

# Public Record Office of Northern Ireland

## The Report of the Deputy Keeper of the Records 2010/11



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Department of  
**Culture, Arts  
and Leisure**

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PRONI

**DEPARTMENT OF CULTURE, ARTS AND LEISURE**

## The Report of the Deputy Keeper of the Records 2010/11

*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 First and deputy First Minister for Northern Ireland.

AILEEN McCLINTOCK  
*Deputy Keeper of the Records*

**TO THE FIRST 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.

CARÁL NÍ CHUILÍN, MLA  
*Minister for Culture, Arts and Leisure*

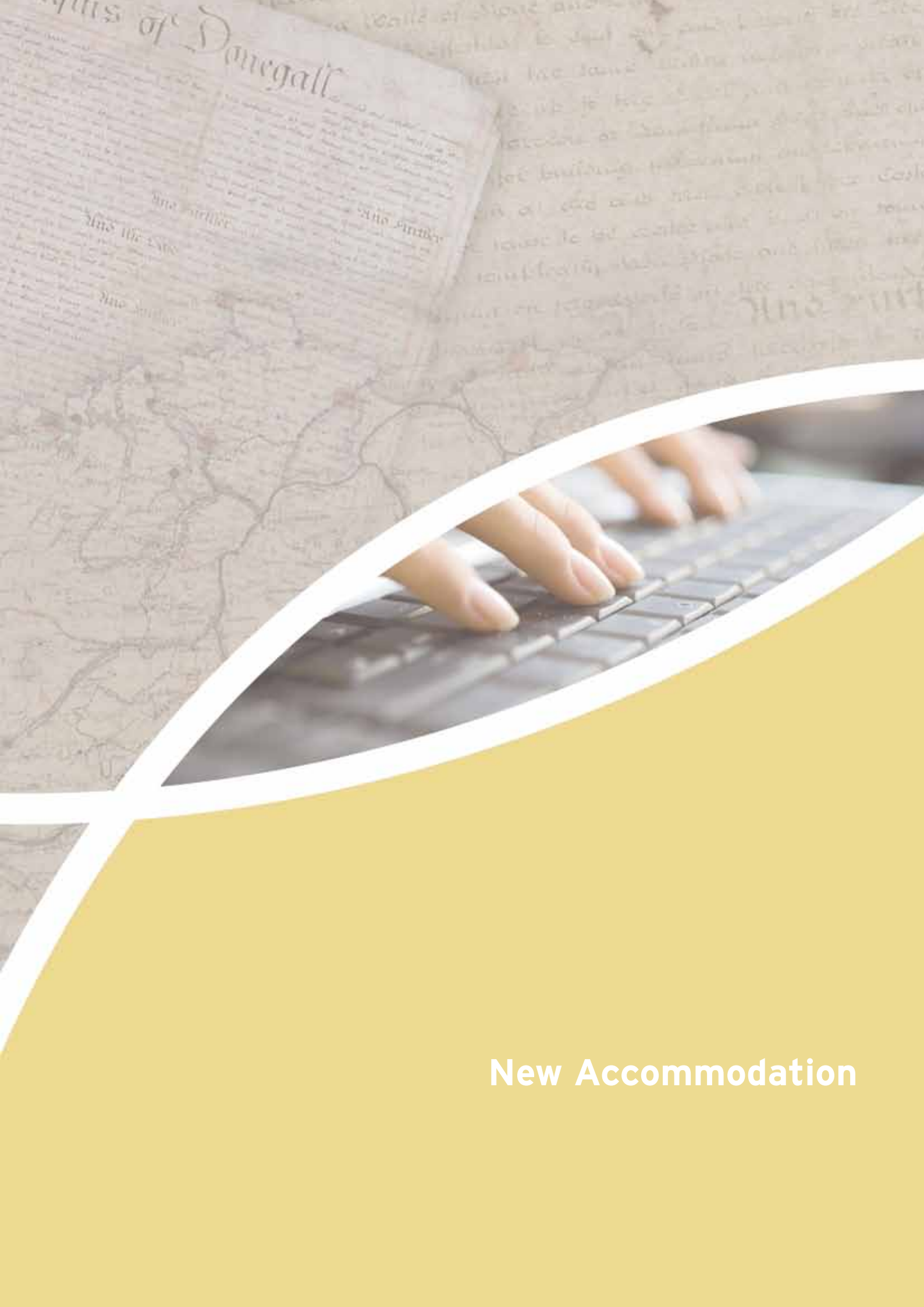


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**New Accommodation**

## New Accommodation

The project to relocate PRONI from premises in Balmoral Avenue to a new site started in earnest in April 2004 and comprised a number of elements including: the development of a business case to secure finance for the project; the appointment of a developer to provide a site, design and build a new Record Office; the formal and structured management of the construction project itself and various 'mini' projects to secure and install furniture, fittings, IT, telephony, etc, ensuring the successful internal design and functionality of the building; the decant and recant of the records and staff from the 'old' Record Office in Balmoral Avenue to the new premises; and the disposal of former Record Office site.

As previously reported, the first element of the project was achieved in January 2006 when the Department of Finance & Personnel approved the business case and allocated the budget to enable the project to continue to the next stage.

Following an official 'cross Europe' tender exercise, in August 2007 Titanic Quarter Ltd was appointed to provide a site, design and build the new PRONI. Negotiations on various project elements ensued and construction of the building in the Titanic Quarter commenced in

November 2008 with completion originally scheduled for mid September 2010.

It was a remarkable accomplishment for a project and build of such scale and quality that practical completion was accomplished more than six weeks ahead of schedule, enabling PRONI to accept ownership of its new accommodation on Friday 30 July 2010.

The next stage of the 'fit out' was the installation of the furniture and furnishings. This took place in August/September 2010. In conjunction with this was the decant of 40km of records, which commenced on 7 September 2010. Whilst this stage of the project was scheduled to be completed at the end of February 2011, the final record was placed in the building on 7 January 2011, almost two months ahead of schedule.

The completion of the building was marked with a formal event which took place on 22 September 2010 when the new record office was 'handed over' from Titanic Quarter Ltd to PRONI's parent Department (DCAL) with the then DCAL Deputy Secretary Edgar Jardine accepting the keys.

## New Accommodation



*L to R - Edgar Jardine (DCAL Deputy Secretary), Sam Heaney (Titanic Quarter Ltd), Aileen McClintock (PRONI Director and Deputy Keeper of the Records) and Roy Mitchell (DFP/CPD Director of Works Procurement)*

On 14 January 2011, PRONI staff said their fond farewells to the 'old' accommodation in Balmoral Avenue and on Monday 17 January 2011 moved into the new Record Office at 2 Titanic Boulevard, Belfast.

As a result of the hard work and diligence of both PRONI staff and our CPD Project Team colleagues the new state-of-the-art Record Office opened to the public on 30 March 2011, almost three months ahead of the date originally scheduled. All round a remarkable achievement.

## New Accommodation



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*The new Public Record Office of Northern Ireland building in Titanic Quarter, Belfast*

The new PRONI has generated a lot of interest and to date we have had a number of 'dignitaries' visiting the building, the most notable and high profile being the First and deputy First Ministers who toured the Record Office in February 2011.



*L to R - deputy First Minister Martin McGuinness MP MLA, Lawrence Stanford (PRONI Project Sponsor), Aileen McClintock (PRONI Director and Deputy Keeper of the Records) First Minister The Rt. Hon. Peter Robinson MLA*

## New Accommodation



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During the visit, Aileen McClintock, PRONI Director and Lawrence Stanford, PRONI Project Sponsor initially provided a brief 'potted history' of the project to re-house PRONI before escorting Minister Robinson and Minister McGuinness around the building.

