

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
18 December 2019**

REPORT OF:

THE GLAMORGAN ARCHIVIST

	AGENDA ITEM NO
REPORT FOR THE PERIOD 1 September - 30 November 2019	

1. PURPOSE OF REPORT

This report describes the work of Glamorgan Archives for the period 1 September to 30 November 2019.

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

The recruitment process for the post of Glamorgan Archivist was begun. In response to the advertisement, shortlisting was completed followed by psychometric testing and a technical interview. The member panel interviewed on 3 December and an appointment has been made. The County Archivist of Gwent, Dr Snook, is thanked for her assistance in the officer interview.

Interviews were held for the post of Archives Revealed Project Archivist. Katie Finn was appointed and will commence on 9 December.

Recruitment for the post of Cardiff Council Corporate Trainee has commenced with interviews due to take place in early December.

Continue skill sharing volunteer programme

During the quarter 51 volunteers have contributed 1,924 hours to the work of the Office. Of these, 32 came from Cardiff, 9 from the Vale of Glamorgan, 6 from Bridgend, 1 from Rhondda Cynon Taf, 1 from Caerphilly, and 2 from outside the area served.

Four volunteers, originally introduced through supported employment agencies, have contributed 142 hours of the total above. Six Conservation Sciences MSc student volunteers from Cardiff University have contributed 162 hours of the total above.

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 5 of these were provided. These work placements are included in the volunteer hours above.

Two tours have been arranged for placements with additional support needs. The first was requested by Quest Supported Employment Agency and the second as the result of a contact made through Quest. Both individuals have confirmed that they would like to start during the next quarter.

The Chair and Vice Chair of the Arts Society were shown around the building and observed the conservation work carried out by their members who are continuing to clean National Coal Board (NCB) volumes and plans.

The 4 student conservation volunteers have returned from their summer break and been joined by a fifth. They are mainly engaged on volumes from the NCB identified for treatment by the Glamorgan's Blood Conservator. Other conservation volunteers are work on the police newspaper cutting volumes and are making good progress.

Volunteers are continuing to work on long term projects including indexing Glamorgan Petty Sessions Depositions, vehicle licensing files, Cardiff Crew Agreements, Merthyr Tydfil Poor Law admission registers, Cardiff Union lists of paupers, Stanley Travers photographs, records of the Cardiff Exhibition 1896, building plans for Gelligaer Urban District Council and digitising photographs of the South Wales Police.

Continuing Professional Development

Development reviews for staff are current and up to date. All staff undertake on-line training as required by Cardiff Council.

Lydia Stirling, Conservator, and Mike Hodgson, Assistant Conservator, attended a conference on the treatment of wax seals, jointly organised by Cambridge and Copenhagen Universities, via Google Meet.

Three members of staff attend a Welsh language class provided by Cardiff Council. They are now at level Uwch; the class is held at the Archives. Melanie Taylor, Records Assistant, attended an intensive course in business Welsh.

Four members of staff and one volunteer joined a visit to Cardiff Reform Synagogue arranged by the Jewish History Association of South Wales. The visit will inform the cataloguing of records recently deposited by the Synagogue through JHASW.

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.

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.

External funding has been obtained for cataloguing projects, new equipment and training expenses.

Maximise benefit from income generation

Donations continue to be received from depositors following the addition of a note on costs to the accessioning documentation.

External orders for conservation work, cleaning and custom made boxes continue to be received. It is currently possible to manage these without impacting service needs although demand is growing and may be more difficult to balance in the future. The Conservator is providing conservation advice to a local archive. Private conservators are hiring space in the Studio.

Additional clients have been sourced for vacant space in the repositories.

In recognition of the quantity of deposits arising from the accelerated transfer of public records to the Archives in 2018 a New Burdens payment of £87,343.03 has been received from the fund administered by The National Archives. The payment is intended to support infrastructure and staff development with a particular emphasis on digital preservation.

Promote partnerships and networks

National

The Glamorgan Archivist spoke at a conference in Budapest, organised by the Central European University (CEU), on volunteering in the cultural heritage sector. She also delivered a public lecture to staff and students on community engagement in archives.

Representing Archives and Records Council Wales (ARCW) she attended the inaugural meeting of the Welsh Architectural Archives panel, the official unveiling in Cathays Park of a memorial stone in recognition of black and minority ethnic servicemen and women, and a response meeting on the potential impact of an EU exit on the cultural and heritage sector in Wales led by MALD the Welsh Government museums libraries and archives division. With the Senior Archivist she met staff of People's Collection Wales (PCW) looking for ways to improve the organisation's relationship with local archives and museums. She contributed to the consultation on PCW currently being undertaken by an external consultant on behalf of MALD.

She attended the Cultural Ambition graduation celebration at Conwy Castle at which the first group of trainees to complete their placements were presented with qualification certificates by the Deputy Minister.

The Glamorgan Archivist has attended meetings of Women's Archive Wales' (WAW) new National Lottery Heritage (NLHF) funded project recording the experiences of women Assembly Members, Setting the Record Straight. Project officer interviews and volunteer training was hosted at the Archives. Staff attended the WAW Annual Conference on both days, listening to a varied programme which included papers on the Cardiff New Synagogue Ladies Guild, and activist Audrey Jones, whose records have been deposited through WAW.

Sporting Heritage held their annual Conference in Cardiff in October at the Museum of Welsh Cricket in Sophia Gardens. A workforce development grant from ARCW enabled the Senior Archivist to attend. The programme was wide ranging, and the conference provided an opportunity to discuss collecting with colleagues in the heritage sector and to meet representatives from sports organisations.

The Senior Archivist also attended the History of Medicine in Wales Conference at the National Library of Wales to give a paper on the Glamorgan's Blood project with a focus on material relating to medicine, health and welfare. The programme also included a paper by Dan Jewson of Cardiff University on his work on the Glamorgan Asylum records held at the Archives.

She continues to attend meetings of the Archives and Records Association (ARA) Survey Group and the ARCW Marketing Group.

Visits

The Chief Executive and Director of the National Archives (TNA), Jeff James, visited Glamorgan and was shown around the building, meeting staff and volunteers on the way. He was accompanied by a colleague, Phillip Gale, who had worked in the former Glamorgan Record Office building some years ago and was impressed by the new premises. The newly appointed Deputy Director of MALD, Nicola Guy, came to see the building and discuss archive service provision in Wales with the Glamorgan Archivist. The new Director of the Royal Society of Architects in Wales, Elinor Weekly, visited for an overview of the domain and was also shown the building.

