

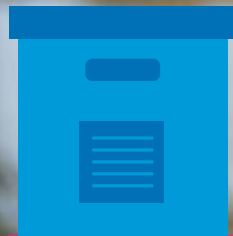


ARCHIVES AND RECORDS  
COUNCIL WALES:  
**INTO THE ARCHIVES**  
A CELEBRATION OF ARCHIVES IN WALES

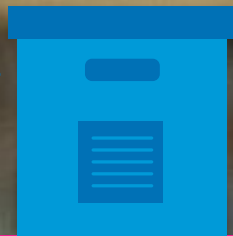


Cefnogir gan  
**Lywodraeth Cymru**  
Supported by  
**Welsh Government**





GLAMORGAN ARCHIVES' BOX MAKING MACHINE HAS MADE OVER 35,000 BOXES!



GWENT ARCHIVES HOUSES OVER 10KM of SHELVES

FLINTSHIRE RECORD OFFICE HAS A PLAN OF ST ASAPH PARISH from 1854-1855 which is over **18** square metres

THE SHELVES OF THE NATIONAL LIBRARY OF WALES ARCHIVES IF PLACED IN ONE ROW WOULD STRETCH FOR **120** miles

THE NATIONAL LIBRARY OF WALES ARCHIVES HAVE **750,000** PHOTOGRAPHS INCLUDING THE OLDEST PHOTOGRAPH IN WALES, WHICH DATES BACK TO 1841

The Richard Burton Archives holds over **1.4km** of material



## CHAIR'S FOREWORD

Welcome to Into the Archives which has been produced by Archives and Records Council Wales (ARCW) to tell you more about the fantastic archive services of Wales, and the work that they do.

The archives services of Wales care for the recorded history of Wales, whether produced a thousand years ago with a quill pen on parchment or something created yesterday, electronically. Our collections comprise unique evidential material that has a wide variety of applications – in public enquiries and legal cases, in academic research, for showing our children what the past was like, and sometimes – often – just for fun.

**Public access to amazing documents and records is at the heart of everything we do.**

This booklet shows you how ARCW supports the work of archive and records teams all over Wales in acquiring, preserving, and making available the precious documents that represent our, and our nation's shared history.

**Helen Palmer**  
County Archivist, Information and Records Manager,  
Ceredigion Archives.  
Chair, Archives and Records Council Wales.

'The Archives Treasure Hoard' by the Richard Burton Archives and Ian Vine, Information services and Systems, Swansea University.





# WHAT CAN ARCHIVES SERVICES DO FOR YOU?

Archives help to tell the story of our past and preserve our collective memory and cultural identity. They collect and keep safe records of your life, your community, your business, your nation and your world, and make them accessible.

Archives provide first-hand information or evidence relating to historical events or figures, and can include items such as letters, reports, registers, maps, photographs and films, digital files and sound recordings. There is an archive service in Wales near you, and this booklet tells you more about them, and some of their recent work and achievements.

## ARCHIVES AND RECORDS COUNCIL WALES

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.

The aims of ARCW are:

1. To influence policy on archives in Wales.
2. To bring to the attention of the public, government or relevant institutions or organisations, matters of current concern in the field of archives in Wales.
3. To provide a focus for collaborative projects in the field of archives in Wales.
4. To bring together institutions and organisations involved with the administration of archives in Wales and to provide a forum for the regular exchange of views between them.



ARCW also manages grant schemes to support the work of member services in preserving and providing access to archival resources. The Accreditation Support Grant Scheme supports the development and improvement of services in line with the requirements of the Archive Service Accreditation Scheme. Grant funding may support collection care, workforce development, or public access work. Specific funding is also provided through 'Changing Cultures' Community Engagement grants to help to widen access to archives within Communities First areas and other disadvantaged communities across Wales. These grant schemes are funded by the Welsh Government.

The annual ARCW Forum, held every November provides an opportunity for staff from archive services across Wales to meet, hear about and discuss all kinds of matters relevant to their future work.



CIPFA Stats 2013-2014







## ONLINE ACCESS BRINGING ARCHIVES TO YOU

One of ARCW's key objectives is to support projects to improve online access to archive resources. 'Cynefin: Mapping Wales' Sense of Place' is an innovative project to digitise and unify over 1,000 tithe maps of Wales, and their related apportionments which identify landowners, occupiers, land use and field names of Wales in 1840, a key period in its development from an agricultural to an industrial nation.