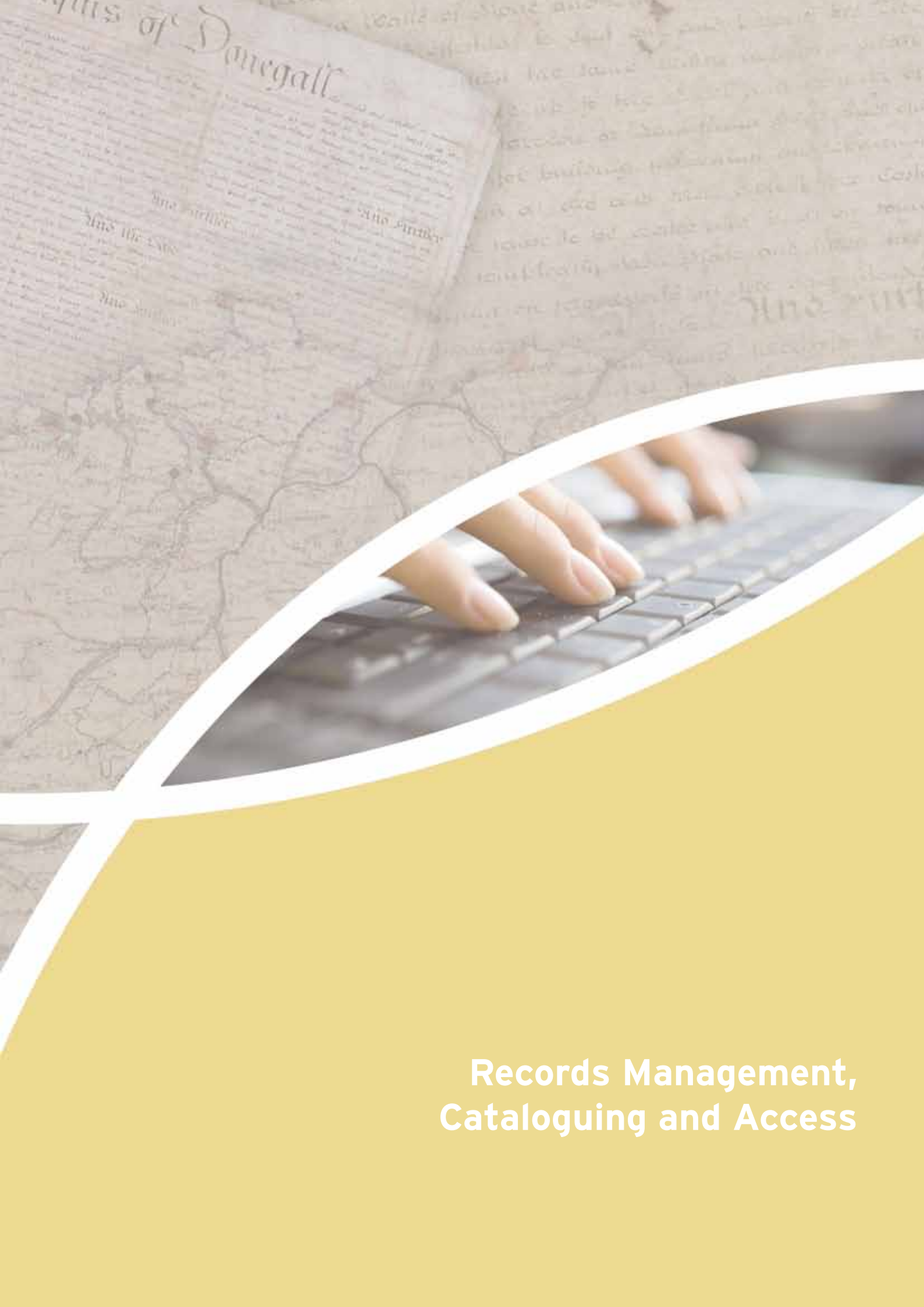
At the time of reporting, the final element of the project, the disposal of the site of the former Record Office in Balmoral Avenue, Belfast is ongoing. Outline Planning Permission has been obtained and the site will be placed on the market for sale in 2011/12.

The PRONI New Accommodation Project has been, and continues to

be, a great success placing the new Record Office as a flagship project for the Department of Culture, Arts & Leisure.

The new PRONI building in the Titanic Quarter is truly distinctive; clearly visible on the Belfast city skyline and a 'must visit' facility and attraction. Well worth a visit!





**Records Management,  
Cataloguing and Access**

### Annual Sensitivity Review

#### *Annual release of 1980 files*

Beyond PRONI's commitment to respond to Access to Information requests, there is ongoing work to release historical official files. NI 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) (FOI). The FOI Act 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 1980.

Records may be closed either fully or in part only. 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 FOI. To facilitate the release of as much information as possible, PRONI can also redact (blank out) sensitive data within individual documents which would otherwise prevent

release. All information which is withheld in the manner outlined above, however, must be retained in accordance with the exemptions contained within the FOI Act.

#### *Statistics*

A total of 786 files were released in full and a further 64 were released subject to partial closure or blanking out. A total of 16 NI Departmental files were recommended for extended full closure and 44 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 eight Northern Ireland Office files were recommended for extended full closure with a further 20 recommended for extended partial closure or contain information which has been blanked out to allow the release of the remaining contents of the file. In the majority of cases, the reason for extended closure was the Section 40 Personal Information exemption of the Freedom of Information Act. This means that personal information is exempt from the right to know if it would cause a breach of the Data Protection principles.

#### *Content*

The topics covered by the files included the developing prison protest following the withdrawal



of Special Category Status, political negotiations, Catholic unemployment, De Lorean car works, and Anglo Irish Economic Co-operation.

Some notable examples include:

- **CENT/1/8/2 (1978-1980): Anglo Irish Economic Co-Operation UK Inter-Departmental Group**  
- Refers to development of political co-operation between UK and Republic of Ireland Governments. NIO report in June 1980 states that 'HMG could give a fairly positive response to any Irish desire for practical co-operation, Our aim was "to keep Mr Haughey sweet," ie to maintain good relations by being as forthcoming as possible in the area of Anglo-Irish co-operation with a view to dissuading the Irish from making unhelpful comments on NI matters ... it might be possible to promote convergence instead of divergence ... Mr Haughey would be able to present such developments as part of a process of removing barriers to eventual Irish unity but HMG should ensure that they were defensible against accusations that it was promoting Irish unity...very much in line with European Community policy of "harmonisation."
- **CENT/1/8/51 (1979-1980): Industrial Development in Northern Ireland - General [Confidential]** - contains the Rt Hon. Humphrey Atkins' (Secretary of State) confidential assessment of the industrial development situation in NI at the time, and the deteriorating relationship between various stakeholders (such as the Unions) and the British Government. He refers to the 'growing feeling that the British Government is opting out of helping Northern Ireland's economy, and it is my political opinion that I cannot afford to alienate an influential section of the community on economic affairs.'
- **CENT/1/9/10 (1979-1980): Catholic Unemployment in Northern Ireland** - includes the assertion (made in correspondence from Department of Manpower Services to Central Secretariat, Stormont) that the 'allegations that two-thirds of the unemployed in NI are Catholics is unsubstantiated.' DMS referred to the 1971 Population Census which gave a figure of approximately 50% of those stating that they were unemployed as being Roman Catholic, 'as a general rule the 50% estimate is nearer the truth...'

- **NIO/12/176 (1980-1980): Prisons - Protest. Protest Action Arising from Claim to Special Category Status - Ministers Cases for 1980** - includes political correspondence and associated papers on the developing protests, and details the UK Government's attempts to refute a seemingly constant flow of allegations (coming from various corners: Trades Unions, Members of Parliament, Amnesty International, etc.,) concerning the treatment of prisoners claiming political status.
- **NIO/12/191 (1980-1980): Prisons - Protest Action. Protest Action Arising from Claim to Special Category Status - Hunger Strike by Loyalist Prisoners** - includes attempt by Dr Ian Paisley to arrange for an urgent meeting with UK Government, regarding Loyalist prisoners' (Ulster Defence Association) threatened hunger strike over withdrawal of Special Category Status. Includes official minute dated 10 December 1980, relating to a proposed meeting with the UDA, namely Andy Tyrie: '(Dr Paisley) said that the matter was urgent because two "Loyalist" prisoners had jumped the gun and had started a hunger strike that morning...'

The annual releases received considerable media coverage which included articles in the *Irish Times*, the *Irish News*, the *Belfast Newsletter* and the *Belfast Telegraph*. The release was also featured on the BBCNI website, BBCNI radio and the RTE website.

The files were not available to researchers until 30 March when PRONI re-opened at Titanic Quarter. However details were made available via the PRONI website.

### **Review of the 30 Year Rule**

PRONI has maintained contact with OFMDFM concerning the legislative plans to reduce the '30-year rule' to 20 years and the potential impact of such a change for the annual release.

### **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 greater emphasis placed on cataloguing of Official records in order to facilitate responses under FOIA and the Data Protection Act 1998.

## Records Management, Cataloguing and Access

Once selected for permanent preservation by PRONI at what is termed 'Second Review', (ie aged 20) records of enduring historical or evidential value are transferred to PRONI. They are accompanied by access decision forms (which state whether the information contained may be disclosed under access to information legislation). Once transferred, records are accessioned, allocated a relevant 'class' within their Departmental/ Non-Departmental archive and catalogued. Due to the relocation of PRONI to Titanic Quarter and the resulting decant, only a limited number of official transfers took place during the reporting year. Consequentially, there were a total of 42 Departmental and 37 Non Departmental accessions during the year, covering a diverse variety of official remits and historical subjects, including:

- NI Courts and Tribunals Service
- Youth Justice Agency
- Fire & Rescue Service
- Various schools
- Royal Victoria Hospital (maternity)
- International Fund for Ireland
- Ministry of Home Affairs (historic)
- Office of the First Minister and deputy First Minister

- Department for Employment and Learning
- Department of the Environment
- Department of Health, Social Services and Public Safety

### ***Cataloguing - Official records***

Due to the relocation of PRONI and resulting unavailability of records, it was necessary to curtail cataloguing for a significant part of the year. During the reporting period 396 units of records were catalogued by the Records Management, Cataloguing and Access Team. 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 NI Government archives such as: NIO/5 Northern Ireland Office internment files 'SM' files; and NIO/32 Northern Ireland Office prisoner 'PI' files.

Other official records catalogued during the year include: the papers of The Laganside Corporation archive (LAG), 1987-2007. The archive comprises: Board Minutes and background papers, and marketing and promotional papers. Also catalogued were records of various Crown Court and Hospital

## Records Management, Cataloguing and Access

archives. Additionally, a major project to catalogue the 1939 National Registers was commenced during the year to bring PRONI into line with archival institutions in the UK in respect of this resource.

