

Notice of Meeting

You are invited to attend a Meeting of the

West Glamorgan Archives Committee

At: Committee Room 6, Guildhall, Swansea

On: Friday, 15 December 2017

Time: 11.00 am

Chair: Mr Byron Lewis

Agenda

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| 1 | Apologies for Absence. | |
| 2 | Disclosures of Personal and Prejudicial Interests.
www.swansea.gov.uk/disclosuresofinterests | |
| 3 | Minutes.
To approve & sign the Minutes of the previous meeting(s) as a correct record. | 1 - 3 |
| 4 | Report of the County Archivist. | 4 - 21 |

Next Meeting: Friday, 16 March 2018 at 11.00 am (Neath)



Huw Evans
Head of Democratic Services
Friday, 8 December 2017

Contact: Gareth Borsden - 01792 636824

WEST GLAMORGAN ARCHIVES COMMITTEE

CITY AND COUNTY OF SWANSEA

Peter M Black	Elliott J King
Louise S Gibbard	Robert V Smith
Lyndon R Jones	

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Wyndam Fryer Griffiths	Rachel Louise Taylor
Hugh N James	Arwyn N Woolcock
Peter A Rees	

NON VOTING ADDITIONAL MEMBERS

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

Officers:

City & County of Swansea Council:	
Tracey McNulty	Head of Culture Services
Kim Collis	County Archivist
Gareth Borsden	Democratic Services
Archives	1 Copy
Neath Port Talbot County Borough Council	
Mr David Michael	Head of Legal
Mr Wayne John	County Librarian



City and County of Swansea

Minutes of the West Glamorgan Archives Committee

Committee Room 1/2, Civic Centre, Port Talbot

Friday, 15 September 2017 at 11.00 am

Present: Councillor R V Smith (Vice Chair) Presided

Representatives of the City and County of Swansea

Councillor(s)

P M Black
R V Smith

Councillor(s)

L S Gibbard

Councillor(s)

L R Jones

Representatives of Neath Port Talbot County Borough Council

Councillor(s)

H James
A Woolcock

Councillor(s)

R L Taylor

Councillor(s)

P A Rees

Officer(s)

Gareth Borsden
Kim Collis
Wayne John

Democratic Services Officer
County Archivist
County Librarian - NPT

Apologies for Absence

Councillor(s): E J King
Mr A Dulley, Dr L Miskell and Mrs J Watkins

5 Condolences - Councillor Janice Dudley.

The Vice Chair referred with sadness to the recent sudden death of Councillor Janice Dudley, the current Mayor of Neath Port Talbot and a member of the West Glamorgan Joint Archives Committee for many years.

All present stood in silence as a mark of sympathy and respect.

6 Election of Vice Chair for 2017-2018 Municipal Year.

Resolved that Councillor P A Rees be elected Vice Chair of the Committee for the 2017-2018 Municipal Year.

Councillor P A Rees (Vice Chair) presided.

7 Disclosures of Personal and Prejudicial Interests.

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

8 Minutes.

Resolved that the minutes of the minutes of the West Glamorgan Archives Committee held on 16 June 2017 be approved as a correct record.

9 Matters Arising.

The County Archivist reported that following discussions at the last meeting regarding the use of social media advertising, the service would be shortly trialling Facebook advertising, to link in with the Service's Christmas cards going on sale.

10 Report of the County Archivist.

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period June to August 2017.

Use of the Service

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

He referred to the changing pattern of use of the service, particularly the declining number of actual visitors to the searchrooms, which is in part due to the amount of information now available online via Findmypast and Ancestry.

Up to date figures on the number of hits to the Service's website and online catalogue would be provided to the next meeting.

Members discussed the possibility of the Service developing its own stand-alone website, with links from both authorities' websites, Facebook etc. This would enable more digital image content to be made available on the Archives website rather than those of commercial providers.

He would investigate the cost and practicalities of such a proposal and report back to the next meeting.

Service Outreach

The County Archivist reported on the two exhibitions 'Our Abertawe: Celebrating Swansea Together' and 'Visions of Steel' that were currently on display in Swansea Civic Centre.

He outlined the talks given to various groups and school visits during the quarter.

Regional History Centre Project Board

He reported that there have been no further meetings of the Board since March, and that the Service is liaising with colleagues in Swansea Council to ensure that the future needs of the Archives are catered for when the time comes to vacate the Civic Centre. This will not fetter the feasibility or option for a shared regional centre should this prove to be preferable in the future, subject to it being an agreed outcome within the partner authorities.

