

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

WEST GLAMORGAN ARCHIVES COMMITTEE

At: Committee Room 2, Civic Centre, Swansea

On: Friday, 12 December 2014

Time: 11.00 am

AGENDA

Page No.

- 1 **Apologies for Absence.**
- 2 **Disclosures of Personal and Prejudicial Interests.** 1 - 2
- 3 **Minutes.** 3 - 5
To approve and sign as a correct record the Minutes of the meeting of the West Glamorgan Archives Committee held on 12 September 2014.
- 4 **To consider the Report of the County Archivist.** 6 - 16
- 5 **Date of Meetings for 2014/15.**
13th March 2015 (Neath) - 11.00am.



Patrick Arran
Head of Legal, Democratic Services & Procurement
4 December 2014

Contact: Gareth Borsden - 636824

WEST GLAMORGAN ARCHIVES COMMITTEE (5)

Mr D B Lewis (HM Lord Lieutenant) (Chair)

Councillors

Labour Councillors: 4

| | |
|----------------|-----------|
| Robert V Smith | T M White |
| Ceinwen Thomas | |

Independent Councillor: 1

| |
|---------------|
| Keith E Marsh |
|---------------|

Liberal Democrat: 1

| |
|--------------|
| John Newbury |
|--------------|

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

| | |
|---------------|------------------|
| Des W Davies | Peter A Rees |
| Janice Dudley | Annette Wingrave |
| Mike L James | |

NON VOTING ADDITIONAL MEMBERS

| | |
|----------------------|-----------------------------|
| Canon S J Ryan | Diocese of Llandaff |
| Andrew Dulley | Diocese of Swansea & Brecon |
| Dr L Miskell | University College, Swansea |
| Mrs Janet L. Watkins | Neath Antiquarian Society |
| Vacancy | Magistrates Court Committee |

Officers:

City & County of Swansea Council:

| | |
|----------------|--------------------------|
| Phil Roberts | Director of Place |
| Tracey McNulty | Head of Culture Services |
| Kim Collis | County Archivist |
| Gareth Borsden | Democratic Services |
| Archives | 1 Copy |

Neath Port Talbot County Borough Council

| | |
|--------------|--|
| Mr H Jenkins | Director of Finance & Corporate Services |
| Mr D Michael | Head of Legal |
| Mr W John | County Librarian |

Total copies – 30

Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

Councillors

Councillors Interests are made in accordance with the provisions of the Code of Conduct adopted by the City and County of Swansea. You must disclose orally to the meeting the existence and nature of that interest.

NOTE: You are requested to identify the Agenda Item / Minute No. / Planning Application No. and Subject Matter to which that interest relates and to enter all declared interests on the sheet provided for that purpose at the meeting.

1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 below, you **MUST WITHDRAW** from the meeting (unless you have obtained a dispensation from the Authority's Standards Committee)
3. Where you have a Prejudicial Interest you may attend the meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, **provided** that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. In such a case, you **must withdraw from the meeting immediately after the period for making representations, answering questions, or giving evidence relating to the business has ended**, and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration (**Paragraph 14** of the Code).
4. Where you have agreement from the Monitoring Officer that the information relating to your Personal Interest is **sensitive information**, as set out in **Paragraph 16** of the Code of Conduct, your obligation to disclose such information is replaced with an obligation to disclose the existence of a personal interest and to confirm that the Monitoring Officer has agreed that the nature of such personal interest is sensitive information.
5. If you are relying on a **grant of a dispensation** by the Standards Committee, you must, before the matter is under consideration:
 - i) Disclose orally both the interest concerned and the existence of the dispensation; and
 - ii) Before or immediately after the close of the meeting give written notification to the Authority containing:

- a) Details of the prejudicial interest;
- b) Details of the business to which the prejudicial interest relates;
- c) Details of, and the date on which, the dispensation was granted; and
- d) Your signature

Officers

Financial Interests

1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part in the consideration or determination of the matter and shall withdraw from the meeting while that matter is considered. Any such declaration made in a meeting of a constitutional body shall be recorded in the minutes of that meeting. No Officer shall make a report to a meeting for a decision to be made on any matter in which s/he has a financial interest.
2. A "financial interest" is defined as any interest affecting the financial position of the Officer, either to his/her benefit or to his/her detriment. It also includes an interest on the same basis for any member of the Officers family or a close friend and any company firm or business from which an Officer or a member of his/her family receives any remuneration. There is no financial interest for an Officer where a decision on a report affects all of the Officers of the Council or all of the officers in a Department or Service.