Vaughan Gething AM, called to see the National Archives' exhibition on the 1919 Race Riots, and the Glamorgan's' Blood exhibition panels.

Local

The Glamorgan Archivist attended the launch at Cardiff Castle of Matthew Williams' book, Cardiff Castle and the Marquesses of Bute. She attends meetings of the Heritage and Cultural Exchange reference and steering groups in support of their NLHF project. The project officer and volunteers are sorting the collection at the Archives. She also attended the launch of the People of Butetown exhibition at Cardiff Museum.

The Senior Archivist attended a meeting of the Merthyr Tydfil Heritage Forum, and represented the Archives at the Merthyr Tydfil Destination Day. She attended meetings of Cardiff University's Cultural Participation Research Network at St Fagan's Museum, Glamorgan History Society's annual Autumn Day in Bridgend, and South Wales Records Society's October committee meeting at Glamorgan Archives. She represents the office on the committee.

The Senior Archivist attended a meeting of the South Wales Police Heritage Board, on which she has an advisory role. She attended the South Wales Heritage Education Forum. Held at Gwent Archives, discussions focussed on the potential impact of the new school curriculum on archives and museums.

Cardiff University Special Collections and Archives celebrated 200 years since the birth of Enoch Salisbury with an event exploring the treasures within its Salisbury Collection. The Senior Archivist attended.

Glamorgan Archives continues to contribute to the Cardiff Fusion programme.

The Jewish History Association of South Wales have been successful in their bid for National Lottery Heritage Funding and will progress to a second project. They will continue to be based at Glamorgan Archives.

Grangetown Local History Society continue to hold their monthly meetings at the Archives.

Potential partnerships

Dr Victoria Donovan of St Andrews University discussed her plans for schools engagement in south Wales with the Glamorgan Archivist. A conference on industrial heritage is being planned for the summer of 2020 in Ukraine. St Andrews is involved as is the CEU and colleagues in Ukraine itself. Glamorgan Archives is likely to be asked to contribute. Digital copies of material from the Hughesovka Research Archive have been provided to former staff of the museum in Donetsk who are trying to re-establish a collection after the museum was largely destroyed in the recent Donbass war. An exhibition is planned along with visits to the UK by heritage professionals from Ukraine.

A telephone meeting has been held with representatives from the Railway Work, Life and Death project which looks at railway worker accidents in the UK and Ireland from the 1870s-1939. Potential links with the Collection, the Glamorgan's Blood project and the forthcoming Archives Revealed Time and Tide project, were discussed.

William Tregaskes from Cynon Valley Museum visited to discuss potential future partnership working, including hosting the Glamorgan's Blood exhibition during 2020.

2. Building and systems

Maintain building

Maintenance contractors continue to carry out regular maintenance and to replace failing components as required. The pressurisation unit for the water system, boilers and heating systems failed meaning the building was temporarily without hot water and heating. It has been replaced. A new pump was also needed for the driver unit bringing water into the system.

Ensure compliance

The Senior Archivist represents Glamorgan Archives on Cardiff Council's Welsh Language Coordinators Group where compliance with the Welsh Language Standards is monitored.

Migration to Office 365 took place on 19 September. Some minor issues with access to the generic shared inbox were experienced initially but have since been resolved, and the migration overall went smoothly.

The Senior Archivist attended training in the use of Talent Link, Cardiff Council's new recruitment portal, in preparation for recruiting to the role of Corporate Trainee.

Cardiff Council's Asset Management Officer visited to carry out a utilisation audit. The partnership arrangement was explained along with the budget structure. He was shown around the building to ensure the accuracy of the Council's plans.

All building health and safety checks are completed and current.

B. THE COLLECTION

1. Conservation

Repositories

The repository environments have been comfortably within the recommended ranges for the storage of archives with AHUs rarely called for during the quarter as temperatures dropped with the onset of winter. Chilled air was needed during the summer months when higher temperatures began to heat the concrete core of the repository block. Rooms at the top of the building need more cooling. Since the beginning of August conditioned air has been called for 30 minutes in the ground floor repository, Strongroom 1, 4 hours 30 minutes in Strongroom 2, 59 hours 50 minutes in Strongroom 3 and 86 hours 40 minutes in Strongroom 4.

Insect traps have been empty apart from the one at the front door which has captured a moth, a small fly and one small spider. Only the moth is of potential concern and it appears to be a single stray.

Conservation and preservation plans

The new multifunction suction table has arrived and been installed. The supplier provided training as part of the installation. It has already been in use to flatten a number of parchment documents and to remove some oxidised pressure sensitive tape adhesive residue, and is being demonstrated to staff, volunteers and students.

The controller for the Kasemake box machine has been repaired. It was out of action for a period during the quarter following issues around reconnecting to a replacement computer. External orders were not affected but box making for the Archives has been limited. There appears to be an IT issue outstanding which is affecting performance. This is being investigated.

Series identified for digitisation by Ancestry staff have been assessed and any preparatory conservation completed. The project on Quarter Sessions Rolls has begun. Their accessibility will be increased through flattening, cleaning, and repairing them as necessary. Conservation priorities identified by the Glamorgan's Blood project are also being pursued.

The studio was taken over as part of Kids Take Over Day. The students cleaned items from the Cardiff library deeds collection and carried out a bug check.

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

Collections days have continued, with a focus on local authority records. Work is currently underway to catalogue the committee papers of Rhondda Cynon Taff County Borough Council.

In the last quarter an extra 195 catalogues from Glamorgan Archives have been added to the Archives Hub website, increasing the total from Glamorgan Archives to over 35,000 entries. This includes the newly completed catalogue to the National Coal Board Collection. More descriptions will be added to the Hub in the forthcoming months.

Work continues on preparing catalogue data for upload to the system ensuring that descriptions are as accurate and user friendly as possible. During the quarter this has included significant work on improving descriptions of the Ordnance Survey map collection including National Grid maps from the 1960s.

Collection development

Initial receipts were issued within the target time. Full receipts were issued within 15 working days for 87% of the accessions; the target is 60%. 94% of the accessions received between December and May had receipts issued within the 6 months target for more complicated deposits; the target is 90%.

