



Department of
**Culture, Arts
and Leisure**

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The Report of the Deputy Keeper of the Records 2012-2013

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Cover Images

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

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

MAGGIE SMITH
Deputy Keeper of the Records

TO THE FIRST AND DEPUTY FIRST MINISTER

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

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

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Introduction

The Public Record Office of Northern Ireland (PRONI) is the official archive for Northern Ireland. PRONI aims to identify, preserve and make available Northern Ireland's unique archival heritage. In accordance with the Public Records Act (NI) 1923, the Deputy Keeper of the Records is directed to produce a report of activities undertaken by PRONI.

The Deputy Keeper's Report 2012/13 covers a wide range of activities undertaken by PRONI over the period, 1 April 2012 to 30 March 2013. The arrangement of the report reflects the three public facing sections within PRONI, followed by two appendices. Public Services is the section responsible for all onsite, remote and online users including talks, events and exhibitions. Records Management, Cataloguing and Access (RMCAT) is the section responsible for acquiring records, responding to 'historical' Freedom of Information requests, managing the Annual Release of Records, cataloguing and the provision of a Records Management service to the public sector. Preservation and Collections Management is the section responsible for collection care, conservation, document production, digitisation, emergency planning and the Digital Preservation project. The key achievements to highlight over the course of the reporting year include amongst others:

- Launch of the online Valuation Revision Books
- Hosting the NI premiere of Ground Zero 360 photographic exhibition
- Delivering the Dickens: Irish Friends & Family Ties exhibition as part of the Queens 50th Festival
- Targeting socially excluded groups through an oral history project in partnership with the Workers Education Association
- The reconstitution of the PRONI User Forum

- Delivery of Covenant Lecture Series and the televised broadcast of 'Ulster Covenant'
- The purchase of the Londonderry Papers
- Assisting the Historical Institutional Abuse Inquiry fulfil its statutory role
- Addition of key documents from 1981 to PRONI on Conflict Archive on the Internet (CAIN)

PRONI@TQ

By the end of the reporting period, PRONI's new premises in Belfast's Titanic Quarter had been open to the public for just over two years and in that time has been the recipient of a number of awards recognising the high quality and design of the new Record Office. During 2012-13 the building won further awards, including the Design Award, Sustainability Award and Integrated Art Award from the Royal Society of Ulster Architects (RSUA) and the highly prestigious Regional Architecture Award from the Royal Institute of British Architects (RIBA).



Regional Architecture Award from the Royal Institute of British Architects (RIBA)

Public Services

Visits to TQ

PRONI welcomed 16,619 visitors over the course of the reporting year. This included 4442 'out of state' visitors who comprised 27% of total visitors to PRONI. There were also 5139 new readers over the twelve months. Overall numbers were down compared to the previous year. However that needs to be put in the context of similar falls for other archival institutions and an unexpected drop in visitor numbers for December and January due to 'community tensions' and unseasonal bad weather.

Group Visits

In total, PRONI received 73 organised group visits, most of whom received guided tours or tailored talks aimed at specific audiences. Of particular welcome were a number of primary school groups which is an audience that has traditionally been difficult to attract to PRONI. The first set of groups came as part of the Eglinton Heritage Project. Eglinton Village had received a Heritage Lottery Fund (HLF) grant to create a complete digital record of maps, documents, registries, and photos of the area. As part of the project, three primary school groups totalling 65 pupils (aged 10-11), from the Eglinton area attended PRONI in February 2013 to learn about the archives available for access. The pupils proved to be very enthusiastic and a number of original documents relating to the local area were made available in the Reading Room. A further 15 teachers and community representatives from Eglinton also attended.

PRONI welcomed a number of other school groups over the course of the year. These included 142 pupils, aged 12-14 and four teachers from St Louis Grammar School, Ballymena, in May 2012. In 22 January 2013, another school group arrived from St Columba's College, Portaferry, who were compiling a study of 'Portaferry 100 years ago'. The initiative was a grant-aid programme for restoration and regeneration of the historic environment in Portaferry and was administered by the Heritage Lottery Fund.

The range of group visits continues to remain diverse and included the NI Association of Head Teachers; Ulster Historical Foundation; Lagan Navigation Company; Belfast Titanic Society; the New England Historic Genealogy Society; O'Fiaich Institute of Further Education, Dundalk; two Lifelong Learning classes from Stranmillis College Belfast who were completing a module on family history; a group of local historians from Belgium; and a group of librarians and researchers from L'Université de Paris-Sorbonne who visited on 1 October 2012 for a presentation on 'Stranger Archives'.

In January 2013, Roddy Hegarty of the Federation of Ulster Local Studies (FULS) brought a group to launch the HLF funded *People and Places in the Local Community*. The aim of the project was to produce local studies on heritage and history relating to the local place – the parish, town, village, street or townland, with a focus on placenames, geographical features, buildings, traditions, migrations, local stories, etc., and using local sources, oral traditions, folklore, family traditions, official publications, newspapers, etc.

Tackling Poverty and Social Exclusion

In total, 11% of new readers registered in 2012/13 were from the 20% most deprived areas in Northern Ireland. This is the first time PRONI has measured such usage and will be using this figure as a future benchmark for targeting users from such areas. PRONI continues to widen access to deprived areas by increasing the numbers of online digital resources available and the provision of a remote correspondence service. PRONI will also extend this further by participating in events in the 20% most deprived areas over the coming year.

Customer Services

Written Enquiries

In 2012-13 PRONI responded to 3030 enquiries, relating to open records. This is in addition to requests for access to closed records dealt with by RMCAT. Correspondence targets were met for the year with 95.61% of enquiries answered

within 10 working days and 97.72% answered within 14 working days. The majority of enquiries related to family history and searches for church records. However, queries covered a range of subjects such as the Kanhwa Treaty between Japan and Korea of 1876. Arising from the centenary of the signing of the Ulster Covenant and the 400th anniversaries of the Charter Towns in Ireland, there was also a marked increase in interest in records relating to Ulster Covenant signatories and to the records of the various towns and cities that had been incorporated by Royal Charter in 1613. There was also a notable increase in the volume of queries from university students, in particular from those studying architecture and interested in built heritage, drawings and plans.

PRONI Website

The number of visitors to the PRONI website continues to increase each year, with 10,278,818 page views recorded in 2012-13. The most popular PRONI online application was the Will Calendars, which received 2,494,378 page views. However, September 2012 witnessed the single biggest increase in any application, when page views of Ulster Covenant increased eightfold to 765,682.

DCAL's Deputy Secretary, Cynthia Smith, launched the latest PRONI digital resource on 27 March 2013. In conjunction with FamilySearch, PRONI digitised the Valuation Revision Books, 1864-1933, and now makes them freely available online. The application provides a fully searchable placename index to the Valuation Revision Books (VAL/12/B) covering the six counties of NI. In total, c.3900 volumes were digitally captured, with over 440,000 images available for browsing and searching. At the launch, the assembled guests represented a wide cross-section of PRONI stakeholders including local historians and Lady Rose Lauritzen (granddaughter of the 7th Marquess and Marchioness of Londonderry and younger daughter of the late Lady Mairi Bury). Department of Regional Development IT staff who made a major contribution to the success of the project were also in attendance. Culture NI was also on hand to film the event which will feature in a promotional video being produced for DCAL.

PRONI launched the latest version of Street Indexes application in January 2013. This was a major revision to the existing application and has been augmented to include improved search result displays and the addition of a roll-over zoom function.

Talks and Events

Talks

Decade of Centenaries

The Decade of Centenaries marks the commemoration of a number of important historical events that occurred in the period 1912-22 and which formed a vital role in the formation of the Irish and Northern Irish states at that time. In recognition of being the place of deposit for the Ulster Covenant, PRONI held a series of lectures with particular focus on the impact of both the Ulster Covenant and Third Home Rule Bill. This included:

- ✚ 6 September: Raiders of the Lost Archives: Covenant records at PRONI by *Stephen Scarth*
- ✚ 13 September: Nationalism 1900-22 by *Dr Eamon Phoenix*
- ✚ 20 September: The Ulster Covenant and Ulster Unionist Resistance to Home Rule, 1912-1914, by *Dr Tim Bowman*
- ✚ 27 September: The Story Arc Of The Covenant: from signature to screen, by *Brian Henry Martin and William Crawley*

PRONI also featured prominently in a BBC1 NI documentary entitled 'Ulster Covenant' which was broadcast on 27 September. PRONI received coverage in a number of articles in the local Press including a feature by Ivan Little in the *Belfast Telegraph* which explored how to use the Covenant database for genealogical purposes and included photographs of Ivan viewing signed pages of his relatives. Radio Ulster's Evening Extra also included interviews with PRONI staff in relation to the Covenant archive and online applications.

Decade of Centenaries is the 'brand' by which PRONI will host future presentations and events including another lecture series planned for September 2014.

Open University in Ireland

In conjunction with the Open University in Ireland, PRONI held a second series of lectures as part of the 'Exploring Urban History' lecture series. This featured:

- ✚ 25 October 2012: 400 Years of Urban History by *Dr Janice Holmes*
- ✚ 6 December 2012: Creating an Urban Environment 1612-13 by *Dr Brian Gurrin*
- ✚ 31 January 2013: Law, Order and Violence by *Dr Barry Sheehan*
- ✚ 28 February 2013: The Poor Law and Public Health by *Dr Olwen Purdue*
- ✚ 21 March 2013: Urban Landscape Round Table Discussion featuring *Professor Stephen Royle* from Queen's University, Belfast; *Dr Amanda Croft* from Art Talks, Art Walks; architectural historian, *Dr Paul Harron*; and commercial architect, *Declan Hill*.

To build upon this successful partnership, a further series entitled Exploring Family History is planned for October 2013.

Linen Hall Lecture Series

Following on from the success of PRONI's second lecture series partnership with the Linen Hall Library, a third series of lunchtime lectures was held at the Library, commencing October 2012. Lectures delivered over the course of the reporting year included:

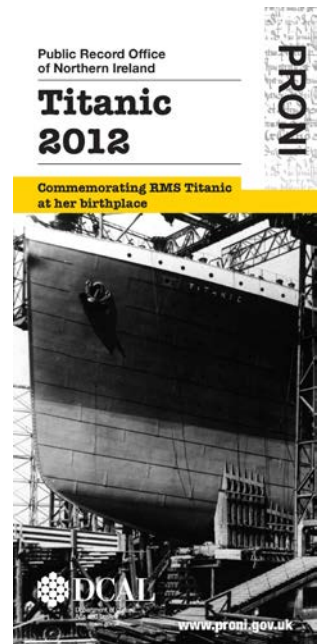
- ✚ 25 April 2012: Pioneers of the Skies: an introduction to the Short Brothers photographic archive in PRONI by *Ian Montgomery*

- ✚ 30 May 2012: Good Sport: an introduction to PRONI's sport and leisure archives by *Dr Glynn Kelso*
- ✚ 27 June 2012: Gone for Good by *Dr Ann McVeigh*
- ✚ 31 October 2012: Raiders of the Lost Archives – Covenant records at PRONI by *Stephen Scarth*
- ✚ 28 November 2012: Through the archival lens: exploring the textual identity of Tyrone Guthrie by *Dr Bethany Sinclair*
- ✚ 30 January 2013: Flowers of the Flock: Child Migration to Australia by *Dr Ann McVeigh*
- ✚ 27 February 2012: Navigating Lough Neagh and the River Bann: an archival exploration by *Lorraine Bourke*
- ✚ 27 March 2013: Tracing Huguenot Footsteps through the archive: the Delacherois archive by *Dr Bethany Sinclair*

Titanic Commemorations

As part of the Titanic commemorations in April 2012, PRONI hosted a series of talks and events exploring the events surrounding the sinking of the iconic ship. These included a presentation on 4 April by the author, broadcaster and former genealogical consultant for BBC's *Who Do You Think You Are?*

Dr Nick Barratt. The talk, entitled *Lost Voices from the Titanic*, deconstructed many of the myths surrounding the tragic accident and included research by the author into extracts from conversations and eyewitness accounts with survivors of the shipwreck. Nick further explored the nature of centenary commemorations.