Tithe maps were created to identify the payments charged to land users, and this collection of maps has been conserved and digitised at the National Library of Wales in order for them to be transcribed and geo-referenced by crowdsourced volunteers. Once the project is complete, you will be able to search for all the people and places recorded on the maps and apportionments on a unified tithe map of Wales, which will be accessible through the National Library's website [www.llgc.org.uk](http://www.llgc.org.uk) and People's Collection Wales [www.peoplescollection.wales](http://www.peoplescollection.wales)



To support the Cynefin project, there are also several active local projects across Wales based around different aspects of the tithe maps.

### HIRAETHOG COMMUNITY HISTORY:

This is a project involving local history societies and schools, covering several tithe districts in the vast Hiraethog area also known as Denbigh Moors, surrounding the village of Llansannan.

### A PINT OF HISTORY PLEASE!:

This project involves tithe maps in a study of the history of inns and pubs throughout Ceredigion. The project wants everyone in Ceredigion (and beyond) to help them produce a website, museum exhibitions, and tourist leaflets telling the world about Ceredigion's pubs and their history. Get involved at [www.pint-of-history.wales](http://www.pint-of-history.wales)

### UP AND OVER:

This project is based in the Garw and Llynfi valleys near Bridgend and works closely with Valley and Vale Community Arts, with the aim of recreating the beauty and history of tithe maps through the medium of textiles.

### EXPLORING GOWER'S ANCIENT WOODLAND:

Tithe maps hold valuable information about ancient woodlands which can be used as evidence for the need to protect them. This project in Gower, led by West Glamorgan Archives, will involve tithe maps in an ecological study of the ancient woodlands of Gower.

### DWYGYFYLCHI BEFORE THE TRAIN:

When trains came to Wales the appearance of many of our towns changed considerably, but these tithe maps were made before most of the railways were built. The impact of the train on the Penmaenmawr area is being studied by this project based around Conwy Archives.

### FROM TRAILS TO TRIALS:

The period when the tithe maps were being drawn was a very exciting period in Welsh history, and one of the most dramatic events was the Chartist uprising. This project aims to transcribe the large number of Chartist trial documents and geo-tag them to the contemporary tithe maps.

The Cynefin project is led by ARCW, and it is funded mainly by the Heritage Lottery Fund with support from the Welsh Government.

Contact details: Einion Gruffudd,  
Cynefin Project Manager,  
[cynefin@llgc.org.uk](mailto:cynefin@llgc.org.uk) 01970 632 842 [cynefin.wales](http://cynefin.wales)



TITHE MAPS OF WALES ARE TO BE DIGITISED AS PART OF THE CYNEFIN PROJECT





## PRESERVING THE PAST AND THE PRESENT FOR THE FUTURE

Conservation and Digital Preservation safeguard archive materials so that they remain accessible and usable to all who wish to discover and use them, and also ensure that they are preserved for use by future generations.

Conservation is the process of repairing physical documents and records; Digital Preservation is the maintenance of records 'born digital' so they remain accessible and readable as technologies change.

The majority of archive holdings is still in analogue formats – that is, paper, parchment or photographic media. The conservation of this material requires specialist skills and equipment, and a number of archive services across Wales have professionally staffed conservation studios.

Gwynedd Archives used their recent ARCW Accreditation Support Grant for conservation equipment to help with repairing the works of the artist Reginald Hallward - a collection of national significance.

Conservation will enable the documents to be digitised, extending access to Wales' cultural heritage to audiences beyond Wales.

*"This equipment has been very useful.*

*It has enabled us to set more detailed standards for materials and processes used in the conservation and preservation work of our Service."*

**(Conservator, Gwynedd Archives)**



A key objective for ARCW is to address the preservation and maintenance of digital records. A Digital Preservation Consortium was established in 2009 to work collaboratively across Wales to ensure that Wales' digital archival heritage is safeguarded for the future. The Group's aims are to address issues concerning the preservation and maintenance of digital records, and to support the Welsh workforce in working innovatively, acquiring skills and training to respond to sector needs.

The recent work of the Group has been to evaluate options to provide evidence for the procurement of an appropriate and sustainable digital preservation system which will preserve Wales' digital archival heritage for the future.