Louise Hunt, Archivist, visited the constituency office of Ann Clwyd, former MP for Cynon Valley, to survey files offered for deposit. The files held in the office form a continuation of case files deposited in the 1990s. Contact has been made with the Welsh Political Archive at the National Library of Wales to ensure that collections are retained by the most appropriate repository.

Louise Hunt, Archivist, and Rhian Diggins, Senior Archivist, met a representative of Geldards LLP to discuss the potential deposit of material to add to the existing collection.

A full list of accessions is given in *Appendix I*

Digital preservation

Louise Hunt, Archivist, represents the Archives on the national digital preservation working group contributing to telephone conferences.

Glamorgan's Blood

Cataloguing of the National Coal Board collection has been completed, meeting the project deadline of 4 December 2019. All NCB photographic prints have been scanned and the images uploaded to the online catalogue.

Guidance has been compiled for staff on resources, outstanding work and related projects. These include: cataloguing and digitisation of NCB negatives in the conservation freezer; uploading of images of the negative collection to the online catalogue; transfer of material to West Glamorgan Archive Service, and destruction of appraised material.

The Arts Society volunteers continue to clean volumes from the collection, with 234 cleaned to date. Katrina Coopey, Arts Society volunteer, is repackaging the building plans collection, with 107 repackaged so far.

The project is widely promoted through social media.

C. ACCESS

1. On-site use

Monitor service and implement improvements

Ask the Experts family history advice sessions, delivered by an expert volunteer, continue with 10 attendees this quarter.

Programme of user events

The annual Open Doors event took place in September, part of the national programme co-ordinated by Cadw. The Archives was open on a Saturday with documents on display and tours behind the scenes offered to the 47 people who attended.

Glamorgan Archives hosted the annual Conference of the Welsh Placenames Society. The Leader of Cardiff Council spoke of the authority's commitment to the Welsh language as demonstrated by its street name strategy. Other speakers included former Archivist Richard Morgan. Attendees were impressed with the facilities and the administration of the event and staff were thanked for their support. The executive committee of the society also met at the Archives.

The Glamorgan's Blood celebration event took place on 25 October. Talks were given by Project Archivist, Louise Clarke, and Project Conservator, Stephanie Jamieson. Guest speaker Dr Steve Thompson of Aberystwyth University gave a paper entitled 'A Disability History of the South Wales Coalfield'. The public event celebrated the completion of the project and launched the Glamorgan's Blood exhibition, exploring the coal collections, which will be on display at the Archives until the end of the year. It will then go on tour across south Wales.

Volunteers from the Living Levels RATS research group held a morning of short talks at the Archives, where they introduced the public to their work on the history of the Gwent Levels. Subjects included the development of the aerodrome at Pengam, an accident involving a mail coach at Pengam Bridge in 1843, flood control and the use of church

bells on the Levels. Related documents from the Collection were displayed following the talks.

Delegates attending the Chartered Institute of Library and Information Professionals (CILIP) Rare Books Conference, held at Cardiff University, visited the Archives for a tour as part of the conference programme.

Members of Penarth Civic Society visited for a tour of the building and to see documents relating to their town.

Three groups of family history students – 26 individuals in total – visited with their tutor. The groups were given a tour and then an introduction to using the searchroom and catalogue. They also had a display of documents representing their research interests.

Education

The autumn term has again proved a popular period for school visits. Two Year 6 classes from St Illtyd Primary School in Llantwit Major visited for workshops on the Second World War. Two classes from Kitchener Primary in Cardiff studied how Riverside had changed over the last century.

One class of 29 pupils attended from Adamsdown Primary School. They studied how their area of Cardiff has changed over the last one hundred years.

In October a group of twelve year 5 and 6 pupils from St Helen's Roman Catholic School, Barry, visited for an animation workshop hosted by artists Leo and Natasha Nicholson. The children spent the morning learning about the Archives and looking at documents of Barry Dock Office, Ocean Coal Company, David Davies, and the coal industry in Wales. In the afternoon they took inspiration from these documents to build models and sets and then to create an animation. The children will take part in a second session to be held at the Barry Dock Offices. It is hoped that the finished works can be displayed on the Archives' website.

Two classes from Victoria Primary School, Penarth, visited in November for workshops on the Victorians. The pupils also had a tour of the strongrooms.

Year 10 history pupils from Whitmore High School in Barry visited as part of their Welsh Baccalaureate project. They researched documents relating to Barry in the Second World and used their findings to deliver lessons to younger pupils back at school.

November saw the annual national Kids in Museums Take Over Day. This year it was the turn of pupils from Greenfield School, Merthyr Tydfil, to take on the roles of the Archivists and Conservators for the day. They helped to run the public searchroom, catalogue a collection photographs

and clean documents in the conservation studio. In total 10 pupils took part accompanied by three members of staff.

Creative writing students from Cardiff Metropolitan University visited for a tour and to explore items from the collection which could potential inspire and inform their creative work.

History students from the University of South Wales visited to view items relating to poverty and crime in the 19th century. They also had a tour and were given guidance on searching the catalogue.

2. External events

Contribute to heritage events

Harvey Thomas, Assistant Archivist, attended the Glamorgan Family History Society Fair at Merthyr Tydfil Leisure Centre, where he provided advice and guidance on family history and the collection, answering questions from many of the genealogists in attendance.

Hannah Price, Archivist, attended a lecture day organised by the AWEN Group based at Whitchurch Library. The event was held at the Museum of Cardiff and looked at the subject of radical politics in south Wales.

Louise Clarke, Archivist attended the Llafur: Welsh People's History Society day school at the Museum of Cardiff, which was based on the theme of popular protest.

Identify and respond to major anniversaries

The 'From Cardiff to the Caribbean' exhibition, produced by the National Archives to commemorate the centenary of the 1919 Race Riots, was displayed at the Pierhead Building as part of their programme for Black History Month in October. The exhibition then moved to Derby where it was displayed at the National Black Police Association Conference, thanks to the NBPA's President Sgt Tola Munro of Gwent Police, who is a regular visitor to the searchroom. Interest in the exhibition continues and it has been requested for display in a number of future events and conferences.

