

**The Report of the Deputy Keeper
of the Records 2007/08**

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 2006/07



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

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**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
Secretary of State for Northern Ireland.

AILEEN McCLINTOCK
Deputy Keeper of the Records

TO THE SECRETARY OF STATE FOR NORTHERN IRELAND

I have the honour to transmit to the Secretary of State for Northern Ireland 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 for Culture, Arts and Leisure

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New Accommodation

New Accommodation

In October 2006, the Public Record Office of Northern Ireland (PRONI) revealed its plans to construct new accommodation in Belfast. Following an evaluation of expressions of interest, in August 2007 the DCAL Minister announced that 'Titanic Quarter Limited' had been identified as the preferred bidder to provide a site (at Titanic Quarter, Belfast), and to design and build the new record office.

Following this appointment, PRONI worked with the developers to agree the detailed building design and in December 2007 the plans were submitted to the Planning Service to seek statutory approval. A decision on the submission was anticipated in early summer 2008.

The new PRONI, which is to be open to the public in Spring 2011, will be prominently located at the entrance to the Titanic Quarter close to the Odyssey Arena and adjacent to the new 'Gateway'.

The siting of the record office in the Titanic Quarter is a unique opportunity for PRONI to physically forge links with, and share in, Northern Ireland's historical identity. It is indeed appropriate



that some of the records held by PRONI will actually be 'returning home' to where they were originally created. The regeneration of the Titanic Quarter - a very high profile landmark site in Belfast - will formally put PRONI on the map as a 'must visit' tourist attraction for local, national and international visitors.

The records which PRONI holds and the services which it provides are for everyone. Its new facilities will enable much better public access, with the new building being prominently located adjacent to rail and bus routes, the M3 motorway and the

George Best Belfast City Airport. The new record office will encourage wider community involvement and it will be a building which current and future generations will both cherish and use.



eCATNI

eCATNI

The data capture strand of the project was completed during 2006-07 and responsibility for managing existing catalogues and on-going cataloguing has been integrated into Records Management, Cataloguing and Access section. To date, publishing of the catalogue entries captured as part of the data-capture exercise is approximately 70% complete.

The focus, however, over the course of the 2007-08 financial year was completion of the development of the archival software management. In particular, software for managing locations has been produced, documented, tested by users and is now ready to be rolled out to staff. Acceptance testing of the Reader Registration and Document Ordering software is also nearly complete, subject to minor modifications by the contractor. Progress was considerably advanced after PRONI staff visited the contractor and additional change requests were specified, tested and incorporated into the system.

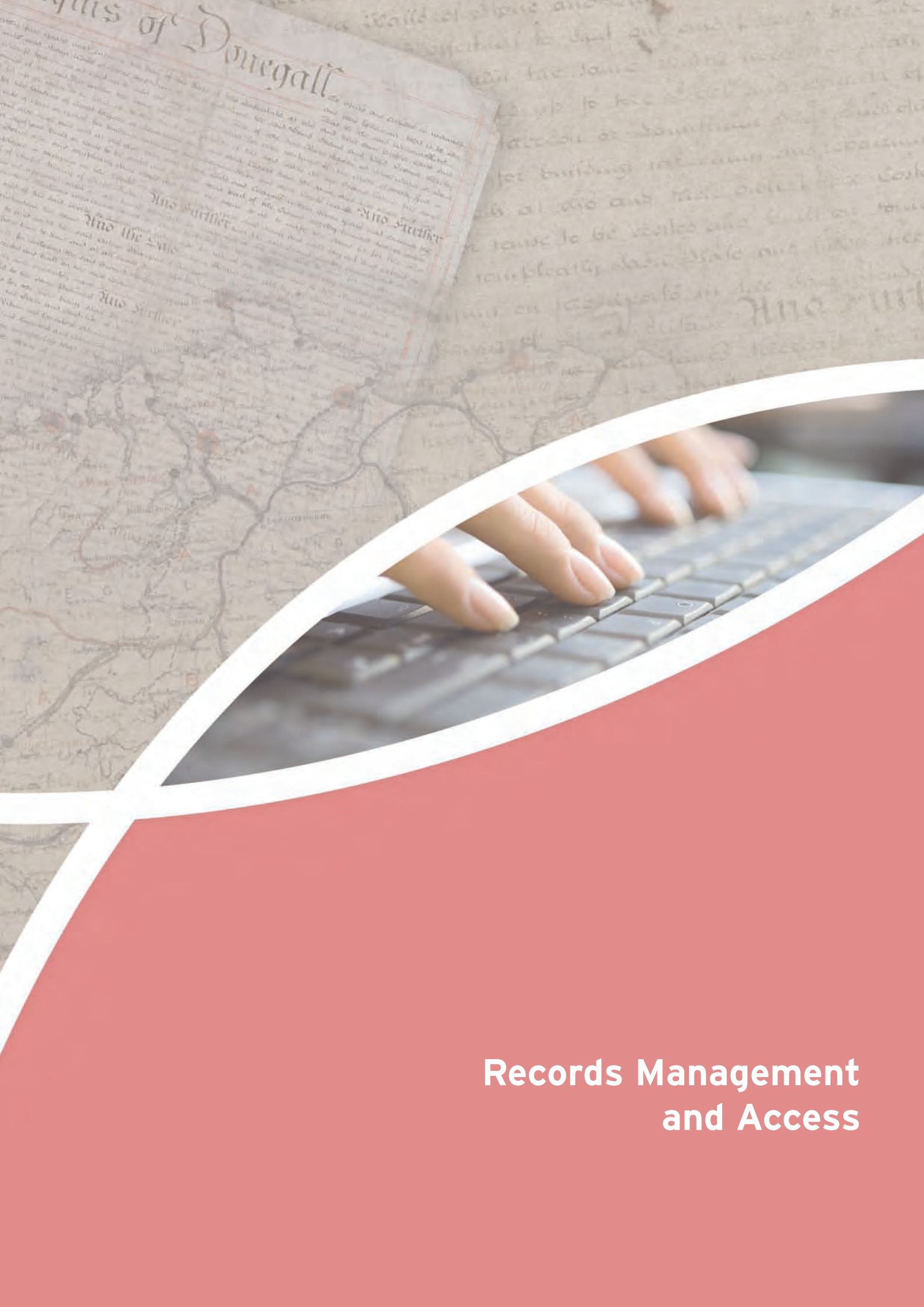
The software supporting cataloguing (PRONI's in-house 'PRONI Catalogue Plus' (PCP) system) has been successfully rolled out across the organisation and is now an integral part of operational activities. Training of curatorial and other key staff in PCP was provided and user

documentation has been completed for Reader Registration and Document Ordering in advance of go-live of the new public software.

The live environment has successfully been implemented in the PRONI Server Room. This environment is now ready to be replicated when eCATNI is implemented throughout the public service areas. In addition, technical documentation has been produced for both the cataloguing software and the Reader Registration and Document Ordering modules.

PCP was demonstrated at the Society of Archivists' Conference in August 2007, as part of the Information Marketplace at the Waterfront Hall. Members of the general public were invited to attend and PCP was demonstrated to a steady stream of potential depositors, archivists and individuals searching their family tree.

eCATNI staff also delivered talks to the 2007 Society of Archivists' Annual Conference and to the Society of Archivists' Ireland meeting in November 2008.



Records Management and Access

Annual Sensitivity Review

Annual Release of 1977 Files

The annual release of selected official files continues against a background of greater public access through the Freedom of Information (FOI) Act 2000 balanced against the ongoing need to protect personal information. The FOI Act created a new access to information regime and all records were reviewed in accordance with both that Act and the Data Protection Act.

Records continue to be brought forward for release as they approach 30 years of age. This involves the referral of the files to the Responsible Authority for sensitivity review. This entails a page by page examination to ensure that a record contains nothing sensitive as defined by the FOI Act and DP Act.

Statistics

This year's annual release covered official files with a terminal date of 1977. Of the 466 departmental files examined, 49 were subject to full closure, with an additional 31 subject to partial closure or redaction (blanking out). Partial closure involves the removal of a limited number of papers from the file that have been deemed as exempt from the right to know under Freedom of Information. To facilitate the release of as much

information as possible, redaction can be used to blank out sensitive data within individual documents that would otherwise prevent release. All information withheld under this procedure must conform to the exemptions contained in the FOI Act. In the majority of cases, the reason for extended closure was the application of section 40 - the personal information exemption - of the FOI Act. This means that personal information is exempt from the right to know if it would breach the Data Protection principles.

Contents

The classes of files released included Central Secretariat, Northern Ireland Office, and the departments of Commerce, Education, and Community Relations. The topics covered included: the United Unionist Action Council (UUAC) Strike of 1977, proposed scrapping of the 11+ exam and the introduction of comprehensive education and local government reform.

The Central Secretariat files for 1977 included a series on Economic and Industrial Strategy for Northern Ireland, highlighting the importance that Roy Mason, Secretary of State, attached to the economic situation.

Other topics covered in the files released include: the security

situation, policing, prisons, political developments, North/South relations, and housing. Files from the Civil Representatives who were appointed to liaise between the Army, Government and local communities, are also among the papers made available. These include reports on 'paramilitary community development' and reports of security incidents, intimidation and violence across Northern Ireland.

The annual release received considerable media coverage with articles in *The Irish News*, *The Belfast Newsletter* (which published a special supplement devoted to the new releases from PRONI), *The Irish Times* and *The Belfast Telegraph*. Stories from the files were also covered by RTE, BBC NI TV and Radio.

