Copies of this report are available for purchase from the Keeper of the Records of Scotland, National Archives of Scotland, H M General Register House, Edinburgh, EH1 3YY. Microfiche copies of reports from 1979 onwards can be purchased from Chadwyck-Healey Ltd, The Quorum, Barnwell Road, Cambridge, CB5 8SW (tel 01223 215 512). Enquiries about the microfiche copies should be made direct to Chadwyck-Healey Ltd.
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To the Rt Hon. The First Minister and the Lord President of the Court of Session

I have the honour to present this report on the work of the National Archives of Scotland for the year 1 April 2003 to 31 March 2004.

The past year has been one of continued progress. By changing the way we work we are improving the services we provide, through a series of strategic partnerships and close co-operation with other bodies.

Archives are usually associated with the past, and with older forms of communication, but more and more of the work NAS does is electronic. Visits to our websites rose by nearly 40% last year, to 1,4 million. Our main archive catalogue, containing over 2.5 million entries, went on the Internet in prototype form. The criminal database from the nineteenth and early twentieth centuries now allows 100,000 cases to be accessed in our search rooms. Some three million digital images of wills before 1901 are available for viewing in the search rooms or remotely, and we are about one quarter of the way into a nine year programme to convert church records in the same way. Looking to the future, our digital data archive project is examining the challenges of preserving and accessing the electronic records which are now being generated by public bodies in Scotland.

Partnerships lie at the heart of much of what we do. We are working with the General Register Office for Scotland (GROS) and the Court of the Lord Lyon on the Scottish Family History Service project to provide better facilities for the growing number of genealogical customers, both on the Internet and in a new centre in the Register House campus. In January 2004 Hugh Henry MSP, Deputy Minister for Justice, unveiled plans for the new centre, which is due to open in 2006, and a joint Internet service is due to start early in 2005. NAS and GROS joined with VisitScotland on a family history stand at the Smithsonian Folklife Festival in Washington DC in the summer of 2003.

We are also working with the Scottish Executive Education Department and Learning and Teaching Scotland on the Scottish Archives for Schools project. The first two learning units, Scotland in the 16th Century and The Jacobites, will be launched in May 2004. All schools in Scotland will receive free copies and three more units, with a CD to accompany all five packs, are due for release in the autumn.

Co-operation with Historic Scotland meant that The Universal King, our exhibition on James VI and the Union of the Crowns, was mounted in the royal apartments in Edinburgh Castle where James was born. Opened by the First Minister, the Rt Hon. Jack McConnell MSP, on 1 October and visited by HRH Prince Philip, the Duke of Edinburgh, on 27 October, the exhibition attracted well over 100,000 visitors in its two month run, an all time record.
The Scottish Archive Network (SCAN) project, which has transformed the way in which archives in Scotland can be used, celebrated completion with an event hosted by Magnus Magnusson at the Hub in Edinburgh on 23 October 2003. SCAN drew in 51 archives across Scotland, whose catalogues are now on the Internet, pioneered large scale digitisation from original records through a partnership with the Genealogical Society of Utah, and attracted major support from the Heritage Lottery Fund.

We continued to manage the bulk of the records coming to us, by appraising and selecting only the most essential, by weeding out ephemeral material, and by transferring material of mainly local interest to local archive offices. A new schedule on the retention of Sheriff Court records, the largest single group in NAS, was issued through the Scottish Court Service in January 2004. This will, in the longer term, ease the space crisis, by permitting the transfer of records in electronic format, but in the meantime most of the court records we will require to take in the next few years are already in existence and are on paper. A new policy on selecting government records was also developed, in consultation with the Scottish Records Advisory Council and other stakeholders.

The UK Archives Task Force, on which the Keeper represented the Scottish Executive, presented its conclusions in January. Although archives and records are a devolved matter, many of the issues facing them are common across the UK. The main recommendation is for the provision of a UK archival gateway, allowing access to catalogues and digitised images of records. The work NAS has done, with its own electronic catalogue and with the wills images from the SCAN project, puts us in a strong position to contribute to such a development. The next stage is a project known as Linking Arms and both NAS and SCAN have joined the consortium, which is led by the National Archives in London, along with colleagues from Northern Ireland and Wales.

