

**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 September 2016**

**REPORT OF:**

**THE GLAMORGAN ARCHIVIST**

	<b>AGENDA ITEM NO</b>
<b>REPORT FOR THE PERIOD 1 June – 31 August 2016</b>	

### **1. PURPOSE OF REPORT**

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

### **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*

An extension has been agreed for Kate Boddy's sabbatical leave. A full-time temporary Records Assistant has been recruited to cover her absence. Rebecca Head, previously employed through Cardiff Works in Cardiff Council's Library Service, will be in post from 5 September. Laura Russell, Archivist, returned from maternity leave. Hannah Price, Archivist, returns in September on reduced hours. Funding has ended for Andrew Booth, former CLOCH trainee, who has been employed on a continuation project. He has returned as a volunteer undertaking indexing and digitisation tasks.

### *Continue skill sharing programme*

During the quarter 51 volunteers and work experience placements contributed 1647 hours to the work of the Office. Of these, 31 came from Cardiff, 11 from the Vale of Glamorgan, 6 from Bridgend, 2 from Rhondda Cynon Taf, and 1 from Caerphilly. Tours were provided for 4 prospective volunteers. A new placement has been arranged through Quest Supported Employment Agency. David, who is from Barry, is contributing to the data entry programme. Students on work experience placements have given positive feedback. Beth Carter, an undergraduate history student at Birmingham University commented; *"It has introduced me to all the different opportunities that fall under archive work, has confirmed my interest in working in a research environment and enhanced my love of all things old and interesting."*

In Conservation, Mona Tian, a student on Cardiff University's conservation course, has completed her volunteer placement and returned to China. She made excellent progress with repairs on a Pontypridd Workhouse register, images from which will be submitted with her portfolio. NADFAS volunteers have cleaned the small volumes from the National Coal Board (NCB) collection and moved on to the medium volumes. The work is being done in preparation for the appointment of the Wellcome Trust funded Project Archivist so that the cataloguing can progress smoothly. Other volunteers continue cleaning and reboxing the Crew Agreements.

At the Archives and Records Association (ARA), Wales conference, the Conservator presented a paper on the Of Mouse and Manors National Manuscripts Conservation Trust (NMCT) project with Chris Wilkins from Cardiff University, who carried out pigment tests on the plans before conservation could begin.

The Assistant Conservator advised Cardiff Story Museum on the storage of a gas mask. Guidelines for sampling local authority building control files were shared with Cambridgeshire Archives. An officer from Cardiff Council's Adult Services team visited to discuss the volunteer programme and placements for vulnerable adults via Quest and Elite agencies. Advice on storage and cataloguing has also been given to trustees of Butetown History and Arts Centre.

A trainee archivist from France, on holiday in Cardiff, was given a full tour and is maintaining contact through social media.

### *Continuing professional development*

A provisional date has been agreed for the Investors in People 18 month review.

Staff continue to comply with the requirements of Cardiff Council's Bob's Business training modules, most recently on data protection.

Louise Hunt, Archivist, attended the European Axiell Users Conference in Manchester. Overnight accommodation was funded by a small grant from ARCW. It was a good opportunity to learn about the latest developments with the CALM software through a variety of case studies. Issues arising from the planned integration with Digital Preservation systems were raised and discussed.

*Maintain commitment to good health and safety practices*

Regular checks of the building are carried out and the fire alarm call points tested on a weekly rota.

Additional smoke detectors have been installed in Taff and Llynfi following the division of the room to meet fire regulations.

Deliveries of the Carmarthenshire archives from Harwell are continuing. Random checks have revealed some old mould remaining after cleaning. All boxes are now routinely examined and additional protocols have been negotiated with the company and Carmarthenshire CC. Customised boxes are being made for items in non-standard boxes which have not been repackaged after cleaning.

**Budget**

*Manage to best advantage*

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

An internal audit has produced a satisfactory assurance rating. Actions are being taken as recommended in the auditor's report and discussed with the audit team. Options for remote payments have been identified and are being evaluated.

*Maximise benefit from income generation*

The Director of the National Conservation Service met the Glamorgan Archivist and Conservator to discuss future projects and potential developments for the partnership.

Cardiff University Special Collections and Archives (SCOLAR) is applying for an NMCT grant to conserve a small printed collection. The Conservator has provided an assessment of the volumes. If the application is successful the work will be carried out by the Archives.

With the reduction in the transfer period for public records from 30 to 20 years the National Archives has established a fund to assist local places of deposit. Each year statistics of additional deposits are submitted and a sum of money, called New Burdens Funding, is divided among the receiving institutions. The money will be spend on improvements to environmental controls in the repositories and on appropriate packaging for the collections received.

Training organisations booking Rhondda have given notice that they will no longer be ordering catering.

Cardiff Story Museum is renting a small office in the Archives for work on their collection. The counsellor previously located at Grangetown Library has continued to rent a room on-site after the library's reopening.

#### *Promote partnerships*

##### *National*

The Glamorgan Archivist accompanied the Chair and Vice Chair of the Joint Committee to an event in the Senedd marking new inscriptions into the UNESCO Memory of the World Register for the United Kingdom. Jon Elliott, Head of Public Affairs for ARA, attended and later visited the Archives for an introduction to facilities and procedures and a discussion with the Glamorgan Archivist.

The Glamorgan Archivist attended a meeting of the Archives and Records Council Wales.

She attended a performance of Ffatri Vox by Inge Thompson, a musical interpretation of the oral history records for the Women's Archive Wales project, Voices form the Factory Floor.

##### *Local*

The Glamorgan Archivist attends meetings of Cardiff Council's Senior Management Forum and the Directorate Management Team. She has met newly appointed staff of Governance and Legal Services, including the Delivery Officer to discuss improvement and information management and the new Director. She represented the service at the Employee Voice event.

She is a member of the advisory panel on Cardiff Library's collections development and has also met potential receiving institutions to discuss the collection.

The Glamorgan Archivist has attended both the Fusion Learning Group and the local Pioneer Area project board, From Fort to Pit to Port. The Board is planning heritage activities linking Communities First Pioneer Areas in Cardiff and North Merthyr

Tydfil and is led by Cardiff University. A network event was held at Cardiff University, bringing together community groups and service providers. A number of potential partnership projects resulted.