The launch of the new PRONI website also included an annual release archive, bringing together lists of all official files disclosed for the period 1968 to 1976. This important new addition to the website provides an invaluable resource for researchers and students of the Troubles and others aspects of Northern Ireland's history.

Review of the 30 Year Rule

The '30 Year Rule' is a commonly used term to describe the point at which records created by

government departments are transferred to official archive repositories, and released to the public. The transfer takes place after 20 years in Northern Ireland under the terms of the Public Records Act (NI), 1923 but records are usually made available after 30 years in line with the rest of the United Kingdom. Under the FOI Act 30 years is the date at which public records become 'historical' for FOI purposes (i.e. a significant number of exemptions cannot be applied to records 30 years old or more).

An independent review team was asked by the Prime Minister to look at whether 'historical records' can be made available for public inspection much more quickly than under the current - '30 Year Rule' - arrangements. In December 2007, the review team wrote to the First and deputy First Minister for their views, which was provided following consultation with the Minister for Culture, Arts and Leisure, the statutory Keeper of the Records in Northern Ireland. Following a public consultation - running from mid-January to mid-April 2008 - the review team is expected to report to the Prime Minister and the Lord Chancellor by summer 2008.

Code of Practice on Records Management

When the current code was issued in November 2002, it was on the

Records Management and Access

basis that it would be reviewed and, if necessary, revised five years after publication. There were additional reasons for undertaking the section 46 review:

- The content relating to electronic records (now considerably more widespread) needed updating.
- There was scope to streamline the Code: to clarify and simplify its provisions by increasing the focus on records management principles and outcomes and reducing the amount on processes.
- The Code's relevance to compliance with other information legislation and policy areas, such as data protection, data sharing and re-use of public sector information, needed to be made clearer.
- The Constitutional Affairs Select Committee highlighted the need to give more attention to the management and preservation of digital records in its 2006 report on implementation of FOI.

In leading the review, The National Archives was assisted by two working groups - responsible for Part One (Records Management) and Two (Review and Transfer of Public Records) of the Code respectively. The Public Record Office of Northern Ireland was represented on both groups.

Electronic Records Management

2007-08 saw major developments in the field of electronic records management which are having profound effects on the way the Northern Ireland Civil Service (NICS) carries out its functions. The Electronic Document Records Management (EDRM) project, now known as RecordsNI, completed its roll-out phase to staff in December 2007. By that stage some 16,500 civil servants were in a position to use the same electronic document record management system, known as TRIM, to create, maintain and dispose of the records of government in Northern Ireland.

PRONI had acted as one of the lead implementers for the project and by the autumn of 2007 had been using TRIM for almost three years. However, as part of the NICS-wide roll-out, PRONI had to transfer or 'migrate' its records from the implementation version to its parent Department DCAL's file plan in the autumn of 2007. PRONI staff met with representatives from Steria, the service provider and DCAL, to plan the move and carry out user acceptance testing in advance of the migration. All staff across DCAL are now using the same file plan.

With the completion of the implementation phase of RecordsNI, the project moved

into the records management phase to address the challenges of managing the system and providing for the eventual disposal of records created in TRIM. To explore these issues PRONI, in conjunction with members of the Inter-Departmental Working Group (IWG) overseeing the implementation of RecordsNI, set up a records management sub-group to agree a way forward. The planned outputs of this sub-group are to produce an electronic records management strategy that sets out best practice, and an electronic disposal and retention policy. With the advent of electronic record creation traditional ideas of appraisal and disposal bear little relevance when dealing with vast amounts of electronically created material. Therefore PRONI staff are currently researching new theories in appraisal to produce a disposal and retention policy to address the Departments' needs.

Following on directly from this, PRONI has been working with the NICS e-Government Board, to produce a business case to take forward research into long-term access to electronically created material. In the world of paper records management it is much easier to preserve records. However, as most forms of electronically created material have a much more finite life-span than a paper record, and with Departments creating records

with a life-span of several decades, it is vital that this challenge is addressed.

Accessions

Private Records

A number of significant deposits of private records were received during the year. These included two interesting collections of early family papers: personal and business correspondence of various members of the Black family, many of whom were merchants trading between Ireland and the continent, writing from Dublin, Belfast, the Isle of Man, London, Bordeaux and Cadiz, 1673-1868 (D4426); and estate and legal papers of the Savage family of Portaferry, 1623-1773, including correspondence of the 3rd Viscount Montgomery, 1652-57 (D4407).

Additional business records received included records relating to the development of the former Harland & Wolff shipyard at Queen's Island, Belfast, now known as Titanic Quarter, 1975-2000 (D4413); and a register of apprenticeships served with Harland & Wolff, Belfast, 1887-94 (D4422).

An important deposit from the Library of the Reformed Presbyterian College included: manuscript minutes of the Reformed Presbyterian Synod, 1811-

Records Management and Access

13, 1836-54, 1861-1942; transcripts of various church records including minutes of the Synod of Ulster, 1691-1710, Sub-Synod of Derry, 1744-1802, Reformed Presbytery, 1803-10 and Reformed Synod, 1811-38; manuscripts minutes of the Northern Presbytery, 1828-55; and correspondence, pamphlets and other material relating to the history of the Reformed Presbyterian Church, 1755-1980, including sermon notes by William James of Bready, 1765-79 and papers relating to the Rev. William Stavelly, 1753-71 (CR5).

A full list of private records received is available in Appendix A and a full list of school records received is available in Appendix B.

Cataloguing

Official Records

It is important to provide accurate descriptions of the records held in PRONI's custody. Primarily, this is to assist researchers to swiftly locate the information which they seek, but it is now also vital in order to fully to satisfy our legislative obligations, under the Freedom of Information Act 2000.

During 2007-08 408.30 units of official records were catalogued, including important records transferred from various Hospital Trusts, Schools and the Northern Ireland Court Service.

Freedom of Information/Queries

Written requests for information may be submitted to PRONI's Records Management, Cataloguing and Access Team (RMCAT), either by email or as traditional correspondence. Researchers regularly request information from a wide number of sources, from such as the extensive Crown and Peace archive (including Coroners' Inquests and Crown Court files), the Boards of Guardians (workhouse) archive, Government Departments, etc.

During the course of the year, some 275 Access to Information (ATI) requests were handled under FOI legislation, and 500 non-ATI requests were dealt with.

Disposal/Review

Disposal

One of the most important tools for ensuring compliance, with reference to the effective management of an organisation's records, the 'Retention and Disposal Schedule' clearly states what happens to records generated by that organisation. Once completed and signed off (by PRONI, the Department of Culture, Arts and Leisure and the Organisation itself), this important document will assign one of three core final actions to every type of record created by a Government

Department or Non-Departmental Public Body:

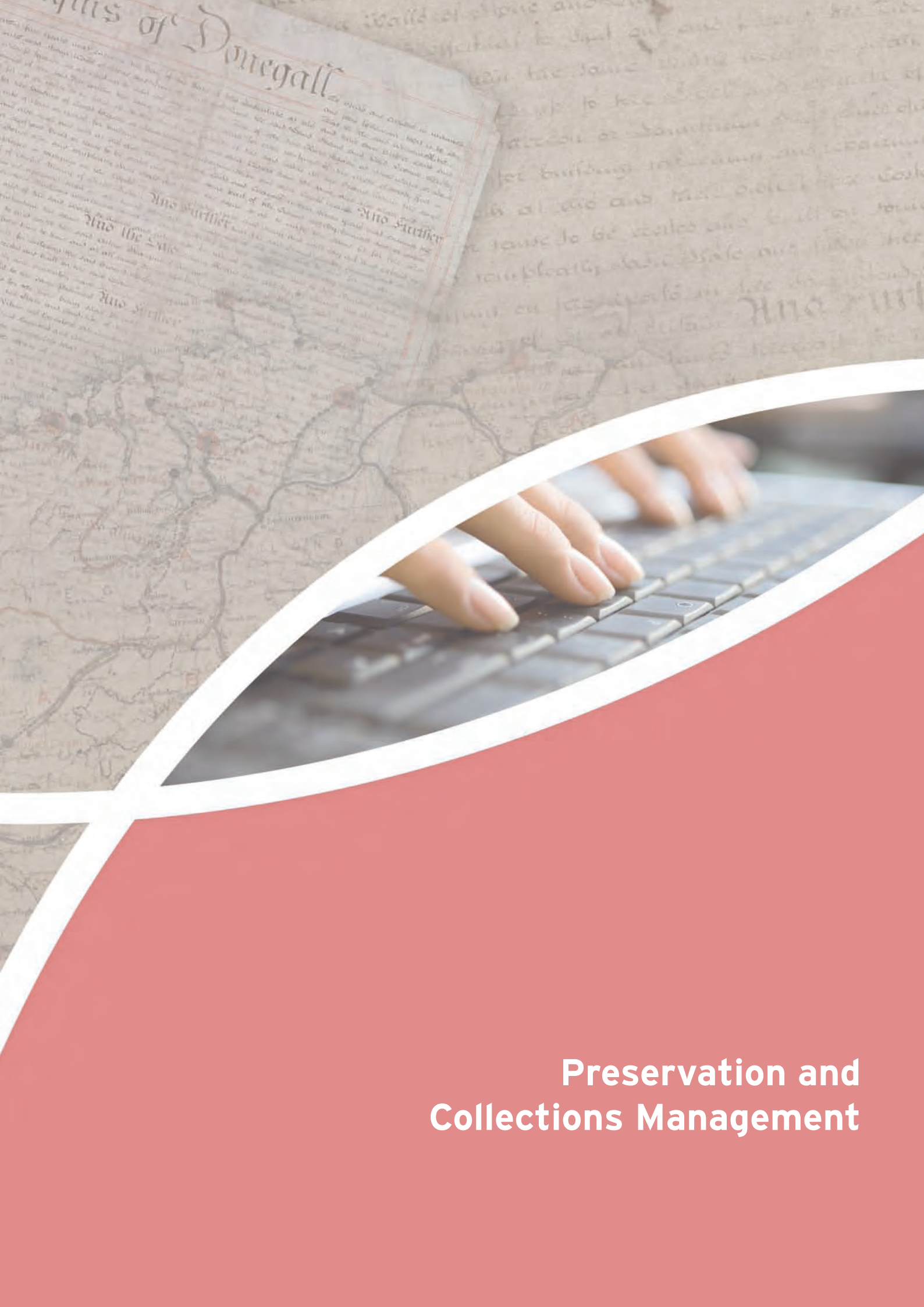
- Preserve Permanently by PRONI
- Destroy
- Subject to Review by PRONI.