### **Cataloguing - Private**

As part of the preparations for the move to the new building the accessioning of new records was suspended for much of the year and cataloguing work was also curtailed. However, a number of collections were accessioned including: the business records of the Ulster Printworks, Newtownards, 1880-1970 (D4484); records of T.B. Wallace (later Orr & Co.) Solicitors, Banbridge and Dromore, Co. Down, 1880-1960 (D4482); records of Falls Community Council, comprising pamphlets, press releases and booklets relating to Nationalist politics; photographs; and papers relating to the Springfield Development Project, 1990-2005; and letters from Florence Patterson, a sister of the Republican activist Bulmer Hobson, to the historian Roger Sawyer, 1972-74 containing her recollections of Roger Casement. A full list of accessions can be seen at **Appendix A**.

In November 2010 PRONI received the flying log books and medals of Ken Mackenzie (1916-2009) a Belfast-born RAF fighter pilot who

took part in the Battle of Britain. His widow Margaret Mackenzie agreed to present the material to PRONI as she felt that they should be preserved in Belfast. The medals and log books were presented to the Director of PRONI, Aileen McClintock, by the headmaster of Ken's old school Methodist College, Belfast, after the school's Remembrance Day service on Friday 12 November 2010 and are now on display as part of PRONI's opening exhibition.

Cataloguing of the Annaghmakerrig Papers (D3585) was completed during the year. Most of the material catalogued relates to the Anglo-Irish theatre director Tyrone Guthrie (1900-71) and includes: plays, scripts and books, written by Guthrie; scripts written by others and submitted to Guthrie for his critique; Lady Guthrie's papers; photographs; correspondence, which covers the period from 1906 to 1971; printed material, which includes theatre programmes and journals; family history papers and a selection of Guthrie's talks and lectures, articles he wrote for various publications, as well as early years material including his birth certificate and some school records. Dr Bethany Sinclair who catalogued the collection presented a paper on Guthrie at the School of English at Queen's University Belfast in April 2010.

## Records Management, Cataloguing and Access

Cataloguing progressed on the Northern Bank archive (D3145). The collection charts the history of the institution, from its roots as a private bank at the end of the 18th century, through to its establishment in the 1820s. The archive also holds volumes relating to the Belfast Banking Company for the same period. It is likely that this collection will be closed until conservation cleaning has taken place.

Some sections of the Delacherois Papers (D4389) were catalogued. The Delacherois or 'de la Cherois' family were French Huguenots who acquired property around Lisburn and Donaghadee at the end of the 18th century. Through marriage they were related to the Crommelin family (also of Huguenot origin) and Montgomerys, Earls of Mount Alexander. The sections of the archive so far listed cover family history and genealogy; commissions and formal documents; births, deaths and marriages: and deeds for the County Down estates. Some of the cataloguing of this collection was done by François Falconet, an archival student from the Institut National du Patrimoine, Paris, who spent nearly two months at PRONI in 2010.

### **eCATNI**

PRONI's electronic catalogue was updated by the publishing of

25,653 additional entries. This comprised a mix of new catalogue entries and existing items which have been quality assured over the course of the year.

### **Access to 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 under the applicable 'access to information' (ATI) legislation, which are: Data Protection Act 1998, Environmental Information Regulations 2004 and the Freedom of Information Act 2000.

Typically, FOIA requests will ask for information contained in records that have been transferred to PRONI which either due to age or sensitivity, remain subject to extended closure.

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 FOI Act to consult with the 'Responsible Authority' (such as the Northern Ireland Office or the Department of Health, Social Services & Public Safety) who will make the

## Records Management, Cataloguing and Access

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 FOIA 'Exemption' (for example, anything relating to sensitive personal information) is redacted, or blanked 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 requests categorised as part of ongoing normal business. This will include very general or unspecified requests, information obtained from Court or Coroner's Inquest records under 30 years' old, certain special academic requests and any official business, such as RMCAT's work assisting the Historical Enquiries Team of the PSNI, NI Courts & Tribunals Service and the Police Ombudsman.

Importantly, RMCAT assists individuals and groups working on their behalf to obtain information on relatives killed

during the 'Troubles'. Moreover, RMCAT staff carry out searches of workhouse, hospital, prison and reformatory records to locate information for families trying to understand more about lives of relatives or in some cases their own early lives. A member of staff received the following feedback after locating and facilitating the release of information from hospital records:

'I really want to thank you personally for researching and finding this information. It has helped us better understand many things and has illuminated memories. I hope you realise that this is not dry research for dead historical information, but that your work has a very positive impact on people like my family, and, no doubt, many others you have helped. Thank you.'

RMCAT staff also maintained a service to key external customers such as the Courts during the closure and decant period. Disruption was kept to a minimum by retaining key classes of official records until the very end of the decant period and as a result, service was suspended for just under three weeks. The following feedback was received from the NI Courts and Tribunals Service:

During the closure and relocation of the PRONI office we were told to expect some delays in retrieving files but I can say that in terms of requests for retrievals of Belfast Crown Court or Belfast City Commission files all requests were dealt with promptly ... and the PRONI staff pulled out all the stops to try and locate the files. Anything urgent was always dealt with as such and as a result there was little or no impact to the service provided

Despite the impact of the PRONI closure and the decant of the records, a total of 180 Freedom of Information requests and 699 non-FOI requests were dealt with during 2010-11.

### Reviewing/Disposal

#### Reviewing

The process of reviewing official files involves the selection of records worthy for permanent preservation. During the year, a total of 7665 linear feet of records were reviewed across Government Departments and Non Departmental Public Bodies. At 'First Review,' PRONI archivists identify official records of potential historical value, and request that the organisation holds these files until they are 20 years old (calculated from the date of the

last paper added to the closed file). At age 20, the files are re-examined at 'Second Review' and those records deemed to be of enduring historical, or evidentiary value, are transferred to PRONI.

#### Retention and Disposal Scheduling

The 'Retention and Disposal Schedule' is one of the most important tools for ensuring compliance with Public Records and Access to Information legislation. The schedule clearly identifies what final action should apply to any record generated by a NI public sector organisation, whether that is a Government Department, Arm's Length Body, Executive Agency, Non Departmental Public Body or Local Authority. Adherence to these schedules will help minimise the risk of data breaches and promote transparency and accountability.

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

- preserve permanently by PRONI;
- destroy;
- subject to Review by PRONI (with the potential for permanent preservation or destruction).

## Records Management, Cataloguing and Access

The destruction of records by NI Departments and the wider public sector was suspended at the beginning of 2011, to ensure that disposal of public records is compliant with the Public Records Act (NI) 1923 and the Disposal of Documents Order 1925. This suspension was in place until a new system of laying retention and disposal schedules was agreed. The disposal schedule for the health and social care sector, '*Good Management Good Records*', was the first schedule to be laid at the Assembly under the new process during February 2011.

A practical consequence of the temporary suspension has been that all public authorities are required to create Retention and Disposal Schedules for their own organisations before they can destroy any records. This has led to a significant increase in work for the RMCAT Official archivists, to ensure not only that draft schedules for public sector authorities are quality assured, but that those without a schedule are given advice and guidance in how to create one. At the time of writing, much work has already gone into schedules across the public sector, most notably those of the Department of Justice (and associated agencies and Arm's Length Bodies, such as NI Prison Service, Forensic Science, Youth Justice Agency, Compensation

Agency, NI Courts and Tribunals Service and Police Ombudsman). Others include the Police Service of Northern Ireland, the Department of Regional Development and of course the existing DHSSPS '*Good Management, Good Records*' schedule. The latter has now been laid before the NI Assembly and is fully operational. It is anticipated that this major area of work will continue to develop and increase over the course of the next year.

### Representation

RMCAT staff have been involved in a range of internal and external meetings, events, conferences, and workshops during the past year. They have also contributed articles to archive publications. The examples include: presentations to the Ulster Historical Foundation Summer School; article on the Reformatory, Industrial and Training School archive; and a presentation to the University of Ulster Library and Information Management students.

