



## City and County of Swansea

### Notice of Meeting

You are invited to attend a Meeting of the

## West Glamorgan Archives Committee

**At:** Committee Room C, Civic Centre, Neath  
**On:** Friday, 13 March 2020  
**Time:** 11.00 am  
**Chair:** Vacancy

---

### Agenda

	Page No.
<b>1 Apologies for Absence.</b>	
<b>2 Disclosures of Personal and Prejudicial Interests.</b> <a href="http://www.swansea.gov.uk/disclosuresofinterests">www.swansea.gov.uk/disclosuresofinterests</a>	
<b>3 Minutes.</b> To approve & sign the Minutes of the previous meeting(s) as a correct record.	1 - 4
<b>4 2021/2020 Revenue Budget.</b>	5 - 7
<b>5 Report of the County Archivist.</b>	8 - 28

**Next Meeting: 19 June 2020 (TBC)**

**Huw Evans**  
**Head of Democratic Services**  
**Friday, 6 March 2020**

---

**Contact: Gareth Borsden - 01792 636824**

## West Glamorgan Archives Committee

Vacant ( <b>Chair</b> )	H M Lord Lieutenant
-------------------------	---------------------

### City and County Of Swansea

Peter M Black	Lyndon R Jones
Mike Durke	Robert V Smith
Louise S Gibbard	

### Neath Port Talbot County Borough Council

Angharad R Aubrey	Rhydian Mizen
Wyndam Fryer Griffiths	Peter A Rees
Hugh N James	

### Members of Associated Organisations

Sarah Perons	Diocese of Llandaff
Andrew Dulley	Diocese of Swansea & Brecon
Dr L Miskell	University College, Swansea
Mrs Janet L. Watkins	Neath Antiquarian Society

### Officers:

#### City and County of Swansea Council

Tracey McNulty	Head of Cultural Services
Kim Collis	County Archivist
Gareth Borsden	Democratic Services
Archives	

#### Neath Port Talbot County Borough Council

Mr Craig Griffiths	Head of Legal
Mr Wayne John	County Librarian

# Agenda Item 3



City and County of Swansea

## Minutes of the **West Glamorgan Archives Committee**

Committee Room 6, Guildhall, Swansea

Friday, 20 December 2019 at 11.00 am

**Present:** D B Lewis (Chair) Presided

### **Councillor(s) - Swansea**

P M Black

L S Gibbard

L R Jones

R V Smith

M Durke

### **Councillor(s) – Neath Port Talbot**

R Mizen

P A Rees

### **Associated Organisations**

A Dulley

Diocese of Swansea & Brecon

J Watkins

Neath Antiquarian Society

S Perons

Diocese of Llandaff

### **Officer(s)**

G Borsden

Democratic Services Officer

K Collis

County Archivist

C Griffiths

Head of Legal – NPT

### **Apologies for Absence**

Councillors A R Aubrey, W F Griffiths & H N James and Dr L Miskell & W John

## **8 Disclosures of Personal and Prejudicial Interests.**

In accordance with the Code of Conduct adopted by both Authorities, no interests were declared.

## **9 Minutes.**

**Resolved** that the Minutes of the West Glamorgan Archives Committee meeting held on 13 September 2019 be approved as a correct record.

## **10 Matters Arising**

The County Archivist reported that no decision had been made yet on the future of the Archives reserves and further discussions will continue between the two authorities.

The publication reserve had now been exhausted following the reprinting of the 'Three Night Blitz' book.

## **11 Outgoing Chair.**

Mr Byron Lewis indicated that this would be his last meeting of the Committee before he retires from his position as Lord Lieutenant of West Glamorgan in March 2020.

He outlined that he had enjoyed his twelve years as Chair of the Committee and thanked Members both past and present for their input over the years.

Kim Collis, County Archivist presented Mr Lewis with a copy of the service's latest publication 'A new, even better Abertawe: the rebuilding of Swansea, 1941-1961' as a gesture of thanks for his contribution over the years.

## **12 Report of the County Archivist.**

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period September - November 2019.

### Use of the Service

The County Archivist reported on the use of the Service for the quarter and also referred to the comparison of statistics for 2018/19 and detailed the background and rationale behind the statistics.

The vast amount of material that is available online now also impacts on actual visitor numbers.

### Archives Accreditation

The County Archivist outlined the background to the Service's accreditation in 2016 under the UK Archives Accreditation Scheme. The award lasts for a six year period and was subject to a mid-term review in November.

He reported that the Service had not passed the mid-term review and that Accreditation had been extended on a provisional basis for a twelve month period dependent on a three-point action plan being completed by November 2020.

He outlined the three main requirements that the review had identified which would need to be addressed for the service to continue to meet the Standard.

Plans for the relocation of the archive collections to allow for the closure of Swansea Civic Centre were currently at a very early stage. These needed to be clarified and presented to the Accreditation Panel. The Service's policies needed to be reviewed and interlinked to make a more coherent whole. There also needed to be more clarity on the implications for the Service of proposed budget cuts.

He referred to a recent report he had produced for a Scrutiny panel in Swansea which he would circulate to all Committee members following the meeting. The report outlined in more detail the issues and factors surrounding the possible future relocation and potential interim storage solutions.

He referred to the six-year timeframe that Carmarthenshire and Powys Councils both needed from first concept to opening of their new archive facilities. In both cases, the Councils had not been seeking external funding for their projects.

The Chair and Members of the Committee discussed at length the issues raised in the review and outlined that the Service needs greater certainty over its future in order to protect the collections and keep the collections available locally to the public.

A meeting between the Chair, Vice Chairs and relevant Cabinet Member in Swansea was proposed as a starting point for discussions around all the issues facing the Service going forward.

### Service Outreach

The County Archivist reported on the various locations where the exhibition commemorating the 50<sup>th</sup> anniversary of city status for Swansea had been displayed during the quarter.

