

**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
17 June 2016**

**The purpose of this report is to
outline the work of the
Archive Service during the period
March to May 2016**

1. West Wales Regional Archives Partnership

Funded by the Welsh Government, a further piece of consultancy work has taken place to develop the West Wales Regional Archives Partnership proposal to RIBA Stage 0. This piece of work is still in draft form and therefore cannot yet be shared with members. In summary, the report identifies what the physical requirements would be for housing the collections of West Glamorgan Archive Service and the Richard Burton Archives Swansea University in a shared facility; it looks at different options for either a new-build or conversion of existing buildings; and investigates different models of governance for the West Wales partnership. It is important to note that while the report provides an indicative building cost for a new-build and conversion, it does not specify a proposed location.

Carmarthenshire Archives Service, which has recently announced that it intends to build a £2m extension to Carmarthen Library to house its archive collections, remains an arms-length partner in the discussions.

2. Commissioning

As part of the *Sustainable Swansea* programme, Swansea Council is implementing a number of savings-producing strategies over the next three years, including assessing whether New Models of Delivery, partnerships and collaborations will deliver services for less. This work is taking place alongside significant in-house transformation to meet financial and service demands with reduced resources, including a Senior Management Review, digital solutions and new ways of working.

Cultural Services has been one of the first of Swansea's services to go through a Commissioning Review, which involved assessing the benefits and impact of its services in meeting corporate priorities; whether other models exist elsewhere in terms of delivery; and

what outcomes would wish to be achieved if this was a route that proved viable. The review concluded that across the UK there are examples of independent organisations running a range of cultural services, from leisure trusts through to private/public partnerships and therefore Swansea's Cabinet approved a process to test assumptions about the future management and governance of the services within a reduced financial envelope. A Prior Information Notice (PIN) was published on 23 February, which included information on all the services, with the exception of the Libraries, and external organisations were invited to express an initial interest in running them. It is important to note that this process did not constitute a procurement exercise.

While it was included in the PIN along with Swansea's other cultural services (being clearly designated as a joint service which is aligned to the corporate objectives of both parent authorities), the Archive Service was caveated as currently subject to exploration of the benefits of a regional partnership. Only in the event that this proved to not be a sound option to realise benefits for the joint service, would alternatives be considered.

At this stage, officers are not proposing alternative governance for the Archive Service, but will continue to explore the models available within the West Wales Partnership work. At the last meeting of the Archives Committee, members requested more information on the implications of the commissioning process. Members who seek further information on the specific issues round commissioning for archive services are referred to The National Archives guidance 'In a Spin: Guidance on Spinning out Local Archive Services' (2014) at <http://www.nationalarchives.gov.uk/documents/archives/in-a-spin.pdf>

3. 2016/17 business action plan

The business action plan for the Service for 2016/17 is attached at Appendix 1.

4. Neath Antiquarian Society Archives reduced opening hours

As a consequence of the 2016/17 budget saving discussed in the last two meetings, a reduction in the advertised opening hours from four days to two days a week at the Neath Antiquarian Society Archives will come into effect on 1 August 2016. Public access to and curatorial care of the Neath Antiquarian Society (NAS) archive collections will be maintained with the presence of a WGAS archivist on a Monday.

The second day will be devoted to family history and will not provide access to the NAS archives, although the NAS has indicated that it may provide access to their collections by appointment only on a further two days a week. Although this reduction in public availability of the collections is significant, it is based on a rational analysis of their current levels of use. In 2015/16, only 208 documents from the NAS collections were issued to researchers in Neath, compared to 10,041 documents issued in Swansea over the same time-period, both facilities operating on four day a week opening.

Two members of archive staff have taken voluntary redundancy as part of this process taking the total staff complement of the Archive Service to 8 Full Time Equivalent.

5. Use of the Service

Statistics for March to May 2016

The number of members of public using the Service on-site, March to May 2016, was **1,651** and the total number reached by the Service on and off-site was 2,384.