The Glamorgan Archivist attended a commemorative event at Merthyr Dyfan Cemetery, Tolerance through Remembrance, on the 1919 Barry Race Riots.

The Senior Archivist delivered a workshop at Cardiff Council's Tenants Conference, held at City Hall in October. The theme for the conference was 100 years of council housing, and the workshop drew on photographs, plans and other documents showing council housing in Cardiff. Several tenants attended and, as a result, a visit for tenants to the Archives has been arranged for January.

Cardiff Council held its annual staff remembrance service at City Hall on 11 November. The Senior Archivist read a short piece providing stories of some of those featured on the staff roll of honour, based on information collated by volunteer Rosemary Nicholson.

Rhondda Cynon Taf Citizens Advice Bureau launched their 80th anniversary exhibition at Pontypridd Museum. Louise Hunt, Archivist, attended the launch event which included a presentation on the history of the organisation and a video that had been created as part of the project. The exhibition was subsequently displayed at Glamorgan Archives.

The blog continued to celebrate the 80th anniversary of Glamorgan Archives with articles focusing on each of the decades since its establishment in 1939. The post for the 1980s looked at the Miners' Strike of 1984/5; the Glamorgan Archivist looked at the links forged with Donetsk during the 1990s; the article for the 2000s looked at the impact of building the Rhondda Relief Road on Cymer Independent Chapel, and the series closed with an article on the records deposited by Cardiff People First during the 2010s.

Social media posts noted the 70th anniversary of Welsh medium education in Cardiff

3. Remote access

Monitor service and implement improvements

The 15 working day target on remote enquiries is met. Feedback comments have included:

The staff in the search-room are always helpful, patient and accommodating... It may not seem like a lot, but simple things like that are very much appreciated. I would like ALL of the search room staff (I don't know all of their names) to know that the work they do is very much appreciated by me, as I am sure it is also appreciated by many other visitors to the archives.

Thank you for your time and effort in helping me with my search. I can see you have gone above and beyond, which is very much appreciated.

Interesting enquiries are reported in *Appendix II*.

The ARA Distance Enquiries Survey has taken place across September, October and November. It is a survey of users of the remote enquiries service who contact the office by post or email. The final invitation to participate was sent on 22 November, with the survey closing to responses on 2 December. Results will be available in the spring.

Discussions are underway with People's Collection Wales regarding adding schools workshops to the PCW site and feeding them through to Hwb, Welsh Government's on-line teachers' resource site.

Publicity

Photographs from the South Wales Police collection showing public houses are to be published in a forthcoming book on the history of public houses in the Rhondda Valley.

Images from the Archives appeared in the St David's 2 shopping centre's 10th anniversary exhibition.

Work carried out by volunteer Ann Konsbruck on the Henry Fothergill diaries has continued to attract interest, particularly in Kent where Fothergill spent his later years. Whilst researching in Kent, Ann forged links with a local history society and now one of its members will be giving a talk on the diaries to Deal Branch of the Kent Family History Society next year. It is good to see the story of Henry Fothergill and his diaries being shared further afield.

The Senior Archivist was interviewed on Radio Cymru's Geraint Lloyd programme about the Open Doors event.

As part of Radio Cardiff's season of programmes for Black History Month, the Senior Archivist spoke on Ceri Stennett's weekly programme about documents relating to the 1919 Race Riots.

Heno, a magazine show on S4C, ran a feature about the Glamorgan's Blood exhibition which was broadcast on 20 November. They also visited to film plans and photographs for an item on Cardiff's Dutch Café.

A film crew from BBC's The One Show visited the searchroom to film a genealogy item.

Staff and volunteers at Llandudno Museum published a blog post on an LGBT history tour of the town. The tour was created following attendance at a Queering the Archives training day led by Norena Shopland and inspired by Glamorgan Archives' Queering Glamorgan research guide.

The last week in November was Explore Your Archive week. Glamorgan Archives contributed to the social media campaign with posts linked to daily hashtags. Glamorgan Archives took over the social media accounts of Archives Wales / Archifau Cymru during the week of 21st October. Throughout the week the accounts highlighted the work of the Archives.

A series of articles on the blog have featured records relating to medicine, health and welfare catalogued as part of the Glamorgan's Blood project. Also marked were the opening of the Rugby World Cup

in Japan with a look back at the visit to Deep Navigation Colliery in 1976 by the Crown Prince of Japan. The latter also featured on Wales Online.

The Archives' own social media accounts also promote and publicise events, catalogues and conservation. Posts this quarter have featured National Sporting Heritage Day and Diwrnod Shwmae.

SUMMARY

Another busy quarter has seen staff respond with the usual dedication to demands for access and attendance at national and community events. It has been particularly gratifying to receive international acknowledgement for our work in community engagement and the volunteer programme, both of which are central to Glamorgan Archives' service delivery strategy. The renewed academic interest in the origins of Donetsk suggests that the Hughesovka Research Archive will easily survive the departure of its creator. The successes of Welsh industry will also be more accessible to researchers through new catalogues such as the NCB material now uploaded to the Archives Hub. Staff have worked hard to ensure continued success in attracting grant funding to improve both conservation and cataloguing, opening the Collection to more users. The service is not only weathering the contraction of public services but continuing to experiment with innovative access programmes and opportunities for income generation.

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 2019-2020 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
6 December 2019**

Local Government Act 1972

As amended by the

Local Government (Access to Information) Act 1985

GLAMORGAN ARCHIVES JOINT COMMITTEE

REPORT OF THE GLAMORGAN ARCHIVIST

Agenda Item : WORK OF THE ARCHIVES
1 September – 30 November 2019

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>
Access	Contribute to external heritage events	1 in each funding authority	Bridgend, Cardiff, Caerphilly, Merthyr Tydfil, Rhondda Cynon Taff, Vale of Glamorgan
	Deliver educational service	10 educational visits	17
	Deliver on-site events	6 public events	21
The Collection	Contribute to Archive Hub	200 catalogues	655
	Meet accessioning targets	Initial receipt 15 days 100%; formal receipt 15 days 60%; complex receipt 6 months 90%	Initial 100%; formal 87%; complex; 94%
	Repository conditions maintained	AHUs in full working order	Working
	Meet conservation targets	1,000 items cleaned; 50 items conserved; 1,500 boxes made	523 cleaned; 479 conserved; 954 boxes made
Resources	Meet income target	£92,200	Figures to follow
	Meet agreed revenue budget	£887,100	Met
	Manage volunteers workforce	6,600 hours; 100% reviewed	5489, reviews complete
	Maintain establishment	14 fte	14 fte