One project arising from From Fort to Pit to Port is Trek to Connect, a geocached trail between Merthyr Tydfil and Cardiff. The Merthyr group visited for a tour and to consult appropriate documents.

The Art Shell 'Out of the Box' artist residency has received funding from Arts Council Wales. 16 artists responded to the call for applications, most of whom visited and talked to staff in preparing their proposals. Following a selection process involving Art Shell, the Senior Archivist, Made in Roath and WARP at g39, Simon Fenoulhet was appointed to the 8 week residency, starting on 5 September.

The Head4Arts 'Who Do I Think I Was?' project culminated in August with an exhibition of work produced by participants inspired by their research at Glamorgan and Gwent Archives. Content ranged from creative writing to visual artwork, needlework to ukulele music. The exhibition launch was attended by participants from Merthyr Tydfil, Joint Committee members and representatives from the Heritage Lottery Fund which supported the project. The exhibition was on show for the first fortnight in August.

The Time to Learn project based in Llanrhymney ended with an exhibition, partly based on maps from the Collection. The Glamorgan Archivist attended the closing event in the John Reynolds Centre. The exhibition transfers to the Archives in September.

Glamorgan Archives continues to work in partnership with VCS Cymru on the 'Chronicle' project, which is looking at the history of volunteering in Cardiff since 1914. Volunteers on the project regularly visit the searchroom to undertake research and digitise items from the Collection for inclusion on the project website. The Senior Archivist is liaising with the Project Officer and relevant copyright holders regarding permission to publish images. A further training day in archive research was held for new volunteers introducing them to searchroom procedures, document handling and use of the catalogue.

The Church in Wales Diocese of Llandaff is in the initial stages of a collaborative project with Atlantic Geomatics, implementing cutting edge technology to map parish burial grounds. Initially four burial grounds are being mapped, in Penarth, Pontypridd, St Nicholas and Ystrad Mynach. Representatives of the diocese and

of the company have met Archives staff to progress the addition of digitised parish registers images within the resulting resource.

The Senior Archivist attended the summer meeting of the South Wales Record Society committee, held at the Archives.

#### *Potential partnerships*

'Kidz Exhibition' was a major event organised by Disabled Living at the House of Sport. The charity's Director is keen to use its history in Wales for an exhibition at next year's Cardiff event.

VCS Cymru is applying for Heritage Lottery funding for a new project, Discovering The Home Front in Cardiff, 1914-1918. The aim of the project is to investigate how the First World War affected the everyday lives of the people of Cardiff by recruiting young people as volunteers to create activities for three family engagement days, one of which will be held at Glamorgan Archives. A letter of support for the application has been provided.

Representatives from the Innovate Trust met the Senior Archivist to discuss their proposed project exploring the closure of Ely Hospital in Cardiff and the resettlement of residents in the community. The Trust, then known as Cardiff University Social Services (CUSS), was instrumental in this process. Records of CUSS, along with those of Ely Hospital, are held at Glamorgan Archives and would be used to inform the project.

The Glamorgan Archivist met the Director and members of Cardiff People 1<sup>st</sup> at the Cardiff Story Museum to initiate a new project between the partners. She also held initial discussions with the recently appointed Salisbury Librarian at Cardiff University's SCOLAR on potential future collaborations.

## **2. Building and systems**

### *Maintain building*

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

A power failure in one of the repositories which activated an alarm was traced to the electrical mains inlet and corrected. The floor covering on one of the rear stairs' landings has been damaged. Options for repair are being explored. The metal doors and roller shutters at the back of the building need to be cleaned and repainted. Quotes have been requested.

The building management system (bms) has been resurveyed by the maintenance contractor and a controls engineer. Work identified by the report is scheduled for completion in September to ensure full management of the system before the winter.

#### *Ensure compliance*

The Senior Archivist attends Cardiff Council's Welsh Language Co-ordinators Group where compliance with the Welsh Language Standards is monitored and discussed. The Glamorgan Archivist and Stefan Walker, Records Assistant, contributed to Bilingual Cardiff's 5 year strategic plan at an event in Yr Hen Llyfgell.

#### *Archive Accreditation*

Nothing further was required under this task to complete the year.

### **3. Governance**

#### *Review options*

As reported last quarter this task is on hold until Welsh Government's position on NNDR in heritage institutions is clarified.

## **B. THE COLLECTION**

### **1. Conservation**

#### *Repositories*

As part of a thorough maintenance check the air samplers for the fire suppression system in all the strong rooms have now been upgraded. The work was delayed due to contractual negotiations in previous years.

The environmental conditions have continued to be relatively stable with slight fluctuations due to adverse weather conditions. BMS reports on the temperature and humidity are confirmed by Conservation staff with daily manual monitoring. Passive control was sufficient to meet the required parameters until the very end of the quarter.

The storage plan is 40% complete. The target for the year is 25%. Much of the work was achieved during Collections Week. Additional possible improvements have been identified and will be added to next year's plan.

To test a hypothesis floated in last quarter's report, pest traps were placed both outside and inside the door to one strongroom. It was possible that pheromones in the traps were attracting insects into the rooms. As none have been found inside since, the system has been repeated for all the strongrooms.

#### *Conservation and preservation plans*

Packaging and bench work are prioritised according to demand, both current and anticipated, and condition. Ahead of the anniversary of the disaster, items relating to Aberfan have been

examined and repackaged, apart from those in the NCB collection which will be part of the Wellcome Trust project.

Priority has been given to repackaging the Quarter Sessions Deposited Plan series now that cleaning has been completed. The plans are difficult to produce because of the heavy board with which they have been supported. This is being removed and replaced with a lighter card. An additional benefit is that fewer boxes are needed, freeing shelf space for new accessions.

Poor Law Union registers and Cardiff Borough Police Force criminal photographic registers are heavily used both for research and for display. These series have been identified as priorities for bench work by the Conservators and appropriately qualified and supervised volunteers.

## **2. Cataloguing**

### *Strategies and plans*

Collections days are held monthly for staff to dedicate time solely to the Collection. The focus this quarter has been on court records deposited following the closure of several magistrates courts.

A Collections Week was held in June. The searchroom was closed, groups discouraged from visiting and volunteers asked not to attend so that staff and space could be reserved for large scale cataloguing. Several series of records were addressed, including a large transfer of local authority minutes, and the week proved very productive. The next Collections Week will be held from 28 November to 2 December.