Schedules completed and signed off during the year, included the Blood Transfusion Service Northern Ireland, Southern Health and Social Care Trust and the Assembly Ombudsman Northern Ireland/Office for Northern Ireland Commissioner for Complaints.

Review

The Retention and Disposal Schedule identifies records for 'Review by PRONI'. This means

that PRONI examines those records deemed no longer useful for an organisation's business purposes, with a view to selecting records worthy of permanent preservation. During the year, a total of 6439 linear feet - over one mile of records - were reviewed in a wide variety of Government Departments and Non Departmental Public Bodies, including the Mental Health Commission, the Departmental Solicitor's Office, Invest Northern Ireland, the Northern Ireland Office's Community Safety Unit, Northern Ireland Statistics and Research Agency and various local borough councils.



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, responsibility for Preservation is divided between three units: Conservation, Micrographics and the Preservation Team.

Business Continuity

DCAL has developed a framework of business continuity arrangements to ensure that critical business functions can be restored and resumed in the event of a disaster or serious business interruption. A Business Continuity Plan is a management tool to prioritize key business processes, identify significant threats to normal operations, and plan mitigation strategies to ensure an effective and efficient organizational response to the challenges arising during and after a crisis.

Recent world events have challenged us to prepare for and manage previously unthinkable situations that may threaten an organization's future. This new challenge goes beyond the emergency response plan or disaster management activities that PRONI previously employed.

In early December, PRONI's Heads of Sections took part in a business continuity desktop exercise, by means of paper and telephone messages, in which a flu' pandemic scenario unfolded. The session began with a business continuity briefing and an introduction to PRONI's new Business Continuity Plan.

All business continuity planning is carried out in line with the DCAL Business Continuity Framework and is conducted to meet the following objectives:

- Protect the Department and legitimate stakeholders in the business of DCAL from a serious business interruption.
- Enable the Department to recover in a planned and controlled manner to meet Departmental legal contractual regulatory or other requirements.
- Provide effective methods for informing the Business Continuity Steering Committee of a serious incident.

The priorities for action immediately after an incident involving PRONI which impact on its ability to continue business are to:

- protect personnel from physical risk and ensure their safety;
- protect cultural assets by

Preservation and Collections Management

- assessing and taking steps to ensure the preservation of PRONI's records;
- assess the impact on PRONI functions and Mission Critical Activities in particular, and respond accordingly;
- inform DCAL of the incident.

Decant Project

Decant Preparation: First Phase

As part of the New Accommodation Project, PRONI began the first phase of a programme to prepare and move all 54km of its archival holdings to new premises.

The first stage of the 'decant' project involved Preservation and Collections Management (PCM) Section, and relevant Section Heads, identifying archives which would be suitable for out storage with a storage facility company, namely McConnell Archive Storage (MAS). The purpose of this was to raise the preservation standards of the archival material, and also to rationalise the available storage space in the new record office.

It was established that PRONI should move 39,000 linear feet of archival material to the new facility, with transfer decisions based on a range of criteria - in particular, collections infrequently accessed by PRONI customers and staff. Commencing in June 2007, a small team from PCM Section began

preparing the archival material identified as suitable for off-site storage. They recorded a range of information, including the specific document references, the unique storage unit number (box and volume number) as well as the current location.

During the physical upgrading work damaged boxes were replaced, while thousands of outsize volumes were individually referenced for the first time to facilitate future retrieval. A significant proportion of unboxed volumes needed to be carefully cleaned and have protective straps placed around the covers, both to minimise damage during transportation and to ensure future stability.

The final stage of the first phase involved barcoding and scanning each individual storage unit, to complement the data capture or 'Arc Map' already carried out. The objective of this exercise was to ensure that all c.50,000 items moved to MAS could be traced quickly.

PCM successfully transferred over 42,000 linear feet to off-site storage. The knowledge and expertise developed from this first phase, as well as lessons learned, will allow staff to better plan ahead and re-organise PRONI's holdings for the main decant preparation which will commence in April 2008.

Conservation

Conservation carried out remedial treatment on 2327 record units of medium difficulty. The documents treated were mainly drawn from the most important PRONI archives, including the Abercorn (D623) and Hill of Brook Hall papers (D642).

The Institute for Conservation (ICON) received £1m from the Heritage Lottery Fund (HLF) for a conservation training programme. The £1m will enable ICON to offer 60 training placements over four years in the conservation of collections and objects - from archives to stained glass and architectural features. This initiative, in which the Museums, Libraries and Archives (MLA) is a supporting partner, focuses on those conservation skills which are scarce and in high demand, particularly those for which no formal training exists.

In February 2007, PRONI agreed to offer a placement for one ICON bursary student for a 12 month period. A selection board was held in July 2007 and Triona White was the successful candidate. Her internship began in September 2007. The internship scheme was devised by ICON to tackle the shortage of practical and preventive conservation skills across the UK and increase the



Triona White, PRONI Intern

number of trained conservators and conservation scientists.

Triona is one of twelve trainees around the UK who was selected for the scheme this year. Over the last six months Triona has been trained in six elements of the conservation training programme. These elements included Health and Safety, general preservation and conservation principles, wet repair treatments, wax seals, box making, and maps and plans.

There are real gaps in the supply of practical and preventive conservation skills across the UK. The HLF monies will provide a great opportunity to redress this situation and ensure a sustainable

workforce which organisations such as PRONI can call on in the future.

Micrographics and Digitisation Unit

A total of 9084 microfilm frames was produced from records contained in the Belmore Papers, Transcripts of State Papers Ireland, George Young Estate papers and registers from the Reformed Presbyterian Church and Christ Church, Lisburn. 7200 images were digitally captured from various archives, including Abercorn and Cooper.

In June, PRONI commissioned a new digital camera system. The Phase One 645 camera will assist in improving access to the archives in time for PRONI's move to new accommodation in 2011. The camera is housed on a reconditioned Gratek microfilm base with digital lighting and book cradle.

In December, staff in Preservation and Collections Management worked closely with the BBC to supply high quality digital images from PRONI's photographic archives. The images were digitized for a four part BBC 1 series on life in Northern Ireland at the beginning of the 20th Century. 'Family Album', directed by Ian Kirk-Smith, focused on themes including people, places, work and

events. The programme showed PRONI staff, Brendan Campbell and Garreth Montgomery, digitising and enhancing the quality of faded photographs.

In September 2007, a discussion paper on the microfilm scanning of Church of Ireland master microfilms was completed. These microfilms were mainly produced in the 1960s by a number of microfilm bureaux as PRONI did not begin its own microfilming until the late 1970s. It was not until 1992 that PRONI commissioned a set of microfilm camera systems capable of producing microfilm to BS standards.

Approximately five percent of the Church of Ireland master negatives were surveyed. Of these:

- 4.5% were missing
- 18% were in good condition
- 31% were produced on unstable acetate movie film
- 46.5% showed obvious signs of chemical residue damage which is destroying the film. (i.e. poorly fixed and washed)

As the results of the survey show, the majority of the early master negatives are deteriorating either due to the chemical composition of the film, or as a result of the film not being developed correctly. The latter has led to chemical burns forming across the film and obscuring the text.

Preservation and Collections Management

Society of Archivists' Conference, Belfast, 2007

The Society of Archivists' Conference was held at Queen's University, Belfast, from the 28 to 31 August 2007. This was the third time that Belfast had hosted the Society's conference, last held here in September 1992.

The conference programme had joint plenary and parallel sessions exploring key archival, records management and preservation issues. The range and variety of contributors was intended to reflect the conference theme of 'Differing Directions: Challenging Communities'.

Topics relating to Preservation and Conservation originated from four continents: Europe, North America, Africa and Asia and keynote speakers in this subject area included:

- Kitty Nicholson (National Archives and Records Administration, USA) - Recent & Past Treatments and Display of the American Declaration of Independence
- Lena Libman (Israel Antiquities Authority) - Conservation, Preservation & Display of the Dead Sea Scrolls
- Dr Chris Kitching - Archival Buildings in the UK

The wide-ranging themes in the Preservation programme were of interest to all involved in cultural heritage. Delegates gained an insight into the challenges faced by conservators responsible for preserving regional, national and international cultural treasures.

Preservation strategies were reviewed, in particular the methodologies that can be used to assess the preservation needs of collections, vital information for those considering raising funds for preservation projects, especially through national grant applications.

