



## City and County of Swansea

### Notice of Meeting

You are invited to attend a Meeting of the

## West Glamorgan Archives Committee

**At:** Remotely via Microsoft Teams

**On:** Friday, 11 September 2020

**Time:** 11.00 am

**Chair:** Louise Fleet

**Watch Online:** <https://bit.ly/32XzqGT>

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### Agenda

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<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 - 3
<b>4 Report of the County Archivist.</b>	4 - 21

**Next Meeting:** Friday, 11 December 2020 at 11.00 am

A handwritten signature in black ink that reads 'Huw Evans'.

**Huw Evans**  
**Head of Democratic Services**  
**Friday, 4 September 2020**

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**Contact: Gareth Borsden (01792) 636824**

## West Glamorgan Archives Committee

Louise Fleet ( <b>Chair</b> )	H M Lord Lieutenant
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### 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	Rhidian Mizen
Wyndham 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

#### 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 C, Civic Centre, Neath

Friday, 13 March 2020 at 11.00 am

**Present:** Councillor P A Rees (Vice Chair) Presided

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

P M Black

L R Jones

R V Smith

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

R Mizen

H N James

W F Griffiths

### **Associated Organisations**

L Miskell

Swansea University

J Watkins

Neath Antiquarian Society

S Perons

Diocese of Llandaff

### **Officer(s)**

K Collis

County Archivist

G Borsden

Democratic Services Officer

W John

County Librarian - NPT

### **Apologies for Absence**

Councillors M Durke and L S Gibbard & A R Aubrey and A Dulley & C Griffiths

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

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

## **14 Minutes.**

**Resolved** that the Minutes of the West Glamorgan Archives Committee meeting held on 20 December 2019 be approved as a correct record

## **15 2021/2020 Revenue Budget.**

Kim Collis presented the report of the Director of Place which gave details of the Joint Archive Service Revenue Budget for 2020/2021 and the reserves held by the Joint Archive Service, which was submitted for information only.

He indicated that it was based on a budget assumption of a 2.75% pay award but was otherwise again a “standstill” budget.

The table in the report showed the estimated position of the Archive Reserves as at 31 March 2020.

He outlined that the Archives trainee post is not being filled currently and detailed the increase to other staff hours to ensure service continuity.

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

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period December 2019 – February 2020.

### Fees and Charges

He referred to the revised table of fees and charges for the Service which will apply from 1 April 2020.

### Use of the Service

He reported on the use of the Service for the quarter and detailed the background and rationale behind the quarterly statistics.

He indicated that he expected the attendance figures for the next quarter to be considerably down due to the corona-virus outbreak.

### Archives Accreditation

He reported further to the report and discussion at the last meeting and indicated that one of the recommendations from the mid term review was the need to update the service's policies. The first part of this had been done and the updated versions of stand-alone policies were attached as an appendix to the report.

Discussion took place around the issues relating to the future use of the Civic Centre in Swansea and its potential impact on the service going forward. The possibilities for the interim specialist storage of the collections were outlined. Members supported the idea for as much of the collection to be both stored and accessible locally as possible.

**Resolved** that the revised policies as outlined be approved.

### Archives Card

He outlined that the new Archives card had been "soft launched" at the beginning of March. The new card represents a significant step for archives users with the ticket giving access to over forty archive services and their collections across the UK.

**Note:** Councillor H N James (Interim Chair) presided for the following items.

### Service Outreach

He detailed that the Jewish Refugee Exhibition had been displayed at the Princess Royal Theatre in Port Talbot to mark Holocaust Memorial Day.

The Celebrating Swansea Exhibition had also been displayed at Pentrehafod School on the same day.

He outlined that, following the successful reprinting of the "Three Nights Blitz" book, the Archives Publication Fund had now been exhausted.

The various sessions delivered to schools and university students were outlined.

### Professional Meetings and Partnership Working

He reported on the various meetings attended by staff during the quarter.

### Archive Service Logo

He indicated that the service has recently refreshed its logo to reflect and incorporate the recent change made by Neath Port Talbot CBC.

### Archive Collections

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

The meeting ended at 12 noon

**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  
11 September 2020**

**The purpose of this report is to  
outline the work of the  
Archive Service during the period  
March to August 2020**

## **1. The COVID-19 pandemic and service closure in March**

In common with other public-facing Swansea and Neath Port Talbot Council services, owing to the COVID-19 pandemic, the Archive Service closed to the public at the end of the working day on 17 March 2020. All archives staff subsequently began to work from home following the UK Government announcement of a general lockdown on 23 March.