**The strategic vision of the project was recognised by it being designated a finalist in the prestigious Digital Preservation Coalition Awards, 2014. Feedback from the assessment panel was that this is "An interesting case study of how to build communities around digital preservation, fostering collaboration while respecting the differences between organisations and their objectives."**

The Consortium has been supported by grants from the Welsh Government. Contact details: Sally McInnes, [slm@llgc.org.uk](mailto:slm@llgc.org.uk)





## WORKING IN PARTNERSHIP – PROMOTING WALES’ INDUSTRIAL HERITAGE

Collaborative working has been a key feature of ARCW’s work, developing sustainable and effective projects using resources and expertise that individual services would not be able to provide. In recent years projects have focussed on ensuring that the history of Welsh industry is recognised and promoted.

‘Wales Showing Our Metal’ funded by the National Cataloguing Grants Programme and Welsh Government, and ‘Forging Ahead’ funded by National Manuscripts Conservation Trust, have increased access to records of the major steel works in south and north Wales, as well as papers of the main trade union, giving a comprehensive insight into different sides of the industry.

The projects were led by Richard Burton Archives at Swansea University, where academic staff are keen to address the lack of recent work on the history of the steel industry in Wales.

The partner archive services benefited from cataloguing and detailed conservation work. Alongside this, volunteers gained skills through training, making a valuable contribution to a cleaning and re-packaging programme. The projects have involved the following collections:

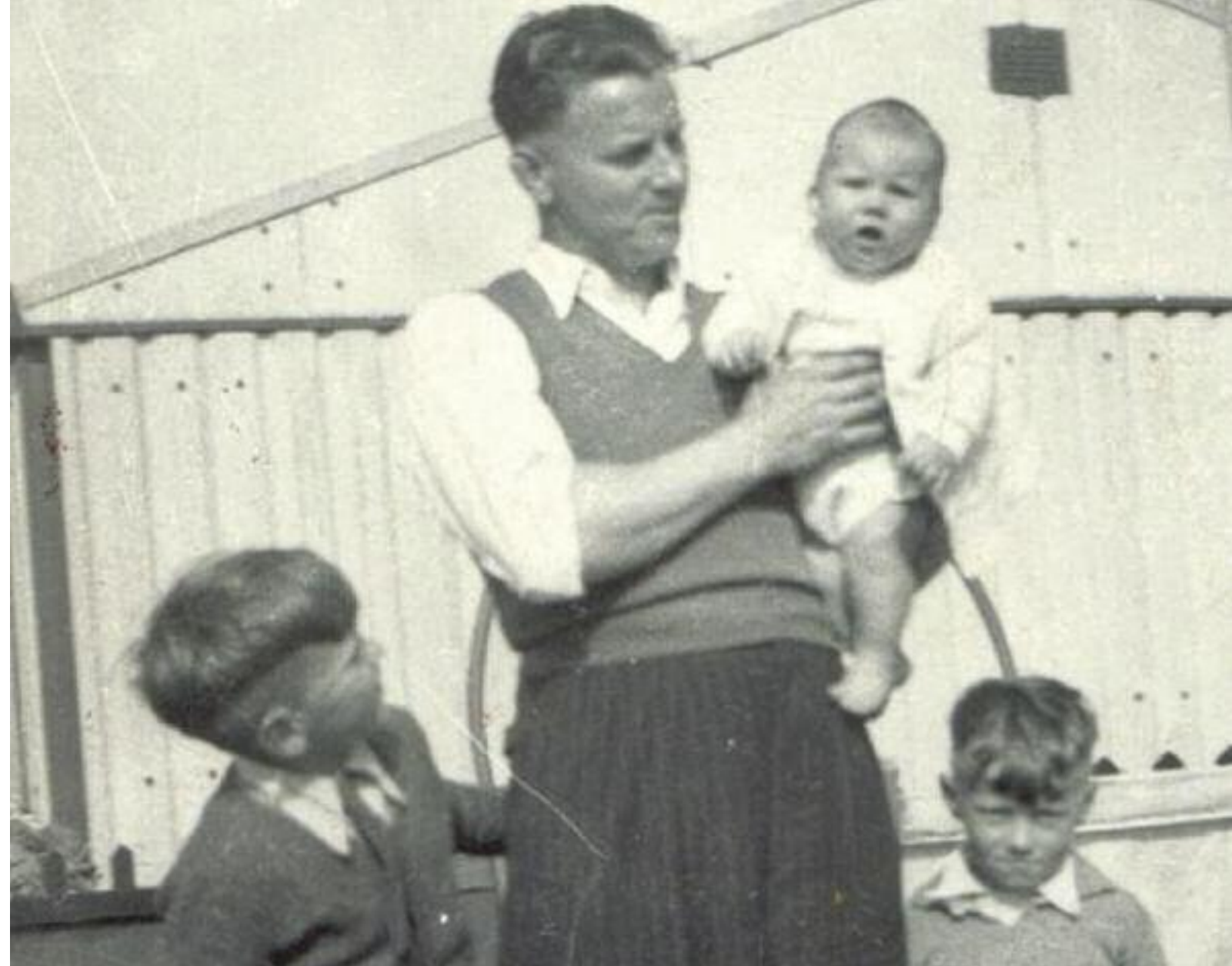
- **Iron and Steel Trades Confederation**  
Richard Burton Archives, Swansea University
- **British Steel Collection**  
Glamorgan Archives
- **Brymbo Steelworks records**  
Flintshire Record Office and Wrexham Archives & Local Studies