Conservation scientific papers investigated the materials used to produce archival documents, and provided delegates with a better understanding of how archive collections can be preserved and displayed.

The New Accommodation theme explored the ongoing research into archival buildings and included a session on the lessons learned by PRONI in planning its new accommodation.

Personal development issues were addressed through discussions on the 2007 Professional Accreditation of Conservator-Restorers (PACR) review, and how the British Library is identifying and addressing the internal and

external training needs of its Conservators.

Staff Development

PRONI conservators attended a number of training courses including the Society of Archivists' Conference in Belfast, electronic records management systems, Good Management Practice, ICON/HLF Internship Supervisor Training and Assembly Questions.

The Preservation Officer attended the National Preservation Office (NPO), Preservation Advisory Panel meetings held at The British Library on 20 June 2007 and at the National Library of Scotland on 12 December 2007. He also attended the NPO Microfilm Group meetings held at the Bodleian Library on 21 September 2007 and at PRONI on 7 March 2008. These meetings provide opportunities for the representatives of major institutions to exchange information and ideas.



Public Services

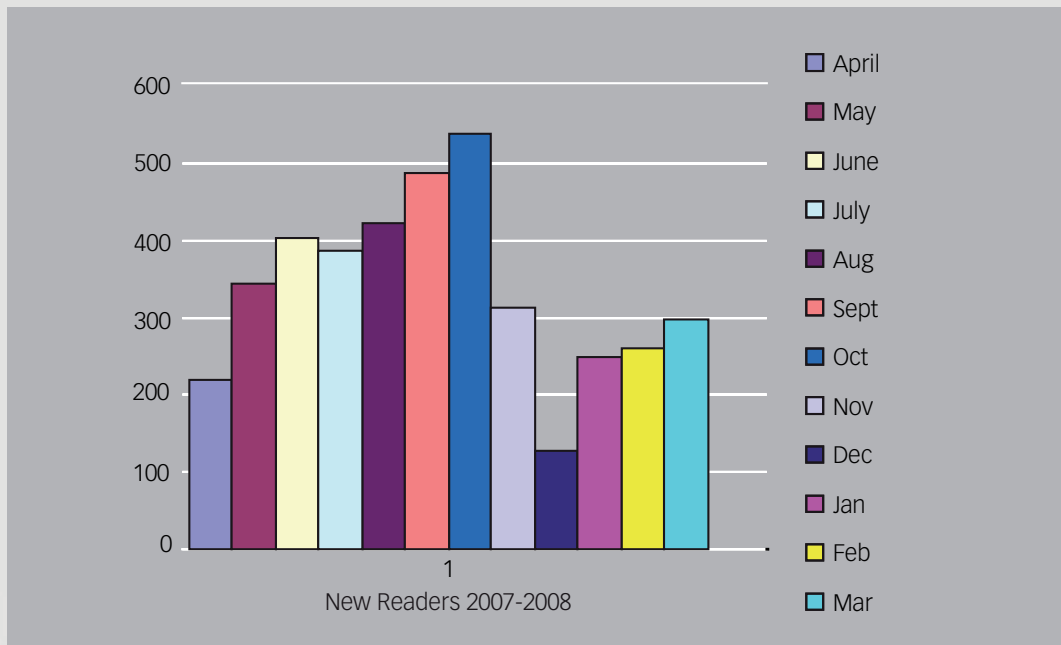
Public Services

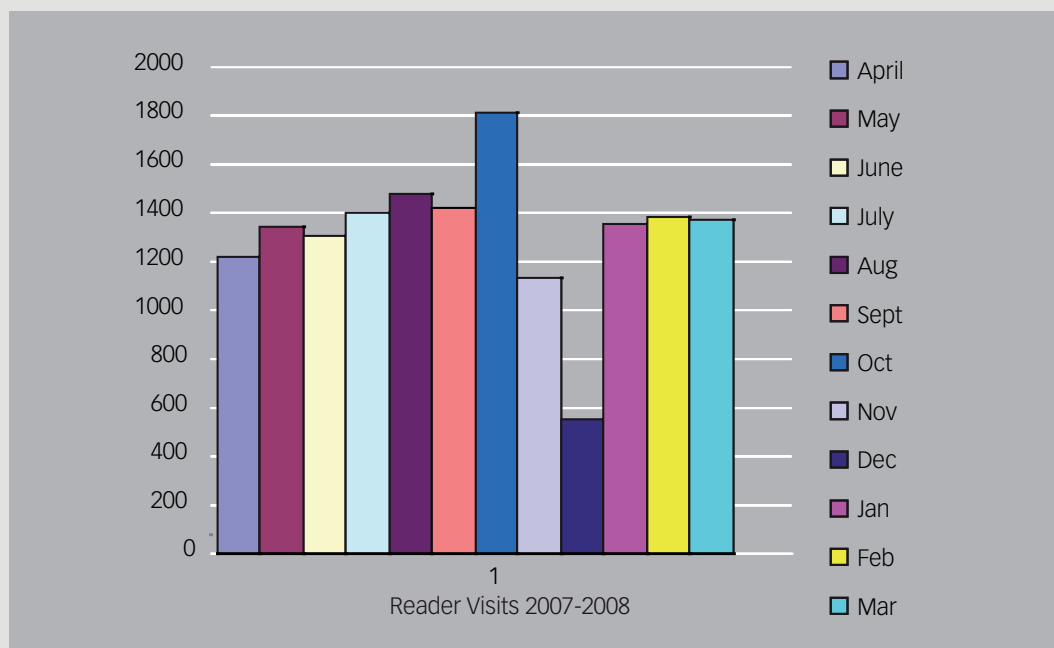
Customer Services

On-site Customer Services

In 2007-08 the numbers of visits and new readers registering remained virtually the same as the 2006-07 figures. This year there were 15,928 visits (15,919 in 2006-07) and 4169 new readers (4204 in 2006-07). The table below indicates the variations in new reader registration and number of visits per month with October being the busiest month.

From comments and suggestions forms completed by readers (of those who gave PRONI an overall rating in terms of customer satisfaction) 72% rated us as excellent. This was a very creditable performance bearing in mind a high turn-over of staff in 2006-07, and ongoing problems in accessing documents from the stores due to deterioration of the racking and consequent remedial work, as our current building reaches the end of its useful life.





Distance Enquiries

There was a marked upturn in the number of enquiries during January and February following the launch of PRONI's new website, when 870 non-FOI enquiries were received, representing a 45% increase over the same period last year. Correspondence targets were being met to early January but the out-turn figures for the year to 31 March 2008 revealed that whilst we only just missed the 90% target of answering enquiries within 10 days having achieved 89%, we exceeded the target of 94% of enquiries answered within 14 days, having achieved 97%.

The Public Services Quality Group (PSQG) (a national committee

which looks at service improvement in archives) piloted a distance user survey in 2007 to find out why people use the enquiry service, how they rate the service provided and to discover more about distant customers. PRONI was one of six record offices in the United Kingdom to participate in the pilot. Lessons learned were fed back to PSQG who are intending to carry out a full survey in 2008.

Improved Genealogy Service

After discussions with the Presbyterian Church in Ireland changes were made to the copying of Presbyterian Church records. Researchers can now copy individual pages from registers of baptism, marriages and burials

and from any other record over 50 years old, without permission from the individual church.

It was decided that PRONI should pilot a subscription to two of the most useful genealogy websites, namely Findmypast.com and Irish.origins.com, to establish the level of interest. Irish Origins provides access to the Griffith's Valuation of the mid 19th century which facilitates a search for a name and place and to view the image of the printed volumes. Both sites have proved popular and it is planned that the subscription will continue for the foreseeable future.

Charter Mark

Under a rolling programme of assessment PRONI's Charter Mark status was renewed for another year.

Talks and Events

Talks

Evening talks to family and local history and other groups were scaled back this year but PRONI continued to work with a range of local and family history groups. A talk was delivered to Lisburn Historical Society on Northern Ireland's involvement in the Smithsonian Folklife Festival held in the summer of 2007 in Washington DC. At a one-day workshop organised by the Federation for

Ulster Local Studies in Omagh Library attended by over 70 people, a presentation was given on the landed estates records in PRONI. PRONI continued with its talks programme to University students at Queen's University, Galway University, Stranmillis University College, and the University of Liverpool and we continue to welcome groups of visitors to the Office, including the Society of Australian Genealogists.

Events

PRONI took a stand at the very high profile 'Who Do You Think You Are' event at Olympia, London, and at the highly successful two day annual 'Young at Heart' retirement event in the King's Hall, Belfast. As in previous years, PRONI participated in the annual European Heritage Open Day by opening its doors on the Saturday morning for a talk and tour of the building for those who might not otherwise have visited PRONI.

Exhibitions and Partnerships

Abolition of the Slave Trade

This year the major focus of outreach work was on the 200th anniversary of the abolition of the slave trade in the British Empire. This also enabled us to contribute to the 2007 Archive Awareness Campaign which had as its theme 'Freedom and Liberty'. PRONI published a booklet on 'Ulster

and Slavery: the Story from the Archives' and a series of postcards were launched at a special event in 1st Rosemary Street Presbyterian Church, attended by Minister Poots and by William Wilberforce, a direct descendant of the William Wilberforce, the slavery abolitionist campaigner. PRONI also worked in partnership with the Linen Hall Library and the Ulster Museum to curate a major exhibition on slavery - 'Hidden Connections' - launched in the Linen Hall Library by the Deputy First Minister on 6 November 2007. This exhibition toured a number of venues - the Ulster Folk and Transport Museum, Derry Harbour Museum, Lisburn Library (launched by DCAL's then Minister, Edwin Poots) and Down County Museum. On each occasion there were opportunities for PRONI to give a presentation either at the launch or during the period of the exhibition. The touring exhibition attracted local media attention at each place it visited.