Number of on-site visits at Swansea, Neath and Port Talbot 1,651 (1,751) (figures in brackets represent the same quarter last year), comprising:

Swansea	1,011	(1,208)
Neath	539	(484)
Port Talbot	22	(17)
Group visits	79	(42)
Number in audiences for off-site visits	656	(330)
Number of pupils reached by the Education Service	497	(349)
Numbers reached at special events	177	(0)
Total numbers reached on and off-site	2,384	(2,081)
Number of documents issued in Swansea and Neath	2,463	(3,126)
Number of post and email enquiries dealt with	270	(297)
Number of hits to the Archive Service website	2,529	(3,517)
Number of hits to the online catalogue	1,562	(n/a)

6. Service outreach

Exhibitions and outreach

The Service created an exhibition for the Queen's 90th birthday celebrations for local nonagenarians at Margam Orangery on 23 May.

The Service is involved in the 'Visions of Steel' project led by Swansea University. During the quarter, this has involved two public events in Port Talbot and one education session at Sandfields Comprehensive School.

Education Service

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

Birchgrove
Blaenymaes
Cadle
Coed Hirwaun
Croeserw
Gorseinon
Portmead
Sandfields Comprehensive School

Members of staff have given talks to the following adult groups, delivered either on or off-site:

Neath Probus Club
Swansea Library lunchtime talks

Fourteen family history sessions have been delivered for groups from SANDS Cymru (recoverers from alcohol and drug abuse) and two from Rathbone Cymru (education and training for 16-19 year olds).

7. Professional meetings and partnership working

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

Archives and Records Council Wales
ARCW Cynefin Board
ARCW Marketing Group
'Fundraising for Archives'
Swansea Libraries, Archives and Museums Co-operation Group

The Archive Service was visited by Sabrina Petersen and Jeff Heaps from Ancestry USA in March to mark the start of Ancestry's first significant contract with a local authority archive in Wales.

The Service hosted a visit by Julie James AM.

Together with the conservator at Gwynedd Archives, the County Archivist gave a paper on the conservation and repair of the Neath Abbey Ironworks collection at the ARCW/WHELP day conference, 'The Big Reveal: Showcasing collections made accessible by conservation' on 19 May at the National Library of Wales.

At their AGM in London, the County Archivist was awarded a Distinguished Service Award by the Archives and Records Association of UK and Ireland for services to archives in Wales.

8. Collection policy

An updated collection policy is attached at Appendix 2. **Members are asked to approve the Archive Service's revised collection policy**

9. Archive collections

A comprehensive list of archives received during the period March to May 2016 is attached for information at Appendix 3.

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BUSINESS IMPROVEMENT ACTION PLAN 2016-2018

Service: West Glamorgan Archive Service

Manager: Kim Collis

Date Complete: 06/05/2016

Last Updated:

BIAP ref	Values	Link to CCS and NPT corporate aims	Action	Due Date	Resources	Milestones	PI Measure / Target	Action Status
1.	People focus; working together	(NPT) Communities and environment are sustainable	Maintain WGAS curatorial input into the care of the Neath Antiquarian Society (NAS) collections while implementing a reduction in public opening hours at the Neath service point	Dec 2016	Existing revenue budget	a. Put new staffing arrangements in place, by Aug 2016 b. Design and implement a reduced service while maintaining public access to the NAS collections for research, by Aug 2016 c. Review and evaluate new service incorporating if necessary further volunteer involvement, by Dec 2016	Revenue budget balance	New New New