The success of this collaboration led to it being featured as a case study in King’s College London ‘The Art of Partnering’ a cultural enquiry into the ‘role partnership plays in enabling publicly funded cultural institutions to enhance the quality and diversity of their work’.

The collections featured in this project also relate to other important holdings across Wales, which opens up opportunities for further partnership and community engagement work between all ARCW member services. Making these collections accessible lays the foundations for exploring new avenues for research and developing cross sector partnerships.



OVER 50,000 DOCUMENTS ARE SEEN EACH YEAR IN WELSH ARCHIVES



### ‘SANDFIELDS: A COMMUNITY BUILT ON STEEL’

a project between West Glamorgan Archive Service, Richard Burton Archives, Sandfields Comprehensive School and the National Waterfront Museum Swansea, involved inviting Year 9 pupils from Sandfields Comprehensive School to use archival resources such as photographs, film, maps and oral history extracts relating to the steelworks and estate to produce a touring exhibition celebrating the history of the Sandfields estate in Port Talbot.

Four education sessions were run with 60 pupils from Sandfields Comprehensive School, helping them to understand the economic geography and history of their estate and linking to their Geography and Art curriculum requirements. Grant funding of £2,881 through the ARCW ‘Changing Cultures’ Grant Scheme covered the costs of coach transport for the pupils, additional teaching support, printing costs for the exhibition, and room hire for the community showcase event.

One of the teachers remarked:

*“It has been really nice getting together with the Archivists, it really has made history come alive for us in a creative way. It was a superb experience for the pupils and for us teachers.”*



## BRINGING HISTORY ALIVE – WORKING WITH COMMUNITIES

Archives are a rich cultural resource and can provide learning opportunities for people of all ages and backgrounds, improve life experience and address cultural poverty. Archive services across Wales have managed a number of successful community engagement projects, using funding from the ARCW 'Changing Cultures' and 'Accreditation Support' grant schemes to support a wide range of innovative projects working with children, young people and families.

**ANGLESEY ARCHIVES** were awarded a 'Changing Cultures' Grant of £900 to deliver two textile workshops for a group of young mothers and their babies, based on holdings at the Archives. Objectives successfully achieved were to widen access to the collections at Anglesey Archives, to develop new audiences, and to support young mothers from disadvantaged areas of Anglesey who would benefit from opportunities to learn new skills and connect with their peers.

*"Many commented that they hadn't thought of coming to the archives before but after seeing what services we offered would like to visit again"*  
(Archive Staff Member)



Children visited **DENBIGHSHIRE ARCHIVES** to take part in workshops based on the diary of a farmer's wife in Chirk in the 1860s. The workshops focused on showing how even the life of an ordinary person can be of historic interest and significance, and emphasizing both the differences from and the similarities to life today. The project helped to increase engagement with local schools, make teachers more aware of how using archive resources could enrich taught history for the pupils, and at the same time give the children an enjoyable and interesting experience.