The event to launch the Archive Service publication 'A new, even better Abertawe: the rebuilding of Swansea, 1941-1961' held in Swansea Museum in September had proved successful and sales of the book have been strong since the book launch.

The work of the Education Service during the quarter was outlined, with nine schools involved, some booking several sessions.

### Talks to Groups

The County Archivist reported on the various talks given to societies and groups over the quarter and the external events that staff had been involved in.

### Staff

The County Archivist reported that Emma Laycock had started with the service in November in a job-share role.

### Professional Meetings & Partnership Working

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

He indicated that the new UK wide 'Archives Reader Card' would be launched in January. The new card would give access to over 50 Archive Service collections across Wales and England.

He reminded Committee Members that the various exhibitions held by the service remain available for display across both authorities and are outlined and listed on the service's webpages.

Archive Collections

He reported on the list of archives received by the Service during the quarter.

The meeting ended at 11.55 am

**Chair**

# Agenda Item 4

## Report of the Director of Place

West Glamorgan Archives Committee – 13 March 2020

### 2020/2021 Revenue Budget

<b>Purpose:</b>	To give details of the Joint Archive Service revenue budget for 2020/2021 and the reserves held by the Joint Archive Service
<b>Policy Framework:</b>	None.
<b>Reason for Decision:</b>	For Information Only
<b>Report Author:</b>	Aimee Dyer

#### 1.0 Introduction

- 1.1 The Archive Service is jointly funded by the Councils of the City and County of Swansea (CCS) and Neath Port Talbot County Borough (NPT). Each authority is responsible for agreeing their level of contribution as part of their respective budget processes, always in the ratio of 68% CCS and 32% NPT.
- 1.2 This report includes the detailed 2020/2021 budget, shows the required contributions agreed by each Authority and lists the expected balances on reserves.

#### 2.0 Revenue Budget 2020/21

- 2.1 The budget for 2020/21 is expected to be £298,900, compared with the 2019/20 budget of £291,000. In line with CCS's budget assumptions a 2.75% pay award which covers 2020/2021 has been included, as well as a small increase for the National Living Wage. No other price increases have been assumed.
- 2.2 The increase of £7,900 is mainly as a result of the pay award and National Living Wage. This is offset against a small increase in fees and charges and sales income as part of savings. The detailed budget is shown in Appendix A.
- 2.3 The required contributions from the two partners are as follows:

	<b>2020/2021</b>
	<b>£</b>
City and County of Swansea	203,300
Neath Port Talbot County Borough Council	95,600
<b>Total</b>	<b>298,900</b>

### 3.0 Reserves Summary

3.1 The following table shows the estimated position of the Archives Reserves as at the 31<sup>st</sup> March 2020. The only expected use of the Training Reserve is in respect of the Trainee post during 20/21. During 2019/20 £4,230 has been used from the Archives Publications Fund so it has now been exhausted. It is included in the balance below.

<b>Reserve</b>	<b>Estimated Balance 31/03/19</b>	<b>Budgeted Use 2019/2020</b>	<b>Estimated Balance 31/03/20</b>
Archives Document Fund	20,943	0	20,943
Archives Publications Fund	4,230	4,230	0
Archives Training Reserve	153,251	0	153,251
	<b>178,424</b>	<b>4,230</b>	<b>174,194</b>

**Background Papers:** None.

**Appendices:** Appendix A – Detailed Archives Budget 2020/2021.



## Appendix A

## Archives Budget 2020/21

Original Budget 2019/20 £	Account Code	Account Description	Original Budget 2020/21 £
208,500	41118 000001 00000	Salaries Basic Pay	214,400
19,700	41118 000002 00000	Salaries NI	20,200
50,100	41118 000003 00000	Salaries Pension	51,500
500	41118 000171 00000	Professional Fees	500
700	41118 000313 00000	Staff Training	700
800	41118 000499 00000	Insurance Liability	900
<b>280,300</b>		<b>EMPLOYEES</b>	<b>288,200</b>
500	41118 100001 00000	Fixtures & Fittings Purchase	500
1,600	41118 100499 00000	Insurance Premises	1,700
200	41118 190023 00000	CBS Recharges	200
<b>2,300</b>		<b>PREMISES</b>	<b>2,400</b>
1,400	41118 200070 00000	Car Allowances	1,400
1,000	41118 200071 00000	Staff Transport Other	1,000
100	41118 290022 00000	Vehicle Hire Recharges	100
100	41118 290045 00000	Vehicle Fuel Recharges	100
<b>2,600</b>		<b>TRANSPORT</b>	<b>2,600</b>
1,100	41118 300046 30433	IT Consumables	1,100
2,500	41118 300047 00000	IT Hardware Purchase/Lease	2,500
2,700	41118 300050 00000	IT Networking	2,700
500	41118 300051 00000	IT Software Purchase/Lease	500
4,000	41118 300052 00000	IT Hardware & Software Maintenance	4,000
500	41118 300091 30603	Staff Expenses	500
300	41118 300096 00000	Advertising	300
1,500	41118 300099 00000	Telephone Rentals/Charges	1,500
0	41118 300109 00000	Postage & Carriage	0
600	41118 300129 00000	Books & Publications	600
200	41118 300129 31002	Books & Publications	200
1,000	41118 300150 31201	Printing Services	1,000
1,000	41118 300171 00000	Stationery	1,000
1,000	41118 300212 31003	Items For Resale	1,000
1,800	41118 300234 00000	Equipment Maintenance	1,800
4,000	41118 300235 00000	Equipment Purchase	4,000
1,000	41118 300235 31625	Equipment Purchase	1,000
3,300	41118 300256 00000	Materials Purchase	3,300
0	41118 300321 00000	Other Hired & Contracted Services	0
700	41118 300413 00000	Subscriptions	700
500	41118 300433 00000	Miscellaneous Expenses	500
500	41118 300499 00000	Insurance General	500
2,000	41118 390150 00000	Printing Recharges	2,000
500	41118 390150 31003	Printing Recharges	500
15,000	41118 400089 00000	Local Authorities	15,000
<b>331,400</b>		<b>GROSS EXPENDITURE</b>	<b>339,400</b>
-19,400	41118 750061 00000	Transfer from Reserves	-19,400
0	41118 750001 70075	Inter Service Credits	0
-17,840	41118 800001 00000	Fees & Charges	-17,940
-3,160	41118 800212 83215	Sales Income	-3,160
<b>-40,400</b>		<b>GROSS INCOME</b>	<b>-40,500</b>
<b>291,000</b>		<b>NET EXPENDITURE</b>	<b>298,900</b>
196,500		City and County of Swansea	203,300
94,500		Neath Port Talbot Borough Council	95,600