In partnership with the Belfast Titanic Company, the Arts Council of NI and Music Theatre for Youth, PRONI hosted an evening of music and dance on 12 April. This

included a routine entitled 'Docks and Shipyards' performed by Music Theatre for Youth, followed by a piano performance from concert pianist, Una Hunt, in conjunction with singers, Rachel Kelly and Gavan Ring. This performance included a special premiere of a song cycle commissioned by the former Chief Executive of the Ulster Orchestra, David Byers. This was significant new territory for an archival institution and reinforces PRONI's commitment to playing a greater role within the cultural heritage community and within the Titanic Quarter neighbourhood.

During the Titanic commemorations, PRONI exhibited an original Harland & Wolff Board minute book in the Public Reading Room. The minute book recorded expressions of condolences to the families of the nine H&W employees (including designer Thomas Andrews) who lost their lives in the sinking.

Stephen Cameron, Chair of the Belfast Titanic Society delivered a presentation on 'Titanic: Belfast's Own', on 19 April 2012 which explored the role played by the people of Belfast. The final event in the Titanic programme of events was 'All at Sea: Maritime Records at PRONI', which was delivered by PRONI's Dr Ann McVeigh on 24 April and featured original material from within PRONI's holdings including the business archives of Harland & Wolff and records of Workman & Clark shipbuilders, Belfast. Dr McVeigh also talked about disasters, battles, and shipwrecks including the sinking of the *Princess Victoria* which sank on January 1953 en route from Scotland.

50th Belfast Festival at Queen's

As part of the 50th Queen's Festival, writer and broadcaster, Dr Ian Sansom, delivered a talk at PRONI entitled 'The Paper Museum' based upon his book, *Paper: An Elegy*. In his presentation, Dr Sansom explored how paper impacts upon nearly every function of our lives. Dr Ann McVeigh also delivered a talk on Art in the Archives which referenced records relating to performance art, theatre, film, literature music, dance, visual arts and crafts.

As part of the 50th Queen's Festival, PRONI exhibited 'Dickens: Irish Friends and Family Ties' which was launched on 22 October by Dr Florian Schweizer of the Dickens Museum, London. The exhibition explored the relationships of Charles Dickens and his children with three prominent local figures: James Emerson Tennent, Francis D. Finlay and Frederick, 1st Marquess of Dufferin & Ava. The exhibition was co-curated by PRONI and Dr Leon Litvack, Festival Director of Dickens NI 2012. The launch featured a performance by the Wireless Mystery Theatre Group of *The Ghost in The Bridal Chamber* (part of *The Lazy Tour of Two Idle Apprentices*) as well as presentations by Dr Litvack and Janet Hancock.



*Liam O'Reilly, Catherine Spencer, Janet Hancock
and Leon Litvack*

Events

PRONI continued to participate at significant shows and family history fairs across NI. The largest was the Royal Ulster Agricultural Society's Balmoral Show on 16-18 May 2012, which was held for the last time at the King's Hall in Belfast. PRONI was also invited to be an exhibitor at the BBC's *A People's History Open Day* at Mount Stewart on 26 May 2012 which explored the themes of Family History, Local History, Place Names, and Hidden Landscapes. This was part of BBC2's *The Great British Story* and featured journalist, presenter and Armagh native, Dermot Murnaghan, as

the celebrity guest speaker while Noel Thompson chaired the debates. PRONI also participated at Libraries NI family history fairs including Newry City Library Family History Day, at Newry Library on 28 April 2012, and at the refurbished Dungannon Library on 17 May 2012. PRONI also delivered a family history talk at Ballyclare Town Hall on 23 May 2012 as part of their Jubilee May Fair.

PRONI staff attended a number of festivals including the Spring Féile an Phobail at Falls Library on 12 March 2013. This featured a talk on the Decade of Centenaries and an appeal for members of the public to bring documents relating to the 1912–23 period. Despite the attendance being small, PRONI did receive copies of interesting World War I material. PRONI also participated at the St Patrick's Weekend Festival at Belfast City Hall on 15–16 March 2013, where staff demonstrated online PRONI databases and digital resources. PRONI hosted a stall at the Spectrum Centre on the Shankill Road, Belfast on 22 September 2012 as part of the Collectors Fair & Ulster Covenant Exhibition. This was one of two events on the same day, as PRONI also staffed a stall at the Líofa Birthday Party, held at Custom House Square.

PRONI participated at the Belfast 400th Forum at Belfast Waterfront Hall on 16 March 2013 when Ian Montgomery was one of a number of speakers. This was a well attended event, organised by Belfast Council and the Ulster Committee for Irish Historical Studies. The Forum featured lectures from leading historians and archaeologists who explored the events leading up to the signing of the City's first charter on 27 April 1613 and the development of Belfast from town to city. PRONI staff also delivered talks on the 400th charters at Killyleagh Library on 8 March 2013, and at the Belfast 400th Festival at Belfast City Hall on 31 March 2013.

PRONI participated in a number of Derry-Londonderry City of Culture related events including the Clipper Homecoming Festival on 5–8 July 2012. This was a four-day maritime festival to celebrate the arrival of the world's longest race to the shores of Lough Foyle. PRONI staff were on hand for all four days to demonstrate PRONI's online resources and databases. PRONI returned to the 'Maiden City' for a local history fair at Derry Central Library on 21 March 2013. This also featured a presentation by Janet Hancock entitled *Local History Sources at PRONI*. Dr Ann

McVeigh also delivered *All at Sea: the Maritime records at PRONI* at the Tower Museum on 28 March 2013. The talk incorporated many of the records from the Pennyburn (later the North of Ireland) Shipyard as well as other Derry-related items.

PRONI opened its doors to the public on Saturday 8 September 2012 as part of European Heritage Open Day. Staff provided tours of the public areas and exhibitions and advised visitors on using microfilms sources in the Public Search Room. The highlight of the day was the arrival of 'Lord Edward Carson', played by actor and playwright, Paddy Scully, who delivered extracts from his one man play based on the life of Carson.

Stephen Scarth launched the Enniskillen 400 exhibition at Enniskillen Castle on 26 September 2012. Enniskillen 400 explored life in the 17th century through early documents, maps and artefacts belonging to Fermanagh County Museum and the presentation featured some of PRONI's oldest documents from the Enniskillen, Erne and Belmore collections.

PRONI celebrated its first ever book launch at its Titanic Quarter premises, with the unveiling of the paperback version of *Carson's Army: the UVF 1910-22* by Dr Tim Bowman on 6 July 2012. The audience was treated to an address by Professor Keith Jeffrey from the School of Modern History at Queen's University, Belfast and a presentation by Dr Bowman.



Aileen McClintock, Director of PRONI and Dr Tim Bowman

In partnership with the Workers' Education Association (WEA), PRONI hosted a ten week series of seminars to a number of Third Age learners in 2011/12. This culminated in 2012/13 with the development of an a product, recorded on to disc and presented to the participants at a graduation service which took place at PRONI on 7 June 2012. Presentations were made by the Deputy Director of the WEA, Diarmuid Moore.

Conferences

PRONI, in partnership with the Centre for the History of Medicine in Ireland (CHOMI) and the University of Ulster, hosted a conference entitled *Health and Welfare in the Archives: A Symposium* on 22 June 2012 at PRONI. The keynote presentation was by Dr Lesley Hall, Senior Archivist at the Wellcome Library who addressed the issues facing archivists with regard to health-related records. Other sessions included presentations by Dr Gillian McIntosh on Temperance records; PRONI's David Huddleston on medical records; and Brian Donnelly of the National Archives of Ireland (NAI) on accessioning psychiatric hospital records which had even been subjected to gamma rays as part of the process of cleaning the archive.

PRONI held a half-day conference entitled *The Jewish Community in the North of Ireland* on 31 January 2013.



*Stuart Rosenblatt, Irish Jewish Genealogical Society
and Stephen Scarth, PRONI*

The conference opened with the presentation to PRONI of '*Heritage*' – *the A-Z DNA of Belfast & Northern Irish Jewry*' by the author, Stuart Rosenblatt of the Irish Jewish Genealogical Society. Other presenters included Dr Leon Litvack, Reader in Victorian Studies at Queen's University Belfast who

spoke on '*Safe Haven at Millisle: Northern Ireland and the Kindertransport Scheme*'; Pamela Linton who outlined the work of the Belfast Jewish Refugee Committee, 1937-45; and talks by Ian Montgomery on PRONI sources and a case study by Bethany Sinclair on Leopold Pollak who had fled Austria for Australia during World War II.

Hugh Campbell, Head of the Digital Preservation Project, delivered a presentation on *Archives, digitization and the public* at the 19th Biennial Ulster-American Heritage Symposium. The symposium, which was entitled *Ulster-American Migration Studies*

and Public History took place at the Mellon Centre for Migration Studies at the Ulster American Folk Park, Omagh on 29 June 2012.

Exhibitions

A major coup for PRONI and for NI was the premiere of the exhibition 'Ground Zero 360°' which comprised stunning visuals, chilling audio clips and a unique panoramic installation depicting the aftermath of 9/11. The exhibition was launched by the DCAL Minister Carál Ní Chuilín on 2 May 2012. Assembled guests included the Deputy Chief Officer of NI Fire & Rescue Service, Chris Kerr; Deputy Chief Constable of PSNI, Judith Gillespie; acting Deputy US Consul General, Penny Wilkinson; and curators, Paul McCormack and Nicola McClean. Ground Zero 360° featured photographs taken by Nicola McClean who was in New York during the attacks on the World Trade Centre, paintings by renowned artist Jim Fitzpatrick and original artefacts including items from the debris of the World Trade Centre. The exhibition ran from 2–25 May 2012.



Paul McCormack, Aileen McClintock, Nicola McClean and Minister Carál Ní Chuilín

PRONI was delighted to host a temporary exhibition entitled 'Exploring Your Roots' from 18 February–15 March 2013. The exhibition was curated by Mid-Antrim Museum Service and had previously been on display at Mossley Mill, Newtownabbey. The formal launch at PRONI took place on Tuesday 19 February

and was accompanied by an hour of short talks, including an introduction to the exhibition from Jayne Clarke of the Mid-Antrim Museum Service and Dr William Roulston, Ulster Historical Foundation. Dr Glynn Kelso also provided an introduction to family history sources at PRONI and fielded a question and answer session.

PRONI was a partner institution for Belfast City Council's '*Shared History – Different Allegiances*' exhibition which was launched on 6 August 2012. PRONI contributed a number of copy documents to the exhibition and facilitated access to PRONI's Ulster Covenant application.