The application to the Wellcome Trust for funding to catalogue and conserve the National Coal Board records has been successful. The £203,456 award is the second largest Research Resources Grant awarded in the UK, and the largest ever awarded in Wales. Glamorgan's Blood: Dark Arteries, Old Veins - Cataloguing and Conserving the Records of the National Coal Board, will employ an archivist for 3 years to undertake the cataloguing and a conservator for 2 years to address the preservation needs of the collection. Conservation materials are included in the grant.

Work continues to translate descriptions of Welsh language material, and cataloguing templates have been updated to comply with Welsh language standards.

Two banners from the South Wales Peace Festival, 1984, a banner displayed at the Greenham Common Peace Camp in 1984 and a blanket from the Camp have been transferred to the Cardiff Story Museum. The items were accepted through the Women's Archive of Wales as a temporary deposit until an

appropriate location could be found. They will be featured in the Cardiff Story's forthcoming exhibition on Greenham Common.

Following a meeting with IT a better solution was explored for a back-up standalone version of the catalogue database. Previously a very old laptop was used for this but now standalone versions can be run on designated staff PCs without requiring network access.

#### *Collection development*

Receipts were issued within the target time of 15 working days for 67% of the new accessions received during this quarter. Those that missed the target have either been completed since or will be progressed in the near future. Accessions received during the quarter are listed in *Appendix I* below.

Three SEN students and two staff members from Cantonian High School visited with a large deposit of records from the school. One of the students, Edward, had previously completed a supported work experience placement at the Archives. The students had spent time sorting through the archives of the school, sorting them prior to their deposit and learning about the history of the school in the process. The group enjoyed a tour and looked at some of the previously deposited early records of the school.

Work on cataloguing the records of South Wales Police (SWP) and the South Wales Police Authority (SWPA), funded by an ARCW small grant, continues. An additional deposit of records for SWPA was received this quarter from the Police and Crime Commissioner's Office and has been processed as part of this project.

Mr Tertius Threipland visited in July and was given a tour of the building. Additions to the existing Murray Threipland deposit (DMTH) are anticipated.

Charlotte Hodgson has resigned her position as Diocesan Archivist. A successor has been nominated and has met the Glamorgan Archivist to discuss the post. An formal appointment will follow.

#### *Digital preservation*

Louise Hunt, Archivist, sits on the ARCW Digital Preservation Project Board, contributing usually via teleconference. Following her attendance at an Axiell training event she reported to the Board the discussions on integrating CALM with digital preservation systems.

Appointments have been made at the National Library of Wales for a project officer and developer for the work outlined in this year's MALD funded project on an all Wales solution to digital preservation. A National Digital Preservation Policy is in preparation and test cases are being explored for import of council records from electronic records management systems into Archivemata. A tutorial video has been created on how to upload content into Archivemata.

A student at Aberystwyth University is undertaking research into defining SIPs (submission information packages) for ingest into CALM. Louise Hunt completed a survey to assist in her research, the results of which will be fed back to the Project Board.

The issues relating to the preservation of high resolution images remain unresolved despite a useful meeting with Cardiff Council's IT Customer Supplier and Relationship officer. A number of solutions were proposed and are being explored.

## **C. ACCESS**

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

*Monitor service and implement improvements*

*Ask the Experts* family history advice sessions are offered weekly, with 7 attending this quarter. The sessions are all delivered by an expert volunteer.

Family history students on the 'Live Local Learn Local' course, delivered by Cardiff University's Centre for Lifelong Learning through Action Caerau Ely, visited for two sessions in June. During the first session they were given a tour of the building, introduced to family history resources and the catalogue then returned to further their own family history research and for digitisation training from People's Collection Wales staff.

Feedback forms are available to all visitors to the searchroom. Comments this quarter include:

*...thanks for all of your help – and that of your colleagues, this week. It's a really nice archive to work in and I hope to get down to Cardiff again in September to look at these files.*

*Programme of user events*

Elizabeth Belcham presented 'Bad Girls: Crime and Prostitution 1870-1914', based on her recently published book exploring the lives of women imprisoned at Swansea during this period. These women came from across Glamorgan, and many received treatment at the Glamorgan Asylum. Records from the Collection were referenced in the book and a selection were displayed

following the talk. The event was well attended and very well received.

### *Education*

The project to create digital education resources, funded by an ARCW small grant, has been completed. The bilingual resources are now available on the Education pages of the Archives website and will be publicised in early-September, the beginning of the new school year.

Students from Michaelston Community College visited as part of Cardiff University's CAER initiative and related projects. They worked with Archives and University staff to explore the history of the Ely and Caerau housing estates. One of the students who attended, a 15 year old boy currently educated off curriculum and at risk of exclusion, said of the visit: *'It was sick. I want to go here again.'*

Students from Michaelston College also visited as part of the Art Tells the Story of World War One project, facilitated jointly by community arts organisation People Around Here and Action Caerau Ely. The project sought to explore visual representations of the war, in particular propaganda, along with the impact of the war on the home front. This was their second visit. With older people from Ely and Caerau, all members of the Healthy Wealthy and Wise group, they looked again at the documents they saw previously, using them to develop conversations between the participants, especially about the First World War experiences of the parents, aunts and uncles of the older community members.

The project resulted in an exhibition, Art Tells the Story of World War One. The Senior Archivist attended the launch at the Dusty Forge in Ely. From August to early September the exhibition was hosted at the Archives.

Discussions have been held with staff from Action Caerau Ely who work as part of the Step Three programme at Michaelston College regarding potential provision of visits and placements for students.

The Glamorgan Archivist attended the John Hopla Society local history awards for schools ceremony at Rhondda Cynon Taf County Borough Council's Clydach Vale headquarters.

The Headteacher of Hendreforgan Community Primary School visited the searchroom to research the history of the school for its centenary celebrations. An exhibition was held in the summer term and has resulted in the further deposit of records, including a punishment book from 1919.

Statistics of use are given in *Appendices II* and *III* below.

## **2. External events**

### *Contribute to heritage events*

The Senior Archivist attended the Rhondda Historical Society's inaugural History Day, held at Trehafod Community Centre. There were several speakers on local topics, all of whom had used the Archives during their research.

The Archives' stand at Pontypridd Museum's Somme Commemoration event displayed WW1 indexes produced by volunteers.