# Agenda Item 5

**City and County Of Swansea  
Dinas A Sir Abertawe**

and

**Neath Port Talbot County Borough Council  
Cyngor Bwrdeistref Sirol Castell-Nedd Port Talbot**

**West Glamorgan Archives Committee  
13 March 2020**

## **Report of the County Archivist**

The purpose of this report is to  
outline the work of the  
Archive Service during the period  
December 2019 to February 2020

### **1. Table of fees and charges**

Members are asked to note the revised table of fees and charges from April 2020 which is attached at Appendix 1

### **2. Use of the Service**

#### ***Statistics for December 2019 to February 2020***

The number of members of public using the Service on-site, December 2019 to February 2020, was **1,134** and the total number reached by the Service on and off-site was **1,209**.

Number of on-site visits at Swansea, Neath and Port Talbot 1,134 (1,344) (figures in brackets represent the same quarter last year), comprising:

Swansea	681	(882)
Neath	256	(231)
Port Talbot	15	(17)
Group visits	182	(214)
Number in audiences for off-site visits	75	(355)
Number of pupils reached by the Education Service	71	(151)

Numbers reached at special events	0	(65)
Total numbers reached on and off-site	1209	(1,764)
Number of documents issued in Swansea	2034	(2,109)
Number of documents issued in Neath	111	(162)
Number of post and email enquiries dealt with	366	(333)
Number of hits to the Archive Service website	2,889	(3,182)
Number of hits to the online catalogue	1,587	(317)
Number of hits to WGAS catalogues on Archives Hub	17,158	(18,801)
Number of hits to NAS catalogues on Archives Hub	787	(n/a)
Number of page views on Ancestry	152,441	(139,701)

### 3. Archives Accreditation

As members will be aware from the previous meeting, the Archives Accreditation Panel made the award of Accreditation provisional upon a series of actions to be undertaken by November 2020. One of these was for the Service to review its policies in order to create a single coherent policy framework. A new unified policy for the management of the archive collections will be brought to a future meeting of the Committee. In the meantime, all those policies which will need to remain separate have been reviewed and updated and are attached at Appendix 1.

**Members are requested to approve all the revised Archive Service policies attached at Appendix 2.**

### 4. Archives Card

In February, the Archive Service helped to pilot the new Archives Card which was launched across England and Wales at the beginning of March. The Archives Card represents a significant step forward for archive users, a single ticket which provides access to over forty archives (including nearly all of the local archives in Wales). The Card is administered by the Archives and Records Association, is sponsored by the website Ancestry and has received a generous grant from Welsh Government agency MALD for its contribution to the archives sector in Wales. The new resource is fully bilingual for the public.

### 5. Service outreach

#### ***Exhibitions and events***

The Archive Service loaned out the following exhibitions during the quarter.

‘Jewish Refugees in South Wales 1933-1945’ at the NPT official ceremony marking Holocaust Memorial Day, Princess Royal Theatre Port Talbot

‘Celebrating Swansea’ at Pentrehafod School Swansea (section relating to refugees) for their Holocaust Memorial Day commemorations

‘Swansea: 50 years of city status’ at Terrace Road Primary School Swansea

## ***Publications***

Using the remaining funds in the Publications Reserve, the Archive Service reprinted a 1994 publication of the former Swansea City Archives, 'The Three Nights Blitz'. It was one of the most popular Archive Service titles and had long been out of print. The reprinted book was launched in the archives in February with an introductory talk by the author Dr John Alban on the 79<sup>th</sup> anniversary of the third night of the Blitz on the town.

## ***Education Service***

During the quarter, sessions have been delivered to the following primary and secondary schools either on-site or in the Archives:

Gowerton Primary

Three sessions were also delivered to students of Swansea University and one to students of the University of Wales Trinity St David.

## **6. Professional meetings and partnership working**

During the quarter, Archive staff have attended the following professional meetings, and have taken part in partnership work, as follows:

South Wales Record Society Committee  
Working group meetings for the Archives Card (by teleconference)  
Working group on the renewal of the contract for online publication of the Welsh parish registers (by teleconference)

Archive staff provided career guidance to students during a morning session at the Swansea University Careers Fair in February.

The County Archivist attended an evening ceremony to celebrate the 80<sup>th</sup> anniversary of Glamorgan Record Office (now Glamorgan Archives) and the tenth anniversary of its new building in Cardiff. He presented retiring Glamorgan Archivist Susan Edwards with a gift from colleagues in Archives and Records Council Wales.

The County Archivist also attended in Margam Orangery the dining-out of the retiring Lord Lieutenant and former chair of this Committee. The Lord Lieutenant asked that his gratitude be conveyed to all members for the gift presented by them at the last Committee meeting.

## **7. Archive Service logo**

The Archive Service has refreshed its logo in recognition of the change to the Neath Port Talbot Council logo (the Archive Service logo uses the colours of its two parent authorities) and the protocol in both authorities now being for Welsh language to appear before English in bilingual text.

## **8. Accessions of archive collections**

A comprehensive list of archives received during the period December 2019 to February 2020 is attached for information at Appendix 3.