Media Publicity

PRONI in the Media

PRONI featured prominently in 'Ulster Unearthed', a six-part archaeology series which was transmitted on Monday evenings in January 2013 on UTV. The show was presented by Rita Fitzgerald and produced by Televisionary:NI. The highlight included an interview with Janet Hancock at PRONI in Episode 2 which featured the Ulster Unearthed team examining the ruins of an original Ulster-Scots house at Bendooragh, near Ballymoney. PRONI documents such as the Raven Maps were used in other episodes throughout the series.

During the year, PRONI hosted a number of film crews for programmes scheduled for broadcast in 2013-14. These included a documentary about Millisle-born missionary, Amy Carmichael. Janet Hancock was interviewed by presenter Mark Tully, in relation to records held by PRONI including Amy's annotated personal bible, photograph albums and a transcript of her father's obituary. Doubleday Film Productions (who produced the BBC1 Ulster Covenant programme) filmed presenter Dr John Bew, at PRONI as part of a documentary on Lord Castlereagh. PRONI also welcomed a film crew from Below the Radar who were commissioned by the BBC to produce a documentary about suffragette, Isabella Todd. They filmed presenter Margaret Mountford ordering and examining a letter from Isabella Todd from the Montgomery Papers at PRONI [D627/428/240].

User Engagement

The PRONI Users' Forum was reconstituted during the year and two meetings were held in December 2012 and March 2013. Presentations to the Forum included updates on PRONI activities and services since re-opening, recent cataloguing projects, demonstrations of new web applications, and reports on projects, such as the Digital Preservation Project and creation of a digital repository for PRONI. The group is comprised of representatives from:

- Academia (Queen's University Belfast and the University of Ulster)
- Education (Education Training Inspectorate, and Workers' Education Authority)
- Libraries, Museums and Archives (Libraries NI, Mellon Centre for Migration Studies and Derry Council)
- Local History (Federation of Ulster Local Studies, Ulster Historical Foundation)
- Family History (Association of Professional Genealogists in Ireland, and North of Ireland Family History Society)
- Government (Department of Justice, Registrar General's Office of NI)
- Tourism Ireland
- Media User (BBC)
- Private Depositor
- On-Line User

In December 2012, a Digest of Statistics for PRONI was released for the period 2011–12. The Digest provided a breakdown of key PRONI statistics including visitor numbers, visitor types, reasons for visiting, number of acquisitions of records, number of documents produced (including the top ten requested items for 2011–12), number of written queries, usage of the PRONI Internet, number of lectures, figures for income and expenditure and levels of customer satisfaction. The digest can be accessed on the DCAL website at

http://www.dcalni.gov.uk/proni_digest_of_statistics_2012.pdf

North-South and East-West Co-Operation

In the first quarter of 2012-13, PRONI senior staff visited peer archival institutions in Ireland and Britain including the National Archives of Ireland, National Records of Scotland, London Metropolitan Archives and The National Archives at Kew. Intended to identify areas of best practice and potential for mutual co-operation, the visits also identified strategic partnership opportunities for the future – for example around the Decade of Commemorations and the World Police & Fire Games family history fair planned for August 2013.

North-South

On 23 June 2012, Stephen Scarth delivered a presentation on records relating to the Decade of Commemorations, 1912-23, at a major international conference at Kilmainhan Hospital, Dublin. The conference, entitled 'Reflecting on a Decade of War and Revolution in Ireland 1912-23: Historians and Public History' was attended by 300 members of the public and received considerable media attention. Other speakers included Professor Jay Winter of Yale, an international authority on World War I and its impact on the 20th century; Professor Diarmaid Ferriter of University College Dublin; and Lord Professor Paul Bew, Queen's University Belfast. Stephen was joined on the podium by fellow archivists Catriona Crowe of the National Archives of Ireland and Luke Smith representing the First World War Centenary Programme, Imperial War Museum.

Stephen Scarth also delivered a lecture on the research value of the Ulster Covenant at the National Museum of Ireland in Collins Barracks on 11 August 2012.

On 12-14 October 2012, PRONI exhibited at Ireland's largest family history fair, Back To Our Past, hosted at the RDS, Dublin. The event is part of the Over 50s' Show and also featured a presentation by Dr Ann McVeigh entitled *In the Beginning ... first steps in tracing a family tree*.

As part of a long-standing co-operative relationship with the University College, Dublin (UCD) School of History and Archives, PRONI was pleased to once again welcome a group of MA students who received tours of the public areas, stores and Conservation Unit and presentations from various PRONI staff.

East-West

In January 2013, Stephen Scarth and Janet Hancock were peer assessors of The National Archives pilot application for Archives Accreditation. This was the first of a number of peer assessments taking place. Janet and Stephen were assisted by former PRONI Director, Dr Gerry Slater and by Philippa Smith, Head of Preservation at the London Metropolitan Archives. As part of the pilot process, PRONI also submitted an Application that covered all functional areas relating to organisational health, collections management and stakeholders.

PRONI returned once again to 'Who Do You Think You Are Live' at Olympia, London on 22–24 February 2013. WDYTYA is the premier family history show in the British Isles and PRONI's stand was located directly opposite the Tourism Ireland stall within the heart of the Irish Section. Numbers remained strong with more than 15,000 visitors recorded as attending. However, this year PRONI was the sole representative from amongst Irish Record Offices.

Dr Glynn Kelso presented at the Archives and Records Association (ARA) Archives for Learning and Education Section Annual Conference under the theme of using archives in adult education, at the Hull History Centre on 11 June 2012. His presentation explored the drivers behind PRONI's provision for adult learning and how they have been embedded on a practical basis.

PRONI contributed to the PSQG Survey of Visitors during November 2012. This survey takes place bi-annually across the whole of the UK. In total, 265 surveys were issued of which just under 50% were returned. Some of the more interesting statistics showed that 63% of respondents were conducting family history research; 30% of respondents used public transport to access PRONI; and 21% declared

having a disability. The 'Helpfulness and friendliness of staff' (74%), 'Quality and appropriateness of staff's advice' (62%), and 'Onsite computer facilities' (60%) were all identified as very good.

Records Management Cataloguing and Access

Records Management

Reviewing and Disposal/Retention Schedules

Reviewing

Reviewing is the method by which, in line with its statutory responsibility, PRONI uses professional knowledge and expertise to examine and select Official records for permanent preservation. During the reporting year, a total of 4517 linear feet of records were reviewed across NI Departments and Non-Departmental Public Bodies. (11,585 linear feet of records were reviewed during 2011/12) At 'First Review,' PRONI curatorial staff examine and identify Official records of potential historical or evidential value from records no longer required for business need by a public authority. The relevant organisation retains these records until they are aged 20 (calculated from date of last paper on the closed record). At that point, a 'Second Review' is undertaken by PRONI to consider and confirm the initial recommendation for permanent preservation. Those records deemed to be of enduring research value, are formally transferred to the archive in PRONI with an access recommendation by the relevant public authority. Reviewing takes place within the context of a retention and disposal schedule.

Retention/Disposal Scheduling

The 'Retention and Disposal Schedule' is a vital tool for ensuring compliance with Public Records and Access to Information legislation. Developed by each public authority in liaison with PRONI, the Schedule clearly identifies what final action should apply to records generated by any NI Public Sector organisation.

Once completed, formally signed off and approved by the DCAL Minister as Keeper of the Records, this important document will assign one of three final actions to every class of record created by that organisation:

- automatic transfer to PRONI for permanent preservation;
- destruction (of low grade material) at a specified point in time;
- review by PRONI (with the potential for permanent preservation or destruction).

Implementation and adherence to these schedules will meet records management best practice, minimise the risk of breaches of data protection legislation and improve decision-making through promotion of transparency and accountability.

During 2011-12, Aileen McClintock in her role as Deputy Keeper of the Records, and Ken Macdonald, the Assistant Information Commissioner for NI, wrote jointly to Permanent Secretaries of the NI Departments, outlining the requirement that they and their Arm's Length Bodies, should develop disposal/ retention schedules and have them laid before the NI Assembly. This twin approach combined the support of PRONI guidance and advice with the regulatory role of the Information Commissioner's Office (ICO) to ensure compliance with Access to Information legislation.

This significant programme of work will continue for the Records Management Cataloguing and Access Team (RMCAT) curatorial staff, ensuring that draft Schedules are quality assured and processed and that Public Authorities developing a schedule are provided with the appropriate advice and guidance.

At the end of this reporting period, the following NI Departmental and public sector schedules had been laid at the NI Assembly and are now fully operational:

- Department of Agriculture and Rural Development
- Department of Education
- Office of the First and Deputy First Minister
- Department of the Environment
- Department of Enterprise, Trade, and Investment

- Sport NI
- Northern Ireland Audit Office
- Libraries NI
- Education and Training Inspectorate
- Charity Commission for Northern Ireland
- Consumer Council Northern Ireland
- Strategic Investment Board
- 26 Local Councils

Records Management Training

In partnership with the NICS Centre for Applied Learning (CAL), RMCAT curatorial staff delivered a number of practitioner-led Records Management courses to NICS colleagues. Each course covered essential records and information management principles and practice, highlighted the legislative requirements and the risks of failing to manage information effectively and securely.

Acquisition and Cataloguing

Accessions

An accession is the record of the transfer of an archive to PRONI's keeping, recording the depositor, date of receipt, high level content details (type and number of records (files, volumes, etc.,) covering dates and any particular preservation requirements.

Once Official records transfer to PRONI under the terms of a Disposal/Retention schedule they must be accompanied by access decision forms provided by the functionally responsible authority. These forms indicate whether the information contained in a record may be disclosed under the terms of the Freedom of

Information Act 2000 and the Data Protection Act 1998. On transfer, records are accessioned, allocated a relevant 'class' within their Departmental or Non-Departmental archive and then catalogued.

During 2012-13, a total of 131 Departmental (DR) and 42 Non- Departmental (NDR) Official records' accessions were completed, covering a diverse variety of remits and historical subjects, including transfers from:

- Department of Enterprise, Trade, and Investment
- Department of Health, Social Services, Public Safety
- Department of Culture, Arts, and Leisure
- Departmental Solicitor's Office
- Department of Environment
- Northern Ireland Office
- NI Courts and Tribunal Service
- Public Prosecution Service for NI

A list of Private records accessioned during 2012-13 may be found at **Appendix B** on pp 54-65.

Cataloguing

Cataloguing was completed on the Short Brothers collection, [PRONI ref. D4474]. This significant archive contains over 2000 photographic negatives, c.1912–93; more than 300 photograph albums, c.1900–2000; lists and indexes to photographic negatives; and printed material, including copies of *Short Story*, the Short Brothers in-house magazine and *Shorts Quarterly Review*, the company's promotional magazine.

Further cataloguing was undertaken on the Titanic Quarter Ltd archive, [PRONI ref. D4413]. Some 340 naval architect specification files were catalogued for ships built by Harland & Wolff between 1908–84 and held under PRONI reference D4413/5/1.

The collection is currently closed to the public as cataloguing of this substantial archive is ongoing.

Additional records relating to the Staples family of Lissan House, Cookstown, Co. Tyrone, its demesne and wider landholdings, were catalogued [PRONI ref. D5167/H]. These include a series of title deeds, leases and fee farm grants; testamentary documents and appointment of trustees etc; financial papers relating to the estate; a variety of correspondence; a family pedigree and a commonplace book, c.1637–1963.