### PRONI Records on CAIN

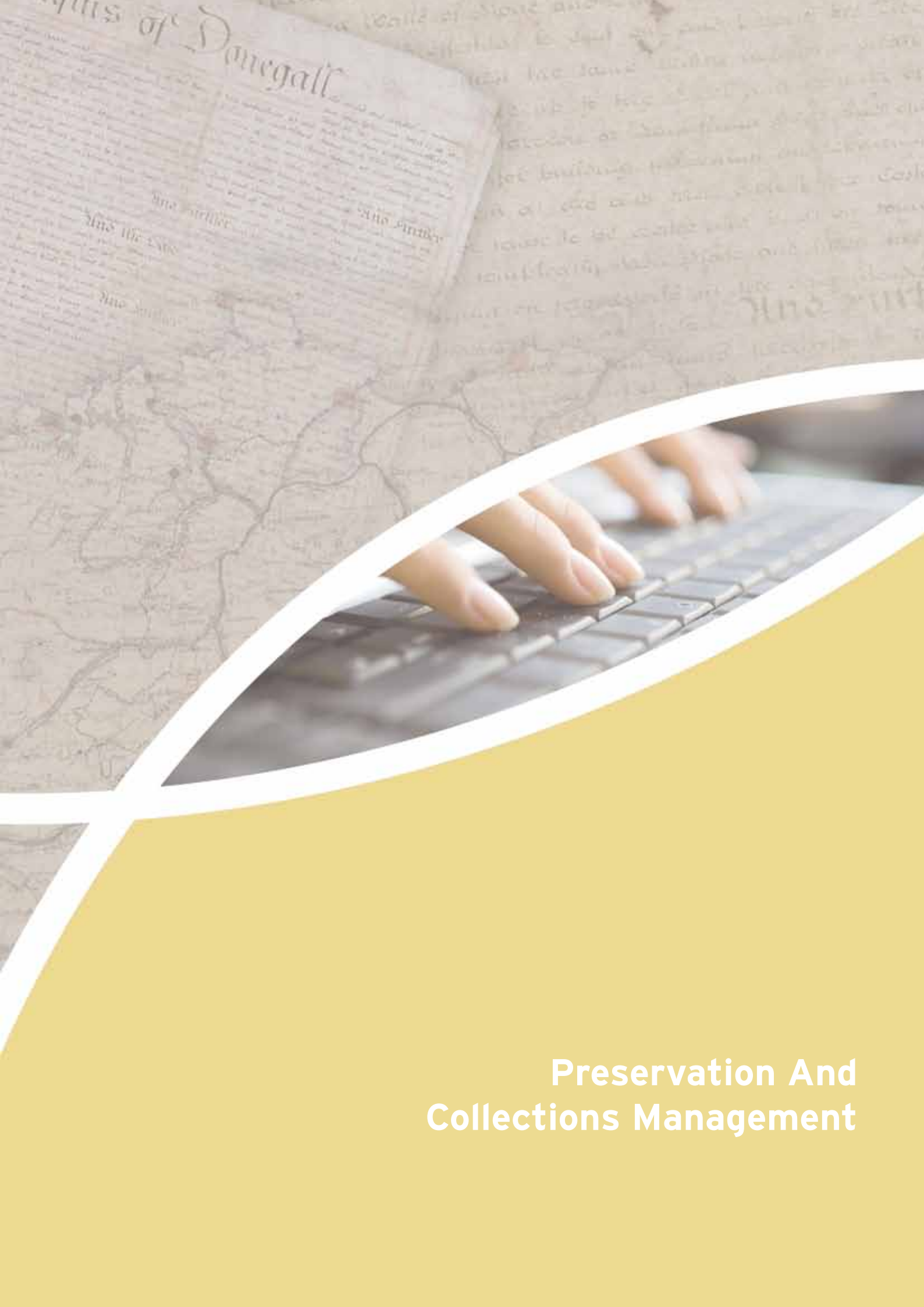
A new online resource that gives public access to records from the early years of the Troubles was launched by the University of Ulster and PRONI during October.

Staff from the University and PRONI have worked together to make the records freely available



on the University of Ulster's CAIN (Conflict Archive on the Internet) website. An initial selection of records had been made available for the years 1968 to 1979. The records selected provide a valuable on-line digital resource for researchers looking for information on the 'Troubles' and politics of this period. The new archive was officially launched by Sir Kenneth Bloomfield at an event in the Great Hall at the Magee Campus, where CAIN is based. The aim of the project, called 'PRONI Records on CAIN', was to make a limited selection of material released by PRONI under the annual sensitivity review, available to a wider audience. There are over 500 documents included, representing some 1900 pages and they can be located under a number of different search options, <http://cain.ulst.ac.uk/proni/index.html>.





## Preservation And Collections Management

## Preservation and Collections Management

Preservation of the records is a core function under the Public Records Act (NI) 1923. In the 21<sup>st</sup> century, the preservation function applies not only to traditional records such as paper and parchment but extends to digital records also. In PRONI, Preservation and Collections Management (PCM) is divided into five units: Electronic Records Management and Digital Preservation; Collections Management; Conservation; Preservation Copying; and Document Production.

### **Electronic Records Management and Digital Preservation**

#### ***Electronic Records Management***

During the reporting period, staff from PCM continued to deliver a highly professional electronic records management service to colleagues across the Northern Ireland Civil Service (NICS) and the wider public sector. This largely concentrated on the application of electronic disposal schedules with Electronic Document and Records Management (EDRM) systems such as TRIM.

To provide guidance for those seeking to implement electronic disposition in TRIM, PCM staff drew up a document, now available on the PRONI website, [www.proni.gov.uk](http://www.proni.gov.uk) describing the process for building a disposal and retention

process. The process described in the document is a result of extensive trialling in the TRIM test environment. During this trial, dummy electronic information running on the test environment was disposed of properly after following the steps that can now be found in the new guidance document.

PRONI's findings were presented to colleagues from NICS at the Records and Information Managers' Group and the TRIM Administrators' Forum on four occasions. As a result, staff from Departmental Information Management Branches are now taking forward their own electronic disposal and retention projects. It is hoped that the project to complete disposal and retention in TRIM will be accomplished in the year 2011/12 with functional schedules operating on the RecordsNI framework.

#### ***Digital Preservation***

This year saw the completion of PRONI's Digital Preservation Business Case. The finalised business case was presented to the Digital Preservation Project Board in June 2010 with a recommendation that PRONI seek to enter into an agreement with the RecordsNI provider Steria to build a digital repository on the existing RecordsNI framework. This option was selected as it represents the most financially viable solution as

## Preservation and Collections Management

NICS faces a period of constraint in public spending. For additional project control and assurance the Digital Preservation Project will also be subject to the Gateway process.

Once the Digital repository has been established, users will be able to view electronic information selected for preservation by means of an Access System. The information on this system will be an exact copy of that contained in the Digital Preservation system; however, as that system sits behind the NICS firewall, users will not be authorised access to the original, preserved material. Users will be able to consult the Access System at PRONI's Titanic Quarter premises, or via the PRONI website [www.proni.gov.uk](http://www.proni.gov.uk) and the e-Catalogue.

To ensure that the Digital Repository and Access System are fully operational once they are launched, a substantial body of work, both technical and policy-based will need to be completed and this began during 2010/11. PRONI policies on acquisition will require update to reflect the potential intake of electronic archives, a digital preservation policy and strategy will need to be devised and technical specifications for the Digital Repository and Access System will need to be drawn up. Work has begun on all of

these and with more than a dozen pieces of guidance in advance draft form, will be completed in the year 2011/12.

### Collections Management

#### *Decant Project*

In 2010 the completion of the Decant project saw the culmination of several years of preparatory work carried out by the Preservation and Decant Teams on archival material held in PRONI. Assisted by one member of staff from OASIS, (the company appointed following a procurement exercise), PRONI staff carried out final checks to archives and completed colour coding and location coding of all 113,000 'storage units' - boxes, volumes, cyclopaks and plan cases. This important and complex work ensured that each units was allocated a specific shelf location in the Titanic Quarter stores prior to transfer. It also ensured that the correct destination of each store unit was clearly identifiable, facilitating OASIS staff who under PRONI supervision, were to be responsible for physically transferring PRONI's archive to Titanic Quarter.

Once the new premises had been formally handed over to PRONI's parent Department DCAL in July 2010, PCM staff assisted by members of staff from Public

## Preservation and Collections Management

Services, commenced an exercise to label the shelving in the new stores with the correct PRONI Catalogues Plus (PCP) location information - a critical part of the fully integrated archive management system. Over 13,000 locations were created with the labelling work taking two weeks to complete.

To ensure the secure and proper transfer of such a large and unique archive, a Move Management plan was drawn up detailing the timescales for the relocation. Following the formal closure to the public on Friday 3 September, the long awaited decant officially began on Tuesday 7 September 2010. Good progress was achieved in the early stages of the project with an average of 3500 storage units moved each week.

The smooth and rapid transfer of material exceeded all expectations and required the move management plan to be closely monitored and updated on several occasions. This also had the added benefit of allowing all 304 plan cases to be moved earlier than originally planned. The contents of each plan case were removed, placed into trays of mobile shelves and transported along with their corresponding plan case frame. This ensured that the contents were fully protected at all times and easily re-associated with their

case in Titanic Quarter. In addition, OASIS staff were able to transfer all material from PRONI's temporary offsite storage facility in just ten days.

The pace of the Decant enabled PCM staff to undertake the early transfer of archives comprising more fragile material. This included the extensive collections of glass plate negatives and large format material which was all successfully transferred and placed onto bespoke shelving. After four months of intense activities, the final transfer of material to Titanic Quarter took place on 7 January 2011.

Once all the archives had been transferred and specific collections placed on designated shelving, Preservation and Document Production staff began a scanning exercise of all 113,000 boxes, volumes and cyclopaks and their corresponding shelf locations. This would ensure that data needed for the retrieval of records requested by customers could be accurate and support a quick and efficient service. It would also provide enhanced security controls on the NI national archive.

As part of the preparations for the re-opening of PRONI in March 2011, PCM section devoted its resources to reducing the number of documents without any associated

storage location. In the weeks before opening to the public, over 20,000 items were recorded in PCP, ensuring that PCM section achieved its target of 96% of items having an associated location.

Once the Decant itself was completed all staff working in the stores and responsible for document retrieval received training on the operation of the new mechanised and electronic storage bays.