BIAP ref	Values	Link to CCS and NPT corporate aims	Action	Due Date	Resources	Milestones	PI Measure / Target	Action Status
2.	People focus; working together	(CCS) Tackling poverty; improving pupil attainment; building sustainable communities (NPT) People fulfil their learning potential;	Market and develop the service through social media and other virtual methods	Mar 2017		<p>a. Continue and develop social media campaigns via Twitter and Facebook, through to Mar 2017</p> <p>b. Take part in the UK-wide 'Explore Your Archive' campaign in Nov 2016</p> <p>c. Develop new sales products to help raise income and market the service by Mar 2017</p> <p>d. Continue efforts to commercially digitise parts of the collections</p>		<p>New</p> <p>New</p> <p>Carried forward</p> <p>New</p>
3.	Innovation	(CCS) Creating a vibrant and viable city centre (NPT) Communities and environment are sustainable	To maintain and achieve quality and professional standards for the Archives	Dec 2016	Existing revenue budget	<p>a. Apply for Archives accreditation for the Swansea service point, by Nov 2016</p> <p>b. Progress discussions on partnership with Swansea University including a preferred location, by Dec 2016</p>	Archives Accreditation standard	<p>Carried forward</p> <p>New</p>
4.	Innovation	(CCS) Creating a vibrant and viable city centre (NPT) Communities and environment are sustainable	Extend, develop and promote use of the oral history and film collections	Mar 2017	Existing revenue budget	<p>a. Deposit remaining film and video material with the National Screen and Sound Archive of Wales, by Dec 2016</p> <p>b. Continue active collection of sound and film recordings, including by-products of partnership community history projects running in 2016/17 and 2017/18</p>	CTA5	<p>Carried forward</p> <p>New</p>

BIAP ref	Values	Link to CCS and NPT corporate aims	Action	Due Date	Resources	Milestones	PI Measure / Target	Action Status
5.	Innovation	(CCS) Creating a vibrant and viable city centre (NPT) Communities and environment are sustainable	Develop capacity for the preservation of digitised and born-digital records,	Mar 2017	Existing revenue budget Welsh Government grant support	<p>a. Write WGAS digital preservation policy</p> <p>b. Continue work on partnership project with the Archives and Records Council Wales Digital Preservation Group</p> <p>c. Continue work on digitisation of sound and video archive</p>	Archives Accreditation standard	<p>Carried forward</p> <p>Carried forward</p> <p>New</p>
6.	Innovation	(CCS) Creating a vibrant and viable city centre (NPT) Communities and environment are sustainable	Improve the physical care of the archive collections held in Swansea Civic Centre and prepare for move of premises	Mar 2017	Existing revenue budget Welsh Government grant (TBC)	<p>a. Relocate to intended destination and box all rolled maps transferred to temporary storage from the Guildhall, by Dec 2016</p> <p>b. Continue a programme for the boxing of loose volumes, by Mar 2018</p> <p>c. Improve the storage of flat plans and maps, by Mar 2018</p> <p>d. Apply barcodes to all boxes to allow for stocktake and physical control, by Mar 2018</p>	Archives Accreditation standard	<p>Carried forward</p> <p>Carried forward</p> <p>Carried forward</p> <p>Carried forward</p>

BIAP ref	Values	Link to CCS and NPT corporate aims	Action	Due Date	Resources	Milestones	PI Measure / Target	Action Status
7.	People focus; Working together	(CCS) Tackling poverty; improving pupil attainment; building sustainable communities (NPT) People fulfil their learning potential; Neath Port Talbot's communities and environment are sustainable.	To raise awareness in the community with an outreach programme aimed at promoting and extending use of the Service; To complete the Archives publication programme	Mar 2017	Existing revenue budget Welsh Government grant HLF grant Publications reserve	a. To continue our programme of commitments for talks and events, through to Mar 2017 b. To take part in outreach projects in 2016, 'Pride in Penderry', 'Visions of Steel' and 'Exploring Gower's Ancient Woodland' d. To publish books on the reconstruction of Swansea 1941-1958; and on the Farms and Families of Llangyfelach by Mar 2018	CTA5	Carried forward New Carried forward
8.	Innovation	Business efficiency: improve the way the service is planned and delivered	Extend the existing records management retrieval system (RMS) to more users	Mar 2017	Existing revenue budget	Roll out ordering deeds through Oracle to Legal staff, by Mar 2017 Roll-out service to Highways and Transportation, by Mar 2017	CTRM3	Carried forward New
9.	Innovation	Business efficiency: improve the way the service is planned and delivered	Integrate the RMS into the ECM system adopted by Swansea Council	Mar 2017	Existing revenue budget	a. Participate in ECM Task and Finish group with specific goal of integrating records management and compliance into the system, by late 2016 b. Prepare for transfer of data from Oracle to new ECM system	CTRM3	New New
10.	Working together	Business efficiency: improve the way the service is planned and delivered	To draw up a disaster plan for the Records Management Service	Mar. 2017	Existing revenue budget	Disaster plan written and circulated	None	Carried forward



COLLECTION POLICY

Identity of the Archive Service

West Glamorgan Archive Service is the archive authority for the Councils of the City and County of Swansea and Neath Port Talbot County Borough, acting through the West Glamorgan Archives Committee. It is based at Civic Centre, Oystermouth Road, Swansea, and operates a subsidiary service point at Neath Mechanics' Institute, 4 Church Place, Neath.