Further cataloguing was undertaken on the Delacherois collection, a large family archive, [PRONI ref. D4389], which totals around 75 linear feet of records. The section relating to Co. Down deeds [D4389/D] was catalogued. This element of the collection includes early 17th century deeds documenting the lands formerly held by the Montgomery family, the Earls of Mount Alexander, which eventually were transferred into the Delacherois and Crommelin families following the death of Mary Anglique, the Countess of Mount Alexander (and daughter of Daniel Delacherois). The deeds and leases demonstrate the important position of the Delacherois family as prominent landowners in the north Down area, 1618-1925.

Another important addition to PRONI's holdings of estate records for Co. Down was the cataloguing of the Heron family papers [D3302]. These comprise c.1200 documents comprising title deeds, testamentary papers, accounts, correspondence and a small quantity of maps of the Heron estate based in and around the townlands of Ardigon, Ballymacreely and Tullyveery, Co. Down. The earliest title deed in the collection dates from 1621 and the papers also contain a rare townland map of Ardigon from 1798. The archive is a good example of a small landed estate archive recording the fortunes of a Plantation family from Galloway in Scotland who settled in eastern Co. Down in the 17th century.

Founded in 1884 with a call for members, the Ulster Reform Club opened its doors on Royal Avenue, Belfast in early 1885 with around 300 members. This archive [PRONI ref. D4475], documents the history of this important Belfast club, and

includes minutes, correspondence, accounts, membership rolls, visitor books, photographs and printed ephemera, for the period 1880-1990.

Additional records were catalogued relating to the Amy Carmichael papers D4061/39. Amy Carmichael came from Millisle, Co. Down and spent her life working as a missionary in southern India. She established an orphanage and school and the Dohnavur Fellowship. Newly catalogued records date from 1900–1979, and include newsletters, correspondence and Amy Carmichael's personal Bible.

A number of interesting business archives were catalogued during the year. The Ulster Printworks of Newtownards, Co. Down, is a small but fascinating collection that documents the early history of the company. Catalogued under the reference D4484, the archive includes minute books, ledgers, accounts and banking ledgers, as well as photographs and correspondence relating to the business activities of this firm, which was founded by the Copeland family in the late 19th century. It was the subject of a takeover in the early 1970s by Clendinnings of Lurgan and, at that time, the two remaining Copeland brothers left the business, bringing to a close the era covered by this archive collection.

The papers of the J.N. Richardson, Sons & Owden, Belfast Linen Merchants, Manufacturers and Bleachers, c.1850–1940, were catalogued as D4526. This business archive contains accounts, correspondence, testamentary documents, land and lease documents.

A number of smaller deposits were also catalogued during the year including a notebook belonging to Charlotte Hart, daughter of Captain George Vaughan Hart of Kilderry, Co. Donegal (1820) [D4527/1]; four volumes of printed marketing material relating to William Barbour & Sons of Hilden Mill, Lisburn (1915-1957) [D4527/5]; a newspaper cuttings book of Reverend W.J. Baird, originally of Ardstraw, Co. Tyrone and ordained Presbyterian Minister of Killead, Omagh and Belfast (1880–1920) [D4527/8].

A small collection of photographic negatives of 'Troubles'-related images taken on the Shankill Road and in and around the Falls Road, Belfast on 11 and 12 October 1969 was catalogued. Prints of the images are available under the PRONI reference T3922.

A letter dated 25 January 1918 from a soldier of the Inniskilling Fusiliers writing to his mother at home in Macosquin, near Coleraine, has been catalogued under D3300/169/1. This letter provides a fascinating insight into anti-Home Rule sentiment and displays the sense of betrayal experienced by many Ulster men when it seemed likely that Home Rule would be passed. The original letter has been closed on grounds of preservation but a copy is available under the reference T3920/1.

A copy of a Luftwaffe map of Belfast used for the bombing raid on the city on the 15 and 16 April 1941 has been catalogued as T3921/1. The map records potential targets in red, including shipyards, aircraft factories, the transport and administrative infrastructures and fire stations. Over 900 citizens died in the raid carried out that night.

A compelling collection of letters, maps and photographs of Hugh McMullan describing his journey as a young man in the 1920s from Carnlea near Ballymena, Co. Antrim, to Africa in search of adventure and prospects was catalogued as T3918.

Official Records

The cataloguing of records of the Forster Green Hospital for the treatment of tuberculosis and diseases of the chest was completed [PRONI ref. HOS/25]. This archive comprises admission books and general registers dating back to 1918 as well as a number of operation books and a mortuary register.

The cataloguing of the maternity records of Lagan Valley hospital [PRONI ref. HOS/7/2/2] and Downpatrick hospital [PRONI ref. HOS/14/3] was also completed.

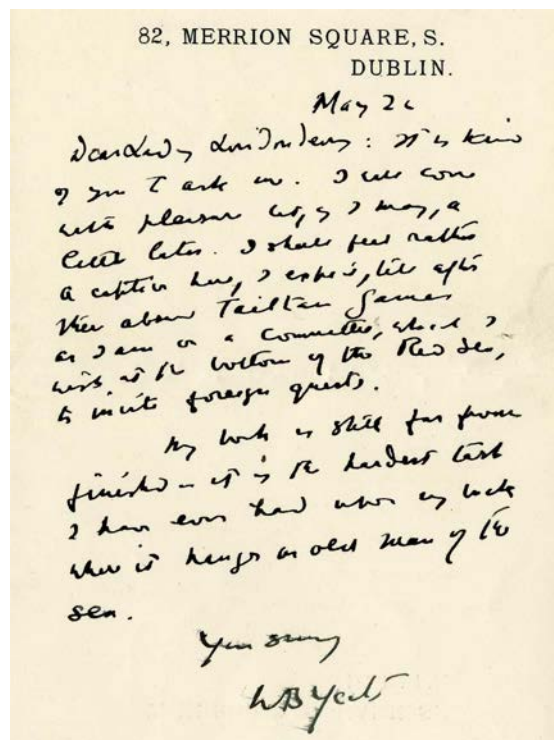
These collections hold birth and maternity registers dating back to the 1950s and 1960s.

Private Records

Londonderry Papers

During the reporting period, the Department of Culture, Arts and Leisure, funded the purchase of the Londonderry Papers. These are among the most important collections held by PRONI comprising the family, estate and political papers of the Stewart family, Marquesses of Londonderry, dating from the early 17th to mid-20th centuries. The papers are held in three collections: the Londonderry Estate Papers [D654], the Teresa, Lady Londonderry Papers [D2846] and the Papers of the 7th Marquess of Londonderry [D3099].

The estate records provide a wealth of information for those interested in local history or researching their family tree including detailed records of title deeds, leases and rentals which provide a valuable source for tenants' names. The Londonderry papers also provide an invaluable resource for the social and economic history of Ireland from the 17th to the 20th centuries and include considerable political correspondence relating to Ulster Unionism and opposition to Home Rule from the 1880s to 1920s. Notable correspondents included in the archive are Edward Carson, James Craig, Sean O'Casey, and W.B. Yeats. Researchers cannot fail to be impressed by the wealth of archival material now available to the public as well as by the new material acquired as part of the purchase.



PRONI Ref: D3099/3/16/27/1 – W.B. Yeats
to Edith, Lady Londonderry dated
26 May 1924

The Londonderry papers were deposited in PRONI at various times between 1950 and 1989. They were held on Indefinite Loan from Lady Mairi Bury, daughter of the 7th Marquess of Londonderry, who inherited the Irish portion of the Londonderry estates.

Lady Mairi Bury's daughter, Lady Rose Lauritzen, welcomed the purchase of the Londonderry papers by PRONI:

"Our family are delighted that agreement has been reached with the PRONI, so that the Archive can remain in Ulster and be made available for scholars and historians of Irish history. Dr Anthony Malcomson, a former Deputy Keeper of the Records, gave my mother, Lady Mairi Bury, an immense amount of help and advice, and I am indebted to Ian Montgomery, one of the current Curators, for the time and trouble that he spent in going through the Archive with me."

Overall the archive occupies over 172 linear metres of shelf space and contains some 30,000 individual documents, volumes, maps and plans. The catalogue for the three collections [D654, D2846 and D3099] can be accessed online on PRONI's e-Catalogue.



PRONI Ref: D654/add – A Janissary from the Sultan of Constantinople's elite guard as depicted in the travel journal of Frances Anne, Marchioness of Londonderry dated 1840

PRONI staff will be working in the year ahead to catalogue the new material acquired as part of the purchase, improve existing catalogue descriptions and to review and update access decisions in relation to the archive. PRONI will also promote the archive and encourage public access to it through a series of events.



PRONI Ref: D654/M/1B/1 – Map of the Estate of Robert Colville, Comber, Co. Down, by John Sloane (1721)

Access to Information (ATI)

During the course of the year, 348 Freedom of Information requests were responded to and 1004 non-FOI 'normal business' requests were dealt with by the Records Management, Cataloguing and Access Team (RMCAT).

Written requests for information from a closed record may be submitted to RMCAT either by email or as written correspondence. Generally, these requests are categorised under the applicable 'Access to Information' (ATI) legislation, which are: the Data Protection Act 1998, (DPA), the Freedom of Information Act 2000, (FOIA) and the Environmental Information Regulations 2004 (EIR).

Typically, FOIA requests will ask for information held in historical records that have been transferred to PRONI but which either due to age or sensitivity, have not yet been designated as open.

PRONI is the appropriate Records Authority under FOIA 2000. Each FOI request is considered on a case by case basis and as a result there may be different outcomes in each instance. As the Records Authority, PRONI consults with the Responsible Authority who will make a recommendation concerning the application of FOIA exemptions. It is for the Records Authority to make the final determination on the release of information.

In addition to Access to Information requests, there are also requests for information defined as ongoing 'normal business'. These include requests for information, from official bodies, such as the NI Courts & Tribunals Service and the Police Ombudsman as well as requests from members of the public or their representatives, including various advocacy groups seeking information on relatives killed during the period of the Conflict. RMCAT staff also review Workhouse, Hospital, Prison and Reformatory records to identify information for families trying to understand more about the lives of relatives or, in some cases, their own early lives. This can be a moving, but very rewarding area of work.

Feedback received following the release of information from Board of Guardian records:

'I can't thank you enough for sending me copies of the entries from the Workhouse Minutes. It's such a terribly sad story.'

I know something about Mum's early life ... [she] never mentioned the Training Home for Girls.

It's been so helpful knowing that it was Eileen who tried to have Mum sent to her. Goodness only knows what Eileen must have gone through but also what further problems did she have that she disappeared after

having made contact with the Salvation Army. It's new information that Eileen was still in Canada in 1928 and I intend writing to the SA to see if they still have a record of the letter.

Learning about the death of Mum's younger sister Kathleen has brought closure on one part of my research ... My very grateful thanks for providing me with so much help'.

Annual Release

The annual release of Official files continues against a background of greater public access created by FOIA and besides PRONI's commitment to respond to Access to Information requests, there is planned ongoing work to release information from historical official records.

Official records which are 30 years old or more are sensitivity reviewed by Departments against Access to Information legislative criteria and are made available to the public at the end of each year. Thus the annual release in December 2012 covered official files with a terminal date of 1982 with some 950 files brought forward for release.