Belfast Central Library 'Embassy to China' Exhibition

PRONI contributed copies of documents from the Macartney Papers (D572) to an exhibition in Belfast Central Library to celebrate their award-winning entry in the British Library's competition 'Hidden Treasures Brought to Life' for Sir George Leonard Staunton's account of Macartney's embassy to China.

Ballymena Museum

A sheet from the Ulster Covenant was also loaned with permission from the Ulster Unionist Council to Ballymena Museum for a long term exhibition in their new building.

Education and Outreach

Reaching Out

The first steps were taken to engage with recent migrant communities - this time with the Polish community in the Newry and Mourne area. Contact was made with a Primary School in Newry which has a large number of Polish children as well as a Polish member of staff. A creative learning project to collect the memories and thoughts of the children, including those from Poland, was begun.

To raise PRONI's profile locally, a series of articles for local newspapers was prepared. The piece for each county includes eye-catching visual images of events, places and people drawn from PRONI's archives relating specifically to each county. Cos Armagh and Tyrone have been completed and have appeared in the *Ulster Gazette* and the *Newry Democrat*.

Overseas Outreach

In Summer 2007, Northern Ireland was one of the countries which featured at the Annual Smithsonian Folklife Festival held on the Mall in



Visitors at the genealogy tent, Smithsonian Folklife Festival, Washington DC

American Folk Park in Omagh, had the privilege of providing help and advice to the huge number of visitors who called at the genealogy tent. This was a once in a lifetime opportunity to promote genealogy and roots tourism.

Education and Outreach Review

A further review of PRONI's education and outreach work was carried out by the Education and Training Inspectorate in January. The final report was due to be published by the end of this reporting year.

Media Publicity

March saw the broadcasting on BBC 1 of 'The Family Album', directed by Ian Kirk-Smith who had spent many hours in PRONI interviewing staff and filming photographs for this four part series. The programme consisted of a series of stories with contributors illuminating a number of photographs on a particular theme - people, places, work and events. A number of PRONI collections was used and commented on by PRONI staff, as well as photographs from the national museum collections (Welch and Hogg). PRONI material included photographs of Duffy's circus in the Cooper collection, of gold mining in British Columbia from the Robb archive, of inmates in Gransha Asylum, Co. Londonderry, and of

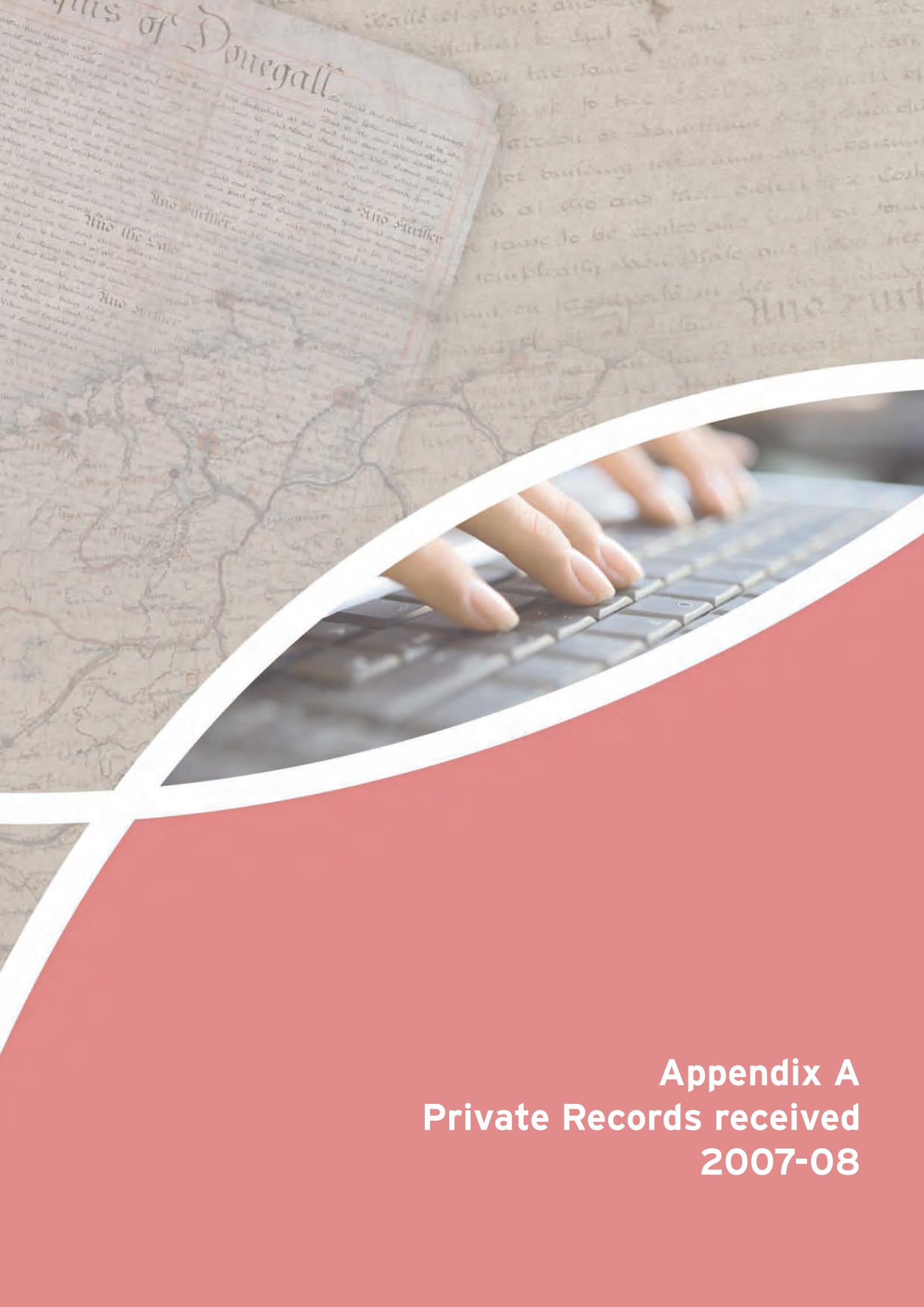
Washington DC. This was the 41st Festival which this year involved the US State of Virginia, and included a group from Kent who were present to commemorate the 400th anniversary of the founding of Jamestown. Also featured were countries surrounding the Mekong Delta including China, Cambodia, Laos and Thailand.

With an estimated 40 million people in the United States claiming Irish ancestry it was not unexpected that genealogy should be a part of Northern Ireland's contribution to the Festival. The event attracted a million visitors over ten days. PRONI, together with the Ulster Historical Foundation and the Centre for Migration Studies based at the Ulster



Public Services

Amy Carmichael's missionary and social work in India. As reported above (page 18) the programme also showed Preservation Section staff digitising and enhancing the quality of faded photographs. The broadcast highlighted the rich photographic collections held in PRONI and emphasised the historical value of photographs as a record of social history.



Appendix A
Private Records received
2007-08

Appendix A: Private Records received 2007-08

Reference No. Description

- CR1/100 *Registers of baptisms for the parish of Lack otherwise Colaghty, Co. Fermanagh, 1855-1915.*
- CR1/101 *Registers of Donacavey Church of Ireland parish, Co. Tyrone, including: baptisms 1777-1861, 1864-78; marriages 1800-1950; and burials 1800-61, 1864-78.*
- CR3/34/ *Index to Baptisms, 1853-1922 and marriages, 1852-1922, for St Enoch's (formerly Berry Street) Presbyterian Church, Belfast.*
- CR5 *Additional records of the Reformed Presbyterian Church in Ireland, including: mss minutes of the Reformed Presbyterian Synod, 1811-13, 1836-54, 1861-1942; transcripts of various church records including minutes of the Synod of Ulster, 1691-1710, Sub-Synod of Derry, 1744-1802, Reformed Presbytery, 1803-10 and Reformed Synod, 1811-38; mss minutes of Northern Presbytery, 1828-55; correspondence, pamphlets and other material relating to the history of the Reformed Presbyterian Church, 1755-1980, including sermon notes by William James of Bready, 1765-79 and papers relating to the Rev. William Stavely, 1753-71. Also records relating to individual congregations including: Ballenon, Co. Armagh, session book, 1820-48, marriage registers, 1864-1934, historical notes 1870-1980; Ballylane, Co. Armagh, session book, 1876-1958, marriage register, 1870-1934; Cregagh Road, Belfast, session minutes, 1900-2007, committee minutes, 1986-2007; Ballyclabber, Co. Londonderry, session minutes, 1847-1947; Kellswater, Co. Antrim, session minutes, 1800-1966; Linenhall Street, Belfast, session minutes, 1874-1901, 1909-29.*
- CR5/32 *Register of the Dervock Reformed Presbyterian congregation, Co. Antrim, including a census of members with details of marriages, baptisms, deaths, removals and additions to the congregation, 1804-44.*