### Conservation

The principal emphasis of the Conservation Unit's work in 2010/11 was supporting the Decant project. In addition to this, and the work outlined below, the Unit carried out remedial treatments, across a range of levels of difficulty, on 4745 items. The majority of these remedial treatments were in response to public requests for access to damaged or fragile records. The Unit also prepared documents for PRONI's opening exhibition in Titanic Quarter, providing expert advice on environmental conditions for the display of these archives.

#### ***Cooper Glass Plate Negative Project***

PRONI has in its custody around 350 boxes of glass plate negatives from the Cooper collection (PRONI reference D1422). Herbert Cooper

was born in Hammersmith, London, in 1874 and arrived just before the outbreak of the First World War in Strabane, Co. Tyrone, where he took over a photographic studio which he ran until his death in 1960. The collection is an important Key Grade 1 archive and offers researchers a valuable insight into people's lives and memorable events which took place largely during the first five decades of the 20th century.

During 2010, one of the many challenges that faced PRONI during the move to Titanic Quarter was the safe transport of these fragile glass plate negatives from the Balmoral Avenue site to their new location. Conservation staff carried out a condition survey to establish what actions needed to be taken done to prepare the glass plates for transportation. The survey found that most of the plates were still contained within their original studio boxes which had then been stored in standard archival boxes; however, quite a few were lying loose. Most of the plates were soiled, some were chipped and some had suffered damage.

To execute the project within the time available, the Conservators teamed up with Preservation Assistants from the Document Production team. Under guidance from the Conservators, staff made a valuable contribution by

## Preservation and Collections Management

cleaning out the PRONI boxes and removing dirt and debris from the outside of each of the negative boxes. Each negative box was individually referenced and that the number of negatives within each box was noted on the box exterior. Additionally, Document Production staff helped out by making boxes to house any loose glass plates.

This assistance allowed the Conservators to concentrate on using their expertise to clean the glass plates. This involved a process of applying a 5% methyl alcohol/ deionised water solution on the non-image side of the negative, and cleaning the more delicate and reactive image side by using a soft natural-hair brush.

Once the glass plates were appropriately packaged for storage within the PRONI archival boxes, the remaining space in the boxes needed to be packed out so that the plates would not move around during transportation. This was done by filling the voids with archival paper and millboard. Then the boxes were secured with elastic bands and document tape before a covering of bubble wrap was applied and this also secured with document tape.

The collection was then ready for the Decant Team to transport in small quantities to PRONI's new storage facilities in Titanic Quarter.

### ***PRONI loan to Armagh Public Library***

In May 2010, PRONI loaned 352 items from the DIO collection to Armagh Public Library for exhibition at Armagh's newly refurbished former Registry building known as 'No 5'. The exhibition covers Armagh's Christian heritage and the story of No. 5 and its Registry role.

The documents loaned included letters, manuscripts, volumes, pamphlets, marriage licenses, rent rolls, sheriffs' writs and warrants and parchments. Initial work on identifying and requesting documents from storage and preparing items for viewing by Armagh Public Library staff was carried out by Rose Kelly, a member of Conservation team.

The loan agreement was processed by Irene Hutton. The work for this included assessing and the condition of each item and summarising the survey for the loan agreement. Irene also packaged the archives to ensure preservation standards for transportation to Armagh.

### ***PRONI loan to National Museum of Australia***

*BG2/G/2 - Armagh Workhouse Register*

In January 2011, a Workhouse Indoor Relief Register for Armagh,



covering the period March 1847 - July 1848 (PRONI reference BG/2/G/2) was loaned to the National Museum of Australia (NMA) for their exhibition, 'Not Just Ned: a True History of the Irish in Australia', running in Canberra. Rose Kelly conducted the requisite condition survey on the Register which recorded the support of individuals in need of Poor Law assistance in the Famine period, and prepared the archive for transportation to Australia. The physical security and care of this unique item was paramount whilst it was in transit and in the custody of the NMA and having secured appropriate assurance from the National Museum in Australia, it was agreed that the loan could proceed.

Once all was in order, the Loan Agreement was signed and the volume was then dispatched, accompanied by the appointed specialist couriers. Sara Kelly, The Head Registrar of the NMA wrote to confirm that she had taken receipt of the volume on 13 February 2011 and that everything was in order. This is an exciting opportunity to promote PRONI's archives to individuals on the other side of the world.

### ***Society of Archivists (SOA) Preservation Workshop/Training Day***

In April 2010, when Europe was

in the grips of the Icelandic Ash Cloud, a group of speakers from GB were planning to travel to Belfast to give talks for a one-day course organised by the Society of Archivists (SOA) entitled 'Preservation for Archivists' to be held in PRONI.

Due to the number of flights cancelled because of the ash cloud, the GB speakers were unable to travel to Belfast and it was thought that the course would have to be abandoned. However, the SOA asked PRONI to provide alternative speakers so that the course could be held for those archivists in the Ireland region who were able to travel to Belfast. Although this was at 24 hours notice, the Conservation Section agreed to provide a similar series of talks and demonstrations. Subjects covered included the ongoing debate on use of cotton gloves; the difficulties of working with parchment documents and the different approaches that can be taken; the importance of archival enclosures, which included a workshop on how to make a simple enclosure; the importance of having a disaster reaction plan in place and an overview of PRONI's own emergency plan.

Afterwards, the feedback from the group was very encouraging. The SOA also congratulated PRONI on the success of the course.

### ***Dufferin and Ava Collection - D1071***

Documents from this collection were chosen to feature in an episode of the BBC television series, 'The Country House Revealed' hosted by Dan Cruikshank and focusing on Clandeboye House outside Bangor, Co. Down, Irish seat of the 1st Marquess of Dufferin and Ava (1826-1902).

The documents comprised parchments, pendant seals, paper manuscripts and framed paper prints. To prepare these for filming, Conservators undertook archival cleaning throughout, seal repair, the removal of prints from decrepit frames and these replaced with archival mounts and finally, the addition of protective archival enclosures for all.

The treatment carried out was of great benefit to the archive and the items chosen for viewing were much improved for their time in front of the cameras.

### **Preservation Copying Unit**

This year marked a sea-change in the work of the Preservation Copying Unit - as microfilm output almost ceased while the demand for digitisation of material continued to grow.

As well as photographing material for two significant

digitization projects, preparations for the PRONI exhibition, 'A Century of Change, Conflict and Transformation', kept the Copying Unit busy with digitisation work. This supported colleagues' work in selection of images suitable for exhibit and ensured that the selected records were returned to the safety of the stores promptly. Some of the records which were copied for the exhibition included the Emma Duffin Diaries (D2109), Robert James Montgomery's Crimean War Letters (D4483) and Ken Mackenzie's World War II pilot's log book (D4433).

### ***Digitisation of the Derry Corporation Minute Books (1673-1901)***

Between April and August 2010, 8701 digital images were taken of 23 volumes of minute books from the Derry Corporation (LA/79/2/AA).

The original volumes of Derry Corporation minute books reside in two locations: the ten oldest volumes, which cover the period 1673 to 1841 are held at PRONI in Belfast, while thirteen later volumes, 1841 to 1901, are located in the Derry City Council Archive at the Harbour Museum, Derry.

A partnership project between PRONI and the Derry City Council Archive Service has undertaken to provide a new online resource

## Preservation and Collections Management

enabling anyone with an internet connection to access any of these volumes, at any location. At the end of this reporting period, progress is well advanced and it is expected that the resource will be formally launched in late summer 2011.

The original minute books are frequently consulted and consequently damage has already occurred, particularly to the spines of the volumes. By enabling public access to the records via the Web, the digitisation project will ensure that the physical state of the original volumes will not deteriorate further.

The minute books add greatly to our historical knowledge of the 'Maiden City'. At the turn of the 18th century, business life consisted of merchants and craftsmen such as butchers and bakers, tailors and shoemakers, smiths and saddlers, joiners and coopers.



*Image recording the names of the Mayor, Aldermen and Burgesses in attendance at Londonderry Corporation Meeting held on 3 February 1674.*

High resolution .tiff 'preservation' digitised images of the minute books have been stored in secure servers at PRONI, while lower resolution .jpeg 'access' copies will be made available to view over the internet, on the PRONI website. The images have been photographed using a Mamiya 645ADFII DSLR camera with a Mamiya 55mm lens.

### ***Digitisation of glass plate negatives from the Allison Photographic Collection***

Also during 2010/11, 1250 digital images from glass plate negatives in the Allison Photographic Collection (D2886) were taken and are now available online on the photo-sharing website Flickr, [www.flickr.com](http://www.flickr.com). The photographs, which are primarily studio portraits of weddings and family groups, have been made accessible on the PRONI website at [www.proni.gov.uk/pronionflickr](http://www.proni.gov.uk/pronionflickr). The original photographs were taken between 1900 and 1952 by the Allison Photographic Studios in Armagh. Glass plate negatives were commonly used by photographers in the late 19<sup>th</sup>- and early 20<sup>th</sup>-centuries, prior to the advent of photographic film. The online images are the product of a year-long project undertaken by PRONI to order, list, re-box and digitise the original, fragile, glass plate negatives.

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Two sets of high resolution digital images were made for each glass plate negative. They have been saved on a secure PRONI networked server. The images were photographed using a Mamiya 645ADFII DSLR camera with a Mamiya 55mm lens.