In response to the NI Assembly's Legislative Consent Motion to introduce a 20 Year Rule to NI (see below p. 35), during 2012-13, PRONI initiated a project to manage the transition from the 30 Year Rule. During the 2013 Annual Release process, PRONI will identify and submit files with terminal dates of 1983 and 1984, effectively doubling the workload for PRONI and for those Departments responsible for the sensitivity reviewing of the records.

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 blank out (redact) sensitive data within

individual documents as indicated by Departmental reviewers which would otherwise prevent release, eg, personal information.

Records Recommended for Extended Closure

In 2012, a total of 16 NI Departmental files were recommended for extended full closure. 87 NI Departmental files were recommended for extended partial closure or contained 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 FOIA s.40 Personal Information exemption which indicates that personal information is exempt from the right to know if it would cause a breach of the Data Protection principles.

A total of 72 NIO files were recommended for extended full closure. 42 NIO files were 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 again the FOIA s.40 Personal Information exemption.

Records Released

In December 2013, a total of 758 files was released in full (compared with 557 in 2011) and 129 subject to partial closure or blanking out (compared with 120 in 2011).

The main file series being released includes Central Secretariat and NIO files. Some of the main issues covered:

- a new devolved NI Assembly
- NI Assembly elections
- De Lorean motors
- talks with NI political parties
- Anglo-Irish relations
- economic situation

- prison protests
- political negotiations on the NI constitution
- Kinsale Gas field debate

The releases also included additional 1981 Departmental files, primarily from the NIO. The public records for 1982 were released on 30 December 2012, and received extensive media coverage which included BBCNI, *Belfast Telegraph*, *Irish News*, *Belfast Newsletter* and *The Irish Times*.

PRONI Records on CAIN

In June 2012, previously closed records relating to 1981 were made available online. The documents were added to the **C**onflict **A**rchive on the **I**nternet (CAIN) website as part of ongoing work between the University of Ulster and PRONI. The additional selection of material dealt with the year 1981 and covered topics such as the 1981 Republican Hunger Strike, Anglo-Irish relations, as well as ongoing political and security matters. The new items provide a valuable online digital resource for researchers looking for information on 1981, one of the most traumatic years of the 'Troubles.'

Speaking at the launch, Minister Ní Chuilín said:

“This additional material covers a wide range of records relating to 1981, and focuses particularly in the Hunger Strike. These documents provide valuable additional research material for students, citizens and researchers. It is important that technology and partnerships are utilised in this way to that some of the Public Record Office’s key documents on 1981 can be analysed online anywhere in the world. In the period ahead, I wish to see even greater access to public records since this can only help to enhance our understanding of the past.”



Dr Brendan Lynn, Deputy Director of CAIN, Carál Ní Chuilín, DCAL Minister and Aileen McClintock, Director of PRONI

Transition from 30 Year to 20 Year Rule

As noted above, the latest release of information took place within the context of legislative change. Implementation of the 20 Year Rule commenced in 2013 with the *Protection of Freedoms Act 2012*, which implemented the legislative changes introduced in the *Constitutional Reform and Governance Act 2010*. A Legislative Consent Motion was passed by the NI Assembly, accepting the legislative changes proposed. The full extent of the reduction from 30 to 20 years will be phased in over 10 years from 2013 to 2023. These transitional arrangements have been set out in secondary legislation. Over this ten year period, PRONI will process two years of records each year, thereby closing the gap.

eCATNI

PRONI's electronic catalogue (eCATNI) continued to receive regular updates with an additional 15,039 descriptive entries being published during 2012-13. The development of PRONI's in-house cataloguing system, PRONI Catalogues Plus (PCP) also continued with plans that the revised system will provide an enhanced functionality and search facility, while also ensuring that PCP remains compliant with the International Standard on Archive Description (General) (ISAD(G)).

During the year, PRONI developed an updated cataloguing strategy with revised cataloguing standards to address un-catalogued material in a structured, progressive manner. Archives considered for cataloguing are now assessed on a number of criteria such as potential research value (including genealogical interest), or if they have been requested by researchers. It is expected that this approach will be of greater benefit to PRONI's users at home and abroad.

PRONI staff have also been engaged in the creation of Wills abstracts for years 1918-21, totalling some 20,000 entries. These will be added to the online wills database next year and will provide an invaluable resource for local and family historians.

PRONI welcomed a number of work placement students during 2012-13. These included James Neill, a student from Glasgow University, School of Humanities (HATII), who assisted staff with the cataloguing of both the Clanmorris Papers [D4216] and Perceval Maxwell Papers [D4218], during his two weeks in PRONI. It is planned that similar placements will take place in the future to provide skills and experience of working in an archival institution.

Representation

Staff in RMCAT's Private Records unit delivered a range of talks in 2012-13. Subjects included Tyrone Guthrie, the Delacherois family and drainage operation on the lower Bann (as part of the Linen Hall Lecture Series) and gave paper at the Jewish Community conference held in PRONI in January 2013. They also assisted in manning the 'Bring a Document Event' in the Falls Road Library held as part of Féile an Earraigh and gave various papers to different postgraduate and early career research groups at the University of Ulster and Queen's University Belfast. One member of staff also attended a Winter Symposium in Newcastle upon Tyne on the future use of archives and museums within graduate research.

Preservation & Collections Management (PCM)

Statutory Role

Preservation is a core PRONI function under the Public Records Act (NI) 1923, which applies not only to traditional records such as paper and parchment but also to material held in digital media. In PRONI, Preservation and Collections Management (PCM) is divided into four work areas: Preservation and Document Production; Conservation; Digital Preservation; and Preservation Copying and Digitisation.

Digital Preservation Project

Over the last decade, the NICS has revolutionised the way in which it carries out its business and has seen the almost universal changeover to electronic ways of working. With the implementation of electronic document and records management systems, such as TRIM, the NI public record is created electronically and accordingly, to fulfil its statutory role, PRONI must be in a position to receive, prepare and store those electronic records selected as archives. The aim of the Digital Preservation Project is to take appropriate steps to establish a digital repository capable of ingesting and preserving electronic records, hosted on a robust and stable platform.

2012-13 saw PRONI's Digital Preservation Project Team reach its full complement as three new members joined the team.

A Specification of Requirement (SOR) for a Digital Preservation Quarantine System was developed. This system will be used to carry out initial investigations in a secure environment on electronic records transferring to PRONI from a variety of external sources and prior to their transfer to a Data Preparation system. PRONI's Information Systems Branch developed the system and a working prototype is now in place.

During the year, the project team assisted in the development of a SOR for the Digital Preservation System. This requirement is based on the Open Archival Information System (OAIS) model, encompassing six high-level functional components which, taken together, constitute the mechanisms by which the OAIS preserves information over the long-term. The specification was passed to the supplier and a number of workshops were held to clarify issues and ensure that the requirements were fully understood. This work will continue into 2013-14.

The Project Team updated PRONI's Digital Preservation Strategy and Submission and File Format documentation and guidance was also developed.

Among the training events attended by Project staff during 2012-13 were:

- A Mash-Up event organised in Glasgow by the SPRUCE project (**S**ustainable **P**reservation **U**sing **C**ommunity **E**ngagement), London School of Economics, British Library, Digital Preservation Coalition and the Open Planets Foundation. A Mash-Up event provides attendees with the opportunity to get hands on with managing digital content, identifying concrete challenges and working together to solve them.
- Digital Preservation Training Programme. This course is run by the University of London Computer Centre, in association with the Digital Preservation Coalition, and aims to provide a comprehensive intellectual grounding in the key concepts and activities of digital preservation.
- Preservation and Archiving Special Interest Group (PASIG) Conference held in Dublin.

Presentations on the Project were delivered by project staff during 2012-13 and included:

- To the NICS Senior Information Risk Owners (SIROs) Forum. SIROs have overall responsibility for managing risk in their own Departments and since the inherent fragility of digital information presents a clear risk to records and information management, SIROs were updated on the progress of the

project and its role in mitigating the risks of failing to manage digital information in the long term.

- A presentation entitled 'Records Management & Corporate Governance – A Public Records Perspective' to the Information and Records Management Society (Ireland) Group.

Web Archiving

During the year, PRONI established a contract for web archiving. This contract allows for the capture, three times a year, of approximately 40 websites. Using criteria agreed with the wider information management community, PRONI selected websites that demonstrate relevance to the governance, social, political, cultural or economic significance in the NI context.

Preservation Copying and Digitisation Unit

During 2012-13, this Unit concentrated on digitisation of material with no microfilming work being undertaken, reflecting the general shift of emphasis across archive institutions. Some 5100 images were digitised during the year including two significant projects the Cooper Photographic Collection [D1422] and the Hospital (Asylum) Case Books [HOS].

Digitisation of Portraiture from the Cooper Photographic Collection [D1422]

Over 300 portrait images from the Cooper photographic archive [PRONI ref. D1422] were digitally captured from original glass plate negatives to be uploaded to the PRONI Flickr Photostream at www.flickr.com/photos/proni. It is expected that during 2013-14 a further c.600 images will be added to this online resource.

Herbert Cooper was born in Hammersmith, London, in 1874 and arrived in Strabane, Co. Tyrone, just before the outbreak of the First World War. He took over the photographic studio in Railway Street which had been run by J. Burroughs from about 1901 until 1913. From then until his death in 1960, Cooper amassed a huge

collection of photographs. His photographs provide a largely unique record of many aspects of life in the countryside and small towns of the west of Ulster for the entire first half of the 20th century. The collection has been, with justification, described as the best record of life in provincial Ireland before the Second World War.

In the 1970s over 70,000 of Cooper's glass plate negatives were acquired by PRONI. A selection of c.2500 contact prints were catalogued and made available to the public. However, most of the remaining glass plates are passport and studio photographs of individuals and families who cannot be identified. Up until now, these images were closed to the public for preservation reasons as glass plate negatives are very fragile.

During the reporting year PRONI undertook a digitisation project to make a sample set of c.900 images of these previously inaccessible portraits available on Flickr. PRONI hopes that members of the public – especially those from west of the Bann – may be able to assist in identifying the sitters in the photos by adding information in the form of Flickr comments.