CITY AND COUNTY OF SWANSEA

MINUTES OF THE WEST GLAMORGAN ARCHIVES COMMITTEE

HELD AT COMMITTEE ROOM 1/2, CIVIC CENTRE, PORT TALBOT ON
FRIDAY, 12 SEPTEMBER 2014 AT 11.00 AM

PRESENT: Mr D B Lewis (HM Lord Lieutenant) (Chair) Presided

Representatives of the City and County of Swansea:

| Councillor(s): | Councillor(s): | Councillor(s): |
|-----------------------|-----------------------|-----------------------|
| K E Marsh | J Newbury | R V Smith |

Representatives of Neath Port Talbot County Borough Council:

| Councillor(s): | Councillor(s): | Councillor(s): |
|-----------------------|-----------------------|-----------------------|
| D W Davies | J Dudley | P A Rees |

Representatives of the Associated Organisations:

Dr L Miskell - University College, Swansea
Mrs J L Watkins - Neath Antiquarian Society

Officers:

K Collis - County Archivist
T McNulty - Head of Cultural Services
D Michael - Head of Legal, Neath Port Talbot County Borough Council
W John - County Librarian, Neath Port Talbot County Borough Council
G Borsden - Democratic Services Officer

7 WELCOME.

The Chair welcomed Tracey McNulty, Swansea Council's new Head of Cultural Services to her first meeting of the Committee.

8 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors N J Davies, C Thomas, A Wingrave and Canon S J Ryan and Venerable R Williams.

9 **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

In accordance with the Code of Conduct adopted by both Authorities, the following interest was declared.

Mr D Michael – Committee member of the Neath Antiquarian Society.

10 **MINUTES.**

RESOLVED that the Minutes of the meeting of the West Glamorgan Archives Committee held on 13 June 2014 be approved as a correct record

11 **MATTER ARISING**

The Democratic Services Officer reported on the resignation received from Venerable Robert Williams, Archdeacon of Gower as he was unable due to his various other diocesan commitments. He indicated that the Diocese had nominated Mr Andrew Dulley the Honorary Diocesan Archivist to replace him on the Committee.

Committee thanked Venerable Williams and wished to place on record their thanks for his contribution and input to the meetings over the years.

AGREED that Mr Andrew Dulley's nomination to sit on the West Glamorgan Archives Committee be accepted.

12 **REPORT OF THE COUNTY ARCHIVIST.**

SERVICE ISSUES AND SERVICE PERFORMANCE

The County Archivist reported the service had in again taken part in June in the Public Service Quality Group's 'Survey of Visitors to UK Archives'. The results of which will be reported to Committee later in the year.

He outlined a meeting with officers of the Welsh Government Agency CyMAL to create timetable for application by the Service for Archives Accreditation. The new Accreditation Standard will replace The National Archives' 'Standard for Record Repositories' and the self-assessment process for archives and if successful offers a badge of external recognition and endorsement for the Service.

He reported that the Neath Abbey Ironworks are formally inscribed onto the UK register of UNESCO Memory of the World programme at a ceremony in Edinburgh in June. The collection is the first Welsh archive collection held outside the National Library of Wales to be recognised in this way.

He detailed the ongoing discussions relating to the future of local government archive services responding to the UK government policy document 'Archives in the 21st Century', and the possibility of a more regional based approach in south west Wales. The options for potential co-operation and collaboration with Swansea University were also outlined.

The County Archivist outlined the statistics for the last quarter relating to usage of the Archive Service facilities.

SERVICE OUTREACH

The County Archivist referred to the service's involvement with the recent BBC Wales production of 'Welsh Towns at War'.

He also reported on two displays of First World War exhibitions over the centenary of the outbreak of war, '1914-1918: Some Things we Forgot to Remember' held at Neath Civic Centre and the '1914-1918: Remembering Our Heroes' display in Pontardawe Community Centre.

He reported that the WW1 exhibitions will be displayed in Swansea Civic Centre foyer during October and November and the opening will coincide with the launch of Bernard Lewis's book on WW1, all Members of the Committee will be sent invitations to this event as well as to a WW1-themed Archives Open Day in November which will be launched by the Welsh Government Deputy Minister for Culture, Sport and Tourism.

PROFESSIONAL MEETINGS AND PARTNERSHIP WORKING

The County Archivist reported on the various meetings and events attended by staff during the quarter.

STAFF CHANGES

The County Archivist reported that Rosemary Davies had left the Service under voluntary redundancy since the last meeting and Rachel Brown had joined as the Archive Trainee for 2014/15.