Contact Officer: Kim Collis, County Archivist  
Tel: 01792 636760  
Email: [kim.collis@swansea.gov.uk](mailto:kim.collis@swansea.gov.uk)



## CHARGES FROM APRIL 2020

<b>Research</b>	<b>INCLUSIVE OF VAT</b>
Commissioned research- individuals	<b>£30.00 per hour (£15 per half hour)</b>
Commissioned research- companies	<b>£50.00 per hour (exclusive of VAT)</b>
Family History training session	<b>£10.00 per hour</b>
Quick search	<b>£5.00</b>
<b>Photocopies</b>	<b>INCLUSIVE OF VAT</b>
A3 and A4 photocopies from documents/printout from microform	<b>60p</b>
Printout from PC	<b>20p</b>
A3 or A4 scan (printout, sent by email or placed on Dropbox)	<b>£2.50 per image</b>
Microfilm printouts and document copying (A3 and A4) (orders sent by post)	<b>60p per sheet, £6 minimum charge</b>
Certified copies	<b>£10.50</b>
<b>Special or bulk orders: prices available on request</b>	
<b>Reproduction fees: publication</b>	<b>INCLUSIVE OF VAT</b>
Non-commercial publications, articles for journals, theses	<b>No charge, but a free copy of the publication will usually be requested</b>
Books and periodicals- b/w- world rights	<b>£65.00</b>
Books and periodicals - colour- world rights	<b>£130.00</b>
Books and periodicals - b/w- English language rights	<b>£32.50</b>
Books and periodicals - colour- English language rights	<b>£65.00</b>
<b>Reproduction fees: broadcast</b>	<b>EXCLUSIVE OF VAT</b>
Rostrum filming in the searchroom	<b>£105 per session (up to half day)</b>
Broadcast of archive film footage or archive stills – Wales TV, single channel (one-off use)	<b>£5.00 per second</b>
Broadcast of archive film footage or archive stills – UK TV (Licensed for re-use over 5 years)	<b>£10.00 per second</b>
<b>For more complex broadcast reproduction fees our terms and rates follow those of the National Screen and Sound Archive of Wales</b>	
<b>Swansea Hereditary Freedom certificates</b>	<b>INCLUSIVE OF VAT</b>
A3, supplied only to eligible candidates	<b>£50.00</b>
<b>Talks and school sessions</b>	
Speaker fee for talks (evening talks only)	<b>£25.00</b>
School session delivered in the Archives	<b>No charge</b>
School session delivered at the school	<b>£50.00 per class session</b>

**ARCHIVE SERVICE REVISED POLICIES FOR APPROVAL**



**SECURITY POLICY**

**1. Context of the policy**

West Glamorgan Archive Service (WGAS) is a joint service for the Councils of the City and County of Swansea and Neath Port Talbot County Borough, reporting to the West Glamorgan Archives Committee.

WGAS is based in Swansea Civic Centre and operates an additional service point at the Neath Mechanics Institute. WGAS provides a professional service to donors, depositors and users of archives in accordance with national standards of access to archives, in particular the Archives Accreditation Standard.

WGAS publishes information about its performance in the form of an annual report available through its web pages on the Swansea Council website. It also provides annual statistical returns to the Chartered Institute of Public Finance and Accountancy and annual lists of its accessions to The National Archives.

This policy forms part of a suite of Archive Service policies as published on the Archive Service web pages on the Swansea Council website. Hard copies are also made available in the archive searchrooms.

**2. Purpose of the policy**

An important part of the work of WGAS is ensuring the security of the archives it holds, both while they are in storage and when they are in use. This policy sets out the procedures WGAS has in place to ensure the security of its holdings and the information recorded in them.

**3. Security of the strongrooms**

The archives held by WGAS in Swansea Civic Centre are stored in environmentally-controlled and monitored strongrooms to which unsupervised access is granted only to members of WGAS staff. They can be accessed only from areas of the building which are not open to the general public. Unsupervised access to strongrooms by maintenance and security personnel or contractors is not permitted. The strongrooms are fitted with an intruder alarm system.

The archives belonging to the Neath Antiquarian Society which are managed by WGAS on behalf of the Society are stored in environmentally-monitored strongrooms to which unsupervised access is only granted to WGAS staff and a restricted number of Neath Antiquarian Society Committee members. Unsupervised access to strongrooms by maintenance and security personnel or contractors is not permitted. The strongroom is fitted with an intruder alarm system.

Keys to strongrooms in both premises are kept securely at all times. Access to keys outside office hours is allowed to designated out-of-hours key-holders only.

#### **4. Reader registration**

WGAS participates in the Archives Card reader's ticket scheme, which is administered by ARA Commercial, a branch of the Archives and Records Association. A reader's ticket (full ticket or day pass) is required for the use of original archival material in either of the WGAS premises.

Registration for an Archives Card can be commenced online from any location, however a card is only issued on production of two forms of ID taken from a list of acceptable documents. The process follows closely UK government guidelines for identity verification.

#### **5. Security measures in the searchroom**

Public access to archives is provided only in the archive searchrooms in Swansea and Neath while under continuous supervision by a member of WGAS staff. Conduct of researchers is subject to the searchroom regulations (see appendix).

Lockers are provided in the reception area both in the Civic Centre and the Neath Mechanics' Institute. Researchers are required to place their bags and coats in these and retain the key for the duration of their visit, to ensure the security of both the archives they consult and their own belongings.

Researchers must fill in a document request slip for each document they wish to see. The request slips must carry the researcher's name and reader's ticket number, legibly written, along with the reference number of the document.

Documents retrieved by WGAS staff are produced for consultation in the searchroom only. Under no circumstances are researchers permitted to remove documents from the archive searchroom. The archivist on duty reserves the right to refuse to produce documents for any researcher whom he or she considers to present a risk to their security.

Where documents are issued on loan for exhibition and display it will be only to another museum or archive with a similar level of security, as set out in the WGAS loans policy.