The centenary of the Battle of Mametz Wood was commemorated by the 'Lads of Wales to War' community exhibition facilitated by Craft of Hearts, Tonypandy, and Rhondda Remembers. The exhibition was held at the Pierhead Building, Cardiff Bay. The Archives had a stand at the event, with staff attended on one day to advise visitors on researching WW1.

The Senior Archivist and volunteer Rosemary Nicholson were invited to speak at the service for the unveiling of the Cardiff City War Memorial at Hendre Park, St. Mellon's, on 7 July, the actual centenary of Mametz Wood. Rosemary has researched Cardiff Corporation employees killed at Mametz Wood and a selection of the stories she uncovered were read out at the Service. The Memorial was unveiled by the Lord Mayor of Cardiff.

The Archives worked with local officials of the RMT Union to display an early minute book of the predecessor union ASRW's Llantrisant branch at the RMT AGM in Cardiff.

### *Identify and respond to major anniversaries*

The blog this quarter has commemorated the Spanish Civil War, which began 80 years ago in 1936. A final post on the General Strike of 1926 appeared. The centenary of the Battle of Mametz Wood was featured, highlighting the work undertaken by volunteer Rosemary Nicholson. The march from Cardiff to Greenham Common was also commemorated. It began 35 years ago in August 1981 and led to the establishment of the Peace Camp.

In June, as the Euro 2016 tournament began in France, the French Connection was celebrated. The Document of the Month for August reflected the opening of the Olympic Games in the carnival city of Rio de Janeiro with a feature on the SWICA Carnival records, which include photographs of several carnivals across south Wales.

A meeting has been held with partners to discuss celebrations in 2017 of the 90<sup>th</sup> anniversary of Cardiff City FC winning the FA Cup.

### **3. Remote access**

#### *Monitor service and implement improvements*

The 15 working day target on remote enquiries is met. Feedback received this quarter includes:

*I am so excited to receive the Family Tree of Richard Snead. I am so very thankful to you for your wonderful, professional help.*

An increasing number of enquiries are received from the enquiry form on the new web site. Many request information which is available elsewhere on the site. Signposting from this page is being considered.

The Wellcome Library is engaged in a major project to digitise and web mount printed Medical Officer of Health reports. The reports date from the mid-19th century to the 1970s and provide a fascinating insight into the public health of local districts. The reports for Glamorgan authorities are included in the project which began in July and runs for 2 years.

#### *Publicity*

A film crew from the BBC's Newyddion 9 interviewed the Senior Archivist and filmed documents from the National Coal Board collection in connection with the award of Wellcome Trust funding to the Glamorgan's Blood: Dark Arteries, Old Veins project. The Glamorgan Archivist spoke about the project on BBC Radio Wales' Good Evening Wales programme.

BBC Wales Today filmed the deposit of records from Glamorgan Angling Club. Archivist Laura Russell described the work of the service and Club members were shown fishing, browsing the documents and touring the building.

Pupils from Ysgol Pwll Coch took over Made in Cardiff TV's Cardiff News for a day in June. They visited Glamorgan Archives to produce a report for the programme, interviewing the Glamorgan Archivist and filming in the Studio and strongrooms. The film was shown over the summer.

Glamorgan Archives has been nominated for an international film award. During the 2016 International Council on Archives (ICA) Congress in Seoul, Korea, the ICA Section of Professional Associations (SPA) is hosting a Film Festival on Archives and Records Management. Nine films have been nominated out of 66 entrants in three categories. Glamorgan's is the only UK entry. The film shows Cardiff People First members explaining their

work at the Archives researching the history of Ely Hospital and is nominated in the *Importance and Value of Archives* category. It was produced for Explore your Archive week. In addition to the category winners there will be a People's Award, voting for which is on-line at [www.arkivrad.no/the-spa-film-festival-peoples-award](http://www.arkivrad.no/the-spa-film-festival-peoples-award). All the winners will be announced in the final ICA Programme Commission Closing Plenary in Seoul on Friday 9 September.

A former Document of the Month feature on Bleddyn Williams will be added to the National Sports Museum Online website [www.nationalsportsmuseumonline.org.uk](http://www.nationalsportsmuseumonline.org.uk). The article includes images from his collection of the 1950 British Lions tour to Australia and New Zealand the famous wins by Cardiff and Wales over the New Zealand All Blacks in 1953.

Wales Online and the South Wales Echo have used articles on the Battle of Mametz Wood, the Wellcome Trust grant award, and an appeal for support in the public vote for the ICA SPA Film Festival People's Award.

National Volunteers Week in June was celebrated on social media. A post each day highlighted the varied and valuable work undertaken by volunteers in the Archives. The Archives contributed to the International Archives Day social media campaign on 9 June and the Museum Wales #lgbqt treasures campaign celebrating Pride Cymru in August. Other posts featured items from the Collection relating to the centenary of the Battle of the Somme, Wimbledon, International Cat Day and National Allotment Week. Social media is also used to highlight new accessions and to publicise items for sale.

## **SUMMARY**

Pressure on staffing resources is beginning to lessen as staff return and temporary replacements are arranged. The benefit of long term planning and networking is being felt as offers of collaborative projects accrue; the collaboration with Cardiff University's on-going CAER project has been particularly fruitful as has work with HLF community grant projects. Publicity runs itself with regular calls from local media. All staff are thanked for their commitment to service provision without which the impact of restricted resources would be much more severe.

## **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 2016-2017 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**  
**7 September 2016**

**Local Government Act 1972**

**As amended by the**

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

**GLAMORGAN ARCHIVES JOINT COMMITTEE**

**REPORT OF THE GLAMORGAN ARCHIVIST**

**Agenda Item :** WORK OF THE ARCHIVES  
1 June – 31 August 2016

**Background Papers**

CALM database.