ACCESSIONS OF ARCHIVES

The County Archivist detailed the various accessions received by the Service during the last quarter.

13 **DATE OF MEETINGS FOR 2014/15.**

The dates of the meetings of the Committee for the remainder of the Municipal Year were noted.

The meeting ended at 12.02pm

CHAIR

Agenda Item 4

**CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE**

AND

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
CYNGOR BWRDEISTREF SIROL CASTELL-NEDD PORT TALBOT**

**Report of the County Archivist
West Glamorgan Archives Committee
12 December 2014**

**The purpose of this report is to
outline the work of the
Archive Service during the period
September to November 2014**

1. Service issues and service performance

In June, the Neath Abbey Ironworks Collection was formally inscribed on the UK register of the UNESCO Memory of the World programme, the third collection from Wales to be so inscribed and the first collection from Wales which is held outside the National Library of Wales. The inscription recognises the rare, if not unique, survival of engineering drawings in this quantity from during the height of the Industrial Revolution in Britain. At a ceremony in the Pump Room in the City of Bath on 31 October, the achievement was once again formally recognised, with awards presented to the 2014 recipients by UNESCO Deputy Director-General Mr Getachew Engida.

Discussions have taken place with Welsh Government agency CyMAL: Museums Archives Libraries Wales about the Service's application for Accreditation. This is now likely to be timed for March 2015, provided the application is sufficiently robust to give a reasonable chance of success. Two of the 21 archives in Wales have now achieved Archives Accreditation awards, which were introduced earlier in 2014.

Statistics for September to November 2014

The number of members of public using the Service on-site, September to November 2014, was **2,118** and the total number reached by the Service on and off-site was **3,141**.

Number of on-site visits at Swansea, Neath and Port Talbot 2,118 (2,859) (figures in brackets represent the same quarter last year), comprising:

| | | |
|---------|-------|---------|
| Swansea | 1,360 | (1,554) |
| Neath | 590 | (716) |

| | | |
|---|-------------------|---------|
| Port Talbot | 17 | (94) |
| Group visits | 151 | (495) |
| Number in audiences for off-site visits | 763 | (1,559) |
| Number of pupils reached by the Education Service | 683 | (1,544) |
| Numbers reached at events | 270 | (400) |
| Total numbers reached on and off-site | 3,141 | (4,818) |
| Number of documents issued in Swansea and Neath | 2,645 | (2,620) |
| Number of post and email enquiries dealt with | 274 | (268) |
| Number of web-hits (March to May) | not yet available | (8,572) |

2. Service outreach

The centenary of the outbreak of the First World War is a major commemorative event across many parts of Europe and the world, and one in which archives in the UK are particularly well-placed to assist. The commemoration is taking place both through digitisation and publishing war records online, through volunteer and community engagement projects, and through exhibitions and events. For 2014, West Glamorgan Archive Service created a two-part exhibition which was displayed in various venues in Swansea and Neath Port Talbot during the summer and autumn before being displayed in Swansea Civic Centre in October and November. We organised an afternoon of public talks and displays on 10 November to coincide with the exhibition being displayed in the Swansea Civic Centre foyer and with the launch of the *'Explore Your Archive'* campaign in Wales.

The Archives and Records Association, The National Archives and Welsh Government have in recent times come together annually in a week-long publicity campaign for archives called *'Explore Your Archive'*, which this year took as its main theme the First World War. The campaign in Wales was launched on the morning of 10 November in West Glamorgan Archives with a talk by BBC news presenter Jamie Owen on his grandfather's involvement in the First World War building submarines in Pembroke Naval Dockyard. Throughout the day, World War One-related archives were on display and the launch event included a new Archives Wales film.

In June, it was reported that West Glamorgan Archive Service had been awarded two grants under the Welsh Government's funding scheme 'Changing Cultures', which is a scheme targeted at addressing issues associated with child poverty. As part of the first of these projects, a set of sessions for Key Stage 3 pupils was run in September/October for Year 9 pupils at Sandfields Comprehensive School looking at the history of the Sandfields estate in Port Talbot. The sessions were a joint project with the National Waterfront Museum Swansea, the Richard Burton Archives, Swansea University and Swansea University Department of History and Classics (West Glamorgan leading on this part of the project). The project has the title *'Sandfields: a Community Built on Steel'*. The aim of the project is to create an exhibition which will be a source of both school and community pride, to be displayed in the school and Sandfields Community Centre. A selection of the best of the exhibition will be displayed in the National Waterfront Museum Swansea in April next year.