Two members of staff (the County Archivist and Assistant County Archivist) continued to attend Swansea Civic Centre on separate days weekly throughout the lockdown period to check on the temperature and humidity of the archive strongrooms and the continued security of the collections. A member of the Neath Antiquarian Society Committee has likewise been regularly checking the strongroom holding the NAS collections and reporting back to the County Archivist.

One member of archives staff was seconded part-time to the Wellbeing Support team for front-line workers and another was later seconded full-time to the Council's Test, Trace and Protect team.

In common with other Council services and with archives across the UK, the Archive Service is planning to re-open shortly in Swansea with a restricted service which is in line with that provided by other archives. An outline of the how the resumed service will operate is attached at Appendix 1 for information.

At the time of writing, the risk assessment documentation for a return to work in the office followed by re-opening to the public has been vetted and approved by Swansea Council's H+S team and by the relevant Director but still needs to obtain trades union approval. Our target date for re-opening is 29 September. There remain issues around public access to Swansea Civic Centre (which remains closed to the public generally), although the public are now able to access Swansea Central Library in the same building via its separate entrance and will soon expect also to be able to access the archives.

There are currently no plans to re-open the Neath Mechanics Institute to the public, which presents particular challenges with regard to the maintenance of social distancing and the acceptable level of risk to the volunteers who help to run the service (many of whom are elderly). A plan for re-opening the building will be drawn up in due course in consultation with NAS officers and NPT Council.

## **2. Outreach and educational activity by the Service during lockdown**

As was the case more generally across Wales and in the UK, the lockdown period presented huge challenges in continuing to provide a measure of public service and the outputs of this period, with their sometimes innovative solutions, are detailed below.

Because two staff were regularly attending the building, they were able to provide an unbroken reprographic service for customers (scanning and photocopying documents) and also to continue to post out publications and other items purchased through the Archives online shop. Staff were also able to answer queries received by post as well as by email, and to institute a service for looking up information which the requester would otherwise have been able to obtain during a brief visit to the archives.

As detailed below, some of the functions of the Family History Centre were also able to successfully transfer online. One-to-one family history sessions, which are a valuable source of income for the Service, were successfully transferred to MS Teams, and 28 sessions have subsequently taken place online.

During the lockdown, a plan was drawn up to use the Swansea Council website and our social media platforms to produce a regular weekly programme of posts. The purpose was to provide items of interest and educational resources online, and to continue to promote the service and its holdings. These are listed in detail below and a link is provided for members who may not have viewed these features to browse and enjoy them.

### **a. Weekly features**

- Monday: Highlighting resources on the website, including the online catalogues, source lists, placename index and online exhibitions
- Tuesday: Family history research tips
- Wednesday: 'On this day...' feature using items taken from old newspapers
- Thursday: 'Throwback Thursday' featuring images taken from the collections
- Friday: 'Film Friday' (see list of films below)

## **b. Archive films**

Created in-house using a collage of images from the collections.

<i>Title</i>	<i>Views</i>
Swansea 1905	23,560
VE Day 75	4,936
Pictures from around Port Talbot	8,075
A trip to the beaches (with a picnic and a camera)	15,079
Postcards from the Vale of Neath	2,315
Basque refugee children in Swansea, July 1937	5,655
A photograph album of Swansea and Mumbles, 1870s	7,409
A trip to Mumbles, 1920s	5,003
The Vale of Neath in the time of Jane Austen	1,248

## **c. Family history instructional videos**

These were posted throughout the lockdown period. All but the first one were live broadcasts on Facebook, remaining after the event as a resource.

<i>Title</i>	<i>Peak live audience</i>	<i>Views</i>
Starting your family tree	n/a	2,480
Welcome to the service	29	1,684
What you need to know	41	1,242
Immigration into South Wales	27	2,862

## **d. Commemorative features**

**VE Day 75:** The Archive Service marked the anniversary of VE Day on 8 May with a film (see above), along with other posts highlighting resources for the study of the Second World War and its effects in the local area.

**Basque refugee children in Swansea, 1937-1938:** Coinciding with World Refugee Week, an online exhibition was prepared about the Basque child refugees from the Spanish Civil War who were looked after at Sketty Park in the summer of 1937. This included a short film, which is listed above. The web page was viewed 551 times during the reporting period, with 421 views in June. An Archives Wales blog on this subject was published on World Refugee Day, 20 June.