Appendix I

A. W. McKinty of Cardiff, Collection			
Accession No:	2019/133	Reference No:	D80
Staff papers of Western Mail and South Wales Echo			
Date of records: 1966-1986			

Insurance documents for properties in Treherbert			
Accession No:	2019/134	Reference No:	D1712
Insurance policy of Thomas Davies on 6 Herbert Street, Treorcki, dwelling house and shop (1879). Insurance policy of Jane Davies on properties at 5 Princes Street, Treherbert and 35, 36 and 37 Victoria Street, Ystrad (1889)			
Date of records: 1880s			

Bob Skinner, Marketing Officer, BBC Symphony Orchestra Collection			
Accession No:	2019/135	Reference No:	D1714
Concert programmes of the BBC Symphony Orchestra, 'Who Runs This Town? 100 Years of Penarth Local Government'			
Date of records: 1989-2008			

Barry and District Soroptimist Records			
Accession No:	2019/136, 171	Reference No:	D647
Scrapbook, photograph albums			
Date of records: 1991-2013			

Penarth Ecclesiastical Parish Records			
Accession No:	2019/137, 172	Reference No:	P46CW
Baptism register, 1990-2019; parish magazine, 2018; weekly bulletins, 2018; Holy Nativity Baptism Register (1966-2019); Guide to St Augustine's Church (2012)			
Date of records: 1966-2019			

Llandaff Diocese Mothers' Union Records			
Accession No:	2019/138	Reference No:	DMUL
Penarth Branch records including newsletters, lists of members, minutes, scrapbook, programmes, orders of service, accounts			
Date of records: 20th century			

JHASW: Jewish History Association of South Wales Records			
Accession No:	2019/139	Reference No:	D1719
'Bimah The Platform Of South Wales Jewry' / 'Bimah The Platform Of Welsh Jewry' magazines			
Date of records: 1994-2019			

Glamorgan Family History Society Records			
Accession No:	2019/140, 201	Reference No:	D37/1/135, 136
Journal numbers 135-136			
Date of records: Sep-Dec 2019			

Llancarfan Society Records

Accession No:	2019/141, 157	Reference No:	DLNS
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Newsletters 178-179

Date of records: Jun-Sep 2019

South Wales Police Constabulary Records

Accession No:	2019/142, 143	Reference No:	DSWP
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South Wales Police 'Fifty years of keeping South Wales safe'; South Wales Police guidance for 'Working with the Community'

Date of records: c2005-2008

Casgliad Philip Lloyd o'r Wyddgrug

Accession No:	2019/144	Reference No:	D1510/9
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Aerial photograph of Cardiff Central Station

Date of records: 20fed ganrif

Grangetown Local History Society, Cardiff, Collection

Accession No:	2019/145	Reference No:	D1026
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Three mounted photographs of Conservative Club members. Also many copies including of Kent Street, Grange Council School and Sevenoaks Park Youth Club.

Date of records: 1930s-1970s

Bethany Baptist Church, Rhiwbina, Cardiff Records

Accession No:	2019/146	Reference No:	DBAP15
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Papers for AGM, monthly announcements, Church Messenger magazines, orders of service, minutes of the Elders and Deacons meetings

Date of records: 1990s-2010s

Records of the Brush Electric Light Company

Accession No:	2019/147	Reference No:	D1713
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Notice to connect steam engine with chimneys under the Cardiff Corporation Act

Date of records: 1890

Vale of Glamorgan Council Records

Accession No:	2019/148, 159	Reference No:	CVG
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Committee agendas and reports

Date of records: 2012-2013

City of Cardiff Corporation Waterworks

Accession No:	2019/149	Reference No:	BC/WW/21
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Annual Reports of the Water Engineer and Manager and City Treasurer and Controller

Date of records: 1969

'The Fortnightly Club', Cardiff, Papers

Accession No:	2019/151, 161	Reference No:	D1715
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Academic papers and journals read in meetings, meeting papers, correspondence, meeting log book, framed paper of 'The Fortnightly Club' shield with attached bone, photographs, letter regarding creation of The Fortnightly Club and list of members
Date of records: 20th century

HJ Lear Limited University Bookshop (Cardiff) Limited, Annual Accounts

Accession No:	2019/152	Reference No:	D1716
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Accounts

Date of records: 1984

Pontypridd and Cardiff Jewish Community Photographs

Accession No:	2019/153	Reference No:	D1717
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Pontypridd Synagogue: a copy of a photograph of the exterior of the building and congregation with explanatory note; Cathedral Road Synagogue: photograph of Joseph Nifield carrying a Torah scroll; Penylan Synagogue: Youth Sports Club
Date of records: 20th century

Nightingale's Map of Glamorgan

Accession No:	2019/154	Reference No:	D1722
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Showing county boundaries, Municipal Boroughs, Urban and Rural Districts, parishes, collieries and railways
Date of records: c1910

Cardiff New/Reform Synagogue Records

Accession No:	2019/155, 181, 192	Reference No:	D1718
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This collection contains documents relating to the formative years and early history of Cardiff Reform (formerly New) Synagogue.

The documents include a letter that offers insight into the difficulties that the first congregation encountered before it found a fixed place of worship and when most of its services were held in the Temple of Peace; letters concerning the acquisition of the former Methodist Church in Moira Terrace and the building works that were undertaken to transform it into a Synagogue; a floor plan showing one of the proposed designs for the Synagogue; a leaflet containing the Order of Service for the consecration of the Synagogue; early leaflets advertising the Synagogue and debunking common misconceptions about Reform Judaism as a movement; histories of Cardiff Reform Synagogue written by members of its congregation; and a series of letters relating to the conflict over kosher meat in Cardiff in the late 1940s; Administrative records, papers of notable congregation members, papers relating to Rabbis and files on various issues; Ladies' Guild records

Date of records: 1940s-2016

William Croker of Cardiff, Photographs

Accession No:	2019/156	Reference No:	D1720
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Family photographs.