## **6. Volunteers, contractors and temporary staff**

All volunteers taken on by WGAS will complete an application form, giving the names of two referees, as set out in the WGAS Volunteers Strategy. Volunteers and temporary staff working in the archives will not be allowed unsupervised access to the strongrooms or the strongroom keys.

Contractors employed by WGAS will not be allowed unsupervised access to the strongrooms. Where access to the strongrooms is required, a member of staff will accompany and supervise them.

## **7. Protection and disposal of personal or sensitive information**

Archives that contain personal information of living people (or those who are presumed may still be alive, judging from the date range of the records) will be dealt with according to the terms of the General Data Protection Regulation 2016 and the Data Protection Act 2018..

Records which fall within the scope of data protection legislation are usually identified as such in the archive catalogues, however the archivist on duty has discretion to withhold any record for this reason, or allow access on the basis of a data protection waiver signed by the researcher. Such a waiver commits the researcher not to record or reproduce any personal information as a result of their access to the document.

Documents received by WGAS which are not judged to be worthy of permanent preservation will be disposed of confidentially, as set out in the Appraisal of Documents Policy.

Policy dated March 2020, review by March 2025

## 1. Context of the policy

West Glamorgan Archive Service (WGAS) is a joint service for the Councils of the City and County of Swansea and Neath Port Talbot County Borough, reporting to the West Glamorgan Archives Committee.

WGAS is based in Swansea Civic Centre and operates an additional service point at the Neath Mechanics Institute. WGAS provides a professional service to donors, depositors and users of archives in accordance with national standards of access to archives, in particular the Archives Accreditation Standard.

WGAS publishes information about its performance in the form of an annual report available through its web pages on the Swansea Council website. It also provides annual statistical returns to the Chartered Institute of Public Finance and Accountancy and annual lists of its accessions to The National Archives.

This policy forms part of a suite of Archive Service policies as published on the Archive Service web pages on the Swansea Council website. Hard copies are also made available in the archive searchrooms.

## 2. Definitions used in the policy

**Deposit:** a transfer of documents to WGAS on permanent loan, whereby ownership still resides with the depositor.

**Depositor:** the legal owner of documents transferred to WGAS on permanent loan. The depositor may be an individual or an organisation.

**Donation:** a transfer of documents to WGAS as a gift, whereby WGAS becomes the legal owner.

**Donor:** person or organisation who transfers archives to WGAS as a gift.

## 3. Purpose of the policy

As outlined in its security policy, WGAS does not permit its searchers to borrow archives, or to take them out of the searchroom for any reason. However, there are situations where documents are temporarily transferred to other institutions or to the original owner. This policy outlines the appropriate arrangements in each of these scenarios.

Depositors of documents (or their agents) may withdraw documents they have deposited with WGAS, as outlined in WGAS Conditions of deposit, and strictly by prior arrangement.

Donors of documents do not have the right to withdraw documents they have donated. However, in exceptional circumstances, permission to withdraw them temporarily may be given, subject to the same conditions imposed upon depositors.

One purpose of this policy is to outline the methods by which documents may also be loaned to other institutions on a temporary basis for the specific purposes outlined below.

#### **4. Arrangements for temporary withdrawal of documents by a depositor**

Withdrawal of documents by depositors must be by prior arrangement with WGAS. Any agent acting on behalf of a depositor must bring written instructions from the depositor, naming the agent and the purpose for the loan. WGAS will require proof of identity. A loans request form will be completed, stating the purpose for withdrawal, the conditions under which the documents will be kept, and a date for their return. WGAS reserves the right to refuse a request to loan documents if it is deemed that this will result in their irreversible damage.

#### **5. Arrangements for temporary transfer of documents to other institutions**

Documents may also be transferred by WGAS to other institutions on a temporary basis for the specific purposes listed below. WGAS must be satisfied that the documents will be conveyed and kept in secure conditions that will not be detrimental to their long-term preservation:

- a. **Conservation:** documents that require conservation, may be transferred to an approved conservator. A conservation worksheet will be completed for each document, giving details of its condition and required treatment.
- b. **Copying:** documents may be transferred temporarily to an institution or private company for specialist copying. In the case of deposited collections, the permission of the depositor will be sought before proceeding.
- c. **Cataloguing:** if a collection is to be catalogued as part of a collaborative project at another institution, it may be transferred on a temporary basis, subject to WGAS being satisfied with the storage conditions and security arrangements. In the case of deposited collections, the permission of the depositor will be sought before proceeding.
- d. **Display:** in exceptional circumstances, documents may be transferred to other institutions for display purposes. WGAS must be satisfied that the documents will be kept in conditions that are sufficiently secure and which will not be detrimental to the preservation of the documents. In the case of deposited collections, the permission of the depositor will be sought before proceeding.

#### **6. Loan conditions**

In this section, “recipient” means the person to whom the documents are loaned, and who takes responsibility for them once they have been removed from WGAS.

- a. The recipient will complete and sign the relevant loans form outlining the circumstances for the loan.
- b. The recipient will take responsibility for the documents while they are in their custody.
- c. The recipient will undertake to transport and keep loaned documents in secure conditions, where the environment is not such as is likely to cause damage and deterioration.
- d. The recipient will ensure that documents are returned by the due date. If they are required for longer, the recipient will inform WGAS and set a new date by which they should be returned.
- e. WGAS should be informed if the recipient intends to transfer the documents to a third party. Similar conditions to the above should be imposed upon the third party.