One of the most significant developments in the year was ministerial approval for the development of a public records strategy by the Scottish Executive. The inadequacy of current legislation, the arrival of electronic records, and the new demands of Freedom of Information, all make this a good time to reconsider the framework for record keeping in Scotland. NAS has worked closely with colleagues in the Scottish Executive on the strategy.

With the implementation of the Freedom of Information (Scotland) Act in January 2005 approaching, NAS has been under pressure to provide advice and guidance to public authorities on their record keeping. As well as providing advice to a number of bodies, a new record keeping section was added to our website. Ministers issued the code of practice on records management in November 2003 and in parallel NAS published the generic model action plan for implementing the code.

All this was accomplished while a major refurbishment of our main building, General Register House, went on around us. The records, and our customers, benefited from higher capacity storage, with improved environmental controls, more terminals for viewing the catalogue and digital images, and more comfortable seats in the Historical Search Room. At the same time, improved energy use won us an award from the Institute of Energy.

The report contains further details of the work of NAS and its multi-faceted and multi-talented staff. As always it is the people that make the difference, and the successes of NAS in the past year are due to their dedication, skill and hard work.
The mission of the National Archives of Scotland is to select, preserve and make available the national archives of Scotland in whatever medium, to the highest standards; to promote the growth and maintenance of proper archive provision throughout the country; and to lead the development of archival practice in Scotland.

The principal users of the NAS are the Scottish Office/Executive, the courts and other Government Departments. The NAS also provides services to local government, academic and research institutes, and private companies, organisations and individuals.

The principal functions of the National Archives of Scotland are:

- to select public records regarded as worthy of permanent preservation; acquire other historical records of national importance, or which otherwise merit preservation; divert, devolve or transfer records to other appropriate repositories; and make suitable arrangements for the disposal of other material;

- to preserve to archival standards all records selected for permanent preservation in the NAS;

- to promote public access to the information in the records and provide it through direct consultation, electronic means, the use of copies, and by producing catalogues, exhibitions and publications;

- to provide advice and support to owners and custodians of records held outwith the NAS, especially local authorities; and disseminate information on and facilitate access to such records;

- to take the lead in the development of archival practice in Scotland;

- and to deploy the resources available to the NAS in the most effective and efficient manner.

<table>
<thead>
<tr>
<th>No.</th>
<th>Measure</th>
<th>Annual Target 2003-04</th>
<th>2003-04</th>
<th>Performance 2002-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unit cost of selecting and preserving public records per metre (£ per metre)</td>
<td>93.50</td>
<td>92.2</td>
<td>not available</td>
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<tr>
<td>2</td>
<td>Number of website visits</td>
<td>170,000</td>
<td>268,650</td>
<td>209,487*</td>
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<td>3</td>
<td>New catalogue entries created</td>
<td>694,000</td>
<td>772,580</td>
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<td>4</td>
<td>Unit cost of appraisal of Scottish Executive files ( £ per metre)</td>
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<td>7.35</td>
<td>not available</td>
</tr>
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<td>97.3</td>
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<td>8</td>
<td>Speed of producing quick copies: % within 24 hours</td>
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<td>Speed of replies to correspondence: % within 25 days</td>
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<tr>
<td>11</td>
<td>Number of items conserved</td>
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<td>63,067</td>
<td>87,558</td>
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</table>

* Website visits measured differently in 2002-03.
As described in the last two Annual Reports, NAS has made a steady and successful transition to the electronic cataloguing of its records using the CALM system. The major work of converting the existing paper catalogue to electronic form concluded in June 2003 and the team overseeing the work was scaled down. By the end of the project they had converted 140,000 pages of catalogues and 36,000 pages of indexes to legal records, representing some 1.9 million individual entries. About 50 catalogues did not prove suitable for conversion and these will be dealt with later. The unexpected speed of the team’s work allowed them to undertake coding of a further 20,000 pages of catalogues provided to us by eleven Scottish local authority archives. The resulting data was returned to the archives in autumn 2003 to coincide with the provision of the CALM system to the archives by SCAN.

In all, the project costs, including those for staff, accommodation and typing, amounted to £487,000.