All the above films and family history videos can be seen here:  
<https://www.facebook.com/pg/WestGlamorganArchives/videos/>.

## **e. Online resources for schools**

In order to assist with home schooling, and in view of the fact that the Service to Schools was unable to operate, the materials used in the topics on 'The Three Nights Blitz' and 'Rich and Poor Victorians', which are the standard topics for Key Stage 2 pupils, were re-purposed as online resources. These were viewed 223 times during the period up to the end of August.



### 3. Annual report of the County Archivist

As is customary during May, the Archive Service published an annual report outlining its activities over the past year and providing readers with a number of local history articles based on the archive collections. This year the annual report provided an opportunity to get out key messages about the service closure and plans for its resumption, as well as providing an increased number of local history articles, some of which (such as that about the Spanish 'flu epidemic of 1918) were chosen for their relevance to current times. Following on from the publication of the study on the rebuilding of Swansea last September, several of the documents relating to the town's post-war replanning were featured in the report.

Members who have not had the chance to view the 2019/20 annual report may still do so at the following URL: <https://www.swansea.gov.uk/article/8510/Annual-Report-of-the-County-Archivist>

### 4. Use of the Service

#### *Statistics for March to August 2020*

Although the reporting period covers six months, the Archives were only open in Swansea for nine days and in Neath for five days before their enforced closure. The number of members of public using the Service on-site, March to August 2020, is therefore a low **210** and the total number reached by the Service on and off-site in the two and a half weeks it was open was **295**.

Number of on-site visits at Swansea, Neath and Port Talbot 295 (2,804) (figures in brackets represent the same two quarters last year), comprising:

Swansea	142	(1,725)
Neath	68	(596)
Port Talbot	0	(47)
Group visits	0	(438)
Number in audiences for off-site visits	35	(167)
Number of pupils reached by the Education Service	35	(494)
Numbers reached at special events	0	(290)
Numbers reached through exhibitions	50	( )
Total numbers reached on and off-site	295	(3,317)
Number of documents issued in Swansea	312	(5,302)
Number of documents issued in Neath	17	(168)
Number of post and email enquiries dealt with	908	(756)
Number of hits to the Archive Service website	7,650	(7,189)
Number of hits to the online catalogue	2,540	(640)
Number of hits to WGAS catalogues on Archives Hub	48,408	(41,633)

Number of hits to NAS catalogues on Archives Hub	1,993	(n/a)
Number of page views on Ancestry	328,151	(326,597)

## **5. The creation of teaching resources relating to Wales' connection with the slave trade**

In late May, protests took place internationally in reaction to the killing by US police officers of African-American George Floyd, many of them organised by the Black Lives Matter movement. On 7 June, in Bristol, protesters toppled a statue of 17th-century slave trader Edward Colston from its pedestal and then pushed it into the harbour. These events have prompted public authorities and other organisations at both national and local level in Wales to review street names, monuments and statues to establish and record any historic links with slave owners, slave plantations or the slave trade. The Archive Service, alongside Swansea Museum and Swansea Local Studies Library, is co-operating in the production of a report on this matter for Swansea Council.

Simultaneously, a working group has been set up by Welsh Government to review the Wales history curriculum to incorporate a greater awareness our historic involvement in Wales in the slave trade, the cultural richness of our present-day diverse population and the contribution of immigrants to Wales. Research of this nature is work which the Archive Service has been engaged upon through a number of previous exhibitions. Building on its earlier work, West Glamorgan Archive Service has linked with Glamorgan Archives in a project to develop a set of teaching resources, based on local archives and pertaining to the historic county of Glamorgan, which throw light on the county's connection with the slave trade, its part in the national anti-slavery campaigns, and also charting the history of Black communities in Cardiff and Swansea. The project team will liaise with Welsh Government agency MALD and with Race Council Cymru in due course.

## **6. Archives Accreditation and a revised policy framework**

Members may recall that, last November, the Archive Service was given one year by the Archives Accreditation Award Panel to clarify the uncertainty about its future accommodation and service resources, the Panel moving the Accreditation Award to provisional status for the following twelve months. Retention of Accredited status is therefore provisional on the Service clarifying by November 2020 plans for its relocation if Swansea Council decides to dispose of its Civic Centre, as is expected to be decided shortly.