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

## Appendix 1

<b>City United Reformed Church Records</b>			
<b>Accession No:</b>	2016/87, 109	<b>Reference No:</b>	D957/1/42
City Link magazines Date of records: Jun-Aug 2016			
<b>Cowbridge Amateur Dramatic Society Records</b>			
<b>Accession No:</b>	2016/88	<b>Reference No:</b>	D1211
Programmes and photographs Date of records: 1990s-2013			
<b>Glamorgan Family History Society Records</b>			
<b>Accession No:</b>	2016/89	<b>Reference No:</b>	D37/1/122
Journal number 122 Date of records: Jun 2016			
<b>Papers relating to Cowbridge Rural District Council</b>			
<b>Accession No:</b>	2016/90	<b>Reference No:</b>	D1343
Photographs of past chairmen of Cowbridge Rural District Council, 1922-1955 Date of records: 1922-1955			
<b>Papers relating to Cowbridge High School for Girls</b>			
<b>Accession No:</b>	2016/91	<b>Reference No:</b>	D1344
Photographs showing pupils of Cowbridge High School for Girls Date of records: c.1956			
<b>Papers relating to Hensol Castle</b>			
<b>Accession No:</b>	2016/92	<b>Reference No:</b>	D1346
Letter written from Park Lodge, Binfield, Berkshire to Sir Rose Lambart Price, Hensol Castle, 30 Apr 1878; bill for cost of building pair of cottages, 1878. Date of records: 1878			
<b>Deed relating to 56 High Street, Cowbridge</b>			
<b>Accession No:</b>	2016/93	<b>Reference No:</b>	D1347
Lease to vest possession: John David Roberts gent., Jamaica to Samuel Salmon of Hadleigh, Suffolk, cleric. Date of records: 1803			
<b>Morgan and Thomas Families of Aberthin and Cowbridge Arms Papers</b>			
<b>Accession No:</b>	2016/94	<b>Reference No:</b>	D1349
Papers and photographs relating to the Morgan and Thomas Families of Aberthin and Cowbridge Arms, including full notes on the histories of the families. Date of records: c.1873-1920s			

<b>Papers relating to Cowbridge Grammar School</b>			
<b>Accession No:</b>	2016/95	<b>Reference No:</b>	D1345
Photograph of pupils of Cowbridge Grammar School Date of records: 1934			
<b>Collection of postcards of Penlline, St. Hilary, Cowbridge and Chepstow</b>			
<b>Accession No:</b>	2016/96	<b>Reference No:</b>	D1348
Postcards of Penlline, St. Hilary, Cowbridge and Chepstow written by Robert Homfray to Miss Maude Sims of Victoria, Australia, along with a transcription of the messages on the postcards. Date of records: c.1912-2015			
<b>David and Russell Families of the Westgate Inn, Cowbridge Papers</b>			
<b>Accession No:</b>	2016/97	<b>Reference No:</b>	D1350
Papers relating to the David and Russell Families of the Westgate Inn, Cowbridge. Date of records: c.1900-1991			
<b>Cardiff People First Records</b>			
<b>Accession No:</b>	2016/98	<b>Reference No:</b>	D1351
Ely Hospital Resettlement Team, Core Project Groups and the Resettlement Process Manual. Date of records: 14 Sep 1994			
<b>Porth English Congregational / United Reformed Church Records</b>			
<b>Accession No:</b>	2016/99	<b>Reference No:</b>	D1220
Photographs, membership lists, baptism certificates, minutes of elders meetings, minutes of organisation meetings, correspondence, history of the church. Date of records: 1885-2016			
<b>Radcliffe Estate Records</b>			
<b>Accession No:</b>	2016/100	<b>Reference No:</b>	DAU
Deeds Date of records: 19th-20th century			
<b>Plans of Penarth Docks</b>			
<b>Accession No:</b>	2016/101	<b>Reference No:</b>	D1352
Plans of Docks and surrounding area Date of records: 1950s			
<b>Information of William Collier in the case of Benjamin Meredith</b>			
<b>Accession No:</b>	2016/102	<b>Reference No:</b>	D1353
Date of records: 27 Nov 1807			

<b>Mortgage of an estate in Glamorgan called Castella</b>			
<b>Accession No:</b>	2016/103	<b>Reference No:</b>	D1354
Morgan Popkin Traherne Esq to the trustees named in the settlement made on his marriage to Miss Jenkins. Mortgage for raising £3000 and interest upon the trusts detailed in the settlement. Date of records: 25 Nov 1808			

<b>Lease of possessions</b>			
<b>Accession No:</b>	2016/104	<b>Reference No:</b>	D1355
John Jones, Clerk of the parish of Coity to Matthew Lewis, Yeoman of the parish of Margam Date of records: 5 Aug 1805			

<b>Records of Hopkin John, Solicitors, Cardiff</b>			
<b>Accession No:</b>	2016/105	<b>Reference No:</b>	DHJ
Legal papers Date of records: 20th century			

<b>Arts Council Wales Records</b>			
<b>Accession No:</b>	2016/106	<b>Reference No:</b>	SGCC
Background files relating to an audit of works commissioned by South Glamorgan County Council, carried out by Mr Cox who was working for the Art Council Wales Date of records: 1999			

<b>Rhymney Valley Women's Aid Records</b>			
<b>Accession No:</b>	2016/107	<b>Reference No:</b>	D1356
Annual reports Date of records: 1999-2004			

<b>Women's Archive of Wales/Archif Menywod Cymru Records</b>			
<b>Accession No:</b>	2016/108	<b>Reference No:</b>	DWAW8/8
Newsletter Date of records: Jun 2016			

<b>Cardiff Archaeological Society Records</b>			
<b>Accession No:</b>	2016/110	<b>Reference No:</b>	D717
Subscription ledger, 1962-1987; accounts books, 1962-1971, 1971-1987 Date of records: 1962-1987			

<b>South Wales Police Authority Records</b>			
<b>Accession No:</b>	2016/111	<b>Reference No:</b>	DSWPA
Minutes, agenda and reports; statements of account; plans; annual reports; SWPA newspapers. Date of records: 1970s-2000s			

<b>Canton High School Records</b>			
<b>Accession No:</b>	2016/112	<b>Reference No:</b>	D808
Prize giving programmes, school magazines, photographs, stock and purchase records, awards and registers, records relating to the memorial organ, plans, staff lists			
Date of records: 1912-2015			

<b>Penarth and Llandough Ecclesiastical Parish Records</b>			
<b>Accession No:</b>	2016/113	<b>Reference No:</b>	P46CW
Register of Services, St Augustine, 1999-2003; Parish bulletins, 2015; Parish magazines, 2015; Vestry Meeting Annual Meeting minutes, 2015; Vestry Meeting Annual Meeting report, 2016			
Date of records: 1999-2016			

