving popular.</p>

**LOCAL GOVERNMENT ACT 1972**

**As amended by the**

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

**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**16 March 2018**

**REPORT OF THE GLAMORGAN ARCHIVIST**

**Agenda Item:**

Annual Plan update 2017-18

**Background Papers:**

Freestanding Item

**Officer to Contact: Susan Edwards – 029 2087 2202**

**THE CITY AND COUNTY OF CARDIFF, COUNTY BOROUGH COUNCILS OF BRIDGEND, CAERPHILLY, MERTHYR TYDFIL, RHONDDA CYNON TAFF AND THE VALE OF GLAMORGAN**

**COMMITTEE**

**THE GLAMORGAN ARCHIVES  
JOINT COMMITTEE  
13 MARCH 2015**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

PART 1	AGENDA ITEM NO
<p><b>GLAMORGAN ARCHIVES Annual Plan 2018-19</b></p>	

**1. PURPOSE OF REPORT**

This report seeks members' approval for the annual plan appended hereto.

**2. RECOMMENDATION**

Members are asked to endorse the plan.

**3. BACKGROUND**

During the current financial year progress has been made against all targets in the current annual plan and a full report is presented to this meeting.

The three year strategy agreed in 2015/16 has been completed and reviewed in the light of budget constraints. The strategy appended is anticipated to cover the next 3 financial years. Planned evaluations are proposals only; detailed evaluation will be identified for the bullet points to which staff work under each task. The objectives for the period are attached followed by the high level plan for the current year. The plan has been drawn up with full staff consultation and targets will be monitored through the year.

Given the challenging financial climate there has been little change to the Archives' strategy for service delivery in the medium future. Active partnership in national and regional externally funded projects including Fusion and Cultural Ambition will be central to skill-sharing, volunteering, and community engagement activity in the next 2 to 3 years. Partnership with the Parliamentary Archives is continuing, the Wellcome Trust funded cataloguing and conservation project, Glamorgan's Blood is on-going, and applications for grant funding to improve prioritised collections have already been submitted.

Detailed targets will be reported to the Joint Committee in the quarterly reports as will progress against them and issues affecting achievement. Staff absence on maternity leave is anticipated in the current year.

### **LEGAL IMPLICATIONS**

There are no legal implications arising from this report.

### **FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this report. The activities identified in the report are to be funded from within the approved 2018-19 revenue budget, supplemented if necessary by the General Reserve.

**Susan Edwards  
Glamorgan Archivist  
27 February 2018**

**LOCAL GOVERNMENT ACT 1972**

**As amended by the**

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

**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**16 March 2018**

**REPORT OF THE GLAMORGAN ARCHIVIST**

**Agenda Item:**

Annual Plan 2018– 19

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## GLAMORGAN ARCHIVES

**Serving the authorities of Bridgend, Caerphilly, Cardiff, Merthyr Tydfil,  
Rhondda Cynon Taff and the Vale of Glamorgan**

### **Statement of Purpose**

Glamorgan Archives collects preserves and makes accessible documents relating to the geographical area it serves, as detailed in its collecting policy, and maintains the corporate memory of its constituent authorities.

#### **Key Objectives**

- The Collection is secure and accessible
- Skill sharing is developed internally and with our stakeholders
- Partnership working is fully embedded
- Barriers to access are addressed and overcome
- Income generation is maximised

#### **Outcomes**

The communities served by Glamorgan Archives will be:

- Better informed of their past and more aware of present opportunities
- More skilled and better prepared for the workplace

The Collection will be:

- Better protected
- Better described
- More easily accessible

### **Aims**

**A. To ensure effective management of resources**

**B. To develop and secure the Collection**

**C. To enable access to the Collection**

## Annual Plan March 2018 – February 2019

Objective	Evaluation planned
<b>A. Resources - SE</b>	
<b>A1. Staff</b>	
<p><b>Tasks</b></p> <ol style="list-style-type: none"> <li>1. Maintain establishment</li> <li>2. Continue skill sharing and volunteer programme</li> <li>3. Ensure all staff access appropriate CPD</li> <li>4. Maintain commitment to good health &amp; safety practices</li> </ol>	<ol style="list-style-type: none"> <li>1. Cover provided for gaps including maternity</li> <li>2. Minimum of 2 student placements</li> <li>3. Compliance with PPDR</li> <li>4. No major incidents</li> </ol>
<b>A2. Budget</b>	
<p><b>Tasks</b></p> <ol style="list-style-type: none"> <li>1. Manage to best advantage</li> <li>2. Maximise benefit from income generation</li> <li>3. Promote partnerships and strengthen networks</li> </ol>	<ol style="list-style-type: none"> <li>1. Budget achieved</li> <li>2. Income targets achieved (£94,750)</li> <li>3. Retain existing partnerships; develop partners in each contributing authority</li> </ol>
<b>A3. Buildings and systems</b>	
<p><b>Tasks</b></p> <ol style="list-style-type: none"> <li>1. Maintain building</li> <li>2. Ensure compliance with appropriate legislation/local authority systems and procedures</li> </ol>	<ol style="list-style-type: none"> <li>1. Appropriate maintenance continued</li> <li>2. Compliance achieved</li> </ol>

<b>B: The Collection – SE/RP</b>	
<b>B1. Conservation SE</b>	
<p><i>Tasks</i></p> <ol style="list-style-type: none"> <li>1. Manage repositories' environment and storage issues</li> <li>2. Implement conservation and preservation plans</li> </ol>	<ol style="list-style-type: none"> <li>1. Environment stable; storage space maximised</li> <li>2. Planned targets met and reported to GAJC</li> </ol>
<b>B2. Cataloguing RP</b>	
<p><i>Tasks</i></p> <ol style="list-style-type: none"> <li>1. Implement cataloguing strategies and plans</li> <li>2. Implement Collection development plans</li> <li>3. Progress management of born digital records</li> </ol>	<ol style="list-style-type: none"> <li>1. Planned targets met and reported to GAJC</li> <li>2. Planned targets met and reported to GAJC</li> <li>3. ARCW targets met</li> </ol>
<b>C. Access – RP</b>	
<b>C1. On-site use</b>	
<p><i>Tasks</i></p> <ol style="list-style-type: none"> <li>1. Monitor service and implement improvements</li> <li>2. Continue programme of user events</li> <li>3. Respond to requests for educational access</li> </ol>	<ol style="list-style-type: none"> <li>1. Positive feedback</li> <li>2. Developed and advertised (minimum of 6)</li> <li>3. Requests met (minimum of 6)</li> </ol>
<b>C2. External events</b>	
<p><i>Tasks</i></p> <ol style="list-style-type: none"> <li>1. Contribute to heritage events in each authority</li> <li>2. Identify and respond to major anniversaries</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff attend minimum of 1 event in each council area</li> <li>2. Programme planned and completed</li> </ol>

<b>C3. Remote access</b>	
<b>Tasks</b> <ol style="list-style-type: none"><li>1. Monitor service and implement improvements</li><li>2. Maintain profile through on-line publicity</li></ol>	<ol style="list-style-type: none"><li>1. Positive feedback</li><li>2. Programme delivered</li></ol>

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