Members of staff have conducted one or several sessions with the following schools during the last quarter, delivered both on and off-site:

Casllwchwr
Cwmgors
Cymmer Afan primaries (at the South Wales Miners Museum)
Glyncollen
Gors
Gwyrosydd
Mayals
Morrison
Penclawdd
Penyrheol
Pontrhydyfen
St Helen's
Sandfields Comprehensive School (at the National Waterfront Museum)
Tonmawr

Additionally several sessions have been run for History undergraduates at Swansea University as part of their 'Practice of History' module.

We provided stands and sold our merchandise at the following events:

Glamorgan History Society Day School, Bridgend
'Local History Live' event, National Waterfront Museum Swansea
Swansea Local History Bookfair, Swansea Museum

During the quarter, a researcher visited on behalf of the Municipality of Chañaral in northern Chile, which was once one of the ports for the export of copper ore to Swansea. The municipal council there is opening a display on the contribution of the British to the economic development of the town and the contact threw up interesting information from the archives about familial ties between Chañaral and Swansea which will be used by the Chilean municipality in its display. The connection may yet provide further opportunities for the exchange of information.

3. Professional meetings and partnership working

Members of staff have attended the following professional meetings during the last quarter:

Archives and Records Council Wales: all-Wales marketing group
Archives and Records Council Wales: launch of the Cynefin website
Glamorgan Family History Society Executive
Josef Herman Art Foundation Cymru project group 'Mining Josef Herman'
Swansea Libraries Archives Museums Co-operation Group

The County Archivist gave a presentation on the Sandfields project (project referred to above) to the Archives and Records Council Wales 2014 forum featuring innovation and good practice in archives in Wales.

The Service has also been involved in the following all-Wales projects:

Trial of Preservica software as an all-Wales digital preservation solution
'Cynefin: Mapping Wales' Sense of Place', digitisation of the tithe maps of
Wales

Two meetings have now been held of the West Wales Archives Partnership Group and a further meeting is planned for early 2015. The Welsh Government has commissioned a consultant to examine how the three archive services in the Group align and to make suggestions for further action.

4. Accessions of archives

A comprehensive list of archives received during the period September to November 2014 is attached at Appendix 2. Of particular note are the chapel records and oral history recordings which are both identified areas of collection development for the Service.

5. Archive Service Preservation Policy

A revised Archive Service Preservation Policy is submitted at Appendix 2 for approval, the previous version being due for review.

Contact Officer: Kim Collis, County Archivist
Tel: 01792 636760
Email: kim.collis@swansea.gov.uk

ACCESSIONS OF ARCHIVES
September – November 2014

| <i>Creator/originator</i> | <i>Description</i> | <i>Dates</i> | <i>Extent</i> | <i>Reference number</i> |
|-------------------------------------|--|---------------------|-----------------------|--------------------------------|
| Gowerton School | Gowerton Grammar School memorial book containing names of Old Gowertonians who gave their lives during the Second World War, 1952; Information sheet with photographs of a commemorative visit to Belgium and France, 1914 in memory of G. Penry Guy of Penclawdd on the seventieth anniversary of his death, 2014 | 1952-2014 | 1 volume, 1 file | E/Gow Sec 54-55 |
| Private deposit | Records relating to Amman Valley Cottage Hospital, Glanamman, 3 Richmond Villas, Swansea, and Salubrious Passage, Swansea | Mid-20th century | 1 bundle | |
| Private deposit | Survey of Parcel Mawr in the parish of Llangyfelach | 1689 | 1 file | D/D Z 960/1 |
| Private deposit | DVD interview with Hubert Thomas recalling the events of the Three Nights' Blitz. Hubert was a 12 year old Civil Defence Messenger. 2 copies one suitable for Secondary pupils and older, the other suitable for Primary pupils. | 2014 | 2 DVDs | D/D Z 717/32/1-2 |
| Private donation | Cwmbwrla Works price list | 1911 | 1 paper, very fragile | D/D Z 961/1 |
| Orchard Place Baptist Church, Neath | Financial records, minutes and other operational records | 1959-1980s | 1 bag | D/D Bap 69/11/1-5 |