<b>Llandaff Diocese Mothers' Union Records</b>			
<b>Accession No:</b>	2016/114	<b>Reference No:</b>	DMUL
Llandough Branch minutes, 1913-1930s; Minutes of St Augustine's Branch and Deanery minutes, 2012-2015; 'In Touch' the Llandaff Magazine, 2012-2016; Year Books, 2011-2015			
Date of records: 1913-2016			

<b>Melingriffith Co. Ltd War Veterans Photograph</b>			
<b>Accession No:</b>	2016/115	<b>Reference No:</b>	D1357
Photograph of Melingriffith employees returned from the Great War			
Date of records: 3 May 1919			

<b>Counterpart lease of two houses and premises at Aberdare in the County of Glamorgan</b>			
<b>Accession No:</b>	2016/116	<b>Reference No:</b>	D1358
The Ecclesiastical Commissioners for England to Mr Henry Thomas regarding a parcel of land and premises situated on the north east side of Whitcombe Street, Aberdare			
Date of records: 17 Mar 1864			

<b>Cardiff Magistrates Court Records</b>			
<b>Accession No:</b>	2016/117, 119	<b>Reference No:</b>	PSCBO
Court registers			
Date of records: 1980-1988			

<b>Alun Emlyn-Jones of Cardiff, Papers</b>			
<b>Accession No:</b>	2016/118	<b>Reference No:</b>	D1359
Papers of Cardiff Bay Business Forum, including newsletters and correspondence			
Date of records: 1990s			

<b>Coed-y-Brain School Records</b>			
<b>Accession No:</b>	2016/120	<b>Reference No:</b>	ECG/27
Log Books, Admission Registers, Punishment Book, School Compendium, Class Teachers Record Book, Plan of Infants Block, notes and correspondence			
Date of records: 1900-1989			

<b>Walker Family of Cardiff, Papers</b>			
<b>Accession No:</b>	2016/121	<b>Reference No:</b>	D1360
Scrapbook, album, photographs and papers including items relating to Richard Walker and research expeditions to the antarctic on Royal Research Ship Discovery II			
Date of records: c1920s-1950s			

<b>Miskin Lower Petty Sessions Records</b>			
<b>Accession No:</b>	2016/122	<b>Reference No:</b>	PSMLO
Court papers and registers, 1920s-1980s; Miskin Petty Sessions court register, May 1988, 'Miscellaneous Orders', 1926-1927, framed photographs of former magistrates, 1980s-2008;			
Date of records: 1920s-2008			

<b>Merthyr Tydfil County Borough Council Records</b>			
<b>Accession No:</b>	2016/123	<b>Reference No:</b>	CMT/C/2/128-141
Deeds to council properties			
Date of records: 20th century			

<b>Women's Archive of Wales/Archif Menywod Cymru/Tondu Girls' School, Bridgend Collection</b>			
<b>Accession No:</b>	2016/125	<b>Reference No:</b>	DWAW57
Collection of photographs and news cuttings relating to Tondu Girl's School, Bridgend			
Date of records: 20th century			

<b>Women's Archive of Wales/Archif Menywod Cymru/Olwen Thomas, Pontcymmer, Women's Auxiliary Air Force</b>			
<b>Accession No:</b>	2016/126	<b>Reference No:</b>	DWAW59
Royal Air Force Service and Release Book			
Date of records: 1942-1946			

<b>Women's Archive of Wales/Archif Menywod Cymru/</b>			
<b>Accession No:</b>	2016/127	<b>Reference No:</b>	DWAW58
Photograph of Gladys, a young woman in army band uniform			
Date of records: c1914			

<b>No 15 Branch of the Normandy Veterans Association (South Wales) Records</b>			
<b>Accession No:</b>	2016/128	<b>Reference No:</b>	D1242
Minutes of the South Wales Branch No 15, 1983-1996; Secretarial correspondence, 1986-1998 Date of records: 1983-1998			

<b>John Mahoney of Cardiff Collection</b>			
<b>Accession No:</b>	2016/129	<b>Reference No:</b>	D1342
Industrial records relating to south Wales Date of records: 19th-20th century			

<b>Publications commemorating the centenary of the Battle of Mametz Wood, 1916</b>			
<b>Accession No:</b>	2016/130	<b>Reference No:</b>	D1363
'1916-2016 100th Anniversary Remembering The Capture Of Mametz Wood By The 38th (Welsh) Division 7-12 July 1916'; 'Y Cymry yng Nghoed Mametz 1916: Y Gwasanaeth Coffa Cenedlaethol/ The Welsh at Mametz Wood 1916: The National Service of Remembrance'; 'Richard Thomas Policeman Sportsman Soldier' Date of records: 2016			

<b>Records of the Vale Centre for Voluntary Service</b>			
<b>Accession No:</b>	2016/131	<b>Reference No:</b>	D1361
Vista Magazines Date of records: 1997-2015			

<b>Hopkins Law Solicitors, Cowbridge, Records</b>			
<b>Accession No:</b>	2016/132	<b>Reference No:</b>	D1362
Deeds relating to properties in Cardiff and Taffs Well Date of records: 1885-1963			

<b>Ward Family of Cardiff Papers</b>			
<b>Accession No:</b>	2016/133, 138	<b>Reference No:</b>	D1364
Family papers accumulated by Mr Ward Date of records: 20th century			

<b>Newcastle and Ogmere Petty Sessional Division Records</b>			
<b>Accession No:</b>	2016/135	<b>Reference No:</b>	PSNEW
Court registers Date of records: c1985-1988			

<b>Hendreforgan School, Garden Village, Gilfach Goch, Records</b>			
<b>Accession No:</b>	2016/136	<b>Reference No:</b>	ELL17
Punishment book, admission registers and stock and inventory books Date of records: 1916-2003			

<b>Cardiff County Council Records</b>			
<b>Accession No:</b>	2016/137	<b>Reference No:</b>	CC
Order of Service for the unveiling of the Cardiff Great War Memorial			
Date of records: 7 Jul 2016			

<b>Cardiff and the Vale of Glamorgan Boys' Brigade Battalion</b>			
<b>Accession No:</b>	2016/139	<b>Reference No:</b>	D1285
Orders of service, minutes, programmes, newsletters.			
Date of records: 20th century			

<b>Boys' Brigade in Wales District Records</b>			
<b>Accession No:</b>	2016/140	<b>Reference No:</b>	D1286
Handbooks, annual reports, orders of service, newsletters, programmes			
Date of records: 20th century			

