

The Report of the Deputy Keeper
of the Records 2009/10

Cover images

PRONI reference D2189/1. Printed public works map of Ireland to accompany the Report of the Royal Commission on Public Works, prepared by Ordnance Survey. 1887.

PRONI reference D509/917. Donegal estate papers: counterpart lease of ground for shipbuilding in Belfast, Most Hon. Arthur Marquess of Donegall to William Ritchie. 1795.

DEPARTMENT OF CULTURE, ARTS AND LEISURE



The Report of the Deputy Keeper of the Records 2009/10



Prepared pursuant to Section 10 of the Public Records Act (NI) 1923

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ISBN: 978-1-84712-867-6

**TO THE MINISTER FOR THE DEPARTMENT OF CULTURE, ARTS AND
LEISURE, NORTHERN IRELAND**

I beg to submit the following *Report* for your approval and transmission to the First Minister and deputy First Minister for Northern Ireland.

AILEEN McCLINTOCK
Deputy Keeper of the Records

**TO THE FIRST MINISTER AND DEPUTY FIRST MINISTER FOR NORTHERN
IRELAND**

I have the honour to transmit to the First Minister and deputy First Minister the following Report made by the Deputy Keeper of the Records, pursuant to s.10 of the Public Records Act 1923.

NELSON McCAUSLAND, MLA
Minister of Culture, Arts and Leisure

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New Accommodation

New Accommodation

This has been an exciting and exceptionally busy year for the PRONI @ Titanic Quarter (PRONI @ TQ) New Accommodation Project.

Back in March 2009 our new home was just starting to 'come out of the ground' and we were excited to be able to see some basic form to the new record office.

One year later (March 2010) and the building looks almost complete (outside anyway) with PRONI @ TQ both distinctive and clearly visible on the Belfast city skyline.

The building certainly holds true to the comments of PRONI's former Minister Gregory Campbell MP, MLA back in 2008 when he said *"The record office will be a building of high design and sustainable construction, a legacy for future generations to cherish and use"*.

In fact, in April 2009 PRONI @ TQ was awarded a BREEAM (Building Research Establishment Environmental Assessment Method) rating of 'excellent', the highest score of any building in Northern Ireland, at that time.

(BREEAM is the leading and most widely used environmental assessment method of buildings, setting the standard for best practice in sustainable design).

Behind the main construction elements are a myriad of workstreams and mini- projects which are vital to the overall success of the PRONI @ TQ New Accommodation Project. In addition to the decant of the records and staff (covered separately in this Report) these include the selection and provision of furniture, equipment and IT



Building Progress at March 2009



March 2010 - one year on and PRONI@TQ now 'makes a statement'

New Accommodation

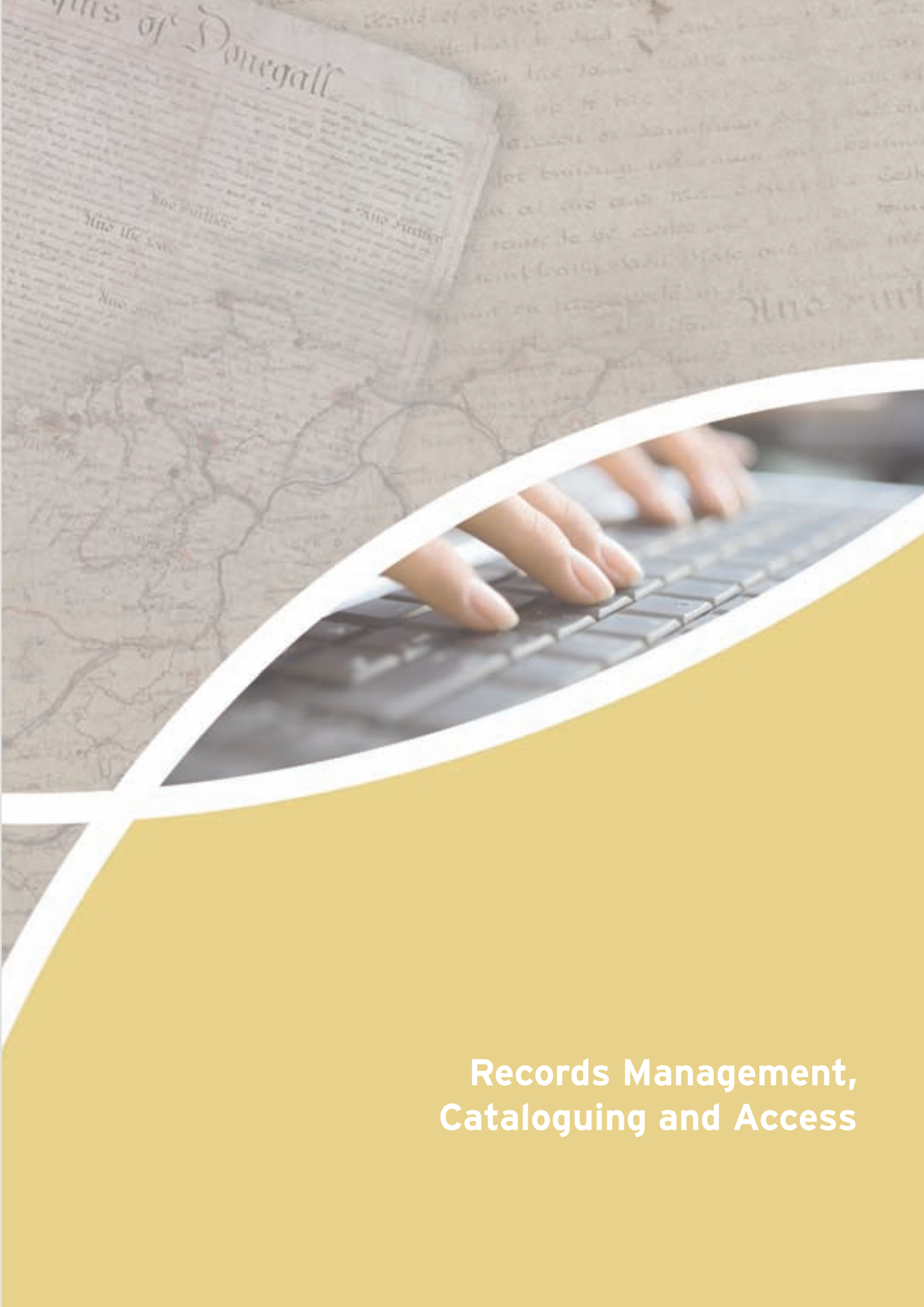
hardware and software to ensure the successful internal design and functionality of the building.

Furthermore, the art project (previously discussed in the 2008/09 report) has been progressing well through ongoing monitoring and management.

Moving will also require the decommissioning of our current premises at Balmoral Avenue, including the cessation of building maintenance contracts and the commissioning and setting up of the TQ premises with appropriate

new contracts to be put in place. This major piece of work is currently ongoing and requires careful planning and timing to ensure that the new building is fully operational and safe.

To date the project has been, and continues to be, a great success placing PRONI @ TQ as the flagship project for the Department of Culture, Arts and Leisure. The building is truly unique and exceptional - an experience well worth waiting for when we open to the public in April 2011.



**Records Management,
Cataloguing and Access**

Annual Sensitivity Review

Annual release of 1979 files

Besides PRONI's commitment to respond to Access to Information requests, there is ongoing work to release older material. In common with other parts of the United Kingdom, Northern Ireland official records which are 30 years' old or more are made available to the public at the end of each calendar year.

The annual release of selected official files continues against a background of greater public access through the Freedom of Information Act (2000). This created a new access to information regime and all records are reviewed in accordance with the FOI Act and the Data Protection Act 1998.

Records continue to be brought forward for release as they approach 30 years of age. This year's annual release covered the official files with a terminal date of 1979.

Records may be closed either fully or in part only. Partial closure involves the removal from a file of a limited number of papers that have been deemed as exempt under FOI. To facilitate the release of as much information as possible, redaction, or blanking out of sensitive data within individual documents which

would otherwise prevent release can be recommended. However, all information which is withheld in the manner outlined above must be retained in accordance with the exemptions contained within the FOI Act.

Statistics

A total of 632 files were released in full and a further 53 were released subject to partial closure or blanking out. A total of 17 Northern Ireland Departmental files were recommended for extended full closure and 38 files were recommended for extended partial closure or contained information which was blanked out to allow the release of the remaining contents of the file. A total of 28 Northern Ireland Office files were recommended for extended full closure with a further 15 recommended for extended partial closure or blanking out. In the majority of cases, the reason for extended closure was because the information fell under the Section 40 Personal Information exemption of the FOI Act. This directs that personal information is exempt from the right to know if it would cause a breach of the Data Protection principles.

Content

Topics covered by the files released included the 1979 General Election and first European Election in Northern Ireland, Anglo-Irish

Economic Co-operation, political developments, devolution and HM Prison matters - primarily security and the developing protests concerning the contentious issue of 'Special Category' Status. Files were released from the Central Secretariat archive for 1979 (including briefings for the incoming Secretary of State, Humphrey Atkins), reports on party conferences, analysis of election results, reorganisation of secondary education, housing, the Northern Ireland economic situation, the De Lorean Motor Works and Army briefings. Some notable examples include:

- CENT/1/6/13 (1977-79): *Belfast Areas of Need, Army Briefing* - Includes reference to the meeting between Lord Melchett (NIO Minister) and the General Officer Commanding (GOC) Commander UK Land Forces, July 1977, at which the increasing level of violence was discussed and where Lord Melchett disagreed with the Army view that '*violence was endemic to life in Northern Ireland,*' arguing '*that most of Northern Ireland life went on as almost normal and that in some areas of life people there were less disorderly than in Great Britain...*'.
- NIO/9/2/3/8 (1974-79): *1979 General Election*: detailed

overview of the election campaign of the various political parties in each of the twelve Northern Ireland constituencies, including reference to the breakdown of the 'old hard-line unionist coalition' of the Democratic Unionist Party, (DUP), Ulster Unionist Party (UUP) and United Ulster Unionist Party (UUUP) and analysis of the results between the DUP and the UUP. Also referred to, the withdrawal of Sinn Féin, and the challenge Gerry Fitt faced in West Belfast from the Republican Clubs.

- NIO/12/123 (1978-79): *Prisoners Protesting Against Refusal of Special Category Status* - European Court of Human Rights (ECHR) - consideration of United Kingdom Government's Observations on Admissibility: Refers to the 'Blanket' and 'Hunger' strikes at HMP Armagh and HMP Maze. File includes detailed reports on the main issues and a general overview of the developing situation, with reference to the Report by the European Court of Human Rights.