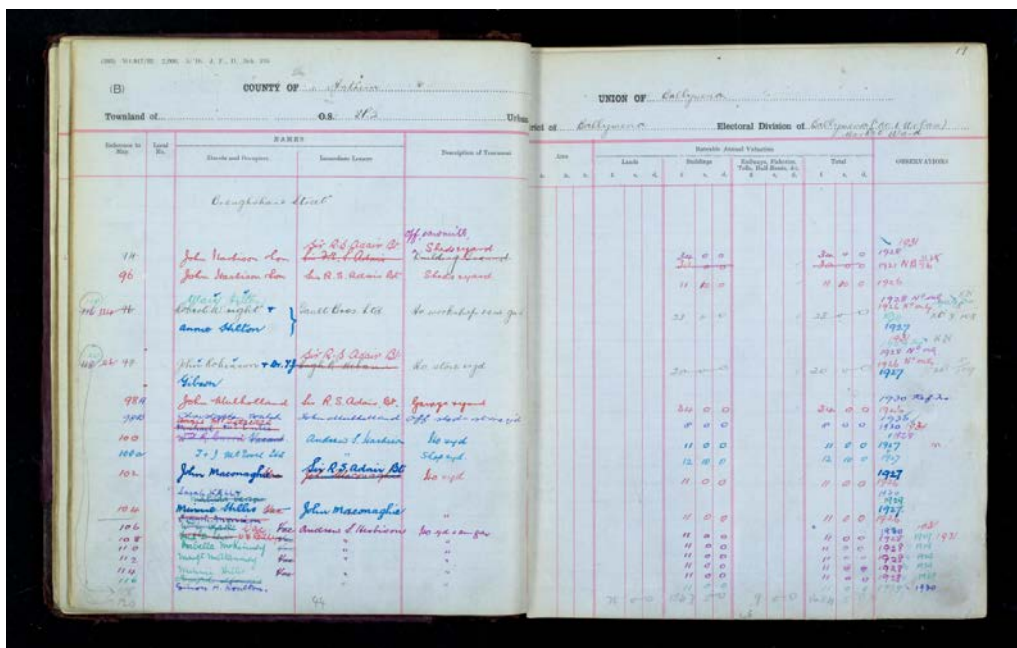
PRONI Ref: D1422 – Family group portrait from the Cooper Photographic archive

Digital Restoration of Hospital Asylum Case Book photographs [HOS]

Fading photographs of patients dating from 1847 to c.1930 from the Downshire, Gransha, Antrim and Purdysburn Hospitals for mental illness, were digitally captured and restored for preservation purposes during 2012-13. Due to the sensitive personal nature of these records, many will remain closed to the public and will not therefore be available online for some time. Hospital records which are open to the public can be accessed in the PRONI Reading Room, or through submission of an Access to Information request to proni@dcalni.gov.uk.

Digitisation of Valuation Revision Books (VAL/12/B)

The latest PRONI digital online resource was launched by DCAL's Deputy Secretary, Cynthia Smith, at an event held in PRONI on 27 March 2013. The Valuation Revision Books, 1864-1933 were digitised in conjunction with FamilySearch. The application provides a fully searchable placename index to the Valuation Revision Books (VAL/12/B) covering the six counties of the north of Ireland. In total, c.3900 volumes were digitally captured, with over 440,000 images now available to view online.



PRONI Ref: VAL/12B/3/5T – Kirkinriola Parish, Electoral Division of Ballymena

PRONI holds records relating to the valuation of property in the north of Ireland for the 1830s to 1993. The original purpose was, and remains, the consideration of every building and area of land and an assessment of its financial value for the purpose of rating and charge. The first Townland Valuation (VAL/1) of 1828-40, was followed by a Primary Valuation of Ireland, 1848-64, (better known as Griffith's Valuation). Thereafter, properties were valued annually from 1864 until the early 1930s and these yearly reviews are recorded in the annual Valuation Revision Books [VAL/12/B]. Each year, valuers recorded any changes in the quality or dimensions of the properties, or in the names of occupiers or immediate lessors, and any differences in the acreage and value of lands. These changes were recorded in different colours of ink, with a new colour assigned each year and the alterations are usually dated. Thus VAL/12/B can help to establish significant dates in family history, such as dates of sale or transfer of property, and death or migration of the occupiers.

The valuation revision books have long been as used as an important substitute for information lost from the 19th century Census records. As one of PRONI's most popularly consulted records, the digitisation and release of this information online will reduce the day-to-day handling of the original volumes, assisting in their long-term preservation.

The new online resource is available on the PRONI website at:
http://www.proni.gov.uk/index/search_the_archives/val12b.htm



Cynthia Smith (DCAL Deputy Secretary) and Lady Rose Lauritzen of Mount Stewart at the PRONI Valuation Revision Books launch event

Conservation

Treatments

393 Conservation Treatment Unit repairs were carried out during 2012-13. These included volumes (which were refurbished and rebound), delicate medieval parchments (which were cleaned), large format maps and plans, multi-leaf legal documents and a variety of loose-leaf material, many of which underwent traditional wet treatment repair. Many of these treatments were carried out to enable the records to be produced to the public.

Document Loans

Conservation staff prepared archival loans for Fermanagh County Museum, Enniskillen, Donegal Museum in Letterkenny, the University of Ulster at Magee College, Armagh Public Library and the Braid Museum, Ballymena, carrying out pre-display surveys to ensure appropriate storage and display.

'Signed in Blood' Claim Challenged by Scientific Test: Ulster Covenant Document [D1327/3/89 Sheet 99]

The run up to the centenary of the Ulster Covenant in September 2012 prompted an unusual request from BBCNI. A producer for Topical, Homepage and Archive: Knowledge & Learning (NI) contacted PRONI Conservation Unit asking if a test could be carried out by Queen's University Belfast (QUB) on the signature of the legendary Major Frederick H. Crawford whom it has been claimed, signed the Covenant in his own blood.

The methodology was agreed with Conservation and the test was carried out in PRONI on 26 September, with the permission and in the presence of representatives of the depositor. The result was broadcast the following evening on BBC Newsline with an associated article published on the BBC website.



Dr Alastair Ruffle of QUB during filming of the testing of the Ulster Covenant for Fred Crawford's blood

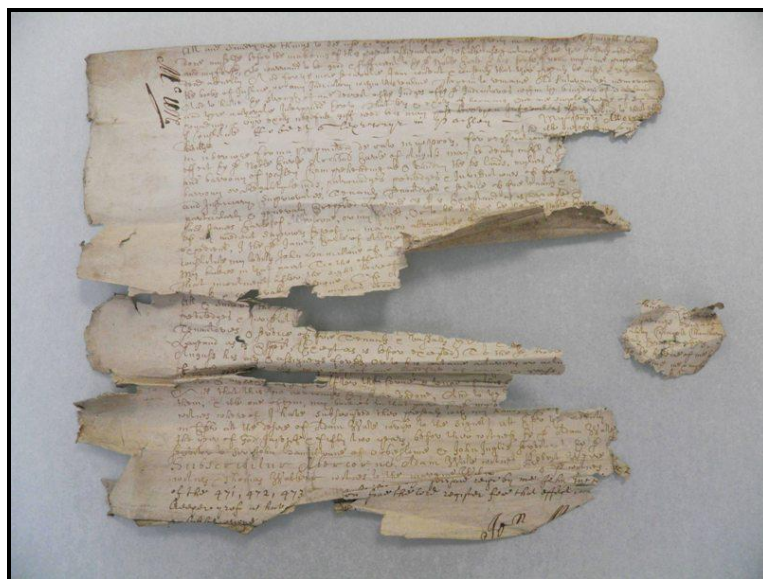
The test using a luminal crystal $\frac{1}{4}$ mm in diameter was carried out in the Micrographics darkroom as test conditions required the exclusion of light. The results were inconclusive, although QUB reported they were 90% sure that the signature had not been written in blood but, as this material was 100 years old, there

was potential for a margin of error. The story may not end here as further analysis, in conjunction with the Ulster Museum, may still indicate the composition of the 'ink'.

Each year a percentage of available conservation treatment time is allocated to the repair of documents marked as 'closed until conserved'. Documents in this category are considered to be in too fragile a condition to be produced to the public due to mechanical or chemical damage. To protect such items from further deterioration through handling, the document will be withdrawn until treatment is carried out. The range of documents treated varies each year and in 2012-13 included a 1652 legal disposition from the Abercorn Papers [D623/B/7/7/1A], a Church of Ireland scripture examination certificate of 5 December 1912, [D3300/161/1], and a number of 19th century estate maps. Intricate scientific conservation processes are required to stabilise and protect the documents and allow them to be produced to the public.

As an example of this work, the legal disposition mentioned above [D623/B/7/7/1A] dated 22 June 1652, comprised five sheets of cream laid rag paper. The document is held together with a paper 'wrapper' (possibly of a later date) with manuscript annotation in what appears to be iron gall ink.

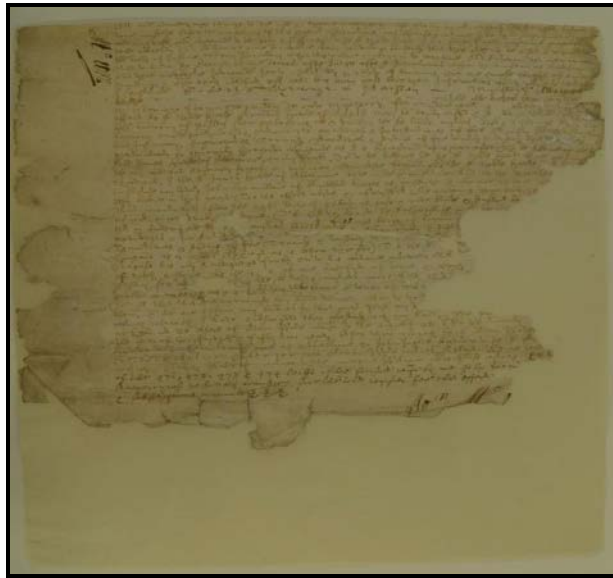
When received by PRONI, the document was tightly folded into its wrapper and placed in an archival (acid free) envelope. Fold lines were evident on each of the sheets, the paper was quite denatured and in very poor condition overall, with a lot of surface dirt visible, particularly on the first sheet and around the edges of all the sheets. Staining and rusty-coloured deposits were also apparent. Iron gall ink had been used throughout causing acid damage and 'burn through' in places. Additionally, the first sheet had sustained substantial mechanical damage with large missing areas and numerous tears on the first sheet and around the edges of the remaining sheets.



PRONI Ref: D623/B/7/7/1A – Abercorn document prior to treatment

As a first step, the document was surface cleaned to remove dust and debris. PH tests were carried out and it was clear that the paper was acidic, particularly in areas where iron gall ink has been used. After establishing that the inks were stable, the item was wetted, washed and de-acidified to remove soluble acids and contaminants and to provide an alkaline buffer against future acid attack. It was decided that a wet treatment would be the most sympathetic repair option. This is a more skilled process than the standard dry repair method as wet material is considerably more fragile and difficult to manipulate. It can be a time-consuming process with extra care required for non-permanent inks and pigments that may smudge or run when wet. It is considered a good archival method as only the purest of repair materials are used. Kayazuki 200 Japanese repair paper was used for the in-fills and fine lightweight Lens tissue was used for backing and facing repairs. The repairs and backing were secured using archival quality wheat starch paste adhesive. These pastes have proven strength and durability used for centuries by Japanese screen- and scroll makers. They do not stain and most importantly, a repair made with a starch-based paste can be removed with a little effort even after many years, and so comply with the conservation principle of reversible treatment.

Following repair, the sheets were pressed between bondina, boards and blotters until dry throughout. They were then collated, folded once and placed in the original acid free archival envelope.



PRONI Ref: D623/B/7/7/1A – Abercorn document after treatment

Preventive Conservation and Emergency Planning

The severe flooding of Dundonald House at the Stormont Estate in June 2012 prompted requests from the Department of Agriculture and Rural Development (DARD) and the Department of Justice (DOJ) for emergency salvage advice from PRONI. In response to the request of NI Water, a visit was made to Westland House in August 2012 to assess the suitability of their document storage facility and provide remedial advice.

In September 2012, Conservation staff travelled with RMCAT colleagues to The Argory, a National Trust property at Moy, Co. Tyrone to appraise their archive following an earlier flood. Thanks to the quick implementation of the National Trust's Emergency Plan, the archive had been promptly removed from the affected area. Claire Magill, the Regional Conservator for the National Trust confirmed that the archival boxes had borne the brunt of the water damage and inspection confirmed that the archive was in good condition. PRONI and the National Trust are members of the NI Co-ordinating Committee on Heritage Emergencies (NICCHE) and this was a good example of practical co-operation between members of that group.