Members asked that they be provided with more information on what any future archives facility would need in terms of size, storage, access etc, in order that they could give political support within their Authorities to the future needs and provision of the Service. The County Archivist agreed to forward this information to Members.

Staff

He reported that Aoife Cremin a graduate from Swansea University had been appointed as the Archive Trainee for 2017/18.

He referred to a recent meeting he had attended relating to an HLF bid for funding for a series of training placements in cultural heritage venues for young people who are NEET which could lead to an NVQ accreditation.

Professional Meetings and Partnership Working

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

He also reported on his presentation at the Archives & Records Association annual conference in August regarding the development of a national Archive Reader's Ticket.

Archive Collections

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

The meeting ended at 11.52 am

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
15 December 2017

The purpose of this report is to
outline the work of the
Archive Service during the period
September to November 2017

1. Use of the Service

Statistics for September to November 2017

The number of members of public using the Service on-site, September to November 2017, was **1,465** and the total number reached by the Service on and off-site was **2,206**.

Number of on-site visits at Swansea, Neath and Port Talbot 1,465 (1,452) (figures in brackets represent the same quarter last year), comprising:

Swansea	1,081	(954)
Neath	241	(356)
Port Talbot	24	(27)
Group visits	119	(88)
Number in audiences for off-site visits	331	(798)
Number of pupils reached by the Education Service	391	(588)
Numbers reached at special events	410	(270)
Total numbers reached on and off-site	2,206	(2,493)
Number of documents issued in Swansea and Neath	2524	(2,559)
Number of post and email enquiries dealt with	283	(266)
Number of hits to the Archive Service website	3,677	(3,528)
Number of hits to the online catalogue	1,445	(1,463)
Number of page views on Ancestry	118,071	(n/a)

2. Service outreach

Exhibitions and events

The exhibition '*Our Abertawe: Celebrating Swansea Together*' went on display in the National Waterfront Museum Swansea in November. The exhibition (reported on previously) celebrates the city's ethnic and cultural diversity and was prepared in March this year. The digital content of this exhibition has been supplied to Swansea Museum in preparation for joint working on developing further the multiculturalism theme in 2018.

The Archives provided stands to promote the service and sell publications at the following autumn events:

Glamorgan Family History Society Fair, Merthyr Tydfil
Swansea Local History Bookfair
Glamorgan History Society day school, Bridgend
Pontardawe Library local history afternoon

Initial planning has taken place for the Service's key exhibition for 2018 celebrating the 100th anniversary of women's suffrage. This work is being co-ordinated to complement parallel work by Women's Archive Wales and the Women's Local Government Society (WLGS). The Service nominated Winifred Coombe Tennant as one of 100 suffrage pioneers to be recognised nationally by the WLGS, while Women's Archives Wales acting in co-ordination nominated Margaret Haig Thomas, Emily Phipps and Charlotte Price White. An announcement is expected in January of the chosen 100 pioneers from the nominees.

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:

Casllwchwr (x2)
Craig Felin
Cwmnedd
Gwyrosydd
Login Fach
Penclawdd (x3)
Ynysmaerdy

Additionally members of staff have delivered educational sessions to students of Swansea University, University of Wales Trinity St David and to members of the Legacy of Longfields project.

National Map Reading Week

National Map Reading Week was short campaign during the week 16-22 October 2017 which gave the Service an ideal opportunity to showcase some of the maps it holds. It coincided with the completion of the Service's third interactive resource CD, entitled '*The Metropolis of South Wales*', containing Victorian maps of Swansea. We gained 34 more followers on Twitter during the week as a result of the campaign.

'Explore Your Archive'

Every year, archives across the UK and Ireland come together for a week-long campaign to promote the use of archives entitled 'Explore Your Archive' and organised by the Archives

and Records Association. In Wales, the campaign is supported by the Welsh Government with a marketing grant scheme and some central co-ordination by Archives and Records Council Wales.

The Archive Service concentrated on social media during this year's campaign, with a series of tweets and Facebook posts and a YouTube film 'Explore Your Archive' created by the artist in residence at University of Wales Trinity St David. The latter was funded by a Welsh Government grant. The campaign resulted in 32 new followers on Twitter and 126 on Facebook.

Facebook advertising

The Service took out one week's advertising space on Facebook in November in order to publicise its Christmas cards and gifts. A total of £67 worth of stock was sold through online sales during the week for an initial outlay of £56, however the value of the exercise was probably more in the number of people the advert reached and the number of clicked-through visits to our website (7,590 and 294), even when this did not result in a sale.