The annual release received considerable media coverage which included articles in the *Irish News*, the *Belfast Newsletter*, the *Irish Times* and the *Belfast Telegraph*. Stories from the files were also

Records Management, Cataloguing and Access

covered by BBCNI television and radio.

Review of the 30 Year Rule

The then Prime Minister, Gordon Brown, announced on the 10 June 2009 that the '30 Year Rule' was to be reduced in a phased manner to 20 years and that this reform would require a legislative change to the Freedom of Information Act (so that exemptions which are currently no longer applicable after 30 years would cease to be applicable after 20 years).

The full Government response was published in February 2010. PRONI confirmed that the proposed reduction to a 20 Year Rule would not require amendment to the Public Records Act (NI) 1923 as it already provides for the transfer of official records to PRONI at the 20-year point. However, there would need to be an amendment to the definition of an historical record within the Freedom of Information Act. The Constitutional Reform and Governance Bill was used to establish amendments to the Freedom of Information Act and to the Public Records Act 1958 relating to England and Wales. However, the draft provisions will not apply to Northern Ireland.

Therefore, PRONI will seek advice and guidance from the Office of the First Minister and deputy First Minister (OFMDFM) on future

developments and in the interim will continue to operate a 30 Year Rule.

Code of Practice on Records Management

The Code of Practice, issued under Section 46 of the FOI Act, provides guidance on good practice in records management. It applies to all authorities subject to the FOI Act, to the Public Records Act 1958 or to the Public Records Act (NI) 1923. It also contains guidance on the review and transfer of public records to PRONI.

Minister McCausland in his statutory role as Keeper of the Records welcomed the new code and acknowledged its importance for promoting improved records and information management across the Northern Ireland public sector. The Code was revised and re-issued on 16 July 2009 and it more clearly set out records management best practice and among other things recommended that public bodies introduce a strategy to ensure that digital information remains intact, reliable and usable for as long as required and, if applicable, preserved for future research purposes.

Departmental Records Acquisition and Cataloguing

Accessions

The timely accrual and accurate cataloguing of the records of Northern Ireland's Government Departments (past and present) ensures that researchers can swiftly locate the information which they seek. With the advent of the Freedom of Information Act 2000 there has been much more emphasis placed on official cataloguing, to support requests under access to information legislation.

Once selected at Second Review, records considered worthy of permanent preservation are transferred to PRONI accompanied by access decision forms (which state whether the information contained therein may be disclosed under the terms of the FOI Act 2000). At this stage, records are accessioned, allocated a relevant 'class' within their Departmental archive and then catalogued. There was a total of 123 Departmental accessions during the reporting year, covering a diverse variety of departmental remits and historical subjects, including:

- Department of Education files on the raising of Northern Ireland's cultural profile in the United States during the mid-1980s (ED/35/1/1-3), and Further

Education files on the re-settling of Vietnamese refugees in Northern Ireland during the late 1970s (ED/13/2/514-533)

- Ministry of Public Security files, dated 1940-44, on defence preparations, invasion contingency planning and the possible infiltration of Eire workers into Northern Ireland, during the Second World War (MPS/3/126-134A)
- Ministry of Home Affairs files on Civil Defence, 1970-74 (HA/67/1-4)
- Northern Ireland Office files on the various Special Powers Acts (1957-70) (NIO/25/2/31-34), and the Emergency Provisions Act (1978) and reform of Homosexual Law, 1978 (NIO/31/9-15A)
- Department of Commerce files on Harland & Wolff Ltd, 1970s (COM/112) and the Northern Ireland Japan Office's work on industrial promotion during the early 1970s (COM/63/1/842)
- Central Secretariat files on the intimidation of public servants during the late 1980s (CENT/2/1)

Cataloguing - Official records

During the reporting period, a total of 690 units of records were catalogued by the Records

Records Management, Cataloguing and Access

Management Cataloguing and AccessTeam. A 'unit' of records catalogued is calculated using a matrix to capture the level of difficulty required. For example it is more straightforward to catalogue a business ledger than a box of 18th century correspondence, yet each could comprise the contents of a box of records. Official records catalogued included such Northern Ireland Government archives as: ED/13/2 Department of Education *General and Policy* files; NIO/7 Northern Ireland Office *Training School 'W'* files; NIO/31 Northern Ireland Office (*Numeric Series*) files; AG/33 Department of Agriculture *Animal Health* files; HA/5 Ministry of Home Affairs *General* files; COM/59 Department of Commerce *Mineral* files; ENV/16 *Reports*; and HA/8 *Miscellaneous Services Branch* files.

Other Official records catalogued during the year include: the papers of the Magee Presbyterian Trust (MPT), 1773-1984 which were completed. This archive comprises administrative files relating to accounting, expenditure, as well as estate material relating to the various buildings and a considerable quantity of maps and plans for the College and grounds. Also catalogued were records of the Reformatory and Industrial Training Schools (RITS), 1874-1979; records of Belfast City Council, (LA/156) 1970-1992; records of

the Customs & Excise (CUS), the highlights being a series of shipping registers, in addition to a number of 19th century documents; records emanating from the Royal [Jubilee] Maternity Hospital, (HOS/2/2); papers of the Northern Ireland Assembly (ANI) 1973-74; registered files of the Governor of Northern Ireland, (GOV/3) 1921-73; minutes of the Area Education & Library Boards (AELB); files relating to various sporting organisations (SCNI); and minutes of the Northern Ireland Economic Council (ECNI).

Cataloguing - Private

Private cataloguing included the small collection of Black family correspondence (D4457) illustrating the life and business of a family of prosperous merchants from Belfast as well as the 20 feet accessioned and catalogued from the All Children Together charity (D4504), responsible for the instigation and development of integrated education for children in Northern Ireland. Further important cataloguing projects within Private Records included the extensive Annaghmakerrig archive (D3585) and the Forkhill Estate collection (D4338). The former of these included the addition of some 40 feet of archives to the existing catalogue, focusing on the life and works of Tyrone Guthrie, 1900-71, whilst the latter catalogued papers and volumes relating to

the life of Richard Jackson, former landlord of the Forkhill Estate in Co. Armagh, the scene of early sectarian riots in the 1790s. (See Appendix A for more detail).

eCATNI

PRONI's electronic catalogue was updated by the publishing of 108,658 additional entries. This comprised a mix of new catalogue entries and existing items which have been quality assured over the course of the year. In particular, Official records were targeted and made available to users for searching.

In terms of further development of eCATNI software, Staff Ordering was implemented across PRONI in December 2009 so both staff and public document orders are now recorded electronically. Further bespoke software development has been specified to cater for new protocols and procedures at the new building in Titanic Quarter.

Freedom of Information

Written requests for information from a closed record may be submitted to the Records Management Cataloguing and Access Team, (RMCAT) either by email or as traditional correspondence. Generally, these requests are categorised by the main pieces of 'access to information' (ATI) legislation,

which are: Data Protection Act 1998, Environmental Information Regulations 2004 and the Freedom of Information Act 2000.

Typically, FOI Act requests will ask for sensitive information held in the closed historical records that have been transferred to PRONI relating to Northern Ireland's past and present Government Departments and other official bodies.

Such requests are bound both by the strict response times and the particular regulations of each individual piece of information legislation. This includes PRONI's statutory duty under the FOI Act to consult with the 'Responsible Public Authority' (such as the Northern Ireland Office or the Department of Health, Social Services and Public Safety) who will make the recommendation on whether or not the information may be released to the applicant.

Finally, after receiving the recommendations from the Responsible Authority, RMCAT must ensure that all information to be withheld under a specific FOI Act 'Exemption' (for example, anything relating to sensitive personal information) is redacted (blacked out) from the open copy record, before a researcher gets to view it. This laborious process yet further extends the waiting time for the applicant, but is an aspect

of the request that is absolutely imperative in order to safeguard against sensitive information being inappropriately released.

Beyond ATI, there is of course the need to deal with certain requests that fall outside information legislation for example, very general or unspecified research information, information obtained from Court or Coroner's Inquest records less than 30 years' old, certain academic requests and any official business, such as RMCAT's important work assisting the Historical Enquiries Team of the Police Service of Northern Ireland (PSNI), the Northern Ireland Court Service, etc.

Much of this work entails RMCAT staff sifting very large amounts of information, held within complex archives, for that one specific piece of data that a researcher seeks.

During 2009 PRONI reviewed which information requests it received should be considered 'non-routine'. With the agreement of the Central FOI Unit, OFMDFM, from the 1 April 2009, written requests for searches of open records in PRONI were no longer classed as FOI/EIR requests but were treated as normal business. 245 Freedom of Information requests were responded to during the year.

A total of 636 non-FOI requests were also dealt with during 2009-10.

Reviewing/Disposal

Reviewing

The process of reviewing Official records involves the selection of any records worthy of permanent preservation. During the year, a total of 4653 linear feet of records was reviewed in a wide variety of Government Departments and Non Departmental Public Bodies. At 'First Review,' (five years after the date of closure of a record) PRONI archivists identify Official records of potential value and ask that the public body holds these files until they are 20 years old. At age 20, the files are re-examined at 'Second Review' and those records deemed to be of enduring historical research worth or evidentiary value, are transferred to PRONI.

The organisations who brought forward records for review included: The Office of the First Minister and deputy First Minister, Department of Education, Department of Finance and Personnel, the Department of Social Development, Arts Council Northern Ireland, Health Promotion Agency, InvestNI, Labour Relations Agency, Northern Ireland Authority for Utility Regulation, Northern Ireland Tourist Board, Northern Ireland Transport Holding Company, Probation Board of Northern Ireland, and Sport Northern Ireland.

Retention and Disposal Scheduling

One of the most important tools for ensuring legislative compliance and accountability, with reference to the effective management of a public sector organisation's records, is the 'Retention and Disposal Schedule.' This tool clearly identifies what 'fate' should apply to any record generated by any Northern Ireland public sector organisation, whether that is a Government Department, Non Departmental Public Body or Local Authority.

Once completed and signed off (by PRONI, the Department of Culture, Arts and Leisure and the Organisation itself), this significant document will assign one of three final actions to every type of record created by that organisation:

- Preserve Permanently by PRONI
- Destroy
- Subject to Review by PRONI (with the potential for permanent preservation or destruction)

During the course of the year, PRONI archivists reviewed 27 Retention and Disposal Schedules for the Department of Agriculture and Rural Development, and one each for Education and Training Inspectorate, Department of Education, Roads Service, Department of Regional Development, Land and Property

Services, Department of Finance and Personnel and the Northern Ireland Ambulance Service.