1. Preservation .tiff file - this is a full colour TIFF. Any degradation, pigmentation or 'silvering' of the image is there to see and note. They are taken at 300 DPI and at 100% enlargement (i.e. saved the same size as the original), not been enhanced in any way and preserved as seen (i.e. a negative). The only balance performed on each image is a simple white balance. The backlight captured on each image is totally uniform so each image is preserved as it is in relation to all the other plates.



*Preservation copy of Taylor Family Wedding, 13th August 1908, Allison Photographers, Armagh (Ref: D2886/W/Wedding/4)*

2. Restored .tiff file - made using a reproduction of the Preservation copy. It is saved as a Greyscale TIFF (black and white) all pigmentation has been flattened in order to see the latent image more clearly. It is still preserved as a 300 DPI 100% image (high quality). The only enhancements performed on each plate are:

- Inverting - so it can be viewed the right way round.
- Contrast, Density minimum & Density maximum levels - this makes the dark portions darker and the lighter portions lighter, and the details within each part of the greyscale more to the fore. Some images fade over the years but with imaging software you can retrieve the information captured on the original shot.
- Unsharp Masking - has also been applied to each image, this is a very mild sharpening tool. Although it may technically be 'interfering' with the image, it is generally applied to all images captured today by all photographers. It's clever in that, where it's not needed, it will preserve the original contrasts, but where the image is blurred, dirty or has some degradation on the plate it will sharpen the image.

## Preservation and Collections Management



*Restored copy of Taylor Family Wedding*

Software was then used to automate the process of creating a separate set of .jpeg access copies of the restored .tiff image files. These access copies are of lower resolution than their .tiff counterparts, to render them more suitable for upload to the web.

The application was launched on 2 December 2010 and the Photostream received over 1000 hits on the first day. It continues to grow in popularity and opportunities for other photographic collections to be made viewable in a similar way are currently being investigated.

### Document Production

#### *Last Orders*

During the summer of 2010, PRONI prepared for the extended closure to begin in September, which would allow for the transfer of its archive from Balmoral Avenue to the new building in Titanic Quarter. All public facing services in PRONI

experienced increased demand from users as the closure date approached. Nowhere was this more felt more acutely than in the Search Room and Document Production.

In the last three months before PRONI closed its doors to prepare for the move to Titanic Quarter, Document Production staff handled more than 14,000 orders. This represented a significant increase in document orders compared to the same period in 2009. So great was the demand for documents it soon became necessary for a temporary 'overflow' Reading Room to be opened in the PRONI lecture room.



*After 38 years' service the last document is issued at Balmoral Avenue*

Acknowledgement must be made of the dedication of Document Production staff responsible for retrieving this increased volume of records from the stores, and returning them to their original locations. The three months prior to the closure saw an unprecedented demand on their

## Preservation and Collections Management

service and it is to their credit that they were able to maintain a strong level of service during this time.

### ***Introduction of New Protocols and Processes***

A substantial review of protocols and processes in use across PRONI was undertaken in preparation for the move to Titanic Quarter. As part of this, PCM gathered information on current work practices from all sections of PRONI, where these interfaced with the Issue Desk and Document Production. The resulting flowcharts helped to define the boundaries and hand-offs for each process, identified responsibility for each step and provided a common base of knowledge and future training for all staff.

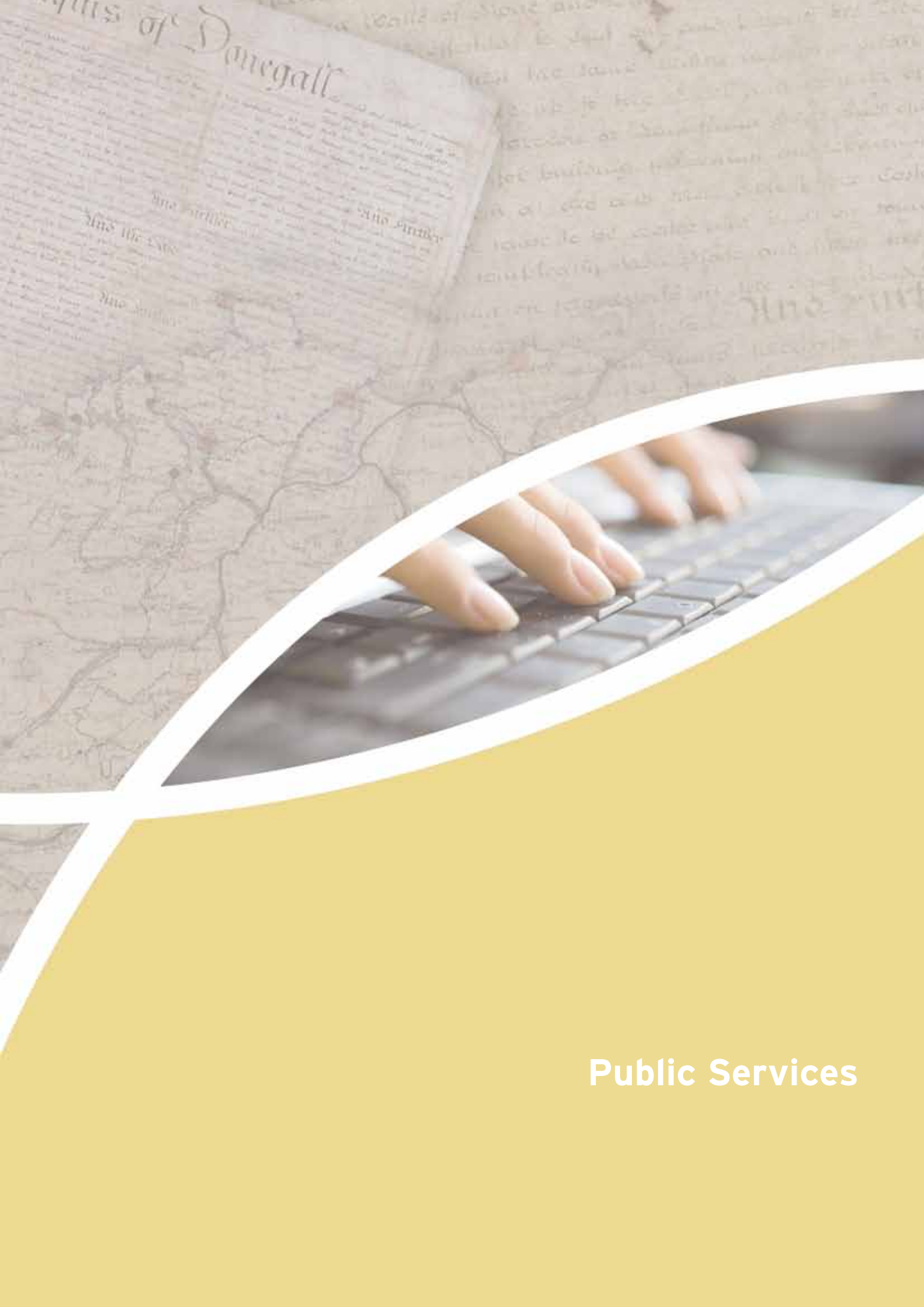
The new processes were tested in Balmoral Avenue from May 2010 and helped to identify public and staff document ordering issues. Some of these issues did not come to light until tighter controls on document ordering and the movement of documents around to and from the strong rooms were introduced. PCM continued phasing in changes in Document Production processes over the summer months, which provided the opportunity to 'test drive' and assess in advance of the move to Titanic Quarter.

Some of the new processes were dependent on the physical layout of PRONI's new building and the introduction of new equipment and customer facilities and could only be tested once the move to Titanic Quarter had been completed. Nevertheless the early introduction of new working practices and systems paid dividends and greatly assisted staff to facilitate a relatively smooth introduction of document production during the opening period in Titanic Quarter.









Public Services

## Public Services

PRONI closed to the public at Balmoral Avenue on 3 September 2010 and reopened on 30 March 2011 at new Headquarters in the Titanic Quarter. Although the closure of the Balmoral Avenue premises marked the end of an era, the volume of visitor numbers prior to the closure only served to underline that the office was no longer fit for purpose. Opening nearly three months ahead of schedule at Titanic Quarter proved to be an outstanding achievement as the move included the removal and relocation of over 40km of unique and irreplaceable documents as well as staff. The new Record Office now provides greater space, more modern facilities, an exhibition area, a wi-fi cafe and new services which all contribute to an enriched and enhanced visitor experience. PRONI stakeholders were invited to visit the new building on 29 March in advance of the official opening.

### Customer Services

#### **On-site Customer Service**

The number of on-site visitors for 2010/11 totalled 8924 and included 1974 new readers registered. This compares with 17,628 in 2009/10. In the weeks running up to the closure there were unprecedented numbers of visitors using the public areas, which as noted on page 29 above, resulted in additional temporary facilities being provided

to accommodate researchers.

#### **Distance Enquiries**

In 2010/11, PRONI handled 3173 written requests for information from open records. These primarily related to family history, and are in addition to Freedom of Information requests handled by the Records Management, Cataloguing and Access Team (RMCAT). During the extended closure, PRONI continued to provide a remote enquiries service for a limited number of records for as long as possible. These records included wills and testamentary papers, records of the Chief Electoral Office, information contained in microfilms previously available in the PRONI self-service microfilm room and Valuation Revision books.