City of Culture 2021 bid

During the quarter, the Service supported Swansea's City of Culture 2021 bid through social media, and by decorating the public area and providing Swansea 2021 giveaways for our customers. We provided historic images of Swansea for use by Cultural Services, both in the presentation to DCMS and more generally, and to the BBC for its coverage of the announcement.

3. Digital Preservation Policy

Members are requested to approve the all-Wales digital preservation policy attached at Appendix 1. This policy is being adopted by public authorities across Wales to ensure that they work in a co-ordinated manner in this complex field. Digital preservation will become increasingly significant as certain records, no longer created in hard copy format, are nevertheless required to be preserved indefinitely. It is understood that the business plan for the partnership involves charging per upload into the all-Wales digital repository rather than a subscription model for authorities.

4. Professional meetings and partnership working

Members of staff have attended the following professional meetings and taken part in partnership work as follows during the last quarter:

- ARCW Digital Preservation workshop and Archives Hub event
- ARCW Marketing Group
- Chief Archivists in Local Government Group Executive
- South Wales Record Society Committee
- South West Wales Emergency Planning Regional Network
- Swansea Council Blue Plaques Advisory Group
- Swansea Council HLF 'Great Places' fund bid preparation
- Swansea Libraries, Museums and Archives Co-operation Group

5. Training

Members of staff have attended the following free training courses provided by Welsh Government Museums Archives Libraries Division and Archives and Records Association during the last quarter:

- 'Dirt and dust: strategies for prevention and management'
- 'Marketing and promoting your service through social and multi-media'
- New developments in archive storage: incorporating the Passivhaus principle into archive design
- 'Supporting children with special educational needs'
- 'Working with Teenagers'

6. Archive collections

A comprehensive list of archives received during the period September to November 2017 is attached for information at Appendix 2.

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DIGITAL PRESERVATION POLICY

1. Introduction

The vast majority of records today are created in or converted to digital formats. This maximises efficiency of information use, editing and transfer, but in terms of long-term accessibility leaves records in a particularly fragile state, vulnerable to loss through mishandling and format obsolescence. This in turn results in the loss of information that would be of continued value to informed decision-making, democratic transparency, legal compliance and to our shared culture. Digital records cannot survive without robust management and shared strategies for their long-term preservation. This document sets out a policy for Wales to ensure longevity of digitally created records and culture.

2. Context

- 2.1. This Policy has been produced by Archives and Records Council Wales¹ in recognition of the significant strategic challenge digital preservation presents to organisations in Wales currently creating records, and to the archive services which are responsible for their permanent preservation. The proper care and management of digital records requires additional resource and new skills which are frequently not available within individual institutions, and where a collaborative approach is to be recommended.
- 2.2. A shared cultural history is a crucial and cohesive element of our unique and distinct Welsh identity. Archive institutions in Wales have a vital role to play in safeguarding this history, by selecting and preserving records and documents, whatever their format, and making them available for access to audiences in Wales and beyond. In this way the informational value of the records is preserved, both as evidence of the functions and actions of record creators, and for the benefit of researchers now and in the future.
- 2.3. Such records continue to be created, and at an increasing rate. The rapid pace of modern technological change, coupled with business efficiency requirements, has led to digital formats becoming the standard platforms for creating records, where historically they took physical format. Digital records now therefore constitute a significant and increasing proportion of Wales' cultural memory.
- 2.4. The survival of digital records is not however straightforward. Digital records are not inherently human-accessible, and to access them requires appropriate tools in the form of hardware, software and storage media. Such records may be rendered irretrievable when newer and incompatible versions of these tools come into common use. This issue of technological 'obsolescence' is a significant threat to the continued accessibility and authenticity of digital records.
- 2.5. Archive institutions select records for permanent preservation on the basis of the value of their information content, irrespective of technological format. While the requirements for managing analogue formats are well understood and catered for, the management and preservation of digital records presents new challenges. Individually, many archive

¹ Archives and Records Council Wales was established in May 1995 as a representative body for institutions and organisations all over Wales involved with caring for archives. See <https://archives.wales/arcw/>

institutions currently lack the infrastructure, skills and resources required to address these.

- 2.6. The role of digital records as a part of our shared heritage and the role which archive institutions play preserving them are not well understood by stakeholders. Digital records are frequently misperceived as possessing little or no historical value due to their contemporary format and nature. Consequently the need for additional investment in the infrastructure and skills required to preserve these records also often goes unrecognised.
- 2.7. Archives and Records Council Wales (ARCW) has been working collaboratively through its Digital Preservation Working Group to understand and address these challenges. This Policy therefore presents a framework for an all-Wales digital preservation solution to enable continued access to our national digital heritage.