Beyond this, the year witnessed a number of reviews of records management policies, which entailed a co-ordinated effort by PRONI archivists and records managers, who were involved in intensive work with several Departments in order to assess the value of their records and to review their Retention and Disposal Schedules. Work also remains ongoing on other disposal schedules including the Northern Ireland Court Service, Companies House, Labour Relations Agency, and the Council for the Curriculum, Examinations and Assessment.

The existing DHSSPS 'Good Management, Good Records' (GMGR) schedule was due for review and this led to a number of meetings and workshops, to ensure that records of enduring value were identified for permanent preservation. Associated with this area of work, and running simultaneously, the Northern Ireland Prison Service (NIPS) schedule was also being extensively reviewed. This involved meetings with various key business areas of the NIPS, culminating in a detailed scrutiny of the existing schedule. As a side note, the South Eastern Health & Social Care Trust (whose records are governed by

Records Management, Cataloguing and Access

the DHSSPS 'GMGR' Schedule) were due to inherit responsibility for 'Prisoner Medical Records' (hitherto the remit of NIPS). This opportunity permitted records managers to coordinate their efforts with both organisations.

Archivists at PRONI were extremely grateful for the co-operation of a great many DHSSPS and NIPS/NIO staff (and associated professionals), and were given access to a wide range of records. There were useful meetings with medical practitioners and records management professionals in the various areas requiring attention and this gave the archivists unique insights into the methods of creation, access, storage and most importantly, the inherent informational value of the various types of record.

Representation

During the year there has been a series of meetings held with the NIO Forum (designed to prepare for the devolution of justice powers), at which RMCAT archivists were welcomed. This was at a critical time, when the NIO was preparing to split various record management responsibilities between what was then termed: 'Future NIO' and the Department of Justice. Archivists from RMCAT were invited to the Forum, which met on a regular basis over the course of the year, to act in an advisory capacity. There,

they met with representatives of NIO and the various NIO agencies (NIPS, Forensics Service, Youth Justice Agency, Compensation Agency), as well as related bodies (PSNI, Northern Ireland Court Service, etc.).

RMCAT staff delivered presentations on The Role of Information Management in Managing Information Risk to users within the NICS Information Management Community at Castle Buildings, Stormont.

PRONI continued to be represented on the Society of Archivists Ireland Data Standards Group (DSG) which rolled out an agreed Irish Guidelines for Archival Description. The guidelines were launched at a workshop at the National Library of Ireland on 30 April 2009 which was attended by a number of PRONI staff. The group is currently working on producing an All-Ireland framework on Irish Authority Record guidelines.

Conference

In conjunction with the Records Management Society Ireland (RMSI), PRONI hosted a successful Records Management conference on 11 March 2010 at the Lagan Valley Conference Centre, Lisburn, entitled *The Tools, The Trade*. Attracting an attendance of 162 delegates from both Northern Ireland and the Republic of

Records Management, Cataloguing and Access

Ireland, the conference comprised three strands, two of which ran in parallel. The conference was opened by Rosalie Flanagan, Permanent Secretary for the Department of Culture, Arts and Leisure (NI) and the keynote address was by Alan Shipman who addressed conference on the legal admissibility of electronic records. The electronic theme continued with presentations by Richard Jeffrey-Cook on Microsoft Sharepoint whilst Iain Fleming of PRONI and William Kilbride from the Digital Preservation Coalition spoke on digital preservation.

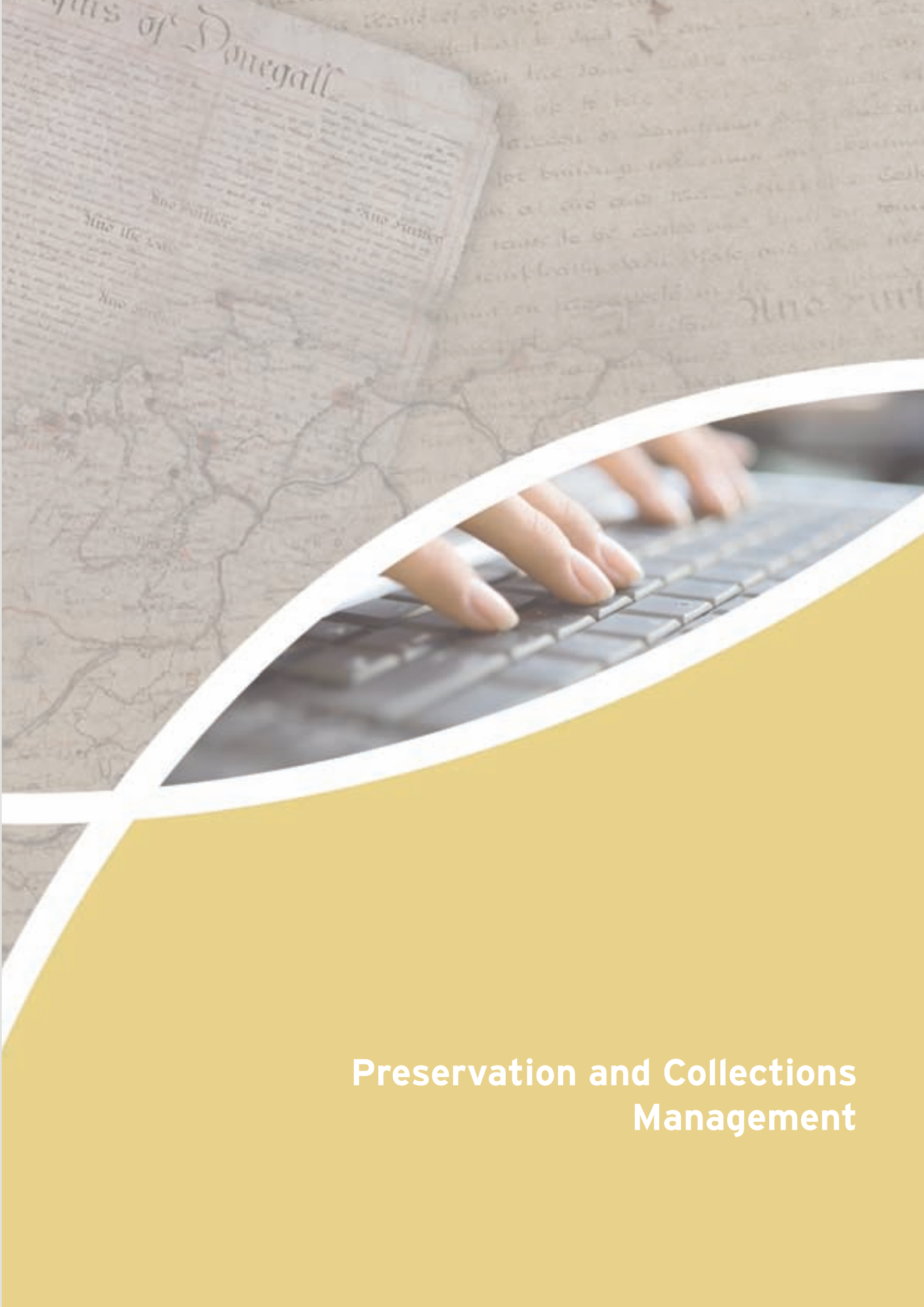
In the afternoon, the conference split into two parts: one strand tailored towards novice practitioners, whilst the other was customised towards more experienced delegates. Speakers in the afternoon included Susan Healy from The National Archives, London, who spoke on applying the Freedom of Information s46 records management code; Sarah O’Cathain from the Information Commissioner’s Office who spoke on Freedom of Information five years on; and Colm Murphy from *The Sunday Times* who spoke about the experiences from a Press perspective from both sides of the Border. At the other strand, Edith Pringault-Adam from Aberdeenshire Archives spoke on getting records management on the agenda of

senior managers; Graham Jackson from PRONI and Martin Bradley from Archives Consulting Services Ltd covered information audits, disposal scheduling and records management; and Denise Nixon from DHSSPS and Brendan Murphy from the Health Service Executive, Ireland, spoke about health care records on both sides of the Border. The conference concluded with presentations by Dorothy Quinn, RMSI, about future storage issues and PRONI’s Lawrence Stanford showcasing the new PRONI HQ at Titanic Quarter.

In terms of lessons learned, the most important message was that by holding a joint conference with RMSI, both organisations were able to reach a wider audience and invite a better range of speakers than would otherwise be possible. Feedback from the delegates the delegates was particularly positive and the content of the presentations was well received.



RMCAT conference – Alan Shipman



Preservation and Collections Management

Preservation and Collections Management

Preservation

Preservation is a core PRONI function under the Public Records Act (NI) 1923, and applies not only to traditional records such as paper and parchment but also to digital records. In PRONI, Preservation and Collections Management is divided into six units: Electronic Records Management, Collections Management, Decant Project, Conservation, Preservation Copying and Document Production.

Business Continuity

During 2009-10 work continued to update PRONI's Business Continuity Plan (BCP). The plan was tested on a number of occasions during the year with water leaks occurring on-site at Balmoral Avenue. Two of the leaks were caused by cracks forming on a flat structured roof and by a faulty water pump in the boiler house. During these occurrences disaster reaction staff were on-hand within minutes to manage the incidents.

PRONI's annual disaster reaction practice took place on Tuesday, 11 August 2009. The practice involved a tour of the Balmoral Avenue site showing newly appointed disaster reaction team members the location of service points, highlighting building design issues, maintenance problems and other BCP issues.

In April 2009, Brendan Campbell, Preservation Officer published an article on disaster planning in the Spring edition of the Society of Archivists' *Newsletter*.

Document Production

In April 2009 Preservation and Collections Management (PCM) became responsible for the Document Production Unit. Within the first six months PCM requested a number of reviews to be conducted to help improve services and the gathering and publishing of reliable production data. These included an Internal Audit review on production statistics, a security review, a staff grading review and processes and protocols review. The latter was undertaken by Irene Hutton, Conservation Officer F, who produced a substantial report containing recommendations for PCM Management to consider. The purpose of the processes and protocols review is to ensure that Document Production will deliver its services effectively at Titanic Quarter, and if necessary, develop and sign off new protocols and system processes.

Altogether, PRONI received 38,588 individual requests from the public for access to the records. Of these requests 36,216 (i.e. 94%) were answered within 30 minutes, thus exceeding the target of 93 %.

Preservation and Collections Management

Decant Project

Throughout the year the Preservation and Decant teams, assisted by one member of staff from Oasis, (formerly McConnell Archive Storage), continued to make significant progress towards finalising PRONI's decant preparations. The decant team successfully completed the upgrading of collections within PRONI. This involved assisting with a major boxing and re-labelling exercise of the Boards of Guardians Minute Books (BG/1/A-BG/28/A), the Belfast Indoor Relief Registers (BG/7/G/1-271) and related index books (BG/7/GK/1-249).