*"It was very enjoyable for staff to think about and implement new ways of interpreting the documents, and to see how the children interacted with them."*

(Archive Staff Member)

*"Another fantastic event that has brought history to life for the children – diolch"*

*"My favourite thing was seeing the diary. It was very fun and interesting"*

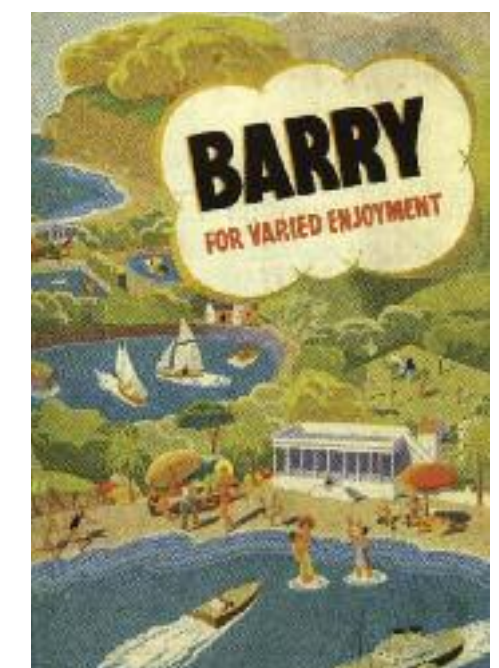
Feedback from children and teacher participating in the Denbighshire Archives 'Diary of a 19c Farmer's wife' project.

**FLINTSHIRE RECORD OFFICE** used grant funding to set up a programme of sessions to introduce pre-school-age children to archives.

With a recurrent theme of "then and now" the programme, named 'Little Time Travellers', comprises short sessions of teaching, singing and playing, using old photographs and modern toys to illustrate the way things used to be. Topics have included Seaside Holidays, Transport and Victorian Christmas. Having run a number of pilots to try out the concept, a full programme of sessions is now planned.

**GLAMORGAN ARCHIVES** used the funding from their ARCW Accreditation Support Grant towards running a programme of free events based on the theme of 'the seaside', to raise the profile of Glamorgan Archives across the local community.

Two film shows comprising archive footage of Barry and Penarth from the 1930s to the 1960s launched the series of seaside themed events, with 'Step Back in Time' heritage tours and talks on south Wales holidays and the 'history of bathing suits' also part of the summer programme.







## SUPPORTING OUR WORKFORCE

Staff development, expertise and skills underpin all areas of archive service work. ARCW's objective is to support the workforce in working innovatively, acquiring skills and training to respond to sector needs. The ARCW Accreditation Support Grant Scheme includes financial support for relevant training and professional development.

***“The training has really enabled me to gain a better understanding of the principles that underpin archives management and the importance of caring for original source materials”***

(Archive Staff Member)

## BUILDING AUDIENCES

ARCW is keen to ensure that as many people as possible are able to benefit from the collections held by member services, and works with the sector and key partners to promote understanding and awareness of Wales' archival heritage.

Campaigns have included 'Explore Your Archive' and 'Tell Us Your Story' whereby users told us about what they had discovered in archives, allowing us to reach new audiences using personal stories.

The work has resulted in:

- Greater awareness of archives by the public and stakeholders
- Opportunities for services to try new activities and target new audiences
- Media coverage
- Creative social media engagement
- Professional promotional materials
- Bank of user stories
- Development of new skills - *“The campaign provided a good opportunity for us to learn more about our social media management system e.g. learning how to schedule tweets, how to write for Twitter and use Storify.”* (Archive Staff Member)

- Increase in staff morale - *“We stopped thinking about how difficult everything is and instead concentrated on a bit of ‘out of the box’ thinking. We enjoyed being the centre of attention and we enjoyed working together in new ways. It was great to show other colleagues in the authority what we do, to spread positive messages into other areas of the authority at a time when that really counts.”* (Archive Staff Member)
- Series of high quality films
- New partnerships

By working closely with the sector and key partners, the team has been able to support delivery against national and local priorities, helping to ensure that more people can benefit from Wales' rich archival heritage.