3. Policy Aims

- 3.1. To ensure digital resources of enduring value are selected for preservation and remain authentic and accessible in the future.
- 3.2. To provide a framework for the development of digital preservation strategies that can be adapted for use by organisations throughout Wales, irrespective of their size and capacity.
- 3.3. To raise awareness of the importance of effective Digital Preservation among archive institutions and practitioners, managers, information technology staff and stakeholders / decision makers.

4. Context for Digital Preservation in Wales

- 4.1. **Risk:** The nature of digital records means that the risks to their survival are more acute than is the case for physical records. Inaction on digital preservation threatens organisational governance and accountability and risks significant gaps in the Welsh documentary heritage. Without appropriate action vital records will become inaccessible; record creators will be unable to evidence their actions and demonstrate legal compliance; and information of value for future research will not be available.
- 4.2. **Policy:** The *Statement of Conservation Principles for the Cultural Heritage of Wales* commits all those who have responsibility for cultural heritage to advocate its value; contribute to, promote and employ current standards and best practice; manage collections based on their significance and condition; put sustainability at the core of conservation; develop skills and share knowledge; seek the resources needed for the care of collections and promote inclusive and responsible public access. This Policy endorses and implements these principles for digital media.
- 4.3. **Collaboration:** Archive institutions in Wales, working through the ARCW Digital Preservation Working Group, have recognised that a strategic all-Wales approach is vital in tackling digital preservation. It is only by pooling resources and staff expertise that the disadvantages inherent in working in small institutions with limited resources and staff time can be addressed. By working together on digital preservation activities, a standardised and sustainable professional approach can be achieved, providing assurance to stakeholders, and facilitating inter-operability.

4.4. **Standards:** To ensure digital resources remain authentic and accessible, archive institutions need to adopt a digital preservation strategy which provides a systematic framework for implementing preservation actions. Such strategies should be guided by professional standards and current best practice, in line with the technical appendix accompanying this policy.

4.5. **Accreditation:** Archive institutions in Wales are expected to achieve and maintain accredited status under the Archive Service Accreditation Standard. This includes providing appropriate standards of management and care for digital holdings.

5. Legal Status and Authority to Collect

5.1. Archive institutions collect, preserve and make accessible records and documents, regardless of format, that are deemed worthy of permanent preservation for historical and informational purposes. They do so in accordance with relevant local government legislation, foundation charters, and a range of information legislation including the Public Records Act (1958), the Data Protection Act (1998) and the Freedom of Information Act (2000).

5.2. Archive institutions should possess a Collection Policy which outlines their collection scope and remit, and which should define coverage for digital formats alongside analogue. Digital Preservation Policies and Strategies should align with these local Collection Policies, and policy links should be apparent.

6. Strategic Framework

6.1. Archive institutions will need to develop a more detailed and specific organisational strategy to deliver the aims of this Policy. This may be an individual strategic response, or refer to joint-working and co-operation to deliver specific aspects of the digital preservation workflow.

6.2. The framework for each institutional Digital Preservation Strategy should specify, as a minimum:

- Organisational context
- The scope of the digital content to be preserved
- Preservation objectives that will ensure that digital resources remain authentic and accessible
- Preservation standards and systems
- Preservation workflows and procedures
- Skills and training requirements / plans
- Roles and responsibilities
- Plans for resourcing and sustainability

7. Roles and Responsibilities

7.1. The adoption of this Policy, or a local adaptation, by an archive institution and its parent body, will recognise the commitment of the organisation to the effective preservation of its digital resources.

- 7.2. As part of the adoption of this Policy, senior management responsibility for strategic developments should be identified, together with appropriate resourcing to enable implementation.
- 7.3. The Policy and associated institutional Strategy should be linked to other organisation-wide information management strategies and integrated as part of associated workflows.
- 7.4. Where digital preservation services are provided on a collective basis (for example, through a shared storage facility), organisational roles and responsibilities, and the ownership of records should be clearly defined.
- 7.5. Where digital preservation services are contracted from a commercial provider, agreements should be established to address the possibility of loss, to allow for the retrieval of material in the event of the termination of the contract, and to ensure compliance with relevant information legislation.

8. Future Development

- 8.1. The ARCW Digital Preservation Working Group is continuing to address the potential for an all-Wales digital preservation solution, in partnership with the National Library of Wales. Current developments are based on open-source software tools that allow users to process digital objects from ingest to access in compliance with the OAIS Reference Model.
- 8.2. This Policy will be regularly reviewed to ensure its continuing relevance and accuracy in light of these developments and wider policy and technological changes.