A further project involved the transfer of c.5000 maps and plans to appropriate storage at Oasis. This work complemented previous upgrading projects which saw the protective boxing of all PRONI's school records (SCH), as well as numerous Private, Departmental and Non-Departmental collections.

A programme of bar-coding all storage units currently held in Balmoral Avenue and its off-site store was also completed during the year. This bar-coding system will enable Preservation staff to track the movements of storage units within PRONI more effectively and to retrieve documents more promptly.

During PRONI's closure in November 2009 all 113,000 storage units, previously bar-coded, were scanned, enabling the creation of an electronic inventory, which will assist in populating the document location system. The scanned data was analysed and all anomalies such as duplicate or damaged bar-codes were amended and re-scanned.

This year also witnessed an immense improvement to the document location data used by all sections, but particularly by Document Production staff. Assisted by trained members of the Records Management, Cataloguing and Access Team and Public Services staff, 266,503 individual items available on PRONI's e-catalogue were 'placed' and allocated a permanent location in 2009-10. This was a tremendous achievement involving staff from various sections working together under the direction of the Preservation and Collections Management (PCM) section. The results have made a positive impact allowing document production staff to process public and staff orders more efficiently. This will also assist in tracking the movement of documents during their transfer to PRONI's new building in Titanic Quarter.

Preservation staff also began work on planning the re-location of all collections in the new storage areas at Titanic Quarter. This involved

Preservation and Collections Management

colour coding all 113,000 boxes, volumes, cyclopaks and plan cases to denote the storage floor in which collections would be located.

A second and more detailed phase began in February 2010, once the layout of shelving in Titanic Quarter had been finalised. Due for completion in June 2010, this work involves coding individual boxes and volumes with unique location codes indicating the precise location of each box, volume etc., within the Titanic Quarter stores. This has ensured that all space is fully utilised and that adequate space is set aside for accruals. It is envisaged that this location information will greatly assist in the transfer of material to the new building, by making the future destinations of collections readily identifiable.

In accordance with the overall move management plan, PCM devised a draft move plan in March 2010 outlining roles and responsibilities for key individuals involved directly in the decant and also the date by when the contents of PRONI stores and collections could potentially be transferred to Titanic Quarter. It was also agreed that certain collections would be retained for longer to facilitate members of RMCAT and PS sections needing to consult these records to respond to queries from PRONI's customers.

Further work remains before the actual transfer of documents to Titanic Quarter begins in September 2010. This involves the continued coding of collections and the labelling of the shelving in the new stores in Titanic Quarter, both due to be completed in August 2010.

Conservation

The principal emphasis of the Conservation Unit's work in 2009-10 was supporting the Decant Preparation Project. In addition to the work outlined below, the Unit assisted in preparing for storage over 6100 probate documents. Conservation also carried out remedial treatment on 1492 units of records. These remedial conservation treatments were mainly ad hoc requests to facilitate staff and public access to the damaged records.

Board of Guardian Boxing Project
PRONI holds an extensive collection of Boards of Guardians (BG) volumes which has proved to be a valuable resource for researchers throughout the years. Following a preservation survey by PRONI's Conservators, it was noted that, whilst the vast majority of the volumes were still in fairly robust health, the leather spines on some were starting to degrade. Parts of the spines of some of the volumes were actually starting to flake

Preservation and Collections Management



*Board of
Guardian volumes
pre-boxing*



Boxed volumes

away. To offer the volumes some protection, particularly during the decant, the worst affected volumes were boxed. The BG volumes come in standard sizes so the Conservators were able to draw up specifications from the measurements for several different types of phase boxes. The project commenced in November 2009 to clean and box the volumes and was completed in January 2010. Almost 800 of the degraded BG volumes have been prepared by conservation staff for transportation and future storage at Titanic Quarter.

Out-Sized Maps Project

Among the deficiencies identified and remedial action required, following a preservation assessment survey, was the preparation of outsized maps and plans to enable them to be safely transported and stored in Titanic Quarter.

Due to their size, the large maps and plans had sustained considerable handling damage prior to being accessioned. They

were too large to be stored conventionally in plan cases. Therefore, an alternative storage method using Chartpaks was used. Chartpaks are a cost effective expandable tube storage system made from inert polypropylene which is waterproof. The tubes are designed to be easily gripped when handling and also to provide dust protection for the contents. For this project conservation staff cleaned and prepared 4590 maps for transportation and storage in Titanic Quarter.



Chartpak map and plan storage

Preservation and Collections Management

Replacement Plan Cases Project

Following a Health & Safety review of the stores in 2002 it was established that the plan cases commissioned in the early 1970s posed a significant Health & Safety risk to staff. A later preservation survey undertaken by Conservation staff concluded that the contents of the cases were being damaged when the buckled drawers were being pulled in and out.

Maintenance engineers employed by the NICS Central Procurement Directorate (CPD) stated in their report that no practical maintenance could be done on the old plan case drawers. Many of the drawers had simply buckled under the weight of their contents causing structural defects - they were classified as no longer being 'fit for purpose'. A project was initiated in the latter part of 2002 to replace the old plan cases. On receiving costs, PRONI decided that the overall cost of the project should be spread over a number of years. PRONI took delivery of the final consignment of replacement plan cases in June 2009. The new plan cases will be moved to the storage facility at Titanic Quarter next year.

PRONI's Conservators worked closely with the company awarded the contract to ensure that the cases met the requirements contained in *BS5454:2000*

Recommendations for the storage and exhibition of archival documents. Four prototypes were made by the company until the final design was approved.



Old plan cases



New plan cases

Lisburn Museum Exhibition

In response to a request from Lisburn Museum for the loan of PRONI records for long-term exhibition, the Conservation Unit explored the use of various inert materials to make exhibition support cradles for volumes.

The project provided a training opportunity in the manufacture of

Preservation and Collections Management

book cradles, which will be of use in forthcoming PRONI exhibitions in Titanic Quarter. In total, seven book cradles were made. Four of these were for books from the PRONI archive (CR1/35/A/1, CR1/35/A/2, CR1/35/J/1, CR1/35/K/1). Three were from other institutions - The Religious Society of Friends (Quakers), The Presbyterian Historical Society, and the Armagh Museum (lending a bible printed in the Irish language c.1611). Cradles for these non-PRONI volumes were made to maintain consistency of design as they were to be exhibited in the same display cases as the PRONI books.



Book Cradles

Ballymoney Museum Exhibition

In February 2010, two PRONI documents (ref: D3113/8/16 dated c.1855-1860) were loaned to Ballymoney Museum as part of a three-month exhibition to mark their 150th anniversary. One document is an auction catalogue entitled 'A list of articles in a collection of antiquities at

Prospect, Ballymoney, Co. Antrim' - some of which eventually became part of the Ballymoney Museum collection. The other is a single sheet document which was probably a pre-auction pamphlet. These documents came to PRONI in 1975 as part of a small archive on indefinite loan by a private depositor.

In accordance with PRONI's loan procedure, before the loan was agreed, a Conservator assessed the condition of the documents and then visited Ballymoney Museum to establish if the exhibition environment and document security arrangements met with the required standards. After some minor conservation work to the documents they were delivered to the museum and the loan agreement was finalised.

Preservation Outreach

Preservation Advice to Cultural Organizations

A workshop was held at PRONI on Saturday 25 April 2009 for ten members of the Grand Orange Lodge of Ireland (GOLI). The aim of the Workshop was to aid GOLI in recording and looking after their own records to enable future generations to be able to use them.

On Tuesday, 26 May 2009 Brendan Campbell was invited to the Presbyterian Historical Society,

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Church House, Fisherwick Place, Belfast, to review the Society's current storage arrangements and to advise on preservation issues. The Society possesses a library of some 12,000 books and pamphlets. These are mainly concerned with ecclesiastical history and in particular Presbyterian history.

In September 2009 Brendan was invited to the Armagh Observatory, College Hill, Armagh to consider the Observatory's current archival storage arrangements and to advise on preservation issues.

The Observatory holds approximately one kilometre of library material and archival records. The Archives comprise documents relating to: the founding, staffing and administration of the Observatory; the Library; observations made at the Observatory and elsewhere; meteorological records; astronomical drawings; and a range of papers associated with various directors and staff of the Observatory. The Archives also contain the rare and antiquarian scientific book collection of the third Director, the Reverend Dr Thomas Romney Robinson and documentary evidence of the history of the Newry & Armagh Railway, and other railways. Issues such as staffing, finance and instruments of the Observatory are detailed in the archives.

Reports were completed for the Presbyterian Historical Society and the Armagh Observatory outlining preservation recommendations for their collections along with storage and exhibition specifications.

European Heritage Open Day

PRONI opened its doors to visitors on Saturday 13 September 2009, as part of the ever-popular European Heritage Open Days. Three talks were organized for the public to provide an overview of the records held by PRONI as well as a behind-the-scenes tour.

During the behind-the-scenes-tour the Preservation Officer gave talks on the preservation of archival records, offered advice on how to preserve family papers, and discussed the benefits of various types of archival enclosures available from suppliers.

Preservation Copying Unit

This year over 11,000 frames of microfilm were produced. These were mainly from temporary deposits which included the Irish Trade & General Workers' Union, the Representative Church Body, miscellaneous church registers, the Royal Irish Rifles and the Drennan Papers.

Among the material digitised were selected records from the Derek Hill archive. Many of the original

colour photographs from the collection were enhanced to enable them to undergo litho printing for publication. Aviation negatives were also digitised for a new publication on Northern Ireland aviation. Almost 7000 scanned images were produced in 2009-10.

Belfast Maps Digitisation Project

In 1998 the Local History Panel of LISC (NI) produced a Union List of Belfast maps (pre-Ordnance Survey) held by PRONI, the Ulster Museum, the Linen Hall Library and Belfast Central Library. The LISC (NI) Digitisation Working Group has produced a digitisation policy which is to be followed by a digitisation strategy to identify priorities for collaborative projects over the next three years and the funding required to deliver the programme.

To get the strategy off the ground the LISC(NI) Digitisation Working Group has identified the digitisation of the maps listed in the Union List of Belfast maps as a suitable initial project.

PRONI holds 84 of the 186 maps in the Union List. The Working Group has agreed that the best method of approach is to first scan the maps held by the institution who holds the largest proportion to avoid overlap between what is held by the various institutions. In December 2009, PRONI Conservators completed

a conservation survey on the PRONI-held maps and commenced remedial treatment on the selected material in February 2010.