The Archive Service's mission is the preservation and development of its archive collections, to safeguard our documentary heritage and to enable research in order to further our collective knowledge. The Service is committed to providing information and the opportunity to engage with archives to everybody.

Authority of the Archive Service to collect

West Glamorgan Archive Service 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 and the 1962 and 1972 Local Government Acts.

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, including records of the Coroner's Court; the Courts of Quarter and Petty Sessions; H.M. Prison Service; H.M. Customs and Excise and the National Coal Board.

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 is recognised by the Representative Body of the Church in Wales as a repository for parochial records of the Diocese of Swansea and Brecon under the terms of agreements of 1976, 1993 and 2006.

West Glamorgan Archive Service aspires to achieve and maintain the Archives Accreditation Standard.

Geographical scope of the collection policy

The geographical area served by the Archive Service is contiguous with the boundaries of the preserved county of West Glamorgan, which are those of the former administrative county (1974-1996). It serves the City and County of Swansea and the County Borough of Neath Port Talbot. The Archive Service 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

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relating to West Glamorgan, but with some parts of the collection relating to areas outside the county, should normally be preserved.

The Archive Service will not accept records primarily relating to areas outside the former county boundary of West Glamorgan, 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 the Archive Service 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.

The Archive Service 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.

Subject scope of the collection policy

The Archive Service 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 Acts, 1962 and 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.

The Archive Service 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. Published works not required for the searchroom library which are offered to the Archive Service will be directed to the appropriate library service of the two parent authorities. Similarly, the Archive Service does not normally collect newspapers, which are collected by the two library services of its parent authorities.

The Archive Service 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 paragraph below about the most appropriate storage facility.

Physical scope of the collection policy

The Archive Service collects records relating to its geographical area in whatever format they may exist, parchment, paper, CD-ROM, 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.

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Intellectual scope of the collection policy

The Archive Service 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.

The Archive Service 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.

The Archive Service 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 permission of the donor or depositor or their successors.

The Archive Service makes public details of new accessions through its quarterly reports to the West Glamorgan Archives Committee, through its annual report published online on the Archive Service website and through its list of annual accessions sent to The National Archives. Finding aids to the listed items will, where appropriate, be disseminated to the widest possible public audience using all technological means at its current disposal.

Date of policy June 2016

For review June 2021

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APPENDIX 3

ACCESSIONS OF ARCHIVES
March-May 2016

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Private deposit	Photograph of St Mary's Church, Swansea, n.d.; Photograph of Oystermouth Station during the Mumbles Railway 150th anniversary celebrations, 1954; Ministry of Health: Session 1920 Swansea, Neath and Aberavon Extensions Local Enquiry minutes of proceedings.	1950s	2 photographs; 1 vol.	TC 131/33; P/PR
Private deposit	Photographs of housing estates and schools in Swansea	1950s-1960s	1 bundle	D/D Z 1000
Carmel, Eglwys yr Annibynwyr, Gwaun Cae Gurwen	Copper print blocks; various photographs, books and Sunday School material.	19th - 20th cent	2 small boxes	D/D Ind 39/14/4-13; D/D Ind 39/16/1-39/17/4
Skewen & District Industrial Heritage Association	Photographs of Skewen and Neath Abbey	19th - 20th cent.	1 box; 1 crate	D/D SIH
City and County of Swansea	Plan of Dynevor Grammar School, 1925 (copy); plan of Dynevor Comprehensive School circa 1950 (copy); plan of Clwyd County Primary School n.d. circa 1960	1925-c.1960s	3 items	E/S PI 17-18
Soar Welsh Independent Church, Blaendulais and Ebenezer, Nant-y-cafn	Accounts, minutes and ephemera	19th and 20th cent.	2 bundles	D/D Ind 26/201-217; D/D Ind 49/1/1-2/1