For review December 2022

A DIGITAL PRESERVATION POLICY FOR WALES

TECHNICAL APPENDIX

This Appendix examines and expands upon the principles and technical challenges referred to in the main Digital Preservation Policy for Wales and outlines the necessary elements of a functional digital preservation model.

PRINCIPLES AND CHALLENGES OF DIGITAL PRESERVATION

- Digital objects are *encoded*, requiring technological mediation to render their content accessible. This depends on a complex set of interconnected technologies comprising all the elements required to correctly represent the object. These include the formats in which information is encoded, software required to interpret these formats, operating systems and hardware required to execute that software, and physical media on which that information is stored. The absence or failure of any part of this network may render the object inaccessible.
- Information technology continues to rapidly advance. As new products appear, older products cease to be supported. The currency of any given technology is typically very short, perhaps five to ten years. A principal challenge of digital preservation therefore lies in maintaining the means of access to digital objects in the face of rapid technological obsolescence. Digital storage media are susceptible to alteration, damage and decay over short timescales. The resultant potential for information loss must therefore also be mitigated.
- The authoritative nature of a record, from which its continued value derives, must also be maintained. An authoritative record may be understood in the context of four characteristics as defined by the international standard *Information and Documentation - Records Management* (ISO 15489)²:
 - **Authenticity**: The assurance that the record is what it purports to be.
 - **Reliability**: The record is a full and accurate representation of the business activity to which it attests. This requires the establishment of trust in the record keeping and archival processes used to manage the record throughout its lifecycle, and the continued ability to place the record within its operational context. This may be ensured through the operation of transparent and fully documented preservation strategies, and the provision of the metadata that is required to describe the content, context and provenance of the record.
 - **Integrity**: The record is maintained to ensure it is complete, and protected against unauthorised or accidental alteration. This may be ensured through bitstream preservation; the provision of metadata to describe all authorised actions undertaken in the course of content and bitstream preservation; and robust access protocols.
 - **Usability**: The record may be continuously accessed by users, across changing technical environments. It must be locatable and retrievable, capable of being rendered in a current technical environment, and supportive of interpretation by users. This may be ensured via content preservation methods and the provision of metadata sufficient to allow the record to be located, retrieved and interpreted.
- The authoritative nature of a record may be lost if, to eliminate software dependence, the structure and context within which the information resides is sacrificed. Transforming file formats and/or transferring information between storage media alone, as opposed to also preserving the structure of

² International Organization for Standardization, 2016. *ISO 15489-1:2001, Information and Documentation - Records Management - Part 1: General*, Available at: <http://www.wgarm.net/ccarm/docs-repository/doc/doc402817.PDF>.

the actual records containing the information, results in unreliable end products. Documentation of actions taken, the reasons for taking these and validation that the substantive content has not been altered are required to preserve authority.

- Authority may also be lost if there is uncontrolled copying of the authentic original 'master' record with identification of the latter and its information content thus becoming blurred. Version control of digital records should be adopted and maintained in order to avoid this.

DIGITAL PRESERVATION FUNCTIONAL MODEL

- This section outlines the functions that a repository should utilise to successfully undertake digital preservation in terms of the *Open Archival Information System (OAIS) Model* (ISO 14721)³.

- **The Open Archival Information System (OAIS) Model**

Using standards can provide unambiguous benchmarks for defining digital preservation, requirements and measuring outcomes. They can support interoperability both between systems and across time. Of particular relevance is the Open Archival Information Systems (OAIS) Reference Model (ISO 14721), an international standard which defines a high-level functional model for a digital repository, which proposes common terms and concepts and is widely used across the digital preservation community. OAIS is a conceptual framework, not a concrete implementation plan. This policy follows the broad guidance given in the functional model of the OAIS reference model.

The overall strategic priority is that content, in the form of digital records, be preserved, reliable and accessible over time for a pre-defined community of users (*The Designated Community*). This is supported by the management of a number of functions that together make up the digital preservation process, all of which should be present in an archival institution in order to successfully undertake digital preservation activities:

- **Pre-Ingest Function**

Though not explicitly specified in the OAIS Reference Model, a pre-ingest function has been demonstrated as very beneficial to the remainder of the digital preservation process and is standardised as ISO 20652: *Producer Archive Interface – Methodology Abstract Standard (PAIMAS)*⁴. It should aim to ensure the following:

- Quality, comprehensibility and accessibility of information packages via quality assurance and enforcement of minimum standards at the point of the 'Producer-Archive Interface'.
- Issues that could affect preservation activities (consent, confidentiality, ethics, legal issues and data formats) are considered and addressed before deposit.
- Planning, rights and access are secured.
- The Archive institution involves the depositors in any decision-making process about which information properties of a digital object shall be retained.
- Records are submitted at a standard which requires a lower level of processing at the ingest stage.