In detail, the requirements of the Panel were:

- The Archive Service must confirm planning for the future relocation of the service and the sustainable management and preservation of its collections. Plans for the future accommodation of the service must ensure that the collections are appropriately safeguarded in archival standard storage and that provision is made to enable the service to continue to develop its collections and secure the historical record of its local community for future generations.
- The service must engage with the public to ensure that any changes to the public service meet user needs and offer equitable service access for the communities it serves.

- The service must review its policies in order to create a single coherent policy framework.

While no long-term solution for the location of the archives has yet been formulated, during the lockdown the County Archivist has continued discussions with Glamorgan Archives in Cardiff and with the Richard Burton Archives Swansea University over the temporary relocation of the WGAS archive collections to their repositories from the end of 2023 onwards. Although the precise requirements and capacities still need to be calculated, it is clear from an initial investigation that neither of the two preferred alternative repositories is capable of taking in the entirety of the WGAS collections and therefore they will have to be split between the two locations, with possibly a third element being transferred to commercial archival storage outside of Wales and hence made publicly inaccessible. In the absence of any more concrete long-term proposal for the archives or spending commitment from either parent authority, this plan for a temporary solution will be presented to the Accreditation Panel at the appropriate time.

With regard to the third requirement of the Accreditation Panel, the Service has amalgamated a number of its policies into a single document which is attached at Appendix 2.

**Members are requested to approve the new Archive Service Collections Acquisition and Management Policy.**

## **7. Accessions of archive collections**

A comprehensive list of archives received during the period March to August 2020 is attached at Appendix 3. Particular attention is drawn to a further accession of Ynyscedwyn Estate documents which were purchased *in toto* from a private collector who was spotted selling documents off individually at a west Wales antiques fair by a sharp-eyed member of archives staff. In date, the collection stretches from the mid-16<sup>th</sup> century to the Victorian era and it covers a geographical area on both sides of the River Tawe, and of the former Glamorgan-Breconshire boundary. The collection consists for the main part of 16<sup>th</sup>-17<sup>th</sup> century deeds, which set out landownership boundaries, enable us to position farms and name the people who lived there. The later records relate in part to the business interests of James Palmer Budd, the proprietor of Ystalyfera Iron Works, whose activities were so important to the development of that industrial village. As a whole, this collection is of immense importance and sheds new light on the history of the upper Swansea Valley. We are enormously fortunate in coming across it by chance, immediately identifying its historical importance and using our contacts in Pembrokeshire to be able to acquire it for us and store it during the lockdown period.

Contact Officer: Kim Collis, County Archivist

Tel: 01792 636760

Email: [kim.collis@swansea.gov.uk](mailto:kim.collis@swansea.gov.uk)

## West Glamorgan Archive Service

Proposed date for reopening **29** September 2020

### Operational Considerations

Archives reading room and reception area only to be open, Family History Centre to remain closed until further easing of restrictions (enabling book browsing and use of public PCs) which will follow first period of re-opening.

The number of customers to be allowed in the searchroom at any one time is to be subject to the 2m social distancing rule and is set at four. The searchroom has been reconfigured to allow for social distancing.

1. Service use in the Archives will be strictly by appointment only in two half-day sessions, 10am-12.30, 1.30-4pm, entrance times will be staggered slightly to avoid simultaneous arrivals in the reception area, sessions will be booked for a half day to allow for deep cleaning during a closed lunchtime period. Researchers are asked to arrive promptly for their start time.
2. Material **must** be requested in advance of visiting as there will be no on-demand service for retrieving material. To identify material, users will need to use the online catalogue or make an enquiry in advance for staff to help them find what documents that they will need to see. Books from the open shelves must be ordered in advance as no browsing is allowed.
3. Users must bring their own pencils and papers – these will not be available for borrowing – and their own devices such as laptops and cameras.
4. All customers are required to wash their hands in the Civic Centre washrooms according to NHS guidance, prior to arrival in the Archives. All work surfaces will be sanitised and cleaned at the end of the day and during a period of lunchtime closure.
5. Document requests will be limited according to our staffing capacity and in order to allow for quarantine times of documents viewed. The quantity will need to be at the Archivist's discretion as document sizes and formats vary considerably.
6. Seating at desks will be arranged to enable customers to sit 2 metres apart or according to latest guidance
7. Users will receive all their documents from staff on one trolley that will be placed by their desk
8. Once users have finished their activities for their visit, they will replace their documents on the trolley for transfer to the quarantine zone. If a customer is visiting and viewing the same material on consecutive days they should let staff know. At present the current advice is to quarantine material for 72 hours before it can be handled by staff or another customer. This advice is subject to amendment in the light of further scientific advice and research on the durability of the virus on paper surfaces.
9. Weights and book rests will have single-use/washable coverings
10. Hand gel cannot be used by any customer at their desks in the Archives, because it may rub off and damage the documents. The alternative method is for users to wash and dry their hands prior to entry to the archive searchroom. Documents will