<b>Bethany Baptist Church, Rhiwbina, Cardiff Records</b>			
<b>Accession No:</b>	2016/141	<b>Reference No:</b>	DBAP15
Annual General Meeting papers, monthly announcements, church magazines, members' directory, papers regarding repair to church roof			
Date of records: 2015-2016			

<b>Friends of Llandaff Cathedral Records</b>			
<b>Accession No:</b>	2016/142	<b>Reference No:</b>	D127
Eighty-Third Annual Report 2015-2016			
Date of records: 2015-2016			

<b>Llandaff Society Records</b>			
<b>Accession No:</b>	2016/143	<b>Reference No:</b>	DLDS/1
Newsletter 133			
Date of records: 2015			

<b>Glamorgan Anglers Club</b>			
<b>Accession No:</b>	2016/144	<b>Reference No:</b>	D1366
Committee minutes and Annual General Meetings, 1925-1933, 1944-2015			
Date of records: 1925-2015			

<b>Upper Boat Power Station, Treforest, Photographs</b>			
<b>Accession No:</b>	2016/145	<b>Reference No:</b>	D1365
Views of Power Station and equipment			
Date of records: 1903-1937			

## **Notable accessions**

### **Cardiff Magistrates' Court Records (PSCBO), Miskin Lower Petty Sessions Records (PSMLO), Newcastle and Ogmore Petty Sessions Records (PSNEW)**

The reorganisation of the local magistrates' court system and closure of the courts at Bridgend and Pontypridd in 2016 has resulted in a substantial amount of records being deposited. In addition to court registers for Cardiff, Miskin Lower and Newcastle and Ogmore divisions photographs of former magistrates in the Miskin Lower division were received.

### **Canton High School Records (D808)**

A large additional deposit of records was received from students and staff of Cantonian High School. The records cover a wide date period, 1912-2015, recording the history of the school, both at its original site in Market Road, Canton (now Chapter Arts Centre) and its current site in Fairwater. 17 boxes comprising prize giving programmes, school magazines, photographs, stock and purchase records, awards and registers, records relating to the memorial organ, plans and staff lists will add greatly to the material already held.

### **Walker Family of Cardiff Papers (D1360)**

A fascinating collection of records has been received relating to the career of Richard Walker of Cardiff, who spent time in the Antarctic in the 1930s on board the John Briscoe and Discovery II survey ships. In January 1937 he was reported missing in the Antarctic, with five colleagues, during a blizzard. The group was lost for twelve days and the British press eagerly followed the search for the men and their subsequent rescue. Richard Walker won the Polar Medal for helping to man-haul a sledge with three others, to rescue an American aviator, Lincoln Ellsworth who had crash-landed while attempting to become the first person to fly over the Antarctic in 1936. In January 1940 he was awarded the Bronze Medal of the Royal Lifeboat Institution for helping to rescue the crew of a trawler. He was at that time serving as Assistant King's Harbour Master at Dover. Richard Walker later became Harbour Master in Bristol. The collection includes an album and scrapbook with photographs of the Antarctic.

### **Hopkins Law Solicitors, Cowbridge, Records (D1362)**

A collection of property deeds has been donated by a firm of Cowbridge solicitors. Hopkins Law Solicitors specialise in family law, property and wills and probate. The deeds commence c1895 and refer to properties in Canton, Cardiff and Cardiff Road, Taffs Well.

### **Upper Boat Power Station, Treforest, Photographs (D1365)**

This small collection of photographs shows the Power Station and its equipment. The foundation stone was laid on April 30th 1902 and the station distributed steam to a large portion of the nearby Treforest Industrial Estate for heating and for use in industrial processes. Of particular interest are views of the Engine Room taken during the installation of the engines.

**Glamorgan Anglers Club (D1366)**

A substantial collection of records has been deposited from the oldest and largest angling Club in the country. Glamorgan Anglers Club was established in 1904 and has over 800 members. Records deposited by the Club Treasurer commence in 1925 and include Committee minutes, reports from Annual General Meetings and news cuttings. Such records provide a valuable insight into the sporting and social aspects of angling in south Wales and the Club's involvement with environmental issues. The deposit was featured on BBC Wales News.

## Appendix II

	<b>Number of Visits (groups and meetings)</b>		<b>No. of Groups</b>	<b>Documents Produced</b>
	<b>TOTAL</b>			
June - Aug 2015	1875	(982)	43	2819
Sep - Nov 2015	2225	(1381)	65	2498
Dec 2015 - Feb 2016	1294	(676)	32	2563
Mar - May 2016	2105	(1270)	62	2742
June - Aug 2016	1821	(743)	46	2227

	<b>Remote Enquiries</b>	<b>Website Hits</b>
June - Aug 2015	806 (+53 un-printed thank-you emails)	9268
Sep - Nov 2015	751 (+73 un-printed thank-you emails)	10608
Dec 2015 - Feb 2016	733 (+77 un-printed thank-you emails)	**
Mar - May 2016	852 (+ 74 un-printed thank you emails)	11475
June - Aug 2016	766 (+ 65 un-printed thank you emails)	10437

### Interesting Enquiries

Police records, recently the beneficiary of an ARCW small grant to improve the catalogue and accessibility of the collection, are popular resources with researchers. This quarter saw a visit to the searchroom by an author who has published several books on policing in south Wales. He is currently working on a new volume which will trace 300 years of policing in Cardiff. He used the Cardiff Constabulary photographic registers and news cuttings books.

A local historian conducting research for an article on policing in Cowbridge was particularly interested in a photograph of Sergeant Thomas Thomas, the first police sergeant to be stationed in the borough. An ambrotype image was identified within the South Wales Police photographic collection and a digital copy provided.

Two local historians from Cardiff consulted the Collection in search of details of various historic buildings in Glamorgan, including the Norwegian Church. The information will be used to inform the ghost tours that they offer in the area.

Local historians from further afield have also received assistance. A New Zealand researcher hoping to confirm that an ancestor served as Lord Mayor of Cardiff and a Portland, Oregon, visitor who consulted log books of Dinas Powys National School, where his grandfather had been head teacher. Closer to home a Southampton enquirer, researching the history of the city's time ball, designed by the Cardiff born jeweller and watch maker John Blount Thomas, was seeking details of Blount Thomas' father, specifically his occupation and date of death.