| Creator/originator | Description | Dates | Extent | Reference number |
|--|---|--------------|---------------------------------|-------------------------|
| Friends of White Rock | Oral histories of White Rock and related memories 6 recordings and transcriptions. Includes a transcription of the Olive Clarke recording (part of the TH collection) | 2014 | 1 CD | D/D FWR 1 |
| Women's Archive of Wales | Correspondence relating to personal campaign by Mrs Margaret Morgan (now MacLeod) to save the site of the Gorwydd Colliery, Gowerton, from development. File includes brief correspondence on the history of Drumma Isaf, Skewen | c. 1984-2000 | 1 bundle | WAW 42/1 |
| Private donation | Correspondence of Frank C. Strick & Co., shipbrokers, Swansea, with some additional personal correspondence | c. 1890-1910 | 1 bundle | D/D Z 958/1 |
| Audio-visual material | MPEG files for DVDs previously created by the donor | 2014 | 2 DVDs | |
| Soar Welsh Independent Church, Blaendulais | Account book 1970s-1980s and photograph of the interior and exterior of the chapel 2014; also (these three last items were loaned for copying and returned on the same day) 2 volumes containing lists of owners of graves, and a burial register 1890-2005 | 1890-2014 | 1 vol., 1 photograph; 3 volumes | D/D Ind 26/195-199 |

| Creator/originator | Description | Dates | Extent | Reference number |
|--|---|---------------|---------------------------|-------------------------|
| Photographic material | Scanned copies of two photographs of Nicholaston House, one showing it being built, one shortly after completion, and two of Nicholaston Church, one before and one after rebuilding | 1880s-c. 1930 | 4 scanned images | D/D Z 957/1-5 |
| Merched y Wawr | Llyfrau cyfrifon ac aelodaeth Cangen Gorseinon | 1972 onwards | 1 box | WAW 34/2 |
| Audio-visual material | MPEG files for DVDs previously created by the donor | 2014 | 1 CD | |
| Audio-visual material | DVD entitled "A policeman's lot" by Hubert Thomas | 2014 | 1 DVD | D/D Z 717/31 |
| Hugh Morgan collection | Legal correspondence and documents relating to the sale of the Clyne and Parc le Breos estates, Swansea, the estates of Norman and Beryl Heneage-Williams and other Vivian family papers including trusts, c. 1950-2000; photocopy diary of Lieutenant Algernon Walker Heneage RN in the South Pacific, 1898-1900; file of doctor's bills, Dr J. Gwynne Morgan, 1930s | 1898-c. 2000 | 7 boxes and 2 loose files | |
| Swansea Festival of Music and the Arts | Programme | 2014 | 1 vol | |
| Private deposit | Business and personal papers of Thomas Scott-King of Penarth and Swansea and his son Alexander | 1910-1960 | 3 bundles | |

| Creator/originator | Description | Dates | Extent | Reference number |
|------------------------------------|--|-------------------|------------------------|--------------------------------|
| Private deposit | DVD entitled Images of the past with Angharad Thomas. Light industry, manufacturing and the social environment in Skewen, Neath Abbey, Llandarcy and Jersey Marine. | 2014 | 1 DVD | D/D SIH 7/1 |
| Salem Baptist church, Briton Ferry | Minutes, cash books, note books record books and other records relating to Salem Baptist Church, Briton Ferry | 1875-2013 | 1 box | D/D W/Bap 38/1/1-38/7/3 |
| Swansea Little Theatre | Additional records of Swansea Little Theatre, including a letter from Sir Anthony Hopkins, 1949-1995; miscellaneous certificates and letters of recommendation for Stanley Griffiths of Swansea, 1918-1927 | 1918-1995 | 1 bundle | D 102/16/1-2 and D/D Z 959/1-4 |
| Photographic material | Postcard advertising Ben Evans Christmas Bazaar. | c.1914 | 1 postcard | P/PR |
| Blaenant Colliery, Crynant | Business records including correspondence, accounts and plans | 19th-20th century | 1 box, 1 roll of plans | |
| Pontardawe Rural District Council | Photograph of Members and Officers of the Pontardawe Rural District Council. | 1931 | 1 photograph | RD/Pd 171 |
| Private deposit | Scrap books relating to the political career of Huw G. Evans, who was the first Plaid Cymru councillor for Neath, and also stood for election as an MP | 1970s | 2 bags | |
| Private deposit | Copies of the official description of the Armorial Bearings of the Neath Rural District and Borough Councils | 1962-1983 | 2 papers | |

| <i>Creator/originator</i> | <i>Description</i> | <i>Dates</i> | <i>Extent</i> | <i>Reference number</i> |
|--|--|---------------------|----------------------|--------------------------------|
| Soar Welsh Independent Church, Blaendulais | A DVD showing the interior of the Soar Welsh Independent Church, Blaendulais | 2014 | 1 DVD | |
| Photographic material | Photograph of the Executive Committee of the West Wales Association of Brass Bands, includes names | n. d., c. 1920 | 1 photograph | |

PRESERVATION POLICY

West Glamorgan Archive Service is responsible for locating, preserving and making accessible documents relating to all aspects of the history of West Glamorgan. The service is funded jointly by the City and County of Swansea and Neath Port Talbot County Borough Council.