³ Consultative Committee for Space Data Systems, 2012. *Reference model for an open archival information system (OAIS)*, Available at: <http://public.ccsds.org/publications/archive/650x0m2.pdf>.

⁴ Consultative Committee for Space Data Systems, 2004. *Producer-archive interface methodology*, Available at: <http://public.ccsds.org/publications/archive/651x0m1.pdf>.

- Metadata is created to enable identification and discovery.
- Checksums are generated so files are checked upon ingest.
- Potentially greater levels of usability are achieved via provision of adequate documentation.
- Financial costs of the actual ingest process are reduced where possible as a result of the above.

- **Ingest Function**

Ingest comprises the actual receipt of information in the form of records from a producer, and the validation that information supplied is uncorrupted and complete. It identifies the specific properties of the information to be preserved and authenticates that the information is what it purports to be.

- The 'original' version of a record deposited, retained for preservation in its original format, stored in the appropriate directory on the preservation system and, together with accompanying files and metadata needed to access and reconstruct the information in an authentic manner, is referred to as the **Submission Information Package (SIP)** in OAIS terminology.
- The Ingest function receives information from producers and packages it for storage. It accepts a **SIP**, verifies it, creates an **AIP** (an **Archival Information Package**) from the **SIP**, and transfers the newly created **AIP** to archival storage
- The ingest function also may include the creation of metadata for a variety of purposes including to demonstrate an unbroken audit trail of actions to ensure the authenticity and integrity of records ingested.
- The ingest process should also include an element of depositor accountability whereby the latter are informed of actions undertaken within an archival institution before records are released to a wider user community.
- Depositor-submitted media or non-digital documentation in their original format may be returned or destroyed securely after completion of ingest, rather than their being retained.

- **Storage Function**

This is the second functional component of OAIS. It manages the digital objects which are entrusted to the Archive, ensuring that what is passed to it from the ingest process remains accessible.

- Storage should ensure confidentiality, integrity and availability of digital objects and if possible certified against the relevant parts of the ISO 27000 family of standards (*Information Security Management*)
- The storage function creates **AIPs** or receives them from the ingest function and assigns them to long term storage in the appropriate permanent storage facility.
- **AIPs** are similar in concept to **SIPs** (see above) but with appropriate alterations made so that the package is fit for permanent preservation and storage; for example, by conversion of elements of the package to formats more suited to long term preservation.
- The storage function oversees all aspects of storage management, including maintenance of **AIPs**, media refreshment, monitoring and error checking to ensure bit-rate loss and degradation do not occur, including migration where necessary.
- Requested AIPs are retrieved as needed by providing them to the Access function.
- Archive institutions may follow a policy of multiple copy resilience as part of the storage function. Different versions of the complete system may be held on servers distributed across a number of locations for security via multiple redundancies.
- Where original storage formats such as magnetic and optical media are retained in storage rather than being disposed of, best practice should be adhered to in terms of environmental conditions for storage media (BS ISO 18925:2013) and archival materials (BS 4971).

- **Data Management Function**

This is the third major function of the OAIS model; it operates in conjunction with the Storage function. The Data Management Function coordinates the descriptive information of the AIPs and the system information that supports the archive; maintains the database that contains

the archive's information by executing query requests and generating results; generates reports in support of other functions; manages administrative metadata (which support internal operations including change control); and supports external finding aids.

- Any alterations to the preserved version of any part of a collection should be accurately documented; this is crucial in retaining the authenticity of any digital records.
- Where records and data are to be withdrawn for any reason, a distinction (recognised by The National Archives and the UK Data Archive) may be made between '*soft deletion*' (where references to withdrawn content are deleted, but not the content itself) and '*hard deletion*' (where the content **and** all references to it are deleted).
- Soft deletion avoids costs associated with wholesale removal of data collections, and avoids any risks which their physical removal might present to other parts of the collection.
- Hard deletion might be considered in cases where collections are archived, preserved and disseminated elsewhere.
- Where a collection is withdrawn, administrative metadata and any external view of the catalogue record should be updated to reflect the change of status of the collection, including where appropriate information about why the collection was withdrawn and dates of its availability.