#### **Temporary Microfilm facility in Cregagh Library**

In partnership with Libraries NI, PRONI operated a self-service microfilm facility at Cregagh library during the closure. The service remained available throughout the closure period, operating from 8 September 2010 until 16 March 2011. All of the microfilms formerly available in the microfilm room at Balmoral Avenue, including church registers, were made available (with the exception of the 1901 census, now available online). Ten microfilm readers, a microfiche reader and a reader-printer were available and a booking system was

## Public Services

put in place for five of the microfilm readers.

PRONI would like to formally record its gratitude to Libraries NI for facilitating this service in their Cregagh premises.



*Former DCAL Minister Nelson McCausland MLA, with Irene Knox, Chief Executive of Libraries NI, (left), PRONI Director, Aileen McClintock (right) and colleagues from Cregagh Library and PRONI.*

### Talks, Events and Visits

#### **Lecture Series at Linen Hall Library**

In conjunction with the Linen Hall Library, PRONI staff delivered a monthly series of lectures focusing on a range of subjects from preserving documents to using the archives both on-site and on-line. The lectures, which were free of charge, took place in the Performance Area of the library on the last Wednesday of each month.

The series proved to be particularly popular, attracting attendances that ranged from between 70 to over a 100. The series comprised the following lectures:

**'Using on-line sources for genealogical research'** by Stephen Scarth, 24 November 2010;

**'Vere Foster: the man who paid women to go away'** by Dr Ann McVeigh, 26 January 2011;

**'Preserving the past for the future'** by Joe Downey, 23 February 2011;

**'Church Records for Family History'** by Valerie Adams of the Presbyterian Historical Society, 30 March 2011;

**'The Blitz on Belfast'** by Ian Montgomery, 27 April 2011.

This also proved to be a successful partnership and both organizations are looking forward to a new lecture series in 2011/12.

#### **Balmoral Show 2010**

In May 2010, PRONI represented DCAL by exhibiting at the Balmoral Show alongside other government bodies including NI Direct, DVA and DARD. The show ran from Wednesday 12 May to Friday 14 May and was open to the public from 8.30am to 8.00pm each day. PRONI staff were kept busy answering a variety of questions

## Public Services

from the public on the archives, genealogy and local history, as well as demonstrating PRONI's website and online resources. The then DCAL Minister, Nelson McCausland MLA, paid a visit on the Thursday morning, where he was able to see PRONI's online databases and ***Guide to Church Records*** being put to good use. Approximately 80,000 people attended the show over the three days and the PRONI stand remained busy throughout.

### ***Over 50s' Show - Dublin***

PRONI exhibited at the Over 50s' Show in Dublin's RDS Centre from 15-17 October 2010. Staff were on hand to answer questions and demonstrate the eCatalogue online. Throughout the weekend, over 22,000 people attended the event aimed towards an international audience. Dr Ann McVeigh delivered a talk on family history to assembled visitors.

### ***Over 50s' Show - Belfast***

The first Over 50s' Show to be held in Belfast was held at the Ramada Plaza Hotel, Shaw's Bridge. Following on from the success of the stand at the Dublin show it was decided that PRONI would attend the show in Belfast. Staff again demonstrated PRONI's website and answered questions and Dr McVeigh delivered two talks on how to trace your family tree.

### ***Who Do You Think You Are? Live***

PRONI was once again represented at this flagship genealogical fair in London. The PRONI stall was located with related Irish genealogical stalls and the Irish section proved to be one of the most popular of the exhibition sectors at the Who Do You Think You Are? show. Tourism Ireland also hosted an event for the Irish exhibitors, which was attended by PRONI staff, in addition to genealogical 'guru', Nick Barrett

### **Databases for PRONI Website**

#### ***Will Calendars***

PRONI released a major update to its online wills application on 29 November 2010. Over 93,000 wills from the years 1858-1900 were digitised and the images made available online. The searchable online index of Will Calendars has also been extended to 1943. The images are taken from the copy will books from the District Probate registries of Armagh, Belfast and Londonderry. These books provide a source of surrogate information required as a consequence of the destruction of most original wills from this period in the Four Courts' fire in Dublin in 1922. They contain transcripts of the destroyed wills and it is these transcripts that can now be viewed on PRONI's website.

The three District Registries cover the area of what now constitutes

Northern Ireland as well as some of the border counties. For example, the Armagh Registry covers testators living in counties Armagh, Fermanagh, Louth, Monaghan and Tyrone, except for the baronies of Strabane and Omagh in Co. Tyrone. The Belfast District Registry covers counties Antrim and Down, while the Londonderry District Registry covers counties Donegal, Londonderry and the baronies of Strabane and Omagh in Co. Tyrone.

Wills are accessed extensively by both family historians and solicitors. Researchers can search the online index that contains names, dates and abstracts from the original entries and for those wills from 1858-1900 a link is provided to view a scanned image. Launching the resource, the then Minister for DCAL Nelson McCausland MLA said:

*'One of PRONI's key goals is to digitise key cultural resources and make them easily available to a worldwide audience. This free of charge application will therefore be of enormous assistance to anyone trying to trace their genealogical roots and will be of particular help to those wanting to begin their research from the comfort of their own home.'*

The wills database was the most popular online application for 2010/11, with 2,865,273 page views recorded for the year.

### **Name Search 3 - PSA Databases**

During the reporting year, eight additional pre-1858 will indexes, containing around 53,000 new entries, were added to PRONI's online Name Search facility. The index to coroners' inquest reports, also available in Name Search, was extended by ten years to 1920. This update was launched on 11 March 2011 by the former DCAL Minister, Nelson McCausland MLA, who said

*'This facility is an invaluable resource to anyone interested in family and local history. Its launch demonstrates PRONI's commitment to making information freely available to all, helping to promote our heritage and encouraging cultural visitors to Northern Ireland.'*

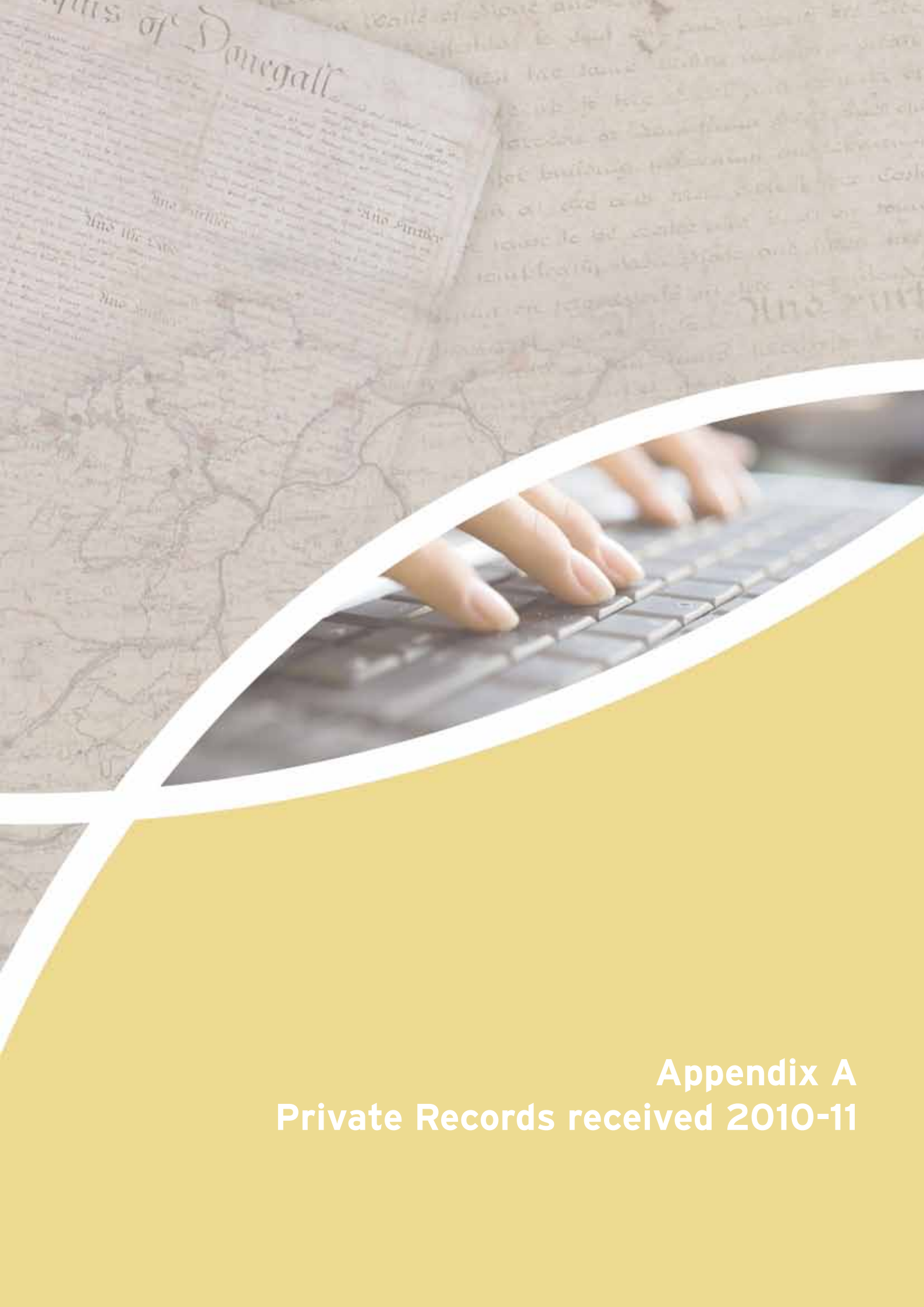
The wills indexes contain entries as early as 1608 and are an invaluable resource for anyone interested in family history. Although most pre-1858 wills do not survive, the indexes contain information useful to genealogical research, such as the names of the deceased, their