- be protected from chemical residues on the tables by large blotters which will also be quarantined before re-use.
11. Staff will be working behind plexiglass barriers at the service desks. Customers are asked not to request the staff to come out from their seating area in order to answer detailed questions on the documents they are using, but should instead approach the desk if they have a question. The staff area will be completely roped off to prevent customers trying to enter the staff area
  12. Customers should before booking make sure they are able to use the service with the limited level of assistance available. If they are unable to use the service without substantial staff help, staff are able to offer a paid research service, a paid one-to-one consultation service via Teams, and a scanning and reprographic service.

Reopening of the service will continue to follow guidance from The National Archives <https://www.nationalarchives.gov.uk/archives-sector/our-archives-sector-role/coronavirus-update/making-plans-for-re-opening/> and any further advice from Welsh Government via its division MALD.



## COLLECTIONS ACQUISITION AND MANAGEMENT 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. It 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.

### 2. Purpose of the policy

This policy covers the core principles by which WGAS builds and manages its archive collections. These govern the collection, selection and preservation of its holdings and the information it provides about them. This forms part of a suite of Archive Service policies as published on WGAS web pages on the Swansea Council website. Hard copies are also made available in the archive searchrooms.

### 3. Acquisition of archives

WGAS conforms and is subject to all legislation applying to local authority archive services in England and Wales, including in particular section 60 of the Local Government (Wales) Act 1994, the Local Government (Records) Act 1962, and section 224 of the Local Government Act 1972. WGAS aspires to achieve and maintain the Archives Accreditation Standard.

It is appointed by The National Archives as a repository for locally deposited public records under section 4(1) of the Public Records Act 1958 and it is recognised by the Master of the Rolls as an official repository for manorial and tithe records under the Law of Property Act 1922, the Law of Property (Amendment) Act 1924 and the Tithe Act 1936. It has been designated by the Representative Body of the Church in Wales as the repository for parochial records of the Archdeaconry of Gower under an agreement of 2006.

The geographical area served by WGAS is contiguous with the boundaries of the preserved county of West Glamorgan, which are those of the former administrative county (1974-1996) and in turn these comprise the whole of the local authority areas of the City and County of Swansea and the County Borough of Neath Port Talbot. WGAS receives and collects records

relating only to this geographical area, with due regard to the principle that the integrity of archive collections which contain material primarily relating to West Glamorgan, but with some parts of the collection relating to areas outside the county, should normally be preserved.

WGAS will not accept records primarily relating to areas outside this area unless there are special circumstances and the agreement of any other interested archive authority has been sought. Such offers of material will be passed to the most appropriate archive service for consideration. In the case of a dispute between WGAS and another repository over the most appropriate custodian for a particular collection, the advice of The National Archives as a neutral arbiter will be taken.

WGAS does not collect archives from corporate bodies and institutions which already possess a recognised archive repository (such as Swansea University and the University of Wales Trinity St David) without the express permission of that repository.

WGAS collects archives as defined by the National Council on Archives in 1995 '*Archives are those records accumulated by a natural process in the conduct of affairs of any kind, public or private, corporate or individual, which have been preserved because they continue to be significant for administrative or historical purposes*' (*A National Archives Policy for the United Kingdom*, 1995) and as defined by statute, including the Law of Property Act 1922, the Law of Property (Amendment) Act 1924, the Tithe Act 1936, the Public Records Acts 1958 and 1967, the Local Government (Records) Act 1962, the Local Government Act 1972 and the Local Government (Wales) Act 1994. It receives archives by way of gift or deposit from individuals and institutions, subject to its terms of deposit, or through transfer from its parent authorities. In exceptional circumstances, it is able to purchase archival items of local importance.

WGAS does not seek to acquire published works relating to the area of West Glamorgan, other than as additions to its searchroom reference library, or where such works form an integral part of an archive collection. Similarly, WGAS does not normally collect newspapers, which are collected by the two library services of its parent authorities.

WGAS does not collect artefacts or archaeological finds, which are most appropriately donated to or deposited with the museums services of its parent authorities.

Photographs, sound recordings, film (and similar formats) and digital resources relating to West Glamorgan are collected where these can be regarded as a primary source for historical research, subject to the provisos in the next paragraph.