- **Administration Function**

This function manages the daily operations of the repository by:

- Obtaining submission agreements from depositors.
- Performing system engineering.
- Auditing **SIPs** to ensure compliance with submission agreements.
- Developing and ensuring adherence to policies and standards.
- Dealing with customer service needs.
- Managing legal requirements and rights management relating to Digital Records including Freedom of Information, Data Protection and other imposed access and copyright restrictions.
- Acting as interface between Management and the Designated Community in the OAIS environment.

- **Preservation Function**

This function supports all tasks in order to keep digital records permanently accessible and understandable even if the original computing system becomes obsolete, via:

- The development of detailed preservation/migration plans.
- Maintaining a 'technology watch' to monitor software, hardware, operating systems, determining which formats are at risk of obsolescence and which have a longer projected life, etc.
- Evaluation and risk analysis of Digital Records.
- Recommendations regarding updates and migration, based on the above points.
- Persistent maintenance of metadata and its relationship with the digital objects to which it relates including (as part of bitstream preservation) any physical or logical change to a digital object being logged and recorded in the associated metadata to provide an audit trail. All changes to metadata themselves should also be audited.

- **Access Function**

The sixth and final function of OAIS relates to access, whereby users interact with the archival institution to find, request and receive digital records. The access function must also implement security relating to access, monitor access management failures and review access processes.

- The access function utilises **DIPs** (**Dissemination Information Packages**) which are again related to the **SIPs** and **AIPs** that are described above. **DIPs** have appropriate alterations made so the package is fit for dissemination to a defined audience; for example, by conversion of

elements of the package to formats more suited to this such as image files that require less memory storage and/or are watermarked to preserve copyright; or provision metadata with technical or administrative fields removed.

- **Current System Selection**

- The ARCW group has (as of 2017), following a rigorous assessment procedure, selected **Archivematica**, a systems infrastructure which supports the policy and ensures the technical elements of the digital preservation function are undertaken.
- Archivematica is an integrated suite of open-source software tools that allows users to process digital objects from ingest to access in compliance with the ISO-OAIS functional model. It uses METS, PREMIS, Dublin Core, DROID, JHOVE and other recognized standards to generate trustworthy, authentic, reliable records, associated metadata and enable access to these records and their metadata.
- The linkage of Archivematica with another open source solution, Fedora, which manages the preservation function, provides the attributes necessary for the management and preservation of the digital content within systems architecture.

ACCESSIONS OF ARCHIVES
September-November 2017

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Private deposit	Map of Felin Fran Colliery workings	n.d.	2 plans	D/D Z 1036/1-2
Oxford Street Secondary School	Attendance Registers	1966-1967	2 vols	E/S 23/7/1-2
Anonymous Deposit	Deeds relating to a property in Bishopston	1856-1944	1 bundle	D/D An 26/1
Ebeneser Newydd Welsh Independent Church, Swansea	Minutes, photographs, accounts, members' book and annual reports from Ebeneser Chapel	19th-20th century	1 large framed item, 4 bundles	
Private donation	Order of service for the funeral of Royston Harold Kneath.	5 September 2017	1 vol	D/D Z 168/13
The Cathedral Church of St Joseph	Marriage registers	2011-2016	2 vols	D/D RCC 2/2/1-2
Private donation	'Maritime Wales in the Middle Ages: 1039-1542' by Ken Lloyd Gruffydd	2016	1 vol.	Searchroom library
Neath Borough Council	Title deeds and agreements relating to Neath Market and Neath Town Hall (to be retained) and to the Gwyn Hall (to be copied and returned)	1835-1960	1 bundle	B/N L 1/1-5, 2/1-2, 3/1-30
Private deposit	Historical notes on Callwen Church; CD Rom slide show of the history of St David's Church, Abercraf	1993-2017	2 items	D/D Z 1038/1-2
Tabernacle, Cwmrhydyceirw and Fabians Bay Congregational chapels	Marriage registers of Tabernacle, Cwmrhydyceirw and Fabians Bay Congregational	1972-2013	2 vols	D/D E/Cong 13/1; D/D W/Bap 26/2