This preservation policy aims to provide a statement of intent regarding the care of the archive collections held by West Glamorgan Archive Service ('the Archive Service' hereafter) at the Civic Centre, Swansea.

Objectives

The Archive Service aims to preserve its collections for the use and benefit of present and future generations, by developing preservation policies and practices consistent with its values and goals, whilst ensuring that the highest standards are maintained and codes of ethics adhered to. In order to achieve a high standard of care for the archive collections at the Civic Centre, Swansea, the Archive Service will undertake the following:

Storage

- The archive collections are stored in secure strongrooms only (as set out in the Security Policy) that meet the requirements of PD 5454: 2012 *Guide for the storage and exhibition of archival materials* and PAS 198: 2012 *Specification for managing environmental conditions for cultural collections* as regards the standard of the shelving, packaging, environmental control and conditions.
- Inappropriate or potentially damaging storage enclosures and packaging materials will be replaced with acid-free materials in accordance with PD 5454: 2012
- The storage areas will be kept clean, tidy and free of insect pests. They will be inspected regularly to check for any problems, in particular evidence of damp, mould infestation, pests and dust. Any necessary remedial action will be taken promptly.
- The temperature and relative humidity are controlled by an air conditioning unit. This will be inspected regularly and kept in good working order.
- The temperature and relative humidity are constantly recorded in all the archive strongrooms. The environmental levels are monitored, and the air conditioning unit adjusted where necessary to ensure that a stable environment is maintained in accordance with PD 5454: 2012.

Conservation

- All archive staff share responsibility for safeguarding the archives held by the Archive Service, and will receive training appropriate to their roles.
- The Archive Service will undertake in-house preventative conservation measures as part of a planned programme of work. This will include cleaning, boxing and packaging archives in acid-free materials, to ensure the long-term preservation of the archives in its care.
- As new accessions of archives are received, part of the process will include checking for preservation issues, in particular damp, mould, insect infestation and dirt. Affected material will be isolated to prevent the spread of the problem to the other holdings, and

dried, cleaned or otherwise treated to remove the problem before being listed and made available.

- Where deemed necessary for their long-term preservation, archives will be subject to interventive conservation. This will be undertaken by external service providers as part of a managed programme of work.
- Interventive conservation will be undertaken by accredited conservators only, and accurate documentation will be kept for all interventive conservation work carried out.

Handling and use of the collections

- All staff and volunteers handling the collections will be trained in best-practice techniques for handling documents as part of the induction process.
- While the searchroom is open to the public, the duty archivist will invigilate and ensure that documents are handled with care.
- Documents will be issued at the discretion of the duty archivist, who may declare fragile material unfit for public use. Information about the state of such material will be recorded for the purpose of planning conservation.
- The searchroom rules must be followed by all users as a prerequisite of using the service.
- Users will be given direction as to the correct handling of documents. Where appropriate, searchroom production aids will be used, such as book pillows, weights and polyester sheeting, to support and protect the documents during use in the searchroom.
- All photocopying of archives will be done by staff and not by members of the public. Photocopying of archives will be at the discretion of the archivist on duty, who may rule that certain items cannot be photocopied because of the risk of damage.
- Advice will be given to depositors withdrawing their own documents as to storage and security (see the Loans Policy).

Surrogate copies and new media

- Surrogate copies (photocopies or digital copies) may be made and provided for the use of researchers in cases where original documents are in danger of damage or deterioration due to current or anticipated use.

Emergency preparedness

- A disaster plan will be prepared and kept up-to-date for all the buildings that contain archive collections.
- All staff will be trained in emergency procedures.
- The council's Disaster Planning Officer will be provided with a copy of the disaster plan.

Standards and other policies referenced in this policy

- PD 5454: 2012 *Guide for the storage and exhibition of archival materials*
- PAS 198: 2012 *Specification for managing environmental conditions for cultural collections*
- West Glamorgan Archive Service, Loans Policy
- West Glamorgan Archive Service, Security Policy

For review: December 2020