#### **4. Appraisal, selection and disposal**

WGAS collects records relating to its geographical area in whatever format they may exist, parchment, paper, CD-ROM or other digital medium, film, cassette tape etc. However, it reserves the right to deposit archive material for which it does not possess the correct storage facilities with a specialist repository on behalf of the depositor, or as part of the conditions of acceptance of a gift.

WGAS acts on the basis that all material offered to it is done so in good faith, i.e. that the donor or depositor has a valid title as owner or custodian of the records offered. Should this prove not to be the case, the records will be returned to their rightful owner.

WGAS reserves the right to refuse any item or items which it does not consider to be worthy of permanent preservation. It also reserves the right to appraise and weed collections to ensure that the retained records are of historical value. This will be done with the knowledge and consent of the donor or depositor. Records not considered worthy of permanent preservation will either be returned to the donor/depositor, transferred to a more appropriate repository or confidentially destroyed, depending on the expressed wishes of the donor/depositor.

WGAS reserves the right to conduct a periodic review of its archive collections and to de-accession material which does not meet its criteria for permanent preservation. No collections will be destroyed without the expressed permission of the donor/depositor or their successors.

## **5. Preservation**

The archive collections are stored in secure strongrooms 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. This is set out in more detail in the service's Security Policy.

The temperature and relative humidity in the strongrooms are controlled by air conditioning and are constantly recorded and monitored. There is a water ingress alarm system in operation. The strongrooms are kept clean, tidy and free of insect pests and regular checks are made.

Archives are cleaned where necessary and stored for protection in appropriate boxes, enclosures and wrappings. Inappropriate or potentially damaging original storage enclosures and packaging materials are replaced with acid-free materials. Where deemed necessary for their long-term preservation, archives are scheduled for interventive conservation. This is undertaken by accredited conservators as an external service provision and forms part of a managed programme of work.

To ensure that archives are handled correctly, the searchroom rules (which form an appendix to the Security Policy) must be followed by all researchers as a prerequisite of using the service. The public searchroom is invigilated by a duty archivist who enforces these rules to ensure that documents are handled with due care. Researchers are given direction as to the correct handling of documents and searchroom production aids, including book cushions, weights and polyester sheeting, are used where appropriate to protect documents during use.

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



## **6. Collections information**

WGAS is committed to ensuring the information held about the collections it holds is accurate, secure, reliable and accessible.

Summary information about each new accession is recorded in the accession register at the point of receipt. WGAS makes public details of new accessions through its quarterly reports to the West Glamorgan Archives Committee, through its annual report published online on the WGAS website and through its list of annual accessions sent to The National Archives.

Archives that are selected for permanent preservation are catalogued in detail and at multiple levels, in accordance with the International Standard on Archival Description (General) (ISAD(G)). The resulting finding aids are made available to the public as paper catalogues in the searchroom and disseminated more widely in searchable databases online. These include in a standalone form on the WGAS website and collaboratively on the Archives Hub and Archives Portal Europe.

In order further to facilitate access to our collections, additional finding aids may be prepared to assist users researching particular topics. These include map key sheets, name indexes, source lists and guides to record types. They are made available in hard-copy form in the searchroom and, where possible, online on the WGAS website.

Policy dated September 2020, for review by September 2025

## Appendix

# Conditions of Deposit

West Glamorgan Archive Service (WGAS) is willing to receive records by gift, transfer (in the case of records received from its parent authorities), or by deposit. Where records are gifted to WGAS, title will transfer to WGAS on such terms and conditions as may be agreed between the County Archivist and the donor prior to receipt. The following conditions constitute the standard criteria by which WGAS accepts documents for deposit. In exceptional circumstances they may be altered by agreement between the County Archivist and depositor at the time of deposit. No collections will be accepted on terms that are unnecessarily restrictive or which discriminate against any group or groups of users.