Digitisation of Valuation Revision Books

In December 2009 PRONI signed an agreement with Family Search International (Church of the Latter Day Saints) to index and digitize the Valuation Revision Books for Cos Antrim and Down. Work commenced filming the valuation books in January 2010. The digital information created will be uploaded onto PRONI's website next year.

Electronic Records Management

As in previous years most of PRONI's effort in this specialised area of work was focused on the increased ways of electronic working across the Northern Ireland public sector. Three projects in particular have advanced considerably during the year. These projects - to establish a digital repository at PRONI, to implement electronic disposal and retention across the Northern Ireland Civil Service (NICS) and to launch a web archiving service for the Northern Ireland public sector - will have a major impact in ensuring the preservation of Northern Ireland's digital and online heritage.

Digital Repository

During the year staff from Preservation and Collections Management, in conjunction with colleagues from PRONI's Information Services Section, have been working with external consultants to produce a business case that will consider the need and recommend a way forward for establishing a digital repository at PRONI. This project has seen detailed consultation with colleagues from other archival institutions in the UK and Ireland, from across NICS and the wider public sector. The aim of this work is to assess the use of electronic record creation by the public sector and consider what the impact will be upon PRONI as it carries out its legislative mandate of preserving public records. As the public sector has taken up the use of electronic ways of working it is expected that there will be a like rise in electronic record creation by private individuals as traditional forms of records offered for preservation transfer to electronic media. In recent years PRONI has carried out several major digitisation projects and to ensure the full realisation of these projects these electronic records will need to be preserved. All of these factors in themselves necessitate a digital repository at PRONI and will have a major influence on the direction and findings of the business case, due for completion in May 2010.

Electronic Disposal and Retention

The past year has seen the finalisation of PRONI's plans for implementing electronic disposal and retention across the NICS Electronic Document and Records Management system. After a year of research into the new theories of appraisal and planning how best to turn these theories into practice two Departments commenced pilot projects in the summer of 2009 to test the new model for creating a disposal and retention structure within their respective Departmental file plans. The work carried out in these pilot projects was then fed back to the wider NICS Records and Information Management Group and after a presentation by PRONI this work rolled out across all Departments in March 2010.

Web Archiving

The third project that came to a conclusion in the last year saw the launch of PRONI's web archiving project. In conjunction with the National Archives, London and the European Archive, PRONI has set up a contract that will see the regular harvesting and preservation of a selection of Northern Ireland public sector websites. To ensure that this work was carried out properly a new selection policy and scoring system was drawn up to justify the selection of websites that would eventually be stored in the web archive. The first series of

Preservation and Collections Management

web crawls took place in February 2010 and it is expected that the harvested websites, having been quality assured by staff from PCM, will be made available via the PRONI website.

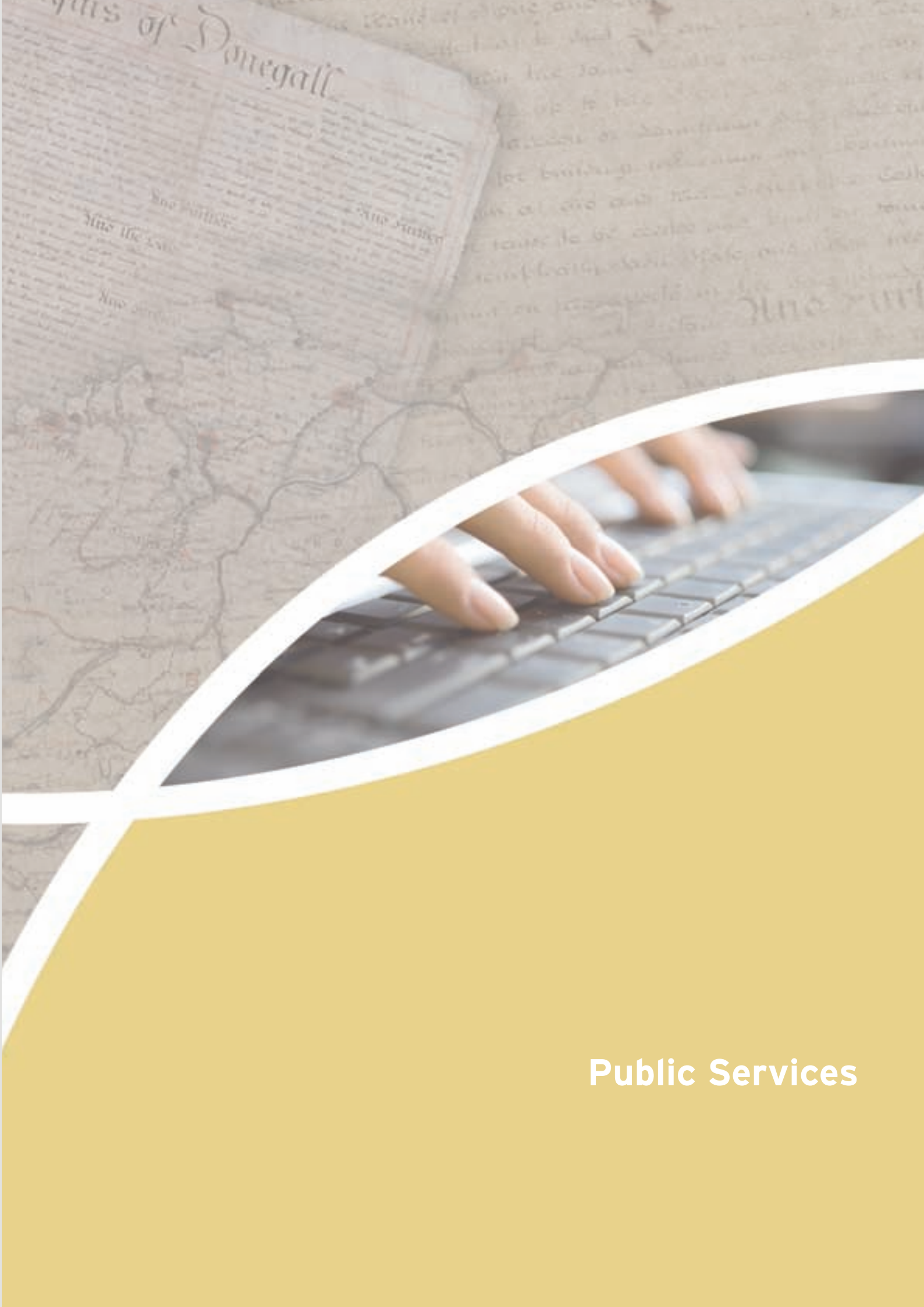
Staff Development

PCM staff attended a number of training courses which included Fire/Health & Safety training, Business Continuity, IS applications, Fraud Awareness training and the Society of Archivists' Conference.

The Preservation Officer attended the British Library Preservation Advisory Centre, Preservation Copying Group

meeting held at Trinity College Dublin in October 2009. These meetings provide opportunities for the representatives of major institutions to exchange information and ideas.

Electronic Records Management staff attended the Digital Preservation Training Programme and the Records Management Society Annual Conference in Manchester. Hugh Campbell of Information Services also presented a case study on PRONI's experiences of digital preservation to date at a Digital Preservation Road Show at University College Dublin in November 2009.



Public Services

Public Services

Customer Services

On-site Customer Service

In 2009-10 the number of on-site visitors was 17,628, compared with 17,059 in 2008-09. This demonstrates a marked rise over the past two years when in 2007-08 we reported 15,928 visitors coming to PRONI. The increasing accessibility of on-line resources, including the PRONI electronic catalogue and online searchable databases appears to be having an impact on the number of visitors following up their research by coming to PRONI to consult the records.

Distance Enquiries

In 2009-10 PRONI handled 3827 remote requests for information. This total relates to family history and other enquiries and is in addition to Freedom of Information requests handled by the Records Management, Cataloguing and Access Team.

Talks, Events and Visits

A diverse range of organisations visited PRONI during 2009-10 including community groups, professional librarians, teachers, local and family historians and students across a range of disciplines. A number of Women's Centres paid their first visit to PRONI with groups coming from Ballybeen, Poleglass and

the Curragh Group from the Springfield Road, Belfast. Also welcomed was a group from the Wave Trauma Centre. Wave is a community based organisation founded in 1991 to support those bereaved or traumatised as a result of 'the Troubles' in Northern Ireland. The group originally came together through Wave and are now pursuing an interest in family history.

Educational and Professional Development

Those who visited PRONI in pursuit of more formal education and professional development included teachers from the Council for the Curriculum, Examinations and Assessment, two groups of librarians from Belfast Central Library, students from Queen's University School of History and



Visit of CCEA, February 2010. Movana Carey (Fort Hill), Vivienne Bannon (CCEA), Ann McVeigh (PRONI), Arlene Proctor (Cambridge House) and Judith Rogers (Ballyclare High)

Public Services

Anthropology, part-time students studying the Local History Module at University of Ulster, a group from Stranmillis College and two groups from the QUB Law faculty who were interested in how to access 'closed' records. A talk was also given at Queen's to members of CILIP (Chartered Institute of Library and Information Professionals).

County Kildare Archaeological Society

Groups from further afield included members of the County Kildare Archaeological Society who visited PRONI for the first time in September.

The Society was founded by Gerald Fitzgerald, 5th Duke of Leinster in 1891 and its first excursion took place on Thursday 3 September of that year. Exactly 118 years later, again on Thursday 3 September, the Society held their first excursion north of the Border. Local and family historians included groups from Scarva, Co. Armagh, Glenravel, Co. Antrim, Downpatrick Library, Co. Down and Co. Monaghan. We also continued to facilitate groups brought to PRONI by the Ulster Historical Foundation and the North of Ireland Family History Society.



County Kildare Archaeological Society enjoying a presentation in the PRONI lecture theatre

Public Services

Celtic Quest

In October PRONI was delighted again to give a presentation to passengers visiting Belfast from the 'Celtic Quest' a specially commissioned genealogical cruise ship.

Visit of Rosalie Flanagan - Permanent Secretary

PRONI was delighted to welcome Rosalie Flanagan, the newly appointed Permanent Secretary for DCAL (Department of Culture, Arts & Leisure) to PRONI in March 2010. It was useful for Rosalie to visit PRONI at this time to get a sense of the current site and so to contrast this with our new accommodation at Titanic Quarter. Rosalie met with staff and toured both the public areas and behind the scenes at Balmoral Avenue before donning hard hat, boots and hi-visibility jacket to visit the new building at Titanic Quarter.