Appendix A: Private Records received 2007-08

Reference No.	Description
D1050/13	<i>Poster commemorating the money raised by members of the Ulster Farmers' Union for the Agricultural Fund appeal of the Red Cross, 1945.</i>
D1618	<i>Additional Castle Stewart papers comprising: privately printed memoirs of Patrick, 8th Earl Castle Stewart, 2007</i>
D2661	<i>Additional papers relating to the Irish Association for Cultural, Economic and Social Relations, including: correspondence, newspaper cuttings, accounts, financial statements, minutes and conference papers, 1978-2000.</i>
D3300/39	<i>Booklet of postcards showing various areas of Belfast, c.1910.</i>
D3300/39	<i>Insurance Certificate issued by the Atlas Fire & Life Insurance Co. for Messrs I & J Gardner, Starch Manufacturers, Belfast, 1851.</i>
D3300/40	<i>Map of part of Tullymore, Co. Armagh, part of the estate of Joshua McGough Esq, held by John Oliver, 1794. Surveyed by Patrick Rock, scale 20 poles to 1 inch.</i>
D3300/42	<i>Valuation of furniture and effects of a house at Park Lodge, Cave Hill, Belfast, the property of J. Walker Craig, 1920.</i>
D3887	<i>Additional working papers of the late Dr A.T. Harrison, formerly an employee of PRONI, comprising working papers for his thesis 'The First Marquess of Dufferin and Ava', various talks and PRONI publications and his work on the PRONI catalogue of D/1071, Dufferin and Ava papers, c.1970-1973. The papers mainly relate to Indian affairs during the Viceroyalty of the 1st Marquess, but also include material on the Indian Mutiny, Home Rule for Ireland, Egyptian affairs, Afghanistan, Blackwood family genealogy, and the British Empire in general, 1830-c.1899.</i>

Appendix A: Private Records received 2007-08

Reference No. Description

- D4061 *Additional papers of the missionary and writer Amy Carmichael including: copies of the newsletter 'Dust of Gold', 1944-79; bible annotated by Amy Carmichael; printed book 'From the Fight', 1900; papers relating to Margaret Wilkinson, who worked with Amy Carmichael, 1944-81.*
- D4364 *Further working papers of the historian Fred Rankin, 1980s-2001, including material concerning drawings made by William Conor for the 1932 St Patrick's Pageant; material on the history of the Edenderry area; and scrapbooks kept by the depositor's father, W.J. Rankin, mainly concerned with family matters and the pharmacy trade, 1902-71.*
- D4403 *Records of Bangor Union Masonic Lodge, No. 746, including: minutes, 1807-57 and 1871-1982; nominal rolls, 1814-1938;*
attendance books, 1875-1965; accounts, 1806-35; correspondence, bye-laws, circulars, etc, 1807-1986.
- D4404 *Papers of Democratic Dialogue and New Agenda, including minutes, correspondence, newspaper cuttings, etc, 1995-2004.*
- D4405 *Correspondence, legal papers and printed ephemera relating to the Carse family of Lisowen near Saintfield, Co. Down, including emigrant letters from the United States and Canada, 1840-1900.*
- D4406 *Minute book of the Belfast Central Labour Party, later the Belfast Municipal Labour Party, an affiliate of the Northern Ireland Labour Party, 1958-71.*
- D4407 *Estate and legal papers of the Savage family of Portaferry, 1623-1773 and correspondence of the 3rd Viscount Montgomery, 1652-57.*

Appendix A: Private Records received 2007-08

Reference No. Description

- D4408 *Correspondence, reports and other papers relating to the establishment of the Northern Ireland Film Council, 1983-96.*
- D4409 *The National Association of Decorative and Fine Arts Societies, Record of Church Furnishings, Report on First Presbyterian Church, Belfast, 2005.*
- D4410 *Printed reports, survey forms and other papers relating to the Belfast Urban Area Plan produced by Building Design Partnership for the Belfast Corporation, 1965-70.*
- D4411 *Books of condolence for the footballer George Best (1946-2005) signed in various parts of Ireland including Belfast, Lisburn, Cork and Dublin, 2005-06.*
- D4412 *Correspondence between Walter Walsh, a Corporal in the 77th Regiment of Foot, his wife Jane and other family members, including his mother-in-law Catherine Banks of Lisburn, 1847-56. Walsh writes from various barracks in England and from Constantinople where he was posted during the Crimean War. His death from cholera is reported by his brother James who also served with the 77th Regiment. The letters include Walsh's impressions of Turkey and the Turks as well as a contemporary account of the Dolly's Brae incident near Castlewellan, Co. Down.*
- D4413 *Records relating to the development of the former Harland & Wolff shipyard at Queen's Island, Belfast, now known as Titanic Quarter, including: minutes of Board meetings of Harland & Wolff Properties Ltd, 1990-2000; project and correspondence files, 1975-99; and copy material relating to the establishment of Harland & Wolff and Short Brothers & Harland, 1885-1984.*
- D4414 *Papers of the late Ms M.A. Greeves relating to the Greeves and Wright families and the history of the Society of Friends (Quakers) in Ireland, 1840s-1980.*

Appendix A: Private Records received 2007-08

Reference No. Description

- D1890 *Additional records of the Smyly and Ferguson families, Castleberg and Strabane, Co. Tyrone, 1706-1920.*
- D2966/128 *Photograph of a group of soldiers taken by a Belfast photographer, 1941.*
- D2966/129 *Engraving of Robert, Viscount Castlereagh (1769-1822), published 1843.*
- D2966/130 *Page from the 'Illustrated London News', containing an engraving showing a view of Belfast from Newtownbreda, 15 May 1869.*
- D3000/166 *Papers relating to the Beattie and Robson families, Co. Tyrone and the USA, including copy correspondence and family tree, 1902-15.*
- D3300/43 *Copy memoir of Rockport Preparatory School, Co. Down in the 1930s written by Dr Mercy Heatley, daughter of the headmaster, 2006.*
- D3300/45 *Copy map of property at Edenmore, parish of Clonleigh, Co. Donegal, owned by Crockett and Hood families, c.1860.*
- D3300/46 *Printed pamphlet entitled 'The truth about Stormont' by XQ published by the Irish News, 1933*
- D3300/47 *Printed programme and copy of the 'Farmers' Journal' containing information on the World Ploughing Contest held in Armoy, Co. Antrim, October 1959.*
- D4247 *Additional records relating to the History of Fire Brigades in Northern Ireland, including: Annual Reports of the NI Fire Authority/Fire Authority for NI 1950-2000; fire prevention information, comprising promotional material e.g. 'Elderly at Risk' campaign, 1991; Fire Brigades' Union publications and circulars c.1978-2003; Issues of various fire-related publications, including Fire Fighter, 1977-2000; Journal of the Institution of Fire Engineers, 1972-99; Fire Magazine 1997-2000, etc. Papers re the creation of a NIFB Historical Society and proposed NIFB Museum,*

Appendix A: Private Records received 2007-08

Reference No. Description

- c.2001-2006; depositors' working papers on 'A History of Fire Services in Lisburn', c.2003-2004; Brigade circulars re various policy and administrative matters, c.1999-2002; Statistical reports on Fire Brigade attendance 1986-97 (with gaps) including a report on attendance at civil disturbance incidents, bombings, etc, 1975-76; various corporate documents c.1984-2002, including occupational Health and Safety; 'Agenda for Reform' contingency plans, etc. Also includes personnel records of the depositor, detailing conditions of service, 'flexi-officer' rotas, annual leave system, uniform allocation and retirement, c.1976-2003.*
- D4342 *Additional records of the County Antrim and District Football Association, including committee minute books, 1888-1904.*
- D4398 *Additional papers relating to the Hope Street Community Arts Centre, Belfast, including photographs, newspapers and printed material, c.1970-1974.*
- D4415 *Letter from David Gray, US Minister, US Legation, Dublin, to Archbishop John MacRory, Roman Catholic Primate of All Ireland, re US-Irish relations during the war, and particularly after the arrival of US troops in Northern Ireland, 7 October 1942.*
- D4416 *Documents relating to the Hazelton family of Co. Tyrone including: a return of the Yeomanry Corps in Co. Armagh and the Barony of Dungannon, Co. Tyrone, 1809; a letter to Brigade Major Hassard from an officer of the Killiman Corps concerning a mutiny in the Corps, c.1804; printed Annual Report of the Tyrone Protestant Orphan Society, 1912.*
- D4417 *Printed material concerning the East Belfast Community Health Project, including reports, fact sheets, leaflets, etc, 2002-07.*