### WGAS:

1. will store the records in an environmentally controlled, secure strongroom in Swansea Civic Centre in conditions no less favourable than those considered acceptable for WGAS's own records;
2. will discuss the appraisal and weeding of the collection with the depositor at the time of deposit. WGAS will dispose of any unwanted material in accordance with the wishes of the depositor. This may include returning unwanted items to the depositor, passing them on to another repository or confidential destruction according to the depositor's wishes;
3. will provide the depositor with a receipt at the time the collection is received by WGAS;
4. will, as resources allow, produce a catalogue of all the documents retained, in accordance with current international standards, for the use of members of the public. For purposes of security and identification, the listing process will involve numbering each item (in pencil) with a document reference. A copy of the catalogue will be sent to the depositor. Further copies of the catalogue may be made available in WGAS's other searchrooms and more widely, including on the internet. A copy of the catalogue will if appropriate be sent to the National Register of Archives.
5. will record the names and addresses of depositors of archives in accordance with the principles and provisions of the General Data Protection Regulation and the Data Protection Act 2018. WGAS undertakes that the names and addresses of depositors will not be disclosed to any third party without their express permission, having due regard to the right of the depositor to be identified by name as the author/intellectual creator of the collection;
6. will allow members of the public free access to the documents, subject to the constraints of the searchroom regulations (a copy of which can be provided on request), and any special restrictions on access which have been agreed with the depositor, in a specially designated, supervised searchroom. Documents may be produced in the searchroom at Swansea Civic Centre, or at any of the service points maintained by WGAS.
7. will undertake conservation work on the documents, including cleaning, de-acidification and repair, as considered appropriate and practicable by the County Archivist. WGAS will not allow access by members of the public to any documents which are considered too fragile for use;
8. will allow the production of surrogate copies (where this will not result in their damage) subject to the conditions of current copyright law;

9. will seek the permission of the depositor for any publication of a substantial part of a document;
10. will take all reasonable precautions to preserve the documents from damage, loss or theft, while in storage or during periods of access, but cannot accept liability for any damage, loss or theft suffered by the documents during the period of deposit;
11. will not transfer custody of the documents without the permission of the depositor, or in any way dispose of the records without the permission of the depositor.

**The depositor:**

1. declares that he or she is entitled to deposit the documents, either as legal owner or as agent for the owner;
2. undertakes to notify WGAS of any change of address or other circumstances affecting the legal ownership of the documents;
3. will allow the documents to be marked in pencil with a reference number for identification purposes;
4. will allow WGAS to make the documents available for public research, subject to statutory and otherwise agreed access restrictions;
5. will allow WGAS to make and use facsimiles of the documents for promotional purposes (in the form of publications, leaflets, presentations and exhibitions), or for conservation purposes, the copies to be the property of WGAS;
6. will give permission for preservation and conservation work to be carried out as deemed necessary by the County Archivist. The cost of this work may be claimed from the depositor by WGAS if the collection is permanently withdrawn;
7. will give reasonable notice in writing and specify a definite time period if documents are to be withdrawn on a temporary basis;
8. will give a period of six months' notice if the collection is to be permanently withdrawn from the custody of WGAS. This notice should be presented in writing to the County Archivist;
9. will be prepared to prove their entitlement to withdraw any documents (whether temporarily or permanently) to the satisfaction of WGAS;
10. may also be expected to pay a charge, in the case of the permanent withdrawal of documents, to cover the cost of cataloguing and storage.

**ACCESSIONS OF ARCHIVES**  
**March-August 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	
Papurau Bro	Copies of 'Llais' - Papur Bro Cwmtawe	2004-2019	1 bundle	
Llanrhidian Higher Community Council	Personnel and General Purposes Sub Committee minutes and agenda	March 2020	1 bundle	P/111/45 (part)
Cathedral Church of St Joseph	Marriage register	2016-2019	1 vol.	D/D RCC 2/2/3
Llanrhidian Higher Community Council	Minutes	Mar. 2020	1 file	P/111/45 (part)
Private donation	Records relating to Mr J. O'Brien, JP, member of the Aberafan and Margam District Historical Society, including copies of the society's transactions and an album of newspaper cuttings relating to the Neath, Aberafan and Margam area.	1924-1932	5 vols.	
Private deposit	Facsimile records relating to Dr John Lewis Jones of Llansamlet, medical practitioner	1892-1927	5 items	D/D Z 1093/1-4
Private donation	Croeso '69 poster regarding an exhibition of Arts and Crafts at The Rechabites Hall, 1969; SWEP Weekend Special about the Elba Colliery Disaster, 1977; various documents and photographs relating to the Gowerton area, 1940s-1960s	1940s-1960s	1 poster, 2 bags	