Alyson Stanford demonstrating the electronic catalogue in the Search Room

Family History Success Story

In the midst of the snow and ice of January Public Search Room staff received a very welcome boost in the shape of a heart-warming family history success story.

John Freeman and his wife Mary arrived in PRONI in early January, seeking information on John's father, Robert Campbell. Robert Campbell had originated in Ballymena but that was the only information they had. We soon learned that John, now a member of the Mennonite Church, had been born at sea but, sadly, had been abandoned by his mother at the end of the voyage to America in 1946. John was later adopted by an American couple.

PRONI staff were able to locate the relevant passenger list and confirmed John's mother on board. What was more interesting was the discovery of names, on the same passenger list, of two other significant women in John's history. It seemed these were the people who had taken care of him initially, and it is possible that John had been left in their care.

The Freemans travelled to Ballymena just to see what else they could find. They had found details of a B&B in Cullybackey and arrived late on a cold snowy day. Their B&B host was surprised that they were travelling at this time of

year so they explained their quest. Imagine their surprise to find that her next door neighbours were Campbells, and even more uncanny, is that they were the very family of Campbells John had been seeking. John was delighted to meet three of his brothers and two sisters over the following days, even staying with one of his brothers for a couple of nights. John had arrived in Ireland as an only child but has been thrilled to find that he has 16 brothers and sisters. What a difference a few days can make!



Mary and John Freeman with PRONI staff Gavin McMahon and Heather Stanley in the Public Search Room

Databases for PRONI Website

Street Directories

PRONI's street directories from 1819 to 1900 were launched online by Minister Nelson McCausland at a media event held in PRONI on 23 September 2009.

29 directories (approximately 20,000 pages) covering Belfast

and provincial towns in Northern Ireland and in Cos Cavan, Donegal and Monaghan can now be searched by key word, by date, by section in the Belfast part of a directory or by provincial town.

Street directories contain a very wide range of information about people, places and organisations and are an extremely useful source for all kinds of research: tracing the location of a particular person or the name of the resident of a specific property; determining the length of time that a resident lived in a property; checking when a firm was in business; tracing the social and economic development of Belfast and the provincial towns; finding out when streets were built; and exploring the social fabric of urban society. Street directories, because they contain a large number of names, can also act as a substitute for the destroyed 19th century census returns for Ireland.

From the street directories it is also possible to find out about the lives of ordinary working families or trace the families of well known Northern Ireland people such as C.S. Lewis or Thomas Andrews, managing director of Harland & Wolff, who lost his life on the Titanic. The directories can also be used to research what life was like in a provincial town or find out when prominent buildings in Belfast were erected.

Public Services

Speaking during the event the Minister said: *"Tracing your family tree has become increasingly popular with programmes such as 'Who Do You Think You Are?' sparking the public interest. Everyone wants to know who their ancestors were, where they came from and what they did for a living and these online street directories will make finding out a whole lot easier ... They will prove invaluable for those visitors who prefer to start their research in the comfort of their own home. The launch of the Street directories is the next chapter in the continuing work of PRONI to make more of its resources available online."*

Name Search 2 - PSA Databases
PRONI's Public Service Agreement (PSA) target in the Programme

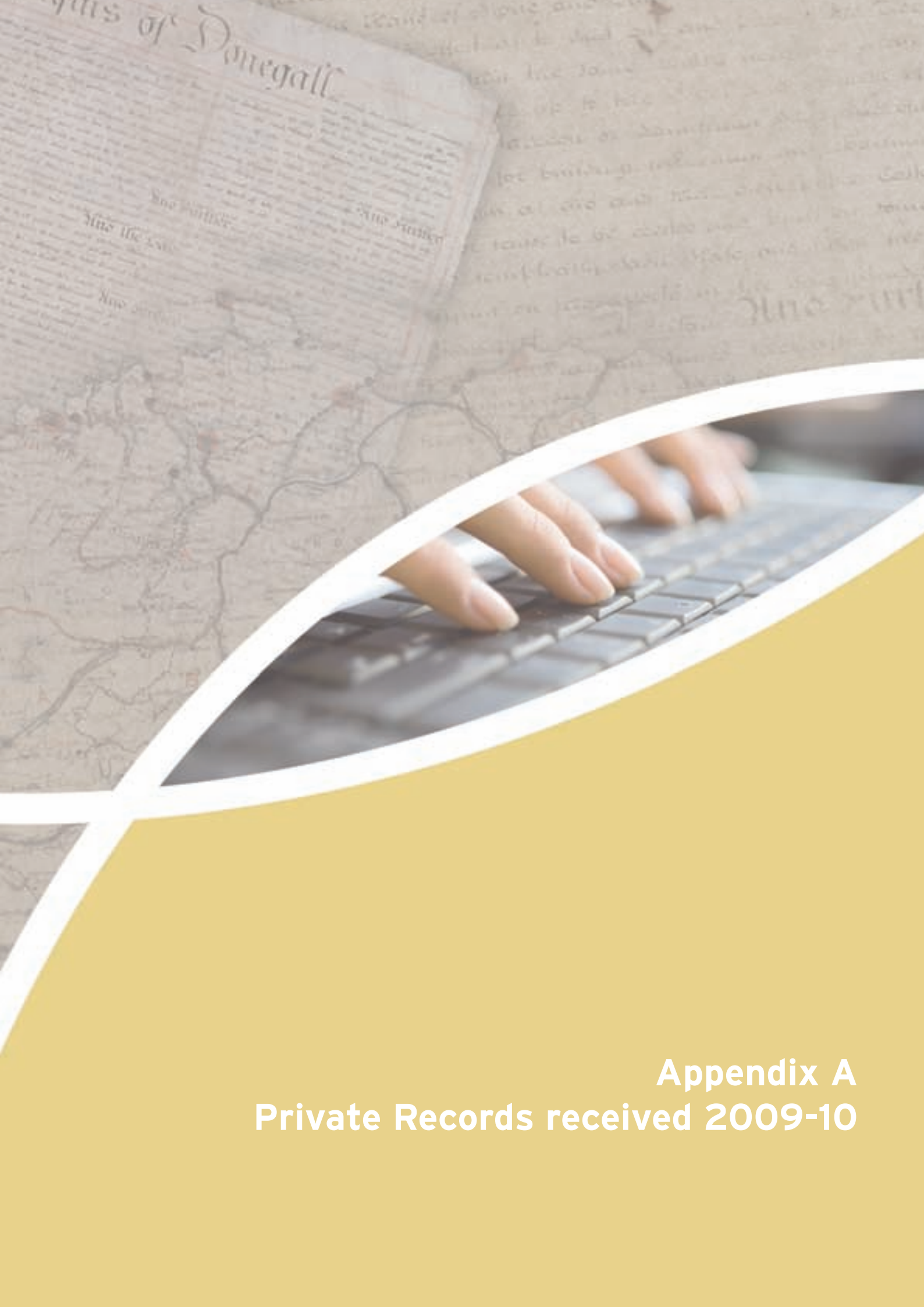
for Government for the period 2008-11 is to produce at least six searchable databases accessible through a single portal. This year, Name Search Phase 2, involved the addition of three new databases: 1740 Protestant Householders Index, 1766 Religious Census and 1775 Dissenters' Petitions and Pre-1910 Coroners' Inquests. These will further support family history research.

PRONI Library

In advance of the move to Titanic Quarter in December 2009 PRONI engaged a temporary librarian to catalogue the collection of books in the PRONI library. The catalogue will be fully integrated into the NICS library catalogue.



Minister Nelson McCausland at media launch of Street Directories



Appendix A
Private Records received 2009-10

Appendix A: Private Records received 2009-10

Reference No. Description

- CR1/50/17 Additional Records of Carrowdore Church of Ireland Parish, Co. Down comprising: minute books, 1842-84 and 1910-64; Annual Reports, 1875-1934; Statement of Accounts, 1986-89; subscription book, 1976-80 as well as preachers' books for the following periods: 1880-1990.
- CR1/97 Copy of churchwardens' accounts for the Parish of Magheralin, Co. Down, 1766-94.
- CR1/103 Records of the Church of Ireland parish of Donaghcloney, Co. Armagh, including: marriage registers, 1845-1994; baptism registers, 1846-1927; burial registers 1890-1919; registers of baptisms, marriages and burials, 1834-90; volume containing the vestry book and register of baptisms, marriages and burials, 1772-1833; register of vestrymen, 1890-1935; Tithe Applotment book, 1834.
- CR1/104 Records of the Church of Ireland parish of Dungiven, Co. Londonderry, comprising: registers of baptisms, 1823-2000; marriages, 1828-2006; burials, 1824-2000; vestry minutes, 1827-1911; preachers' books, 1850-1981; accounts book, 1871-99; Sustentation Fund, 1870-78.
- CR1/105 Records of the Church of Ireland parish of Bovevagh, Co. Londonderry, comprising: registers of baptisms, 1878-2000; marriages, 1845-2005; burials, 1878-2000; vestry minutes, 1777-1968; registers of vestrymen, 1870-1984; preachers' books, 1890-1995; confirmation register, 1932-53; Sustentation Fund, 1882-1907, marriage notice books, 1887-1995.
- CR1/106 Records of Parish of Christ Church, Ardkeen, Co. Down, 1745-2001, including registers of baptisms, marriages and burials; vestry minutes; preachers' books; marriage registers; notebooks and minute books of rural deanery meetings.
- CR3/23 Minute Book of the Committee of 2nd Donegore Presbyterian Church, Co. Antrim, 1891-1942.

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Reference No. Description

- CR3/32 Collection of photocopied deeds relating to 1st Belfast Presbyterian Church property held on Rosemary Street and Rosemary Lane in Belfast (1721-1950), as well as two printed booklets (1923-56).
- CR3/32 Photocopies of Congregational Lists for Third Presbyterian Congregation of Belfast, 1725-50.
- CR3/46 Additional records relating to the Presbyterian Church in Ireland including: printed sermon preached by Rev. Jon Lowry, Moderator for 1815 before the Presbyterian Associate Synod of Ireland, 1816; programme for an historical pageant, *Presbyterians Through the Ages*, by Miss M. Beatrice Lavery, 1935; *Proceedings and Reports of the Presbyterian Historical Society*, 1908-1935, along with its *Constitution and Bye-Laws*, 1907, and pamphlets on an exhibition c.1909 and the history of the Society, c.1912; List of ministers, congregations, licentiates and statistics of the Presbyterian Church in Ireland, 1943-44.
- CR3/55 Copies of *The Greeting*, the magazine of May Street Presbyterian Church, Belfast, 1989-91, 2005-08.
- CR3/70 Index to baptisms, 1831-1921 and marriages, 1833-1921, for First Presbyterian Church, Newtownards, Co. Down.
- CR3/71 Index to baptisms for Gortin Presbyterian Church, Co. Tyrone, 1842-71.
- CR3/72 Records of Kircubbin Presbyterian Church, Co. Down, including: index to baptisms, 1778-1921; marriages, 1781-1920; graveyard inscriptions, ministers in Kircubbin, 1777-78 and war memorials, 1914-19, 1939-45.
- CR3/73 Records of Groomsport Presbyterian Church, Co. Down, including: index to baptisms, 1841-1903; marriages, 1841-1936.