Policy dated March 2020, for review by March 2025

## Searchroom Regulations

- Readers wishing to consult original documents must be in possession of a valid reader's ticket. This is not transferable and should be presented at each visit to the Archive Service. Registration for a reader's ticket constitutes an agreement to abide by these regulations.
- Readers may not smoke, drink or eat in the searchroom.
- Only pencil may be used for making notes in the searchroom.
- Bags and briefcases must be placed in the lockers at reception.
- Documents must not be written upon or marked in any way, and readers must not lean on any document or place upon it any book, paper or other document or item. Tracings may be made by arrangement with the staff, who may specify the way in which they are made. Readers observing damage to documents should report it to the Archivist.
- The issue of documents is at the discretion of the Archive staff. Documents must not be taken from the archive searchroom. Documents which are no longer required by the reader should be returned to the Archive staff. All documents should be returned to the staff by 4.45pm (6.45pm on Tuesdays).
- Not more than one bundle or file, or 3 volumes, may be in use at any one time. Where a reader is issued with loose documents in a bundle or file, these items must be retained in their proper order and kept in their folder. Similar conditions apply to the issue of photographic material. Before issue, these papers or photographs will be counted and checked by staff who will likewise check them on their return.
- In consideration for other readers, the archive searchroom must be kept as quiet as possible. Readers are asked not to make or receive mobile phone calls in this area.
- Photocopying is undertaken at the discretion of the Archive staff. Photocopying will not be permitted where there is a risk of damage to documents or where copyright is reserved. Except in cases where copyright is reserved, readers can use a camera to photograph documents, provided the relevant copyright declaration form is completed. While readers may refer to and quote freely from most documents, permission to reproduce documents, maps and pictorial material in publications should be sought in writing from the County Archivist, for which there may be a charge.

## 1. Context of the policy

West Glamorgan Archive Service (WGAS) is a joint service for the Councils of the City and County of Swansea and Neath Port Talbot County Borough, reporting to the West Glamorgan Archives Committee.

WGAS is based in Swansea Civic Centre and operates an additional service point at the Neath Mechanics Institute. WGAS provides a professional service to donors, depositors and users of archives in accordance with national standards of access to archives, in particular the Archives Accreditation Standard.

WGAS publishes information about its performance in the form of an annual report available through its web pages on the Swansea Council website. It also provides annual statistical returns to the Chartered Institute of Public Finance and Accountancy and annual lists of its accessions to The National Archives.

This policy forms part of a suite of Archive Service policies as published on the Archive Service web pages on the Swansea Council website. Hard copies are also made available in the archive searchrooms.

## 2. Definition of terms used in the policy

**Community:** The community served by WGAS includes the residents of the City and County of Swansea, residents of Neath Port Talbot County Borough, and other UK and overseas residents. They may or may not make personal visits to WGAS premises. They may contact WGAS by post, email or telephone.

**User:** WGAS users include any person who uses any kind of service provided by it, and includes casual or marginal users of the service as well as established users.

**Researcher:** A researcher is someone using WGAS for research, including potential and future researchers.

**Stakeholder:** WGAS stakeholders include its parent authorities, donors and depositors of records, partner organisations, users of the service and potential users who form part of our target audiences.

## 3. Purpose of the policy

WGAS has prepared this Access Policy in line with the principles and provisions of the Archives Accreditation Standard. It is also to be read in conjunction with other WGAS policies, strategies and service plans.

This policy outlines the principles which will ensure all WGAS stakeholders are aware of their rights and responsibilities in relation to access to the services which WGAS provides.

#### **4. General principles of the policy**

- a. WGAS shall aim to serve its community as effectively and efficiently as possible within its allocated annual budget and any additional funding received for specific projects.
- b. WGAS shall aim to serve all of its community, devising a range of services appropriate to the community's stated or implied needs. It will not discriminate against any member of its community. WGAS welcomes donations and deposits of archival material from all of its community, in line with its Collection Policy.
- c. The constitutional framework, operation and leadership of WGAS is transparent and communicated through a variety of means. It is made clear therein who manages the Service, and how they can be contacted. All staff are clearly identifiable and are fully trained to undertake their jobs, or are supervised trainees.
- d. Historical records are collected and preserved by WGAS on the general understanding that they will be made accessible to all who wish to use them for study and research, subject to any relevant legal restrictions or preservation issues.
- e. WGAS aims to encourage as much access by researchers to primary source material as is compatible with the permanent preservation of unique and irreplaceable material. There should be a presumption of openness. Any restrictions on access, along with the reasons for these restrictions, are clearly communicated to users.
- f. Some of WGAS's services function through processes in which the user is an active participant and in which he or she has responsibilities as well as rights (such as when providing public access to original archival material). WGAS shall communicate clearly these responsibilities to users when and where appropriate.

#### **5. Providing on-site access**

WGAS provides an on-site public service for its community from its headquarters in Swansea Civic Centre and from its service point in Neath. Access to original documents held by WGAS is provided in the archive searchroom at Swansea Civic Centre. Access to original documents held by the Neath Antiquarian Society is provided in the archive searchroom in the Neath Mechanics Institute. This service is managed by WGAS with the assistance of the Neath Antiquarian Society.

Practical information on how to access WGAS facilities is made widely available to the public both in hard copy and online. Researchers are required to register for an archive reader's ticket prior to accessing original archival material in either of these two locations. Information on both the registration process and the documentation required to register is made available to the public online and in hard copy.

Archive Service staff are available at each service point to supervise and assist researchers in the use of original, facsimile and surrogate material. Finding aids are provided in the form of detailed handlists and indexes, which are also available in a searchable form online.

Rules and procedures for the use of the searchrooms in each service point are clearly displayed. By registering as a user of WGAS, researchers agree to abide by these rules and procedures. In these rules, the Archive Service makes clear to users their responsibility to assist in ensuring the long-term preservation of archival materials. The Archive Service also requires all service users to treat other users and Archive Service staff with consideration.

At both service points, individual users can obtain information on the use of archives for research, and view a range of resources relating to the area covered, in facsimile or surrogate form. The Archive Service also welcomes visits from external groups, including local societies, schools and universities.