<b>Creator/originator</b>	<b>Description</b>	<b>Dates</b>	<b>Extent</b>	<b>Reference number</b>
High Sheriff of West Glamorgan	Warrant of appointment, declaration and notice of appointment of Dr Debra Elizabeth Evans-Williams as High Sheriff of West Glamorgan and of Robert Hywel Parker Williams as Under Sheriff	18 Mar. 2020	1 envelope	HS/W 46/1-4
Swansea Coroner	Inquest files	2004	14 boxes	COR/S 2/32
Private donation	Collected writings of Ioan M. Richard relating to the history of Craigcefnparc, Cwm Clydach, Felindre and the community of Mawr	2016-2020	1 bundle	Searchroom library
Peter Hall video collection	Three videos: two showing Hunter and Dominie aircraft at Fairwood Airport, c. 2003, and one entitled 'Isandlwana to Northern Ireland 150 years of 23rd 24th 41st Foot - The Welsh Infantry Soldier'. By Peter Hall	2003-2020	3 video files in MP4 format (1.33Gb)	D/D Z 717/67-69
Peter Hall video collection	Six videos: refurbishment of jets; interviews with Ted Solomon, Betty Pope, Alun Richards, John Hayman, Eric Williams, Idris Edwards and Les King regarding flying and RAF Fairwood Common.	c. 2019	6 video files, MP4 format, total 3.62GB	D/D Z 717/70-75
Private donation	'Memories of World War Two' by Les Rogers (father of the donor)	n.d., late 20th century	1 file	D/D Z 1095/1
Private donation	Programmes and photographs of performances of the National Youth Orchestra of Wales	1960s-1970s	2 envelopes	D/D Z 1096/1-4
Peter Hall Video Collection	Video entitled 'Inspector Gwilym Williams of Swansea, a WW2 Spy'	2020	1 digital video file, MP4 format, 112 MB	D/D Z 717/77
Peter Hall Video Collection	Video on two Australian soldiers who died in the First World War and are buried in Swansea cemeteries	2020	1 CD-ROM, MP4 format (292 MB)	D/D Z 717/78
Llanrhidian Higher Community Council	Minutes	May 2020	1 file	P/111/45

<b>Creator/originator</b>	<b>Description</b>	<b>Dates</b>	<b>Extent</b>	<b>Reference number</b>
Private donation	'Memories of wartime food 1939-45: a few scattered random thoughts' by Prys Morgan	n.d., c. 2000s	1 envelope	D/D Z 1097/1
Peter Hall Video Collection	Film about Arthur Owens of Pontardawe, double agent in the Second World War	2020	1 digital video file (414 MB)	D/D Z 717/79
Private donation	'Middleton Park, a history' by Alex Liddell (regarding the Earls of Jersey)	2020	1 vol.	Searchroom library
Peter Hall Video Collection	Two videos: one on Harry Grindell Matthews, inventor of the "death ray", and C. R. M. Talbot, owner of the Penrice and Margam Estates.	2020	2 video files, MP4 format.	D/D Z 717/80-81
Llanrhidian Higher Community Council	Minutes	June 2020	1 file	P/111
Peter Hall Video Collection	Film entitled 'Amy Dillwyn: world's first female industrialist' by Peter Hall	2020	1 digital video file (222 MB)	D/D Z 717/82
Private deposit	Records relating to attempts to secure the estate of Walter Thomas including copy wills and correspondence	19th-20th century	1 bundle	
Peter Hall Video Collection	Digital video file regarding the work of Mary Dillwyn as a photographer	2020	1 digital video file, MP4 format, 75.5 MB	D/D Z 717/83
Peter Hall Video Collection	Two digital video files, relating to the lives and work of John Dillwyn Llewelyn and Henry Hussey Vivian	2020	2 digital video files in MP4 format (444 MB)	D/D Z 717/84-85
Peter Hall Video Collection	Digital video file regarding the life and military career of Hussey Vivian, first Baron Vivian	2020	1 digital video file, MP4 format (264 MB)	D/D Z 717/86
Private donation	Commemorative card in connection with a mission at Sketty parish church	1908	2 cards, duplicates	
Ynyscedwyn Estate	Title deeds relating to the acquisition of the estate, and deeds and documents relating to the Ystalyfera Iron Works	16th-19th century	3 boxes, 1 bag	

<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>
Peter Hall Video Collection	Digital video file concerning the rebuilding of St Mary's Church, Swansea, following destruction in the Three Nights' Blitz of Swansea, 21 Feb. 1941	2020	1 digital video file, MP4 format, 1.05 GB	D/D Z 717/87
Private donation	Photograph album relating to the civic career of William Jenkins, Mayor of Swansea 1947 and MP for Brecon and Radnor	1940s-1960s	1 photograph album	