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Creator/originator	Description	Dates	Extent	Reference number
Pantygwydr Baptist Church	Roll of honour recording Sunday School members serving in the forces during the First World War	1914-1918	1 card	D/D Bap 50/127
Private deposit	Brangwyn Hall photograph album showing wartime orchestral performances,	c. 1939 -1944	1 item	
Private deposit	Photographs of BP/NOR (National Oil Refinery	20th century	1 bundle	D/D SIH
Private deposit	Original account of enemy attacks on Swansea in the early part of the Second World War, by Muriel Wheeler	n.d.	5 papers	D/D Z 996/1
Private deposit	Brochure of the ceremony to mark the Honorary Freedom to 215 (City of Swansea) Squadron	12 March 2016	2 items	D/D An 21/1
Llewellyn family records	Photograph album showing the Queen's visit to County Hall, Swansea and Margam Park	1989	1 vol.	
Parish of St Mary's, Swansea	Orders of service relating to commemorations of the Three Nights' Blitz of Swansea	2016	1 envelope	P/123/CW/1375
Swansea Quaker Meeting	Box file containing articles regarding the history of the Quakers in Neath and Swansea	20th century	1 box file	D/D SF 1/1-2
Nelson Terrace Nursery School	Bundle of photographs and press cuttings relating to the establishment, opening and running of Nelson Terrace Nursery School, under its headmistress, Miss Brown	1926-1939	1 bundle	E/S 21/3/2

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<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Llewellyn family records	Letters from members of the Llewellyn family of Baglan Hall and Cwrt Colman; estate papers from Nash, near Cowbridge; letters from Lydia Williams (née Pritchard, of Pwll-y-wrach) to her husband	19th-20th century	1 carload (6 boxes)	
Neath Port Talbot County Borough Council	Shrievally Declaration of Professor Donna Mead as High Sheriff of West Glamorgan, 2016; NPT Register of Electors, 2016; Neath Rural District Council Annual Report of the Medical Officer of Health, 1921; Neath Borough Council diary, 1995-1996	1921-2016	5 items	CB/NPT RE 39; HS/W 41/1-3
Photographic material	Photographs of Nelson Terrace Nursery and Peter John Bullock as a child and in 2016	1930s-2016	5 photographs; 1 CD	D/D Z 998
Swansea Reference Library	Annual reports of various churches and chapels in the Swansea area	1916-1966	2 bundles	SL 60/10-22

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Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Copies of "Worms Eye", Gowerton School magazine, 1980s; council development plans for the Gower area including Penmaen car park an Nicholaston Sewerage scheme, 1980s; notebook of Parkmill coronation celebrations, 1937; Parkmill Local Defence Volunteers attendance notebook; Glamorgan WI agricultural sub-committee minute book, 1950s; Gower pageant and general ephemera	20th century	1 box	
St Judes, Swansea and St Michael & All Angels, Manselton	Marriage registers	1993-2015	2 vols	P/320/CW/134; P/311/CW/93
Private deposit	List of men from Sketty commemorated on a memorial in St Pauls Church, Sketty with their entry in the Commonwealth War Graves and 1911 census	2016	1 vol.	D/D Z 817/5
Private deposit	Teacher's notebooks relating to Eastern Boys School; First and Second World War ephemera, ephemera relating to shops in Port Talbot; Gas mask and Special constables armband	19th -20th century	1 box	D/DZ 1002
Private deposit	Additional photographs of Gorseinon district	c. 20th cent	1 bundle	P/PR/79; D/D Z 1003/1