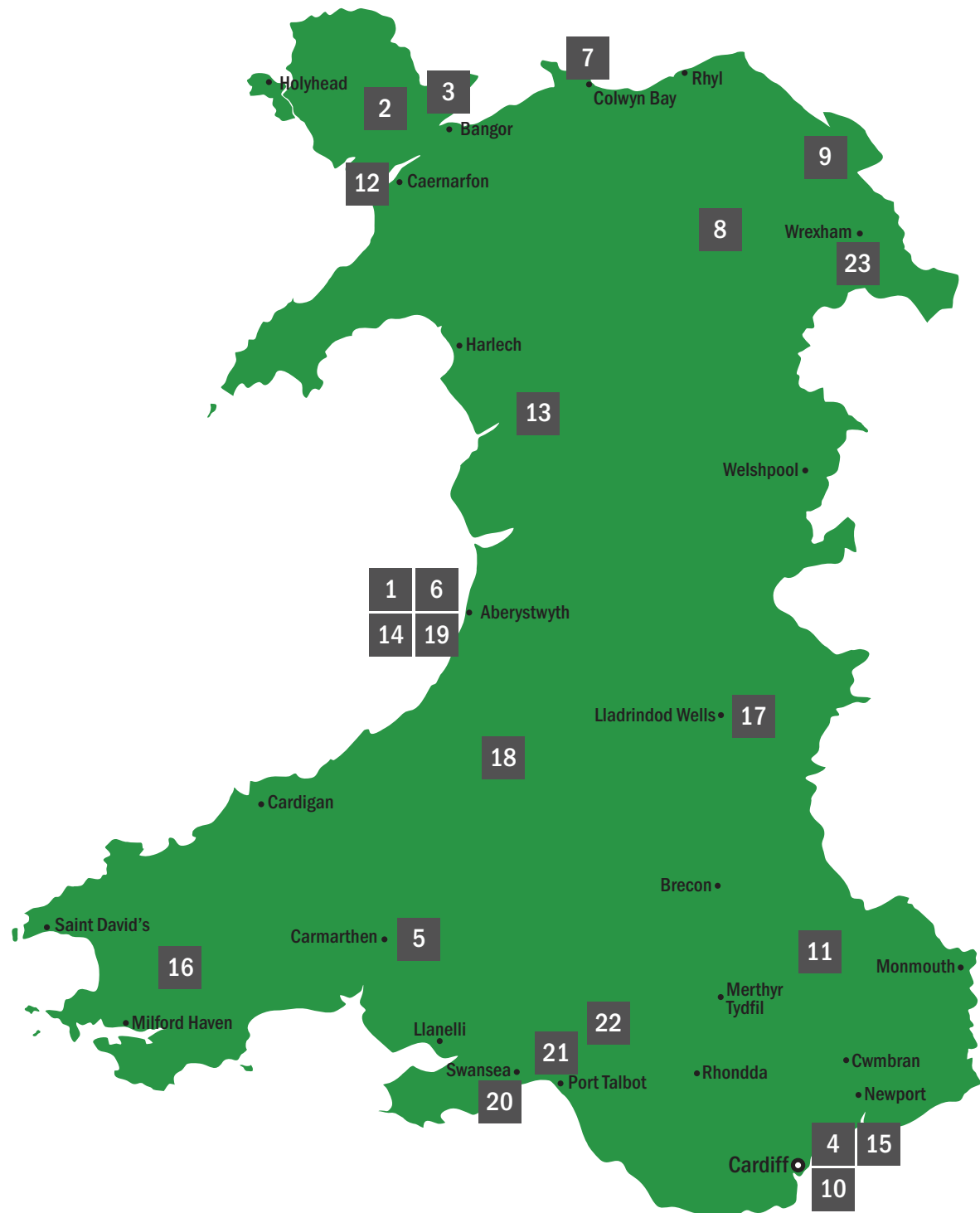
## ACCREDITATION – WHAT IT MEANS

Archive Service Accreditation is a UK-wide quality standard scheme supported by a partnership including The National Archives (TNA) at Kew and the Welsh Government through its Museums, Archives and Libraries division. It defines good practice and identifies agreed standards, thereby ensuring the long-term collection, preservation and accessibility of the UK's archive heritage.

Accredited status has been awarded to Richard Burton Archives, Swansea University, Glamorgan Archives, the National Library of Wales, Flintshire Record Office, Pembrokeshire Archives and Gwent Archives. Other services in Wales are actively working towards accredited status.



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