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Reference No. Description

- CR3/74 Registry book of the united congregations of Creggan and Newtownhamilton Presbyterian Churches in Cos Armagh and Monaghan (1832-36).
- CR4/20 Printed short history of Mountpottinger Non-Subscribing Presbyterian Church, Belfast, 1962.
- CR5/32 Additional records of Ballymoney Reformed Presbyterian Church, Co. Antrim, including: Committee minute book, 1890-1956; minutes of Session, 1886-1931; register of congregation, 1896-1988; envelope containing original and copy calls to ministers and bonds, 1886; cash and memorandum book, including lists of church members, 1858 -1917.
- CR6/18 Records of Ballymacarett Methodist Church, Belfast, including: typescript copy of baptisms, 1864-1908 and marriages, 1867-1918.
- CR9/2 Printed history of Gracehill Moravian Church, Co. Antrim, 1984; copy of The Moravian Church in Ireland, showing major preaching stations and settlements since 1746, 1889.
- CR10 Magazines published by the Free Presbyterian Church in Ulster, 1968-76.
- D1050/22 Records of the Belfast branch of the Blacksmiths' Society (later part of the Amalgamated Society of Boilermakers, Shipwrights, Blacksmiths & Structural Workers, now the GMB Union), including members contribution books (1955-83); registers of members (1891-1965); Branch letter books (1963-78); minutes of Belfast No. 3 Branch (1975-85); and miscellaneous correspondence (c.1875).
- D1820/5 Miscellaneous correspondence and printed ephemera, relating to the Millar family of Belfast, c.1836-1891.

Appendix A: Private Records received 2009-10

Reference No. Description

- D2092 Additional National Trust papers, comprising five documents relating to property and bonds between the Carson family and various individuals within the region of Ballyliff, Downpatrick and Castle Ward, Co. Down including one indenture signed and sealed by Bernard Ward of Castleward, 1754-1849.
- D2638 Additional Kilmorey Estate papers comprising: rentals of the Newry Estate, 1851-59, 1921-26, 1931-37, 1939, 1941-48; and Minute book of the Newry branch of the British Legion, 1923-32.
- D2966/138 Typescript reminiscences of W.P. Johnston, Crawfordsburn, Co. Down, relating his experiences in the Ulster Volunteer Force and particularly his involvement with gun-running to Ulster, 1913-14. (Reminiscences written 1963-64).
- D2966/139 Copy of 'Shute' Petition signed by 319 men from the north of Ireland and presented to Governor Shute, Governor of New England, by the Rev. William Boyd, minister of Macosquin Presbyterian Church, Co. Londonderry stating that they intend to go to New England if the Governor gives them suitable encouragement, 1718.
- D2966/140 Reminiscences of the McFarland family describing Duncan McFarland's emigration to the USA in 1837 from Cavenreagh, Co. Tyrone and other members of the family who then travelled to the United States via Canada, and worked in the copper mines at Lake Superior, 1837-1906.
- D2966/141 Order of service and roll of honour for unveiling of and dedication of Lurgan and District War Memorial, 23 May 1928.
- D2966/142 Official souvenir programme for the coronation of King George VI and Queen Elizabeth on 12 May 1937 and official programme for the State Visit to Northern Ireland on 28 July 1937 of King George VI and Queen Elizabeth.

Appendix A: Private Records received 2009-10

Reference No. Description

- D3000/170/1 Genealogical Tables of the Heron Families of Tullyveery, Ardigon, Maryfield and Greenfield, and their collateral relations, in the Killyleagh and Downpatrick areas, Co. Down, c.1637-1994.
- D3000/180 Research journal belonging to H.E. McCready, c.1970, containing details of the Gore and Blair families.
- Volume containing notes on family connections such as McCready, Blair, Fore, Ewart, etc, 1974-84. Including family trees, photographs and correspondence.
- D3300/64 Copy of the register of interments at Portmore Cemetery, Co. Antrim, 1894-1928
- D3300/65 Illustrated family trees of the Vane-Tempest and Stewart families of Garron Tower, Co. Antrim and Mount Stewart, Co. Down, 1700-1985.
- D3300/66 Copy will of Anne Smyly of Strabane, Co. Tyrone, and associated papers, 1866.
- D3300/67 Fee Farm Grants from Francis Earl of Charlemont of two tenements on the north side of the road leading to Dungannon, Moy, Co. Tyrone, for the use of the pastor and congregation of the independent church at Moy, 1853.
- D3300/68 Leases relating to the Hamilton estate in Co. Tyrone, 1658-90; trust deed relating to Thomas Rutherford, of Lurgan, Co. Armagh, 1837.
- D3300/69 Marriage settlement of the Hon. Charles Frederick Crichton of Crom Castle, Co. Fermanagh, brother of the 4th Earl of Erne, and the Hon. Madeline Olivia Susan Taylour, daughter of Thomas, Marquess of Headfort, 1872-1909.

Appendix A: Private Records received 2009-10

Reference No. Description

- D3300/70 Copy Will dated 16 October 1876 and Assignment dated 10 January 1877 of Alexander Lawrence from Coleraine, Co. Londonderry.
- D3300/71 Original letters (and transcripts) from Mr Orr of Ballymagerny to Mr Richard Wright in Manchester, England in relation to the Repeal movement in Ireland. The letters are dated from 1843 to 1856.
- D3300/73 A photograph album titled 'camera studies' on the outside and 'views of Kilrea' on the inside. The photographs date from around 1898-1910. They were taken by a member of the Johnson family who lived in Kilrea, Co. Londonderry at the time.
- D3300/74 School exercise books and drawings, dating to c.1831-1869.
- D3300/76 Four leases relating to locations in Co. Galway including Rohoon Parish, Bright Lane and Salthill, relating to named individuals: John Bright; James Burns; George Rutledge; John Gallagher; Martin McGrath; William Fenton; Coleman Donohoe, and George Bolton (1859-95).
- D3300/77 Bound auctioneer's volume detailing 'Rental, Particulars, and Conditions of Sale of Perpetuity Rents connected with the Province of Armagh offers For Sale by Public Tender, by the Commissioners of Church Temporalities in Ireland.' Localities included include properties in the Dioceses of Armagh, Clogher, Dromore, Down, Raphoe and Derry (1878).
- D3300/78 County Surveyor's report on Portmuck Harbour, Co. Antrim Summer Assizes, 1898.
- D3300/80 Programmes and printed ephemera relating to Belfast cinema, 1919-39.
- D3300/81 Papers relating to Dungannon markets and trade, Co. Tyrone, 1898-1934.

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Reference No. Description

- D3300/82 Legal documents, including indentures and wills, relating to John and Robert Orwell and John McLean, for lands in Cabragh and Edenreagh in Co. Londonderry, 1863-1963.
- D3300/83 Printed map of the Mercers' estates in Co. Londonderry, 1876.
- D3301/Q Additional records of the Qua Iboe Mission, including correspondence from Mr S.A. Bill to a Mr Keown with regards to the Qua Iboe Mission (1926); articles on 'New Religious Movements among Tribal Peoples' by H.W. Turner (c.1972), and miscellaneous documents in relation to the mission, including reports on the end of the century and biannual reports (1921-1974).
- D3814 Two files in relation to the Chartered Institute of Library and Information Professionals of Ireland (CILIP) and under the former name of the Library Association. The files consist of Minutes, AGM reports, and correspondence 2001-06.
- D4061/38 A photograph of Amy Carmichael, a missionary, taken in Dohnavur in India, c.1948.
- D4094 A folder of correspondence relating to mortgages and conveyancing for a property at 11 Abercorn Street, Belfast, 1894-2004.
- D4179 Additional records of the 4th Lord Dunleath comprising: two folders of genealogical information for Mulholland and d'Arcy families, 1936-1992; as well as one folder of correspondence 1839-1940, and correspondence and printed ephemera relating to the North Irish Horse Regiment, 1967-1991.
- D4215 Additional Papers of John Curran, Nationalist MP for South Fermanagh, comprising of folders of documents including 'Sale of pre-1919 Cottages' (1970-75) and 'Fisheries' (1965-68).

Appendix A: Private Records received 2009-10

Reference No. Description

- D4375/1-2 c.80 black and white photographs, dating from mainly the 1980s, covering various areas of Belfast (including City Hall, Royal Victoria Hospital, various churches and housing estates), Lisburn, Hillsborough, Lambeg School, Drumbeg, Dunmurry (Seymour Hill Cottages, which have since been demolished), Downhill, Castlerock, Dublin, Edinburgh, London and Milan, plus an A4 folder containing negatives of the above photographs.
- D4409 Folder containing a loose leaf copy of *A Record of Church Furnishings for All Saints' Parish Church, Eglantine, Lisburn* issued by the Decorative & Fine Arts Society in Ulster, 2009.
- D4433 Additional records relating to Irishmen who served with the Royal Air Force during the Second World War including: Pilot's log books of Flight Lieutenant J.R. Hutchison DFC, 1941-47; painting endorsed with names of Irish born Battle of Britain pilots, c.1990; 8mm film of RAF base at Edenmore, Co. Antrim, 1956.
- D4433/6 Additional records relating to Irishmen who served with the RAF during the Second World War including: copy Pilot's Log Books of Squadron Leader E.H.C. Kee, 1938-1944, Squadron Leader J.E.D. Scott, 1933-59, Wing Commander Ken McKenzie, 1939-70.
- D4460 Minute book of the Belfast Transport Officials' Club, 1970-2005.
- D4461 Records of Belfast Amateur Swimming Club, including: minute books, 1902-73; registers of members, 1912-82.
- D4462 Records of the Ulster Ski Club (later known as the Ulster Ski Federation and the Northern Ireland Ski Council) including: minute books, 1963-2005; miscellaneous documents including Press releases and club circulars, 1963-2007.