Two scholars from the US spent a number of days in the searchroom over the summer. They are tracing the journey of two 18th century itinerant Quaker ministers who may have stayed in Wales during 1753 and 1754. They consulted a range of Society of Friends records, in particular those for the Wales meeting, the North Wales quarterly meetings and the South Division of Wales meetings.

A student from Princeton University in New Jersey, studying for a PhD in historical musicology with a focus on British musical theatre in the post-World War II period, visited the searchroom. She consulted a number of theatre programmes from the period along with photographs of productions of particular shows.

Another student was researching women's football clubs, both domestic and international. The catalogue produced two photographs, one showing an unidentified women's football team in Cardiff during the 1930s (ref.: DX28/3) and another showing a men's team and a women's team photographed together during the 1910s (ref.: D974/1/27).

An academic from the Wellcome Unit for the History of Medicine at the University of Oxford asked for help in his research into the life of Captain John Evans, who worked as a secret agent in Germany. He wanted to confirm Evans' age. Papers from when he joined British Intelligence state that he attended Barry County School. A student on work placement searched the register of fees for the school (ref.: BB/E/7/1) but could find no entry relating to him. She also searched for the address Evans gave for his father, which appears to be false! Although these findings were not positive they were helpful in eliminating certain avenues of enquiry.

Commercial development in and around Cardiff often leads researchers to the Archives. A representative from a construction company needed structural information on St David's House, Wood Street, in connection with demolition work. Building plans are held on microfilm and on visiting she found they provided exactly the information she required. Several copies were provided.

As part of the redevelopment of the former Cardiff bus station a designer has explored the Collection for images and information for a timeline of Cardiff's

history which will feature on the hoardings surrounding the Central Square area during construction. The initial design proposal includes an image provided of John Speed's map of Cardiff.

Hendreforgan Primary School in Gilfach Goch will be celebrating its centenary during 2017. The Head teacher visited the searchroom to conduct preparatory research. He used school log books and admissions registers (ref.: ELL17/1-2), plans of the building (ref.: GD/E/57-58) and aerial photographs of the area (ref.: D978). He has been invited to return during the new school year with some of his pupils so that they can investigate the resources themselves.

Volunteers from the Cardiff Story Museum have been conducting background research in the searchroom for their project Wild in the City, which looks at nature and wildlife within urban Cardiff. Several resources were recommended, including the diaries of Robert Drane, the Cardiff Naturalist Society records and the WI scrapbooks.

Staff from the Temple of Peace have been researching the construction and opening of the Temple. They have secured Heritage Lottery funding for this work and are planning an exhibition.

### **Appendix III**

<b><i>Local and Family History Groups</i></b>	
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Ask the Experts! family history sessions	7
VCS Cardiff workshop	7
People Around Here / ACE	12
Live Local Learn Local x2	14
Trek to Connect	6
<b>Professional Organisations</b>	
Glamorgan Archives Joint Committee	14
HLF Cymru	35
South Wales Record Society	12
<b>Events</b>	
Bad Girls: Crime and Prostitution 1870-1914	25
Head for Arts exhibition and launch	42
<b>Education</b>	
Michaelston Community College	37
Cantonian High School	5
<b>Filming</b>	
BBC Newyddion	3
BBC Wales Today	4
Ysgol Pwll Coch / Made in Cardiff TV	8
<b>Individuals Meeting Staff</b>	131
<b>Tours for prospective volunteers</b>	4
<b>Room Hire</b>	
Cardiff Council Training/Workshop x 34	683
UNICEF Training	22
Revitalyz Training	7

## Appendix IV

Bench work		
UC/45/10	List of paupers and year book	Cleaned, repaired, re-backed reattached

		boards
UC/54	Cholera Returns	Cleaned, repaired, flattened and repackaged
UC/55	Evidence papers	Cleaned, repaired, flattened and repackaged
UC/57	Papers	Cleaned, repaired, flattened and repackaged
UC/59/1-4	Letters and Testimonials	Cleaned, repaired, flattened and repackaged
UC/94/1	Letter book (outward)	Re-bound
UC/99/5-7	Cadoxton water supply plans	Cleaned, repaired, flattened and repackaged
UC/104/1-6,8-12	Notices	Cleaned, repaired, flattened and encapsulated with archival polyester and microchamber
UM/63/2,3,	Admission and Discharge Registers	Cleaned, repaired, re-bound
DCC/18	Cardiff Collieries, Llanbradach, Output book	Cleaned, repaired and reattached into covers
DNUR/3/1	Llantrisant branch, ASRS, minute book and enclosed papers	Cleaned, repaired, re-sewn, re-backed and attached into old boards
DBR	Dyffryn Estate, Aberdare, Records	Assessed for conservation needs
DCB	Cory Brothers & Co. Ltd., Shipping Merchants, Records	Assessed for conservation needs
UC	Cardiff Poor Law Union, Records	Assessed for conservation needs
UPP	Pontypridd Poor Law Union, Records	Assessed for conservation needs
D29	St David's Roman Catholic Metropolitan Cathedral, Cardiff, Records	Assessed for conservation needs
Cardiff directory 1914		Re-backed
<b>Cleaning and Packaging</b>		
Crew Agreements	203 documents	Cleaned
OS Maps	114 plans	Hangers attached

DNCB	28 volumes	Cleaned
Court records	123 bankers boxes 132 volumes	Cleaned
P142CW/27/3-4	Photographs	Repackaged
2001/44	1 box	Repackaged
DWA/ABERFAN	3 boxes	Repackaged
CL/DEEDS/Sussex	32 documents	Cleaned
UC/99/4	plan	Cleaned and repackaged
Estate Maps	4 maps	Cleaned
Various	41 items	Repackaged
<b>Bespoke boxes made</b>		
Various	337 boxes	
<b>Barcoded and Relocated</b>		
Standard boxes/volumes	1942 items	Barcoded and located into the Collection
OS Maps	114 plans	Located into the Collection
Various	1844 items	Locations moved and database updated
<b>External Work</b>		
Local Archives	358 boxes made	
Private Individuals	50 boxes made	
Business	3 plans	Cleaned, pressure sensitive tape removed, repaired and repackaged
Private Individual	1 volume	Removal of adhesive label and repaired
Institution	55 boxes made	
Organisation	2 boxes made	
Business	100 boxes made	