## Public Services

address, the date of the grant of probate or administration and occasionally their occupation. The following indexes have now been added:

- Armagh Diocesan Wills
- Clogher Diocesan Administration Bonds
- Clogher Diocesan Wills
- Connor Diocesan Wills
- Down Diocesan Wills
- Kilmore Administration Bonds
- Kilmore Diocesan Wills
- Prerogative Wills
- Coroners' inquests up to 1920

This milestone marked the completion by PRONI of a Programme for Government Public Service Agreement target for the period 2008/11, to produce at least six online searchable databases. The successful achievement and consequent take-up by researchers, reflects PRONI's commitment to making its archives more widely available to the public and to improve access to content by producing indexes to some of the most popular records.



**Appendix A**  
**Private Records received 2010-11**

## Appendix A: Private Records received 2010-11

Reference No.	Description
CR9/3	Miscellaneous documents (copies) relating to the Moravian Church, c.1776-1842, including a lease of property at Drumargan, 1805, conference minutes, 1776-1787 and occurrences (preaching, visits, etc at various congregations, mid 18th century).
CR1/54	Index prepared by North Down and Ards Branch of the North of Ireland Family History Society, recording baptisms, 1771-1900, marriages, 1772-1921 and burials, 1771-1923, of Donaghadee Parish Church, Co. Down.
CR7/3	Photocopies of pictures relating to York Street Congregational Church, Dublin, copied from <i>An Irish Congregational Church: 1808-1908</i> by Rev. A. MacCluggage, Dublin, 1908.
D2638	Documents relating to property at Cooley, Co. Louth, October 1766.
D3000/181	A short history of the Tannahill Family, Co. Londonderry, titled, <i>The Tannahills: The Story of an Ulster-Scots Family</i> , 2004.
D3000/182	Genealogy of William Crooks and Annie Weir, Lissan, Cookstown, Co. Tyrone.
D3300/84	Education certificates of Patrick Montague, Co. Down, from 1903-1917.
D3300/85	Document detailing family history and individual family trees for the different branches of the McCampbell family. The dates covered stretch from the 1750s to the present day, with references to the Ballintaggart and Crossgar areas of Co. Down, c.2005.
D3300/87	<i>History of Enniskillen Royal School (Portora)</i> by W. Copeland Trimble from its foundation in 1618. Published by the Fermanagh Protestant Board of Education, c.1916.
D3300/88	Brochure for autumn flower show of Ballymena Horticultural Show, 1978.



## Appendix A: Private Records received 2010-11

<b>Reference No.</b>	<b>Description</b>
D3300/89	Report and Accounts of Belfast Charitable Trust for Integrated Education, 1986-1987.
D3300/90	Documents relating to the sale of lands in Turoe and Killeen, Co. Galway, 1717-35.
D3300/91	Documents relating to title of a property located at 10 Adelaide Street in Belfast, 1975-1999.
D3300/92	Articles of Agreement agreed between Benjamin Richardson Esq., of Dublin and Sir Samuel Hayes Bart., of Dromboe in Co. Donegal, in respect of Coach House, Stables and Appurtenances on the west side of Clare Street in Dublin, 1815.
D3300/93	A typescript entitled 'Additions, Alterations and Improvements to Ormeau Park, Belfast, carried out between June 2005 and July 2006' including a brief history of the park, 2006.
D3300/94	Documents relating to the Coleraine area, 1874-1903.
D3300/95	Picture postcard of Waterloo Place in Londonderry, December 1904.
D3300/96	Bundle of copied letters from Lewis Reford to a Frances Walker dating from 1725-1728.
D3300/97	Photograph of a gatehouse at the entrance to Rathmore Grammar school, Dunmurry, c.1970.
D3301	Additional Qua Iboe Mission papers records consisting of letters, photographs, and pamphlets used and collected by Mr and Mrs McEwan, c.1947.
D3655	Letters between Thomas Andrews (Senior), Lord Pirrie and Sir Horace Plunkett in relation to a possible book about Thomas Andrews Junior's life, 1912.
D3838	Small collection of photographs relating to the life of John Hewitt, 1924-1960.
D3849	Programme for Royal Ulster Agricultural Societies Spring Show and Sale, Balmoral, Belfast, 15-17 February 1961.

## Appendix A: Private Records received 2010-11

<b>Reference No.</b>	<b>Description</b>
D4149	Additional Harshaw papers, including: a letter of Discharge for Sarah Harshaw from the Congregation of Loanends, Muckamore United Free Church of Scotland, 1907.
D4179	Indenture between Hercules Langford Rowley of Summerhill, Co. Meath and James Envin of Co. Antrim, in respect of lands and farm (including mills) on the Rowley/Packenham Estate at Crumlin/ Mallusk in Co. Antrim, 1753.
D4480	Morton family papers comprising wills, letters and genealogical information, Toberhead, Co. Londonderry and Belfast, 1827-1997.
D4481	Additional Charlton & Atkinson Solicitors papers including Civil Bill Book, 1878-1890.
D4482	Papers of T.B. Wallace (later Orr & Co) Solicitors, 1890-1969.
D4483	Bound decorative volume with engraved picture of Crystal Palace inset into front cover, of (what appears to be) a commonplace book containing prose, hymns and illustrations, c.1853; a printed softly bound volume tracing the genealogy of the Hamilton families, dating back to Henry Hamilton, c.1700 from Co. Donegal, as well as an envelope containing seven pieces of archival material, c.1857-1909, including newspaper cuttings, copy death certificate and other ephemera.
D4484	Papers of the Ulster Printworks, Newtownards, including: Minute Books, Accounts Ledgers, Shareholding Ledgers, Company Annual Accounts, Banking correspondence, Wages Books, Business Correspondence and various images of factory, together with some printed ephemera relating to factory working conditions, union paperwork and copies of legislation, 1880-1970.
D4485	McCausland family and legal papers, relating to the McCausland Trust, Drenagh, Limavady, 1927-1953.

## Appendix A: Private Records received 2009-10

<b>Reference No.</b>	<b>Description</b>
D4486	McWhir papers, including Masonic Lodge certificates, 1943-1946; two small notebooks relating to the Degrees of E.A. and F.C. within the Order; Certificate of Grand Royal Arch Chapter granted to John McWhir, 1952, together with correspondence and photographs.
D4487	Papers of the late Wing Commander Ken Mackenzie, including: Pilot's Flying Log Books, 1939-71; set of eight medals, 1941-70.
D4488	Programme of the Belfast Giants' match against the Boston Bruins, October 2010.
D4489	Florence Patterson Papers, consisting of 12 letters, plus enclosures, from Florence Patterson to the historian and Casement biographer Roger Sawyer, 1972-1974.
D4490	Collegians Rugby Football Club papers, consisting of minutes, correspondence and fundraising material, 1949-1996.
D4505	Certificate commemorating the visit of Viscount French Lord Lieutenant of Ireland to Belfast, 6 August 1918.
D4508	Records of Falls Community Council comprising pamphlets, press releases and booklets relating to Nationalist politics; photographs; and papers relating to the Springfield Development Project, 1990-2005. Also employee book of J. & T.M. Greeves Ltd, Forth River Mill, 1937.
MIC720	A microfilm copy of Bodleian Library MS Eng Hist D155, which contains a personal narrative of Humphrey Thompson [sometimes Thomson] of Raphoe, Co. Donegal, of his life including his services during the wars on the continent, and an account of his family in Ireland from their settlement in 1611, written c.1820.
T3908	Copy of certified entry in the baptism register of Annahilt Parish Church, Co. Down for James, son of Samuel and Susannah Cowan, Ballylintagh, Co. Down, born 27 April 1837.

## Appendix A: Private Records received 2010-11

<b>Reference No.</b>	<b>Description</b>
T3911	Copy of the memoirs of William John Klophel including letters from Canada to his mother in Omagh, c.1880. Mr Klophel was the master of the Omagh Workhouse from 1848 who later emmigrated to Canada.
T3907	Religious Census Returns for Dromiskin, Termonfeckin, Darver, Ardee, Stickillin, Kildemock, Smarmore, Shanlis, Mapastown, Tallanstown, Charlestown, Carlingford, Philipstown, Ballymakenny and Beaulieu Parishes, Co. Louth, and Rossory and Devenish Parishes, Co. Fermanagh and Donaghmore, Co. Donegal, 1766.
T3912	Descendant charts of McClure family of America, originating in Ballynashanagh townland near Letterkenny, Co. Donegal and related families, 1800-1950.