Creator/originator	Description	Dates	Extent	Reference number
Llanrhidian Higher Community Council	Minutes and agenda	Sep 2017	1 file	P/111/45
Gower Society	Newsletter and programme	2017	2 items	D 56/2 and D 56/3a.
Parish of Llwynderw	Parish records including PCC minutes, accounts, marriages, banns, service registers, Mothers' Union records and records relating to the establishment of Holy Cross Church	early 20th century-2016	1 carload	P/310/CW/43-88
Aberpergwm Estate	Additional correspondence and watercolour paintings relating to the Aberpergwm Estate	19th century	1 box	
Peter Hall collection	MP4 file (sent by Dropbox and burned to CD-ROM) of a film of an interview with Father Tim Ardouin, vicar of the parish of Llanrhidian with Llanyrnewydd, Gower	2017	1 MP4 file (186MB) put on CD	D/D Z 717/40
Records of the British Federation of Women Graduates Swansea	Papers and correspondence relating to the Swansea Branch of the British Federation of Women Graduates	1970s-1980s	1 bag	D/D BFWG 2/3-6; 4/1
Oral history recording	Recording of an interview with Dr John Alban, former City Archivist about the development of Swansea City Archives	3 Dec. 2017	1 digital recording	
Private donation	Souvenir brochure of Swansea	1922	1 vol.	Searchroom library
University of the Third Age, Swansea Branch	Oral history interview by and of four members of the U3A, made in the searchroom at West Glamorgan Archives	4 Oct. 2017	1 digital recording	T 44/1
Anonymous donation	Printed books: 'Hanes y Ddinas Noddfa' and tercentenary history of Mynyddbach Chapel	1934-1951	2 vols.	Searchroom library

Creator/originator	Description	Dates	Extent	Reference number
Private donation	Various records compiled by Miss Lilian Lloyd of Swansea, relating to schools including photographs, reports, programmes and teachers' records, and including Dyfatty Infants' School and St Helen's Infants' School	1932-1962	2 bags	D/D Z 1042/1/1-4/1
Llanrhidian Higher Community Council	Minutes and agenda	Oct 2017	1 file	P/111/45
DesignPrint, Swansea	Photographs of Swansea, c. 1975; set of Swansea Museum reproduction prints, c. 1980	1970s-1980s	1 envelope	
Private deposit	Typescript autobiography of Margaret Edmund (1881-1950) entitled From Cambria to the Golden City.	c. 1950	1 vol.	D/D Z 1041/1-2
Private deposit	Hanes Siloam, Brynmanan by Marian Henry Jones and O Amgylch Bro'r Glowr Dyddiau Gynt by William John Evans	1972-2004	2 vols	
Neath Port Talbot County Borough Council	Neath Town Centre: detailed proposals and design response relating to Neath Town Centre retail led mixed use development opportunity, submitted by Simons Development.	2007	1 vol.	CB/NPT X 50
Private donation	Deed relating to premises in Cwmafan, with transcript	1864	1 deed, 1 file	D/D Z 1040/1-2
British Federation of Women Graduates	Minutes, agendas, correspondence, records relating to local events, and newsletters	20th century	2 boxes	D/D BFWG 2/7-8; 4/2-12; 5/1-4; 6/1-4

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Swansea Free Church Women's Council	The final records of the Women's Council, including 1 minute book, 2 account books, 1 scrapbook, 1 handmade collection bag, 1 rubber stamp.	1987-2011	6 items	
Llanrhidian Higher Community Council	Minutes and agenda	Nov. 2017	1 file	P/111/45
Neath Home Guard	Documents relating to Neath Home Guard and particularly to Charles Leslie Thomas, and certificate from the Humane Society issued to Lewis Cobden Thomas	1887-1946	1 bundle	D/D Z 1044/1-7
Private donation	3 postcards of New Slip Bridge, Pentre-Mawr Road and South Dock	1915-1918	3 postcards	
Photographic prints	A card-backed print of a space-shuttle take off presented to City & County of Swansea, two folders of photographs including Dylan Thomas, Wenallt Coal, etc.	c. 1900s-2003	2 folders, 1 print	
Nancarrow family of Swansea, transferred from Glamorgan Archives	Will of George Nancarrow, Letters of Administration for Nanny Elizabeth Nancarrow and Henry Tregoning Nancarrow	1878-1882	3 items	
Photographic negatives transferred from Glamorgan Archives	A box of glass negatives showing scenes of Aberavon	1890s	1 small box	
Swansea Central Library	Bundle of consultation documents relating to various planning projects in Swansea and Neath Port Talbot.	2010-2016	1 bundle	
Private donation	Photographic slides from the 1980s	1980s	1 slide box	

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
City and County of Swansea, Design and Conservation Team	Various design plans, photographs, reports and publications	1980s-2000s	1 box	
Private donation	Various prints, most relating to the Neath area, some also of Swansea and Briton Ferry; a poster for the 1980 Neath Fair (700th Anniversary); poster depicting the celebrations in Neath of the marriage of Prince of Wales and Princess Alexandra on the 10th of March 1863, including the Alderman Davies School.	1863-1980	11 prints; 2 posters	