Emergency Planning and Response Workshop

On 9 May 2012 Conservation staff attended a workshop on disaster planning and emergency response at the Chester Beatty Library in Dublin Castle. The main speaker was Emma Dadson from Harwell Document Restoration Services and participants included members of the Museum Standards Programme Ireland (MSPI) and members of Archives and Records Association, Ireland (ARA).

The morning programme covered emergency planning, identifying risks, roles and responsibilities of emergency response teams, and incident control strategies. The importance of these topics was demonstrated to the audience through various case studies. The afternoon session took in additional information that should be included in disaster plans such as priority lists, floor plans, selection of suppliers, etc., and closed with a section on practical application and the importance of training. Also highlighted was the value of visual aids in emergency plans (such as floor plans, photographs, and salvage diagrams), and clear 'maps' for locating water sources, drainage outlets, power sockets, emergency kit locations and 'grab' sheets.

In July and early August 2012, a Control of Substances Hazardous to Health (COSHH) assessment was conducted on chemicals used in the Conservation Workshop. This is conducted to ensure that PRONI remains fully compliant with Health & Safety requirements recording up-to-date manufacturers' safety data on storage and handling of chemicals as well as to integrate this information into PRONI's Emergency Plan for Archives. This work was supplemented by a revision of PRONI's Emergency Salvage supplies to ensure appropriate storage, labelling and familiarisation by staff to help locate specific items in an emergency situation.

PRONI's strategic level Emergency Plan for Archives has been fully revised for the new PRONI headquarters building in Titanic Quarter. In December 2012, the process of raising awareness of emergency planning (with particular focus on new members of staff), commenced with a presentation outlining the practical experience gained by the National Trust in NI in handling emergency situations in recent years.

A number of new volunteers for the Emergency Salvage team came forward after this event and more targeted training events and practical exercises are planned.

PRONI hosted two meetings of the NI Co-ordinating Committee on Heritage Emergencies held in June and February. As noted above [see p. 47], NICCHE is a multi-agency group, with representation from a number of the DCAL 'family' including National Museums NI; the Arts Council NI; NI Museums Council and PRONI, as well as the NI Fire & Rescue Service, National Trust and the NI Environment Agency. The purpose of NICCHE is to develop a collaborative approach across the participating organisations, for the handling of heritage emergencies including preparedness, training, sharing of equipment and resources and promoting best practice.

Work Experience Visits to PCM

During 2012-13, PCM hosted a number of work experience visits. The Conservation Preservation and Reprographics Units each proved popular with visiting pupils who enjoyed the opportunity to try hands-on archive-related activities. Examples of repaired parchment and seals, photographs, books, and custom-made enclosures demonstrated the work of the Conservation Unit and one student tried their hand at a sample dry repair technique for paper which they were able to copy and practice and take back to school. Students also learned about the broader aspects of the role of the Conservator including preventive preservation measures and emergency planning for archives.

In March 2013, Conservation staff contributed to a visual resource being made by Culture NI who filmed various aspects of PRONI's work. A selection of conservation work was on display to illustrate the range of media held in PRONI and processes were demonstrated.

Collections Management and Document Production

During 2012-13, PRONI's Document Production team handled 40,360 document requests from the public. Of these, 96.37% were retrieved within less than 30 minutes against a target of 94%. The average waiting time for documents was 14.11 minutes. Improvement in records storage data and ongoing upgrading of the storage of collections has contributed to this success.

The Preservation team processed c.2500 linear feet of records during the year comprising new accessions to PRONI and re-numbering of existing material to reflect newly catalogued material.

Archive maintenance remains an ongoing feature for PRONI and in May 2012 the Preservation team began a large maintenance project on the Hospital Records archive [HOS]. The main focus of this project was to better house the hundreds of volumes contained within the archive. This involved re-adjusting the shelving to store the volumes horizontally which provides better preservation conditions as well as facilitating Preservation Assistants when retrieving items from the archive.

A programme of archive maintenance was also initiated on the Local Authority archive [LA]. This work began during the one-week closure period in December 2012 with the initial relocation of boxes. Material will be placed in a more logical order with some older, damaged boxes being replaced or the contents of heavy boxes being split and re-boxed to protect their contents. The next phase of this project will take place during 2013-14 when the volumes associated with this archive will be moved and placed in re-adjusted shelving.

Monitoring of stores' physical and environmental conditions continues to be performed by Preservation Assistants. This work is important to maintain PRONI's compliance with BS5454 for the storage and display of archival material as well as providing early information to identify smaller archival maintenance projects which can be undertaken.



Fig 1: Highlights LA volumes on bowing shelves



Fig 2: Highlights the work done re-shelving the Grant Books

Appendix A: Contributions to Professional Journals

The following articles were researched by PRONI staff and published in various journals and professional publications during 2012-13:

Ground Zero 360° – A Photographic Retrospective at PRONI Decade of Centenaries by Janet Hancock – Archives & Records Association Ireland, Summer Newsletter 2012

Hugh McMullan's African letters, by Brett Irwin – Archives & Records Association Ireland, Summer Newsletter 2012

Decade of Centenaries: Ulster Covenant by Stephen Scarth – Archives & Records Association Ireland, Winter Newsletter 2012

Parlez-vous Français? Tackling early modern French palaeography, by Dr Bethany Sinclair – Archives & Records Association Ireland, Winter Newsletter 2012

Luftwaffe map of Belfast 1940 by Brett Irwin – Archives & Records Association Ireland, Spring Newsletter 2013

Archives, Museums and their Value, by Dr Bethany Sinclair – Archives & Records Association Ireland, Spring Newsletter, 2013

Dickens: Irish Friends and Family Ties by Catherine Spencer – Archives & Records Association Ireland, Winter Newsletter, 2012

Exploring the socio-economic landscape in the north of Ireland: from early modern times to the present day by Dr Bethany Sinclair – Business Archives Journal, November, 2012

Archival evidence for the early 19th century banking explosion in Belfast, by Dr Bethany Sinclair – ARC Magazine, September 2012

An introduction to the Staples family of Lissan House by Dr Bethany Sinclair – Irish Society for Archives Newsletter, Summer 2012

Theatrical Footprints and Literary Diversions with Tyrone Guthrie by Dr Bethany Sinclair – ARC Magazine, April 2012

Harland & Wolff Drawing Office papers by Brett Irwin – ARC Magazine, September 2012

Antrim Militia Muskets in 1756 by Ian Montgomery – 387 Irish Sword Vol. 27 (2012)

The Jacobite Rising of 1745: The Battle of Culloden from the PRONI Archives by Alan Robertson – Archives & Records Association Ireland, Summer Newsletter, 2012

Reds Under The Bed: Official Attitudes To Communism in Northern Ireland by Alan Robertson – History Ireland, November/December, 2012

Appendix B: Private Records received

Reference No.	Description
CR1/36/J/52	Privately printed book entitled <i>Witness in the City: A History of St Thomas' Parish Church Belfast</i> edited by Cecil Kavanagh (2012).
CR1/97/ Add.	Tithe Applotment Book for Magheralin (Maralin) Parish Church, Co. Down (1834) and copy Church Warden accounts for the parish of Magheralin, Co. Down, including details of monies paid to the parish poor (1862-1872).
CR5/11	Records relating to Newtownards Reformed Presbyterian Church, Co. Down, including minute books (1869-1876), session books (1852-1957), and register of marriages (1864 -1927).
D1567/H	Additional records relating to the Staples family, Lissan House, Cookstown, Co. Tyrone including: title deeds, leases, fee farms grants, etc., covering the period 1637-1963; testamentary documents, appointment of trustees, marriage settlements, etc., covering the period 1737-1956; financial papers relating to the estate, stocks and shares held, 1776-1963; correspondence, 1820-1963, and two other documents, a family pedigree covering the period 1774-1908 and a commonplace book, c.1860-1890.
D2638/Add.	Deeds pertaining to Annalong Coastguard Station, Co. Down (1857).
D2663/Add.	Additional papers relating to the Irish Temperance League (1997-2007).

Reference No.	Description
D3300/85/2	Updated document detailing family history and individual family trees for the different branches of the McCampbell family (also known as Miscampbell in NI), covering dates from 1750s to present day. Includes references to the Ballintaggart and Crossgar areas of Co. Down.
D3300/147/1	Family history document of the Badger family, who originated from Derbyshire but relocated to Ireland in the 1800s and settled in the Cos Londonderry and Roscommon areas (1800s).
D3300/148/1	Copies of a family tree (1675–1997) and wills of various family members of the Graves family originally from the Castledawson and Magherafelt areas of Co. Londonderry.
D3300/149/1	Print of a photograph of the transport workshop of Inglis and company, bakers, Belfast (1938).
D3300/150/1	Copy will of James Atkinson. Probate granted 18 July 1865. James Atkinson originally came from a Quaker family from Crowhill, Co. Armagh.
D3300/150/2	Atkinson family genealogical notes, Cos Armagh and Antrim and Australia, covering the family history 1726-1879 and includes a report of the murder in 1865 of John Jenkinson Heather.
D3300/151/1	Testamentary and title deeds of John Jenkinson Heather of Kinnego, Co. Tyrone (1840–1841).
D3300/152/1-2	Map of Carlingford bay and surrounding townland area and a map of Strangford Lough and surrounding townland area (1870).

Reference No.	Description
D3300/153/1	Copy photograph of McQuiston National School, Donegall Pass, Belfast, c.1903.
D3300/154/1	Copies of photograph of Linfield Football Club taken in their original ground in 1898.
D3300/155/1	Copy school photographs from the Dromore area, Co. Down including Skeogh Elementary School, Dromore Cathedral School, Dromore Intermediate School, Ballyvicknakelly Primary School and Dromore Number Three Public Elementary School (1894–1950).
D3300/157	Bound volume comprising an unpublished typescript memoir of Anthony Peacocke, former Inspector General of the Royal Ulster Constabulary (1973).
D3300/158	Copy of 'The Galweys of Munster' family genealogical record by Sir Henry Blackhall with information on the origin of the family to the present day (1582-2012).
D3300/159	Collection of 13 film weekly magazines entitled <i>Queue</i> (1940s).
D3300/160	Copy probate of the will of William Erskine of Ballymoney, Co. Antrim (1852).
D3300/161	Church of Ireland Board of Education certificate (1912).
D3300/162	Harland & Wolff accident register for their Belfast shipyard (1943).

Reference No.	Description
D3300/163	Copies of local history documents relating to Dromore, Co. Down (1850–2000).
D3300/164	Copy lease of Gilnahirk Presbyterian Church, Co. Down (1759).
D3300/165	Printed volume entitled <i>Guide to Belfast and the Giant's Causeway</i> by Dr Robert Esler (1884).
D3300/166	Drawings, photographs and printed material relating to the Harland & Wolff Drawing Office (1948–1984).
D3300/167	A small collection of black and white photographs relating to St Patrick's Church, Downpatrick, Co. Down (c.1970s).
D3300/168	Deed of sale by public auction of Benjamin Meynell Bloomfield's Castle Caldwell estate, Co. Fermanagh, (1896).
D3300/169	Correspondence of a soldier from Macosquin, Coleraine, Co. Londonderry, who fought with the 9 th Inniskilling Fusiliers during World War I.
D3300/170	Two farm diaries for North Down, possibly Donaghadee, containing details relating to the running of the farm including labourers' duties, crops planted etc (1902–1921).
D3300/171	Volume of poetry by Eliza Jane Walker McCann of Derriaghy, Co. Antrim relating to her life in Belfast and events in the wider-world (1842–1906).
D3762/Add	Additional deposit from the Northern Ireland Gay Rights Association (2008–2012).