Appendix A: Private Records received 2007-08

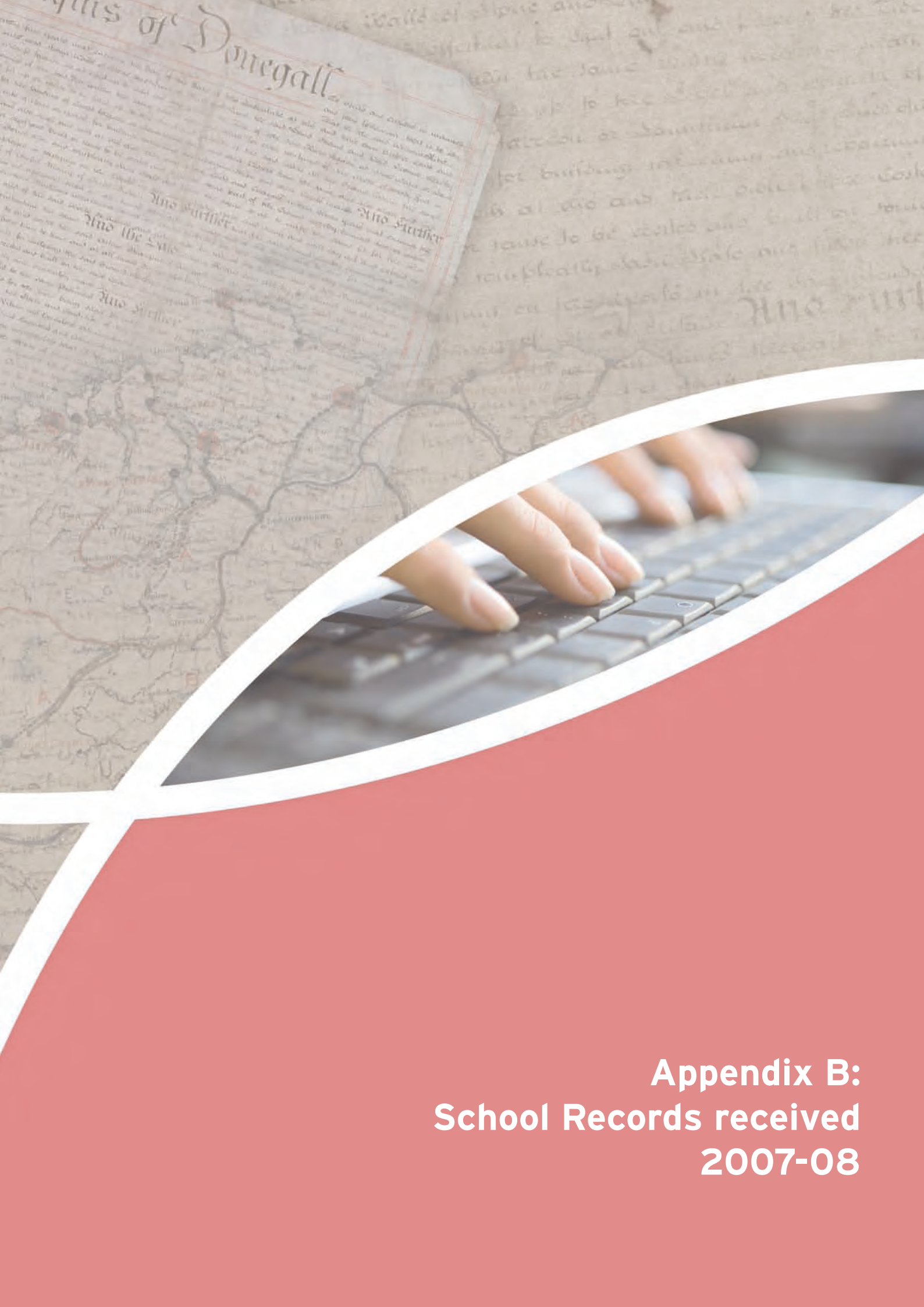
Reference No. Description

- D4418 *Legal documents, including leases, wills and conveyances, relating to property in the Coleraine area owned by the Crowe family, 1830-1940.*
- D4419 *Records of the Milltown Bleachworks, Co. Down including: ledger, 1858-59; accounts ledger, 1856-61; printed history of the Smyth family, owners of the bleachworks, 2002.*
- D4420 *Records of the Ulster Agricultural and Dairy School and Henry Trust, Downpatrick, Co. Down, including: annual reports, newspaper cuttings, ledgers, rental and financial records, c1880- 1965.*
- D4421 *Folder containing a typescript history of the Greeves (also known as Greer) family of Ulster by Lt Col J.R.H. Greeves, c.1960.*
- D4422 *Register of apprenticeships served with Harland & Wolff, Belfast, 1887-1894.*
- D4423 *Letters from Ethel Stronge, wife of Sir James Stronge of Tynan Abbey, Co. Armagh, to family friends, 1909-13.*
- D4424 *Records of the Northern Ireland Coroners' Association, 1967-2000.*
- D4425 *Material relating to the history of Freemasonry in Northern Ireland including: minutes of Royal Arch Chapter 97, based at Arthur Square, Belfast, 1921-57; annual reports of various Masonic charities, 1941-81; printed calendars and directories, 1963-96; rule books and books on Masonic ritual, 1888-1993; printed ephemera, 1908-90.*
- D4426 *Correspondence of various members of the Black family writing from Dublin, Belfast, the Isle of Man, London, Bordeaux and Cadiz, 1673-1868.*

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Reference No. Description

- D4427 *Papers relating to the First World War service of Lt Col Charles James Burke in the Royal Flying Corps [RFC], 1914-1917, including: album of 48 photographs of Allied and German aircraft, 1913-c.1918; folder of technical designs, correspondence, photographs, etc, from Deutch Flugzeugwerke G.m.b.H [German Aircraft Works] 1913-14; extract from a War Diary, 24 -30 November 1914 around Melville and St Omer, describing reconnaissance and weather conditions; one page undated typescript table of performance of various aircraft in the field; two undated field maps showing approximate situation of Allied and German lines in Gueudencourt/Lesboeuufs area and provisional traffic circuits for motorised transport in the Delville-Memetz woods area; 5th Corps' Operations Order No. 29, 22 June 1915, marked Secret, and outlining artillery programme, bombardment, objectives, etc; memo discussing RFC effectiveness against an improving enemy [c.1915?]; report describing performance of 2nd wing in the field July 1916; also, various printed standing orders, publications and pamphlets relating to war-time aviation.*
- D4428 *Papers of the Ulster New Zealand Trust and Ballance House Visitor Centre, Glenavy, Co. Antrim, 1975-2000.*
- D4429 *Photograph of Arthur Balfour, Chief Secretary of Ireland 1886-91 and Prime Minister 1902-06.*
- D4430 *The papers of the late Professor Edith Mary Johnston-Liik, mainly relating to the 'History of the Irish Parliament, 1692-1800' (published 2002) including: working papers of the History of the Irish Parliament project, printed Irish Statues, 1310-1801; printed 'Journals of the Irish House of Commons', 1613-1759; and papers concerning her other publications on Irish and Australian history, 1956-2006.*
- D4432 *Papers of Mr Gerry Burns relating to the arts in Co. Armagh, including material relating to Kaleidoscope Arts, the Peacock Festival, Border Directions and the Market Arts Centre in Portadown, 1983-2002.*



**Appendix B:
School Records received
2007-08**

Appendix B: School Records received 2007-08

Reference No. Description

- SCH/1031 *Charley Memorial Primary School, Lisburn, Co. Antrim, including: registers, 1951-2007; record of Inspectors' visits, 1954-78; Daily Report book, 1946-47; Parent-Teachers Association correspondence, 1967-2001; Board of Governors and School Management Committee meetings, 1978-97; correspondence, 1966-68.*
- SCH/1219 *Crebilly Primary School, Ballymena, Co. Antrim, including: register, 1955-74; record of Inspectors' visits, 1955-73; extracts from Inspectors' reports, 1962-71.*
- SCH/1407 *Register of Budore Primary School, Dundrod, Co. Antrim, 1943-74.*
- SCH/1620 *Hillhall Primary School, Lisburn, Co. Antrim, including: registers, 1946-2007; roll books, 1942-43; Daily Report book, 1971-72; Governors' reports, 1999-2005; minutes of Governors' meetings, 1989-2006; documents relating to the amalgamation of Hillhall Primary with Drumbo, Charley Memorial and Lambeg Primary Schools, 2003-07; booklets on the history of Hillhall Primary School, 1893-2007.*
- SCH/1623 *St Mary's Primary School, Ballymena, Co. Antrim, including: registers, 1974-96; minutes of Parent Teachers' Association meetings, 1975-94; record of Inspectors' visits, 1974-85; minutes of Board of Governors' meetings, 1986-2006; photographs, 1974-2000.*
- SCH/1624 *Ballycastle Nursery School, Ballycastle, Co. Antrim, 1970-2007.*
- SCH/1626 *Ballyduff Primary School, Newtownabbey, Co. Antrim, including: registers, 1977-98; record of Inspectors' visits, 1977-81.*
- SCH/1629 *Whitewell Primary School, Carnmoney, Co. Antrim, including: registers, 1891-1925; Inspectors' Observation book, 1893-1935; extracts from Inspectors' reports, 1912-30.*