Date of records: 1910s-1930s

Roger L Brown, Vicar of Tongwynlais, Papers

Accession No:	2019/158, 162	Reference No:	D1691
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Bargoed Parish magazines, 1971-1972; Dinas and Penygraig Parish notes, 1968-1970; Rhondda Deanery notes, 1968-1970; Llandaff Diocesan Liturgical Committee papers, 1972-1976; Dinas and Penygraig Parish magazines, 1970; Bargoed Parish magazine, Oct 1970

Date of records: 20th century

Sir Hebert Hiles M.B.E., Lord Mayor of Cardiff Papers

Accession No:	2019/160	Reference No:	D1721
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Photographs (1936-1937); invitation and records relating to attendance at the coronation of George VI and Queen Elizabeth (1937); programmes and invitations (1927-1953); newscuttings (1936-1937); correspondence (1936-1937)

Date of records: 1936-1953

136 Corporation Road, Cardiff, Deeds

Accession No:	2019/163	Reference No:	D1726
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Property deeds

Date of records: 19th-20th century

Ms Jayne Pucknell Papers

Accession No:	2019/166	Reference No:	DX736
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Records, including letters between Sidney Pucknell and Joyce Evans when 'courting'; also photograph album

Date of records: c1940s-1950

'Taffs Well and Nantgarw', Volume 3, Correspondence

Accession No:	2019/167	Reference No:	D1723
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Correspondence received by Roger Lee Brown, Editor, regarding readers' reaction to 'Taffs Well and Nantgarw', Volume 3

Date of records: 1984

Casgliad D Gareth Evans o'r Barri / D Gareth Evans of Barry, Collection

Accession No:	2019/168	Reference No:	D865
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'Hanes Bedyddwyr Y Barri hefyd. Capel Calfaria a Chapel Salem'

Date of records: 1923-1930

Quantities for the Construction of Infant School, Bridgend

Accession No:	2019/169	Reference No:	D1725
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P.L. Thomas, Architect of Bridgend for the Bridgend School Board.

Date of records: 1899

Cllr Phil Bale of Cardiff, Papers

Accession No:	2019/170, 182	Reference No:	D1732
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Papers relating to the political career of Cllr Phil Bale, including, but not limited to papers concerning: Cardiff City Deal, 2014-2017, Welsh Audit Office, Llanishen Reservoir, Cross River Tram campaign, London, papers relating to events, Labour Group Co-op Party, 2012-2019, Informal Cabinet papers, 2014-2017, Leader of Council Statements, 2014-2017, Newspaper cuttings (with index)
Date of records: 2008-2017

Penarth and Barry Deanery. Mothers' Union

Accession No:	2019/173	Reference No:	DMUL
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Accounts and other papers (1999-2015), scrapbooks (1951-1999), pamphlet on the visit of the Mothers' Union Worldwide President (2019)
Date of records: 1951-2019

Matthew Williams of Cardiff, Collection

Accession No:	2019/174	Reference No:	D1080
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Images of a Miners' Gala, Cardiff and Nantgarw Potteries
Date of records: 1960s-1994

Blaengarw Colliery Strike

Accession No:	2019/175	Reference No:	D1724
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Police escorting home the only three men who were working at Blaengarw Colliery
Date of records: Nov 1929

Cardiff and Bristol Incorporated Shipowners' Association

Accession No:	2019/176	Reference No:	DCOMC
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Records of the Association including minutes, correspondence and annual reports
Date of records: 1970s-2005

Minster Road United Reformed Church, Cardiff, Records

Accession No:	2019/177	Reference No:	D756
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Marriage register
Date of records: 2001-2004

Baptist Chapel, Splott Road, Cardiff, Records

Accession No:	2019/178	Reference No:	DBAP49
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Marriage register
Date of records: 1980-2007

Allensbank Primary School, Cardiff, Records

Accession No:	2019/179	Reference No:	D1727
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Log books, admission registers, punishment books, stock books, sales book, visitors' book, register of children arriving late
Date of records: 20th century

WA Sanday and Company Limited, Woollen and Trimming Merchants, Cardiff, Scrapbook and Ledger

Accession No:	2019/180	Reference No:	D1729
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Scrapbook recording the amalgamation with Trippe Brothers Limited; Ledger
Date of records: 1920-1984

Penarth Heating Engineers Limited, Cardiff, Photograph

Accession No:	2019/183	Reference No:	D1728
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Radiator pressings being pressed on a 2000 ton hydraulic press at Penarth Heating Engineers Limited, Cardiff.

Date of records: c1960

Cofnodion Merched y Wawr: Rhanbarth De Ddwyrain

Accession No:	2019/184	Reference No:	DWAW62
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Papurau ariannol a chyfrifon

Date of records: 1988-2010

Maindy School, Cardiff, Records

Accession No:	2019/185	Reference No:	EC19
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Log books, 1911-1939; admission register, 1928-1939

Date of records: 1911-1939

Dinas and Penygraig Ecclesiastical Parish Records

Accession No:	2019/186	Reference No:	P258CW
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Duplicate marriage register for Dinas Mission Church

Date of records: 2013

Calvary Baptist Church, Treforest, Records

Accession No:	2019/187	Reference No:	DBAP36
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Duplicate marriage registers

Date of records: 1953-2003

Williamstown Ecclesiastical Parish Records

Accession No:	2019/188	Reference No:	P233CW
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Duplicate marriage register

Date of records: 1996-2016

Tabernacle, Hannah Street, Porth Records

Accession No:	2019/189	Reference No:	DBAPMARR2
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Duplicate marriage register

Date of records: 2001-2004

St John Lloyd Roman Catholic Church Records

Accession No:	2019/190	Reference No:	D1731
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Duplicate marriage registers

Date of records: 1971-1990

Bethel (Bush) Free Mission, Clydach Road, Blaenclydach, Rhondda, Records

Accession No:	2019/191	Reference No:	D1730
Duplicate marriage register Date of records: 2003-2015			

Cowbridge History Society Records

Accession No:	2019/193	Reference No:	D1254
Cowbridge High School for Girls, photograph; views of Cowbridge and surrounding area Date of records: 20th century			

Account of the Estate of Charles Williams, Currier of Cardiff

Accession No:	2019/194	Reference No:	D1734
Containing an account of the debts due to the Estate of the late Charles Williams decd, statement of rents, interests, mortgages, bonds etc due to the estate of the deceased, account of monies due from the late Charles Williams, and balance of accounts Date of records: 1801-1802			