When welcoming individual users or visiting groups, the Archive Service provides physical access, signage and on-site facilities which are compliant with the Equalities Act 2010 and with the current rules and guidelines of its parent authorities. WGAS has a feedback mechanism for receiving comments and complaints from users at both

WGAS participates regularly in the Archives and Records Association's UK National Survey of Archive Users in order to gauge levels of user satisfaction with its service.

## **6. Outreach and engagement work and remote access to the service**

The Archive Service aims to reach out to potential users of the service through special events in order to develop our user base, in line with targets outlined in the WGAS Audience Development Plan.

The Archive Service recognises that not all its users wish, or are able to visit one of the service points in person. Basic enquiries about Archive Service holdings are therefore welcomed by telephone, post and email. A research service is available where remote users have more in-depth queries, and a reasonable charge is made for this service. The Archive Service aims to respond to all written enquiries within 10 working days.

The Archive Service makes information on the service provided, including details of opening hours, locations and collections held, available on its web pages on the Swansea Council website. WGAS provides remote access to its catalogue on its website and also through partnership working with the Archives Hub.

## **7. Access restrictions**

The Archive Service has a limited number of research spaces, and on busy days it may not be possible to accommodate everyone wishing to use the facilities within the



research area. Advance bookings can be made, and details of how to make a booking are made available to the public.

The Archive Service strives to provide copies of archive materials when requested. Where copies cannot be made, the reasons will be fully explained to the user.

Archives that contain personal information of living people (or those who are presumed may still be alive, judging from the date range of the records) will be dealt with according to the terms of the General Data Protection Regulation 2016 and the Data Protection Act 2018..

Records which fall within the scope of data protection legislation are usually identified as such in the archive catalogues, however the archivist on duty has discretion to withhold any record for this reason, or allow access on the basis of a data protection waiver signed by the researcher. Such a waiver commits the researcher not to record or reproduce any personal information as a result of their access to the document.

The Archive Service endeavours to provide access to new deposits as soon as possible after receipt. Collections are added to a cataloguing programme which is subject to change according to the demands of the service. Collections will not usually be made available to researchers until they are fully catalogued.

## **8. Fees and charges**

On-site personal access to the collections is free of charge, although a fee is charged for photocopies and scans provided on request. A table of fees and charges is advertised in WGAS searchrooms and on the WGAS web pages on the Swansea Council website. The use of a camera for recording personal research is free of charge.

Current service charges are outlined in a Fees and Charges notice which is updated and re-issued annually at the start of the financial year. These charges are publicised to users through notices in all service points and through the Archive Service website.

Policy dated March 2020, for review by March 2025

# POLICY ON THE USE OF ARCHIVES BY THE MEDIA

## 1. Context of this policy

West Glamorgan Archive Service (WGAS) is a joint service for the Councils of the City and County of Swansea and Neath Port Talbot County Borough, reporting to the West Glamorgan Archives Committee.

WGAS is based in Swansea Civic Centre and operates an additional service point at the Neath Mechanics Institute. WGAS provides a professional service to donors, depositors and users of archives in accordance with national standards of access to archives, in particular the Archives Accreditation Standard.

WGAS publishes information about its performance in the form of an annual report available through its web pages on the Swansea Council website. It also provides annual statistical returns to the Chartered Institute of Public Finance and Accountancy and annual lists of its accessions to The National Archives.

This policy forms part of a suite of Archive Service policies as published on the Archive Service web pages on the Swansea Council website. Hard copies are also made available in the archive searchrooms

## 2. Media research

Media researchers are welcome to visit the Archive Service to undertake research at any time during normal opening hours. All media researchers must register for a reader's ticket and abide by the searchroom regulations like other service users.

While WGAS staff can provide help in highlighting collections and relevant indexes, they are unable to undertake research themselves other than through the advertised research service. Details of this service can be found on the WGAS web pages on the Swansea Council website.

WGAS welcomes discussion of ideas for future projects, be they printed articles, online resources, or radio and television programmes. These initial enquiries should be made as far in advance as possible. WGAS requires advance notice of the intended use of original documents in filming. It is advisable for the production team to discuss requirements at least 2 weeks prior to the intended date of filming. Accurate references for the documents to be filmed are required at least two days in advance.

## 3. On-site filming in the archives

Onsite filming in the archives should be undertaken during normal office hours. If filming needs to be undertaken outside office hours, permission should be sought from the County Archivist and an additional out-of-hours facility fee will be charged. Out-of-hours filming will be dependent on the availability of staff.

The security and safety of the documents is a priority. Documents will only be produced for filming where risk of damage is minimal. Handling of documents should be kept to a minimum and documents should be handled with care before and while filming takes place. The documents should not be subjected to excessive heat, and cold lights should be used wherever possible.

Filming will be supervised at all times by West Glamorgan Archive Service staff. All filming must be stopped if requested by Archive Service staff, and WGAS staff reserve the right to withdraw documents from filming if they believe them to be at risk of damage.

In the case of onsite filming, it is advisable for a member of the production team to visit the archives premises in advance of filming in order to ascertain its suitability as a location. Accurate references for the documents to be filmed are required at least two days prior to filming. These can be ascertained by liaising with Archive Service staff.

Permission of the owners of the documents to be filmed must be obtained in writing prior to filming. WGAS will seek the necessary permissions on behalf of the company. The charge for this will be included in the facility fee. It is the responsibility of the media company to ensure that subsequent use of the material filmed does not infringe any copyright conditions.

Where researchers visiting WGAS may be shown on film, relevant permissions must be obtained from the individuals concerned.

It is the responsibility of the media company to ensure it has adequate insurance to cover filming / photography on WGAS premises.

An agreement to abide by the conditions outlined in this policy must be signed in advance of filming. Filming will not be permitted without a signed agreement.

#### **4. Fees and acknowledgements**

A facility fee will be charged to media companies or bodies undertaking filming at WGAS. Details of fees and charges are advertised on the WGAS web pages on the Swansea Council website.