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Reference No. Description

- D4463 Printed material relating to Campbell College, Belfast, including: *Campbell College Register* which includes lists of teachers, headmasters and pupils as well as a short history of the school. 1894-1999; magazine of Cabin Hill Preparatory School, Belfast featuring a reunion dinner for the class of 1953-54; copies of the magazine *The Old Campbellian*, 2002-08; pamphlet describing the relocation of the school to Portrush during the Second World War, 1940-46, published 2004.
- D4464 Family and business papers of the Woodside family of Carnsamps House, Ballycastle, Co. Antrim including farm and household accounts, solicitors' papers, coroners' papers, material relating to the Ulster Volunteer Force and the First World War and the activities of members of the family in India and South Africa, c.1850-1950.
- D4465 Records of the Workers' Education Association in Northern Ireland, including: minutes of Annual General meetings; District Council meetings; District Committee meetings; and various branches; prospectuses; Annual Reports; accounts; register of Amalgamated Engineering Union, Belfast Branch, 1929-2003.
- D4467 Material relating to Irish men who served with the Royal Navy Armoured Car Squadron in Russia and the Middle East, 1915-1919, including copies of individual service records, photographs, newspaper cuttings and publications, 1915-2000.
- D4469 Diaries of Desmond Murphy of Londonderry, dating from 1965-2007 (with two not received: 1991 and 1997), which reveal insights into growing up during the Troubles in Londonderry. Also received were two bundles of correspondence received by Mr Murphy, c.1970-1985.
- D4470 Records of the former Ulster Woollen Co. Ltd, including accounts, miscellaneous correspondence and printed ephemera (1890-1932).

Appendix A: Private Records received 2009-10

Reference No. Description

- D4471 Volumes of minutes for the North of Ireland Grocers' Association (1894-1919) and a set of accounts (1976).
- D4475 Additional Ulster Reform Club documents comprising: financial records; membership rolls; minutes, and guest books, 1885-1985.
- D4476 A collection of 23 photographs of the Weir family, of Aronaveigh, Co. Antrim, 1896-1901.
- D4477 A printed bound booklet detailing the history of the Wood family, as descended from George Percy Wood, formerly of Holywood, Co. Down, together with a CD-Rom of the same publication, 1850-2009.
- D4478 Governing Bodies' Association papers, comprising: minutes; correspondence; reports; consultation documents; members' lists; conference files and printed ephemera, 1960-2005.
- D4479 The Church's Ministry among Jewish People (CMJ Ireland) papers comprising minutes, scrapbooks, prayer diaries and slides, 1903-2000.
- D4501 Miscellaneous deeds including: receipt of probate, wills, leases, and other legal documentation relating to the Whitla family, with geographical references to Doagh and Greencastle, Co. Antrim, c.1865-1914. Deed of lease to Christopher Hudson in Belfast (1797); deed outlining appointment of Commissioner in City of Limerick (1799), and a letter to Mrs Jane Douglas of Ballycraggy from her landlord regarding sale of chattels (1855).
- D4502 Survey Report by Seymour Hill Caring Group on a door-to-door survey around Seymour Hill and Conway estates in Dunmurry, Co. Antrim to assess local needs. It gives a picture of the social and economic structure of the area (1987).

Appendix A: Private Records received 2009-10

Reference No. Description

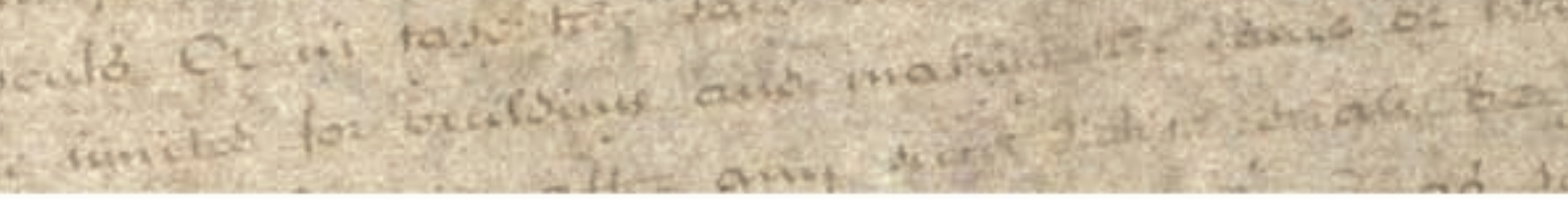
- D4505 Commemoration certificate from the visit to Belfast of Field Marshall Viscount French of Ypres, 1918.
- D4506 Wills, probates and indentures relating to members of the Hill family of Ballynure and Toberdowney, Co. Antrim, 1860-1920.
- D4507 Correspondence and photographs relating to Miss Elizabeth McKee of Belfast and her parents, J. West McKee of Belfast and Anna McKee, née Bell and other members of the family, 1835-1982.
- FILM18 VHS Video cassette containing two short documentary films on Newtownards (1968) and Stormont (1972), transferred onto VHS in 2000.
- MIC1/201 Records of Clonkeen Church of Ireland Parish, Co. Louth, comprising vestry minute books, covering the period 1795-1885.
- MIC1/349 Records of Bovevagh Church of Ireland Parish, Londonderry, 1777-2000.
- MIC1/351 Records of St Mary's Church of Ireland Parish, Crumlin Road, Belfast, 1872-1960.
- MIC1B/13 Microfilm copy of a Marriage Notice book kept by the Rev. Charles Kelly containing notices of marriages performed at Ballyhemlin Non-Subscribing Presbyterian Church, Co. Down, Mountpottinger Non-Subscribing Presbyterian Church, Belfast, and Rademon Non-Subscribing Presbyterian Church (1946-1991).
- MIC1P/448 Microfilm copy of the Committee Minute Books of Ballygoney Presbyterian Church, Co. Tyrone, 1891-1997.
- MIC712 Microfilm copy of a small leather-bound notebooks containing details of rents and other payments made to the Hewitt family of Killinchy, Co. Down, c.1711-1790.

Appendix A: Private Records received 2009-10

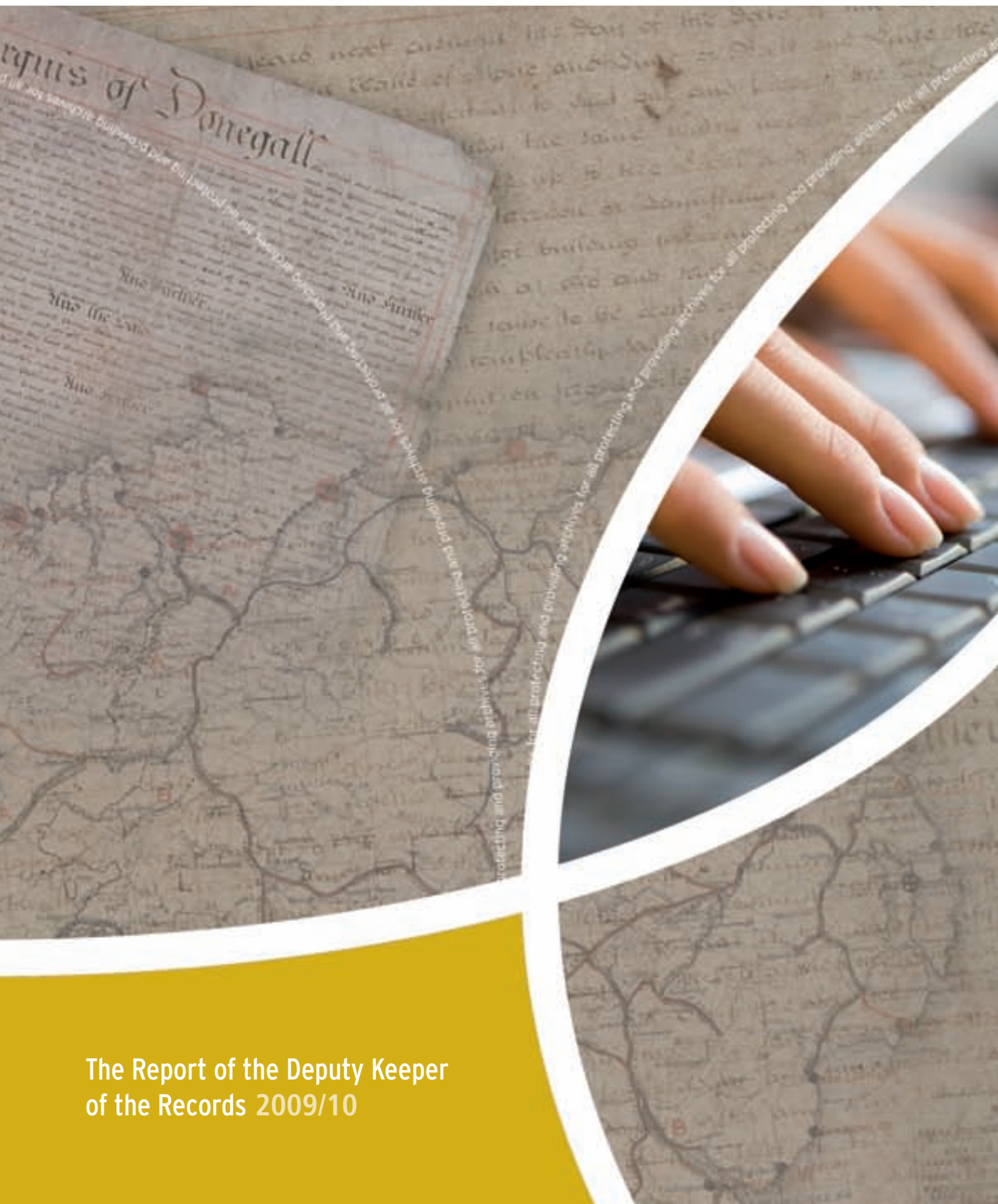
Reference No. Description

- MIC718 Records of Masonic Lodge, No. 411, Drogheda.
- T925 Printer's proof of E.J. Malone's published edition of the diary of John Macky, water bailiff on the River Bann, 1791-1809 (published as *The Diary of an Irish Water Bailiff, 1791-1809* in 2008).
- T3899/5 Fixture Booklet for the season 1948-49, for the Northern Ireland Civil Service Rugby Football Club, based at Stormont Playing Fields.
- T3906 Emigrant letters, mainly from Thomas Haydon and his sister Matilda Brodie, writing from the United States, to his brothers and father in Co. Roscommon, 1837-46.
- T3907 List of Protestant (i.e. Church of Ireland), Presbyterian and Roman Catholic householders in the parish of Donaghmore, Co. Donegal, made 'by order of Parliament', March 1766. [Copy of TCD MS 1995-2008/2228, 2228a].









The Report of the Deputy Keeper
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