Cardiff and District Table Tennis League Records

Accession No:	2019/195	Reference No:	D1683
Supplement to 'The History of Table Tennis in Cardiff', handbook for 2019-2020 Date of records: 2019			

Keith Leighfield, Former Chief Surveyor and Minerals Manager with British Coal Corporation, papers

Accession No:	2019/197	Reference No:	D1733
British Coal/National Coal Board Annual Reports, 'The Prospects of Coal, Conclusions of the Government's Coal Review', Mar 1993 and British Coal Information memorandum produced by N M Rothschild and Sons Limited, 1994. Date of records: 1970s-1990s			

Cynon Valley Anti-Poll Tax Group Papers

Accession No:	2019/198	Reference No:	D1735
Press cuttings, notebook, press releases, posters, tickets Date of records: c1990			

Tonteg Women's Institute Records

Accession No:	2019/199	Reference No:	D552
Scrapbooks Date of records: 1967-2009			

Programme for Cardiff Municipal Officials' Picnic

Accession No:	2019/200	Reference No:	D1625
Trip to Minehead, Lynton and Lynmouth Date of records: 16 Jun 1931			

Notable Accessions

Barry and District Soroptimist Records (D647)

Two deposits have been received from a local soroptimist group during the last quarter. Soroptimist International is the largest worldwide service organisation for women in management and the professions, with more than 3000 clubs in over 120 countries. The Barry Club is one of 20 in south Wales and was chartered in 1968. Items received comprise photograph albums and scrapbook covering the years 1991-1992 and 2008-2013 respectively

Cardiff New/Reform Synagogue Records (D1718)

Several deposits of records have been received from Cardiff Reform Synagogue via the Jewish History Association of South Wales. The records were sorted and listed by volunteers working on the Jewish History project prior to their deposit. Material includes administrative papers, minutes, correspondence, photographs, newsletters and records of social groups and events including the Ladies' Guild. The records date from 1948-2010s covering all aspects of the community's history

Sir Hebert Hiles M.B.E., J.P., Lord Mayor of Cardiff Papers (D1721)

An extensive collection of records has been donated by the family of a former local councillor. Herbert Hiles was born in Wellington, Somerset in 1881 and worked as a baker's boy before moving to Cardiff. He was Mayor of Cardiff 1936-1937, received an M.B.E. in 1936 and was knighted the following year. The majority of records date from his time as Mayor of Cardiff and includes photographs of residential streets decorated for the coronation, the visit of King George VI and Queen Elizabeth during their coronation year, and numerous programmes and photographs recording official events attended

Quantities for the Construction of Infant School, Bridgend (D1725)

Papers regarding the building of a Victorian school have been deposited. The records refer to the construction of a new infant school at Bridgend and were drawn up during the autumn of 1899 for the Bridgend School Board by PL Thomas, a local architect. The detailed Dimensions of Quantities outline the trades and materials required for the completion of the school

Councillor Phil Bale of Cardiff, Papers (D1732)

Papers relating to the political career of Councillor Phil Bale have been received. Councillor Bale was Cardiff City Council Leader from 2014-2017 and he spent seven and a half years as the Labour & Co-op Councillor for Llanishen and Thornhill, stepping down in Oct 2019. Papers relate to his time in Cardiff as Leader and Councillor. Additional material relates to his campaign work, including material concerning the Save Llanishen Reservoir Campaign

Cynon Valley Anti-Poll Tax Group Papers (D1735)

Papers of a local protest group have been received from its former head. The Cynon Valley-Anti Poll Tax Group was active in raising awareness of and organising opposition to the Tax. Papers received reflect the activities of the Group and include a minute book, notes of meetings, scripts for speeches, campaign flyer, posters and a newspaper cutting

Appendix II

	Number of Visits (groups and meetings)		No. of Groups	Documents Produced
	TOTAL			
Sep – Nov 2018	2683	(2004)	86	3041
Dec 2018-Feb 2019	1996	(1428)	57	2434
Mar – May 2019	1871	(1245)	43	2806
June – Aug 2019	1847	(1238)	53	2961
Sep – Nov 2019	2214	(1574)	82	3090

	Remote Enquiries	Website Hits
Sep – Nov 2018	958 (+168 un-printed thank you emails)	12863
Dec 2018-Feb 2019	805 (+ 216 un-printed thank you emails)	10844
Mar – May 2019	924 (+90 un-printed thank you emails)	10282
June – Aug 2019	840 (+231 un-printed thank you emails)	10522
Sep – Nov 2019	912 (+296 un-printed thank you emails)	11469

Interesting Enquiries

Students and academics continue to make use of the Collection in their research. The Plymouth Estate plans, Quarter Sessions deposited plans and the Merthyr Tydfil tithe plan provided information on housing provision for ironworkers. A student researching the suffrage movement in Wales drew on the work completed by volunteers, along with records of the Cardiff Women Citizens' Association, the Pontypridd Women's Co-operative Guild, the police newscuttings books and local authority minutes. More recent research on feminist activism was undertaken by a PhD candidate exploring reproductive rights, fat acceptance and beauty ideals. Students from the Welsh School of Architecture continue to make use of the Collection, with a recent project on Currans Limited, Cardiff and the surrounding area in Butetown drawing on Borough of Cardiff building regulation plans and photographs, Cardiff City Council aerial photographs, and images from the Ralph Lucas photographic collection.

House and property history remains popular. The Cardiff Library Collection provided details on a property in Devon dating back to the 17th century. Local authority records assisted a homeowner in his efforts to discover the method used to reinforce the river bank near his recently purchased property.

Colleagues in the heritage sector have been assisted with their research. A volunteer guide at the recently refurbished Guildhall in Llantrisant visited to research the financial support provided by Lady Windsor for the rebuilding of the Town Hall and Corn Market in 1773, viewing records of Llantrisant Borough and Parish. An archaeologist with Archaeology Wales investigated historical land use in connection with the widening of the A465, consulting Ordnance Survey plans, local authority records and Bute Estate surveys. An artist from the Netherlands, currently in residence at St Fagan's Museum, consulted Women's Archive of Wales records whilst progressing a community project relating to the march from Cardiff to Greenham Common.