The facility fee includes the cost of hiring the premises, staff time, use of utilities, the use of documents and the professional expertise of staff. Invoice payment details must be provided in advance of filming. The facility fee must be agreed in advance.

Local radio or newspapers will not normally be charged a facility fee, unless requests have a significant commercial application or require extensive staff input.

Correct acknowledgement of WGAS is required in the resulting regardless of whether a fee is charged. WGAS should be informed of the intended date/s of transmission of the programme.

Policy dated March 2020, for review by March 2025

**ACCESSIONS OF ARCHIVES**  
**December 2019-February 2020**

<b><i>Creator/originator</i></b>	<b><i>Description</i></b>	<b><i>Dates</i></b>	<b><i>Extent</i></b>	<b><i>Reference number</i></b>
Private deposit	Group photograph showing Gorseinon Chamber of Commerce (Llwchwr Grocers) on a trip to British Cannery Ltd. (Wye Valley Preserves) Hereford	8th July 1954	1 item	
City and County of Swansea	Craigcefnparc Primary School class photographs, 2015-2016; Year Book, 2019-2020 and nursery school portfolio, 2011 (includes class photographs)	2011-2016	6 items	
Dyffryn Clydach Community Council	Copies of 'Ymlaen' – newsletter of Dyffryn Clydach Community Council	2017-2019		
Undeb Bedyddwyr Cymru	Newsletter	Winter 2019	2 leaflets	
Southgate County Club	Minutes	2002-2025	1 file	
Roy Kneath Collection	St Theodore's, Port Talbot parish magazines, 1905-1931; Welfare Hall Cinema, Fforestfach film distribution despatch notes, 1960-1970		1 bundle; 4 vols	D/D Z 837
Roy Kneath Collection	Bundle of aerial photographs (Meridian Airmaps Ltd and Hunting Surveys Ltd)	1963-1966	1 bundle	D/D Z 837
Private deposit	Group photograph showing ministers and deacons of Trinity Chapel, Glanmor Park Road, Swansea	c.1950	1 item	
Neath Road School, Morriston	Album of photographs showing pupils, staff and the school building	1920	1 vol.	
Bethel, Capel yr Annibynwyr, Sgeti	Burial registers and register of purchase of grave plots (loan for copying)	1847-2018	4 vols (facsimile made)	D/D Ind 16/2/1-4

<b>Creator/originator</b>	<b>Description</b>	<b>Dates</b>	<b>Extent</b>	<b>Reference number</b>
St Paul's, Sketty: Women on Wednesday Church Group	Accounts	1989-2019	1 box	
Finance Act 1910 Map images	Photographs of the Finance Act 1910 Map Sheets	1910-1915	1 CD ROM	
Private Deposit	Records of Swansea Men and Women who served during WWII	2010s	7 envelopes	
Royal Institution of South Wales	RISW newsletters 2019; AGM, 2020; Swansea Museum 2030: ideas for discussion, 2019	2019-2020	5 booklets	
Photographs	Photographs of groups of smelters at the Bryngwyn Works; photographs of class and teachers at Gorseinon Boys' School; photograph of 'KRFC' (?Kingsbridge Rugby Football Club)	1920s-1930s	7 photographs	
Private deposit	Certificate recording the planting of a row of 15 trees in the name of Mrs R. Britz, Swansea at the Winston Churchill Forest, Galilee, Israel	May 1966	1 item	
Private deposit	Ephemera relating to the Swansea Hebrew Congregation including newspaper cuttings; order of events at the Holocaust Memorial Evening, Port Talbot, 2004; polaroid photographs of Swansea Hebrew Congregation cemetery	c. late 1990s - 2008	1 large envelope	
Private deposit	Liberal Social Club and Institute (St. James Crescent, Swansea) minutes	1977-1983	4 vols	
Peter Hall Video Collection	Videos: Donald Richard Bowen, WW2 Veteran; Clydach Art Gallery open evening; Brief History of Policing in Swansea (film and PowerPoint presentation).	2020	4 digital files	D/D Z 717/64-66
Private deposit	Records of the West Wales Rugby Football League including year books; bye laws and minute book	1920s-1940s	1 envelope	

<b>Creator/originator</b>	<b>Description</b>	<b>Dates</b>	<b>Extent</b>	<b>Reference number</b>
City and County of Swansea	50th anniversary of Swansea's city status: commemorative New Testament and Psalms	2019	1 vol.	
Private deposit	Copies of photographs of children at Ynys-y-Plant Children's Home, West Cross, Swansea	1959-1960	1 envelope	
Private donation	Photographs of Swansea, including the North and South Docks, High Street, Weaver's Building, old Guildhall, Palace Theatre, Maritime Quarter and Leisure Centre	1979	18 photographs	D/D Z 586/6/1-18
Penrice Estate	Various documents including labour accounts, correspondence, records relating to repairs to estate properties and supply of materials, and Oxwich School	1850s-1890s	1 crate	
Llanrhidian Higher Community Council	Minutes and agenda	Feb. 2020	1 file	
Photographic material	Three photographs of the Mumbles Railway	1960s	3 photographs	
Private donation	Two copies of 'Swansea Harriers 1962-1987' by Dil Robbins	2020	2 vols (duplicates)	D/D Z 1088/1
Pennard Parish Hall	Minutes of Management Committee	2013-2018	1 file	
Anonymous deposit	Geological maps	c. 1870	9 plans	
Private donation	MA dissertation by Sara Fox entitled 'The late 18th and early 19th century landscape at Middleton Hall' (refers to the artist and cartographer Thomas Hornor)	2014	1 vol.	Thesis 3
Clive Reed Collection	Records relating to Swansea Canal, coal mining, Pontardawe, social history, photographs and documents	19th-20th cent.	1 bag	
St Ciwg's Church, Llangiwg	Bishop's Transcripts and registers, 1672-1812; clergy, 1662-2019; indices of bmd, 1662-2019	1662-2019	1 vol.	