Reference No.	Description
D3838/Add	Correspondence received by Roberta 'Ruby' Hewitt, Belfast, (1904–75) political activist and wife of the poet John Hewitt, c.1939-1970.
D3941	Shane Paul O'Doherty papers relating to his trial and imprisonment in England, subsequent transfer to prison in Northern Ireland, the campaign for his release, and his eventual release (1973–1999).
D4247/Add.	Additional material relating to the history of Fire Brigades in Northern Ireland (1890–2000).
D4325/Add.	Additional Niall P. MacAllister papers including correspondence concerning his medical career in America and his proposed 'Friendships without Borders' peace project in Ireland (1955–2000).
D4397	Business archive of Anthony Cowdy & Sons, Linen Manufacturers, Portadown, Co. Armagh, comprising 16 volumes of account ledgers, cash books, letter books, share registers and minutes (1893–1969).
D4400/Add.	Additional papers of the artist Derek Hill (1950–1960).
D4413/Add.	Additional records of Titanic Quarter Ltd (1880–2000).
D4474/Add.	Additional records of Bombardier Aerospace (formerly Short Brothers) including three albums of photographs showing Seacat and Tigercat missiles, visitors to Short Brothers and the Short 330 aircraft (1979–1988).

Reference No.	Description
D4479	Papers of the Church's Ministry Among Jewish People in Ireland, comprising minutes of the NI Committee from 1992 and 2003–2011, correspondence from 2003–2010 and financial records from 2003-2010.
D4498	Working papers of the historian ATQ Stewart (1929-2011) comprising notes and drafts relating to various publications (c.1960–2000).
D4520	Business records of the Sirocco Engineering works, Belfast, comprising photographs, technical manuals, correspondence, newsletters, patents, publications, etc., (1900–1990).
D4526	Accounts, correspondence, testamentary documents, estate papers including leases, maps and plans relating to the business of J.N. Richardson, Sons & Owden, Belfast Linen Merchants, Manufacturers and Bleachers (1850–1940).
D4527/5	Four volumes of samples of advertising and packaging material of William Barbour & Sons Limited, Hilden Mill, Lisburn (1900–1950).
D4527/6	Flax Buyer's Diary including details of mercantile interests in Ulster (1845).
D4527/7	Photograph album containing silhouettes of named individuals from Belfast and North Down (1900–1901).
D4527/8	Cuttings book of the life and career of Rev. W.J. Baird, native of Ardstraw, Co. Tyrone (1880-1920).

Reference No.	Description
D4527/9	Letters and associated papers of Joseph Allen, Solicitor, Lisburn, concerning various aspects of the local area (c.1890–1938).
D4527/11	Family photograph album of James G. Bell Malcolmsen, a member of Malcolmsen Bros & Co. Ltd Family Grocers & Wine Merchants, Castle Place, Belfast (1893–1902), depicting visits to Sketrick Island, Mahee Island, Ringhaddy, Strangford Lough, Co. Down.
D4528	Papers of Mr James Lennon, relating to the history of the 8 th Belfast HAA Regiment, 1939-45 and the 8th Belfast HAA Old Comrades' Association and Burma Star Association (1945–2010).
D4529	Documents relating to Drumsill House and the Bond estate, Co. Armagh, including land rentals, accounts, correspondence and legal papers relating to the MacGeough Bond family (1824–1917).
D4530	Wages' book of plumbers and helpers employed by Harland & Wolff, Belfast, (1946–1948).
D4531	Records of the Royal Victoria Hospital Ladies' Committee comprising: AGM Minutes, 1991-2006; AGM Agenda, 1981-2006; AGM attendances, 1981-2006; Events and Fund Raising, 1983-2006; Monthly Meetings Minutes, 1985-2007; Secretary's Reports, 1981-1993;1995-2007; Copy of Constitution; Annual Financial Statements, 1980-1995; 1997-2006; Monthly Financial Statements, 1997-2007; correspondence and photographs.
D4532	Correspondence, maps, plans, testamentary papers, deeds and diaries relating to the Hayes Estate, Stranorlar, Co. Donegal (1880–1905).

Reference No.	Description
D4533/1	Copy of a letter to Lord Castlereagh (probably from his step-mother, Frances Lady Londonderry), in relation to the Battle of Trafalgar. The letter is dated '13 th Nov. 1805' but is written on paper with a watermark of 1823, and, therefore is a later copy.
D4534	Papers relating to the Cornerstone Community inter-faith group based in West Belfast, including visitor books, publications, newspaper cuttings, correspondence, reports and event information (1982–2012).
D4535	Files relating to the work of Belfast-based solicitor Neil Faris including work on human rights, Parades Commissions, Single Equity Bill for NI; 1991 Constitutional talks/process, and other political consultations (1980–2000).
D4536	D.B. Smith papers – research papers of this prominent historian including drafts of his thesis and publications, as well as notes and transcripts of many thousands of documents relative to the history of the Pacific Rim in the inter-war years. These include material from the Cabinet Office, Foreign Office, Admiralty, War and Colonial Office files at the National Archives in Kew, as well as documents from archives in Manchester, Birmingham, and Japan (1921-2010).
D4537	Records of Walker Bros, estate agents and valuers, 68 Donegall Street, Belfast. Papers include valuation reports, deeds (copies and originals) correspondence, articles of association, account ledgers, and material relating to the Borough Building Society which was also operated by Walker Bros at the same address (1938–1979).

Reference No.	Description
D4539	Papers of the Newton family of Dungannon, Co. Tyrone, including papers of the Co. Tyrone Regiment of the UVF; postcards of 1916 Rising in Dublin, and land transaction papers arising from Mr Newton's work as a Land Agent in the Co. Tyrone area (1627-1950).
D4540	Papers relating to the family of Dr Andrew Johnston, former President of the Royal College of Surgeons, Dublin, and more specifically those of his son, Dr George Johnston, Master of the Rotunda Hospital from 1868 – 1875. The archive includes wills and legal documents; correspondence; family history; stocks and shares; photographs; and newspaper cuttings (1829-1949).
D4541	Papers of Nelson-Singleton, solicitors, Dromore, Co. Down, comprising various leases, assignments and property certificates relating to St Patrick's Hall, Thomas Street, Portadown (1884-1968).
D4543	McGorman Papers, comprising four microfilms of leases, deeds and other property-related information for the Belfast Estates Company (1850-1970).
D4544	Papers relating to the Northern Ireland Master Plumbers' Association, formerly the Belfast Master Plumbers' Association, comprising expense books, circular letter books and minutes (1945-1973).
D4545	Records relating to Anderson McAuley Ltd, principally to the Anderson McAuley Department store located at the corner of Donegall Place and Castle Street, Belfast. Papers include

Reference No.	Description
	ledgers, accounts, minutes and a folder of trade catalogues (1890–1996).
D4546	Collection of letters relating to the Ratcliffe family of Rathfriland, Co. Down (1900s).
D4547	Records relating to the life and work of Ben Forde, a member of the Royal Ulster Constabulary from 1960–1992, and a singer and author. The archive includes correspondence, photographs, essays, poetry, newspaper clippings, and CDs and DVDs relating to the various aspects of his career (c. 1960-2012).
D4548	Archive of David Bleakley, reflecting his personal and professional life as politician connected to the Northern Ireland Labour Party, as well as correspondence regarding the Irish Council of Churches and papers relating to his publication on C.S. Lewis (1945-2000).
HOS/31/6/2	Vouchers relating to expenses incurred by the Macan Asylum for the blind, Armagh (1897).
T3899	Photographs and postcards of Ulster scenes (1940-1980).
T3915/1-2	Indenture of Apprenticeship between Harland & Wolff and Murdock Armstrong, as well as a photograph of employees at the shipyard (1930s).
T3916	Set of six photographs of Lurgan Weaving Company, 1939, photograph of Camlough Barracks taken in 1921, and a statement regarding the attack on this barracks in December 1920.

Reference No.	Description
T3917	Typescript detailing the family history of the Mahood family of Tullyear, Banbridge, Co. Down, and the Alexander family of Bangor, Co. Down, dated 2012.
T3918	Collection of copies of letters, maps and photographs of a journey to Africa undertaken by Hugh McMullan of Carnlea, near Ballymena, Co. Antrim. The letters regard his voyage to Egypt, travel through Sudan, Chad and Nigeria, and his work as a trader in Nigeria (1926-1928).
T3919	Copies of colour photographs and background information in relation to the Airmen's Memorial stained glass window, All Saints Parish Church, Eglantine, Lisburn, Co. Antrim. The window commemorates 21 members of the Royal Air Force and Commonwealth Air Force who were killed in Northern Ireland during World War II (1990).
T3920	Copy letter from a World War I soldier from Macosquin, Coleraine, to his mother. Original letter is catalogued under D3300/169/1 (1918).
T3921	Copy of Luftwaffe map of Belfast which was produced for the bombing raid on Belfast on the 15 and 16 April 1941 [the Belfast Blitz] (1940).
T3922	Prints of 'Troubles'-related photographic negatives [PRONI reference D4542] (1969).
T3924	Copy of an A-Z Plant Index for Rostrevor House, Co. Down (c.1900).

Reference No.	Description
T3925	Copies of papers relating to the service of a Belfast soldier and a Galway soldier in World War I (1914-1921).

Glossary

ARA	Archives & Records Association
ARAI	Archives & Records Association (Ireland)
ATI	Access to Information
CAIN	Conflict Archive on the INternet
CAL	Centre for Applied Learning
CHOMI	Centre for the History of Medicine in Ireland
COSHH	Control of Substances Hazardous to Health
DARD	Department for Agriculture & Rural Development
DCAL	Department of Culture, Arts and Leisure
DOJ	Department of Justice
DPA	Data Protection Act (1998)
ECATNI	Electronic Catalogue for NI
EIR	Environmental Information Regulations (2004)
FOIA	Freedom of Information Act (2000)
FULS	Federation of Ulster Local Studies
HLF	Heritage Lottery Fund
ICO	Information Commissioner's Office
ISAD(G)	International Standard Archival Description (General)
LMA	London Metropolitan Archives
NAI	National Archives of Ireland
NICCHE	NI Co-ordinating Committee on Heritage Emergencies
NICS	NI Civil Service
NRS	National Records of Scotland
OAIS	Open Archival Information System
PCM	Preservation & Collections Management
PCP	PRONI Catalogues Plus
PRONI	Public Record Office of NI
PS	Public Services
PSQG	Public Services Quality Group
QUB	Queen's University of Belfast

RIBA	Royal Institute of British Architects
RMCAT	Records Management, Cataloguing and Access Team
RSUA	Royal Society of Ulster Architects
TNA	The National Archives
TQ	Titanic Quarter
UCD	University College Dublin
UU	University of Ulster
WDYTYA	Who Do You Think You Are?
WEA	Workers' Education Association