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Creator/originator	Description	Dates	Extent	Reference number
Benefice of Three Cliffs (parish of Pennard)	Papers relating to the establishment of the Benefice of Three Cliffs, graveyard survey and papers relating to the creation of the Millennium Window	1978-2012	1 bundle	P/117/CW/139-141
Private deposit	Agreement for Compromise and for a Lease of a piece of land at Pontwalby, Glamorgan	1899	1 item	D/D Z 966/2/9
City and County of Swansea: GIS Section, Information and Business Change	Aerial photographs of the Swansea area	1960s-2000s	5 boxes	
Private deposit	Diploma in Local History dissertation on Llandeilo Talybont Churchyard Memorials, by John Andrew	1991	1 item	Searchroom library
The Gower Society	Gower Society newsletters and programmes for 2015/2016; 2015 Report of the Trustees; Agenda for the annual general meeting, 7th May 2016; South Wales Evening Post cuttings for 2015; Gower Show Catalogue 2015; St Illtyd's Church, Ilston, Gower, Flower Festival, 20th-24th August 2015	2015-2016	1 vol., 8 other items	D 56
Private deposit	Map of Adulam Chapel burial ground, Bonymaen, on paper	1903	1 plan	
Private deposit	Programmes and photographs relating to Cymdeithas y Ddrama Cymraeg, Abertawe	c. 1919-1990s	1 bundle, 1 folder	

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Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Memories of Blitz on Swansea, World War 2 - St Albans Church Hall, Treboeth	17 March 2016	1 disc	
Private deposit	'Barddoniaeth Danny Thomas' by William Daniel Thomas (1935-2014) - book of unpublished poems in Welsh relating to the author's life in the Dulais Valley	n.d., late 20th cent.	1 vol.	
Private deposit	Skewen District Historical Society minutes covering May 2015 to April 2016; Skewen District Historical Society "Hanes" publications covering October 2015 to March 2016; St Mary's Church Mothers' Union Minutes covering 1947 to 1999	1947-2016	1 folder and 1 volume	D/D SHS
Library book	Book entitled 'Sixteen tons of Clunes Gold: a history of the Port Phillip and Colonial Gold Mining Company', by John Woodland (relating to a piece of machinery made by Neath Abbey Ironworks).	2001	1 vol.	Searchroom library
Gower Home Guard	Register of the Home Guard in Gower (the 15th Bn. Glamorgan Home Guard). Volume believed to have been compiled by Ivor Rees Griffiths (p. 12, entry no. 39)	1940-1945	1 vol.	
Private donation	Various personal documents relating to Arthur George Raymond John and his military service after the Second World War	1894-1947	1 bundle	D/D Z 1004/1-10

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Creator/originator	Description	Dates	Extent	Reference number
Swansea, St Jude's parish	Roll of Honour recording names of those who served and fell in the First World War	n.d., 1920s	1 large card	
Christopher Taylor of Cardiff collection	Glamorgan vehicle registrations	20th century	1 bundle	
Glamorgan Federation of Women's Institutes	Minutes, reports and scrap books	20th century	5 boxes, 3 crates	
Dyffryn Clydach Community Council	'Ymlaen' - newsletter	2015	1 leaflet	P/242/12/15
Swansea Library Collection	Brangwyn Hall programmes, Swansea Festival programmes and two sales catalogues	20th century	2 box files, 2 booklets	
Private deposit	Miscellaneous deeds relating to Swansea properties and sales particulars	20th century	1 box	
Private deposit	Miscellaneous deeds relating to Swansea and Gower properties	20th cent	1 box	
Arthur Rees Collection	Additional records of the Arthur Rees Collection relating to Port Talbot Railway, Margam and Abbey Steelworks and other collected items relating to the history of Port Talbot.	19th and 20th centuries	6 boxes; 2 plans	D/D XIm
Chapel records (Siloh Newydd, Landore; Brynhyfryd Baptist Church; Bethel, Penclawdd; Tabernacl, Penclawdd; Ebenezer, Gorseinon)	Chapel records, including accounts, annual reports, photographs, building plans, membership records and correspondence	19th-21st century	1 carload	
Photographic material	Photographs and slides of Swansea and Gower	20th cent	1 folder; 1 bundle; 2 slide trays	

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<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Llanrhidian Higher Community Council	Minutes	2016	2 bundles	P/111/45
Edward Vivian Yates of Ystradgynlais Collection	Military service records	1940s	1 bundle	
Private deposit	3 reels of 8mm film (unidentified)	20 th cent	3 films	