Appendix B: School Records received 2007-08

Reference No. Description

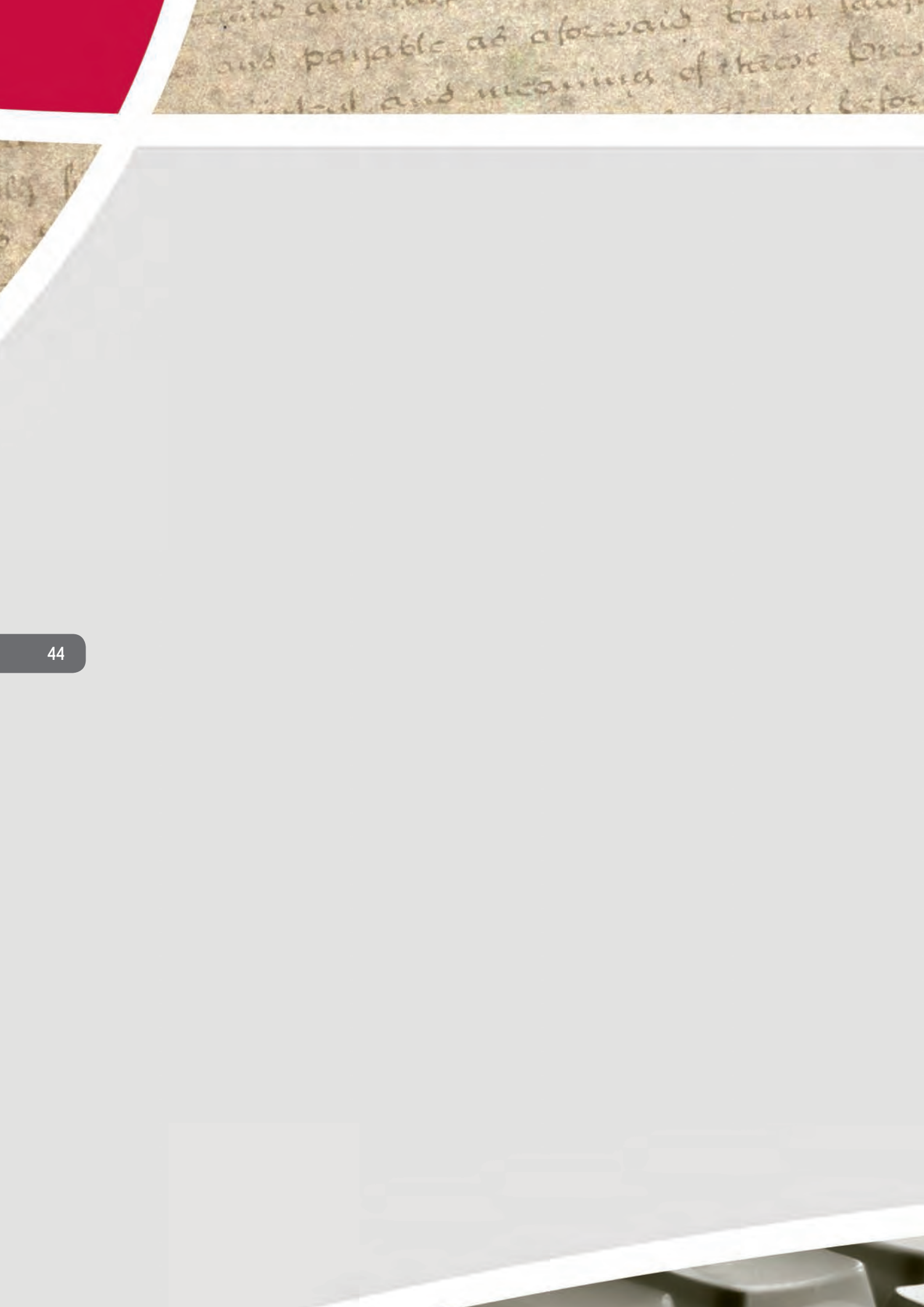
- SCH/1630 *Glengormley Public Elementary (later Controlled Integrated Primary) School, Glengormley, Co. Antrim, including: registers, 1935-79; Inspectors' Suggestion book, 1935-54; Parent Teacher Association minute book, 1955-74; School Management Committee minute books, 1950-92; teacher's diary, 1974-83; photographs of pupils, staff and Glengormley village, c.1890-1973; extracts from Inspectors' reports, 1932-55.*
- SCH/1642 *Registers of St Aidan's Secondary School, Glenavy, Co. Antrim, 1960-89.*
- SCH/166 *Registers of Dundrod Primary School, Co. Antrim, 1977-88.*
- SCH/498 *Dunmurry (No. 2) National School, 1899-1908, including: Roll Books, 1899-1901; Daily Report Book, 1904-08.*
- SCH/499 *Stevenson National School, Drumbeg, Lisburn, Co. Antrim, 1916-59, including: Registers, 1941-59; Daily Report Books, 1916-30.*
- SCH/503 *Registers of Legateriffe Primary School, Ballinderry, Co. Antrim, 1877-1966.*
- SCH/505 *Register of Ballyhill Primary School, Crumlin, Co. Antrim, 1951-67.*
- SCH/506 *Rushy Hill Primary School, Stoneyford, Co. Antrim, 1926-62, including: Register, 1951-62; Daily Report Books, 1937-47; Roll Books, 1926-48.*
- SCH/509 *Register of Magheragall Primary School, Co. Antrim, 1951-1969.*
- SCH/532 *Killultagh Primary School, Ballinderry, Co. Antrim, 1932-50, including: Daily Report Book, 1932-37; Roll Books, 1945-50.*

Appendix B: School Records received 2007-08

Reference No. Description

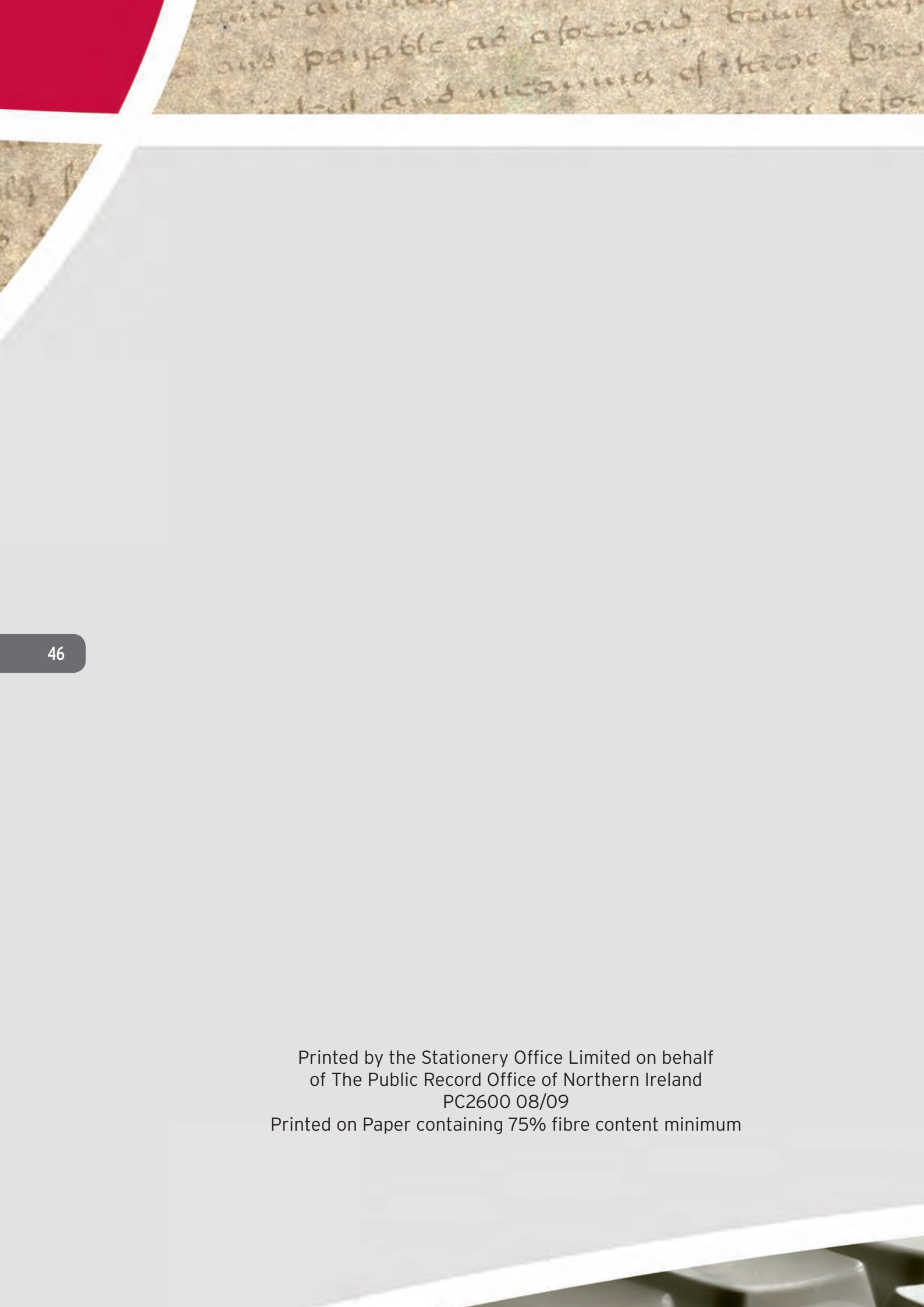
- SCH/555 *Muckamore Primary School, Co. Antrim, 1877-1968, including: Registers, 1913-68; Inspectors' Suggestion Book, 1939-68; Inspectors' Observation Book, 1877-1939; School Committee Minute Book, 1933-68; Organisers' Observation Book, 1909-27; photographs of pupils and teachers, c.1911-1927; loose leaf material relating to the day to day running of school and extracts from Inspectors' Reports, 1897-1939.*
- SCH/621 *Roll Books and Registers of Lower Ballinderry Primary School, Co. Antrim, 1945-60.*
- SCH/638 *Upper Ballinderry Primary School, Co. Antrim, 1944-76, including: Register, 1951-96; Daily Report Book, 1945-47; Roll Books, 1944-51.*
- SCH/78 *Lambeg Primary School, Lisburn, Co. Antrim, including: minutes of Board of Governors' meetings, 2006; registers, 1963-2006; photographs of staff, pupils and Irish Football Association School Teams, c.1950-98.*
- SCH/807 *Castlerobin Primary School, Co. Antrim, 1925, including: Religious Instruction Roll; Religious Instruction certificate; loose-leaf material relating to the day-to-day running of school and Inspectors reports.*
- SCH/821 *Derriaghy (New) Primary School, Milltown, Derriaghy, Lisburn, Co. Antrim, 1949-74, including: Register, 1965-73; School Management Committee Minute Book, 1949-74.*
- SCH/912 *Registers of Soldierstown Primary School, Aghalee, Co. Antrim, 1963-85.*

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