There have been a number of unusual family history enquiries. Sir Malcolm Pill visited to investigate an explosion on board the tug boat Rifleman in 1886, in which his ancestor, Captain James Henry Pill, was killed. He consulted crew agreements for the boat and newspaper cuttings recounting the incident. Coroner's records and Cathays Cemetery burial registers were used by a family historian tracing an ancestor who drowned in Cardiff and was initially unidentified. An entry was found in an inquest book confirming subsequent identification.

Family historians visit from across the globe. A researcher from Argentina visited to try and learn more about his ancestors who left Wales for Patagonia aboard the Mimosa in 1865. A Norwegian visitor sought information on his great-grandfather, a ship's captain, whose luggage had been left on a ship in Cardiff and was later returned to him via Hull.

Local history queries have included the development of local industrial estates during the 1930s and 1940s, drawing on records of Treforest Industrial Estate, and transport links used by the ironworks in south Wales, including tramways and canals, for which the records of the Dowlais Iron Company, Plymouth Estate and National Coal Board proved useful.

An unusual query was received from an author writing a book on 'final words', including deathbed confessions, suicide notes and spoken words. Wills and inquest records were suggested as useful sources, along with a crew agreement containing a suicide note.

Officers from contributing authorities frequently make use of the Collection. Staff from Cardiff Council's Bereavement Services accessed records of Cardiff Burial Board, including wage books, as part of research on the department's staff during the 19th and early-20th centuries.

Appendix III

<i>Local and Family History Groups</i>	
Ask the Experts! family history sessions	10
Grangetown Local History Society	48
Penarth Civic Society	15
Family history classes x 3	32
<i>Professional Organisations</i>	
Glamorgan Archives Joint Committee	15
Shortlisting Panel	8
Welsh Place Names Society committee meeting	13
South Wales Records Society	10
Gwent Archives staff	4
CILIP Rare Books Group	16
<i>Events</i>	
Welsh Place Names Society Conference	50
Open Doors	47
Glamorgan's Blood celebration event	27
Living Levels	31
<i>Education</i>	
St Illtyd Primary, Llantwit Major	27
Kitchener Primary, Cardiff	26
Adamsdown Primary, Cardiff	32
Victoria Primary, Penarth	69
St Helen's RC Primary, Barry	16
Whitmore High School, Barry	31
Greenfield School, Merthyr Tydfil – Takeover Day	13
Cardiff Metropolitan University creative writing students	17
University of South Wales history students	10
<i>Filming</i>	
Heno x 2	7
BBC The One Show	3
<i>Individuals Meeting Staff</i>	151
<i>Tours for prospective volunteers</i>	3
<i>Room Hire</i>	
Cardiff Council Training/Workshop x 50	723
Welsh class x 10	120

Appendix IV

Bench work		
DCONC/5/25-30	6 news cuttings volumes	Cleaned and repaired
G/D/C/RE/17/1, 55/2,4,7	4 registers of electors	Pages repaired and flattened
Q/D/R/2/L-G	Rate books	Cleaned, mould treated, repaired, loose pages reattached and new covers made.
Q/S/C/6-8	3 Quarter Sessions and Assizes rolls	Cleaned, repaired and covers reattached
DHGL/1/8	Wages sub-committee	Cleaned, flattened and repaired
DHGL/34/2	Head Female Attendant's Daily Returns	Cleaned, repaired, and rebound
DHGL/8/11,13	2 Patient Population Registers	Cleaned, sticky tape removed and repaired
W/38	Worrall's Directory of South Wales and Newport 1875	Cleaned, repaired and rebound
DHGL/10/	31 volumes Glamorgan Asylum patients records	Cleaned, repaired and rebacked and red rot consolidated.
DHGL/1/4,/5,/6	5 volumes Glamorgan Asylum Minutes	Cleaned, repaired and rebacked and red rot consolidated.
DCONMT/9/3/3-4	2 volumes correspondence	Cleaned, sticky tape removed, metal work removed and repackaged.
DHGL/3/4,1,6	3 volumes Glamorgan Asylum Annual Reports	Cleaned and repaired
DHGL/4/1,3,2	3 volumes Glamorgan Asylum Visitors Books	Cleaned and repaired
DHGL/14/1	Male patients	Cleaned, sticky tape removed and metal work removed
DHGL/23/5,4	2 volumes Journal	Cleaned, repaired and rebacked and red rot consolidated.
DHGL/29/10	Articles of Agreement	Cleaned, repaired and rebacked and red rot consolidated.
DHGL/20/1	Register of burials at Glamorgan County Asylum	Cleaned, repaired and rebacked and red rot consolidated.
DHGL/36/4	Day Book	Cleaned, repaired and rebacked and red rot consolidated.

DHGL/8/4	Patient Population Register	Cleaned, sticky tape removed and metal work removed
DBJ/1-3	Summary valuation of Llanharan estate,	Cleaned and repaired
DCY/3	Account books of iron works	Cleaned, leather re-adhered and red rot treated.
DHGL/11/	23 volumes Glamorgan Asylum patients records	Cleaned, repaired and loose pages put back in.
DHGL/7/1	Glamorgan Asylum Misdemeanours Book	Cleaned and repaired
DHGL/1/2-3	2 volumes Minutes of General Committee of Visitors and Sub-committees	Cleaned, repaired and boards reattached.
Q/S/C	Calendar of prisoners	Condition assessed for conservation needs before digitisation
Q/D/R	Electoral registers	Condition assessed for conservation needs before digitisation
DHGL	Glamorgan Asylum	Condition assessed for conservation needs before digitisation
BC/S/1/15936	Plans of the Dutch Cafe	Flattened, tears splinted and repackaged
Cleaning and Packaging		
	27 Maps	New hangers attached
Crew lists	152 Crew agreements	Cleaned
DPL	2 standard boxes and 30 double standard	Cleaned and repackaged
DSA/12/1950	3 bundles	Cleaned of mould
	2 broken glass plate negatives	Bespoke cases
Bespoke boxes made		
Various	175 Boxes	
Barcoded and Relocated		
Various	516 Boxes and maps	Barcoded
External Work		
Private Individual	2 boxes made	
Private School	45 boxes made	
Local University	1 bundle of papers, 9 volumes	Cleaned, repaired fasciculed and rebound