Since July 2003, work on the catalogue has proceeded in two separate streams. The cataloguers across the office use the system daily to input newly-arrived records. At the same time a small data cleaning team based in General Register House set to work to polish the original “converted” lists. NAS had built its catalogue over almost 200 years and many of the record descriptions, while perfectly good on paper, were constructed in a way that did not necessarily carry all the information required to make sense when displayed on a computer screen. This issue had been identified very early on and in many cases it was decided that it would be easiest to correct the affected catalogues once they were in the new system. Once the main conversion was concluded this work began in earnest and it is now expected to end in late summer 2004.

Thus far we have seen the archivist’s side of the story. The whole object of the eCat project work, however, has been to produce a searchable catalogue for our public. DS, the manufacturers of CALM, provide an application called DServe for this purpose and NAS began trials of it through computer terminals in our public search rooms in January 2003. The immediate reactions from our readers and search room staff were overwhelmingly positive. We have long had some of the most detailed and informative archive catalogues in Britain but their very scale made them difficult to search comprehensively. Now the facility instantly to identify records relating to all manner of people, places and topics has opened up large amounts of information previously known only to experienced readers are providing anecdotes of significant discoveries in the most unexpected places. Search room staff have likewise found that their ability to assist readers with esoteric or difficult enquiries has been greatly enhanced.

More ambitiously, we had been conducting tests of an internet version of the catalogue in summer 2003. These proved positive and on 18 August the prototype catalogue was quietly mounted on our website, accessed through an unobtrusive button on the homepage (www.nas.gov.uk). This deliberately low key introduction was chosen ahead of a formal launch to try out both the technology and audience reaction. As with the in-house version, the users have proved appreciative. For the period December 2003 to March 2004 there was an average of 55,000 searches per month. A growing proportion of emails to our search rooms now shows that readers are using the system to purchase photocopies or to prepare for their visits to us by ordering records for inspection in advance. This last has gone some way to reduce the inconvenience to visitors caused by the necessary out-housing of records during the renovation of General Register House.

While the readership was generally appreciative, however, they also had some criticisms. The system has not always proved robust and is prone to “switch off” in the small hours of Sunday. We are working with the manufacturers towards a resolution of this problem. Equally seriously, while academic users and experienced searchers are almost united in their praise of the internet catalogue, some users complain of difficulties in searching it or of understanding what they are finding. A few of these complaints relate precisely to the sorts of catalogue defects that the data cleaners are now addressing. Others reflect the problem that it is not always possible to understand the significance of a catalogue record if it is divorced from its context and supporting information. This is an age-old problem and was familiar to most archives even in the era of paper catalogues. It has now become more acute in the electronic age, when archival lists are exposed to a mass audience who expect the relative simplicity of on-line library catalogues and internet search engines. These issues were investigated in an empirical fashion by Mrs Wendy Ball, an information management student from Queen Margaret University College. In March 2004, she conducted an in-depth survey of the attitudes and opinions of a small group of users in our main search room. While she found high levels of satisfaction, she was also able to identify a number of concrete recommendations for improvements and alterations. In the coming months and years we will be building on the achievements of the eCat project to face the challenge of developing guidance to address these problems and further enable on-line searching.

The last two years have been an exciting period for our cataloguers and eCat has put us on the threshold of a remarkable transition in the services that we can offer to our public. In common
During 2003-2004 the courts continued to send large transmissions of records to the NAS, reflecting both increasing business and the growth in the size and number of court processes. Pressure upon storage space, both in the NAS and the court service, is now causing serious concern. In February 2003 the Supreme Courts asked NAS to accept an earlier transfer of their records (178 metres). This was due to pressure on their main record store at Parliament House caused by refurbishment. Despite agreeing to this early transfer, the court service was still required to use additional storage in Edinburgh. Further evidence of the increasing pressure on NAS storage space saw the arrival of over 200 metres of records from Glasgow sheriff court, a transmission which accounted for only four years of that court’s activities (1974-1977). From our visits to the courts, it is apparent that areas such as basements continue to be used as inadequate storage, and that refurbishment programmes frequently reduce the existing space available.

A new sheriff court schedule was issued in January 2004, which will assist in alleviating the space crisis in the longer term. The new schedule permits NAS to accept records in electronic rather than paper formats, though the immediate impact will be limited, as most court records already exist exclusively as paper. We continued to review and rationalise our own storage as part of improving cataloguing and weeding procedures. However, any space savings which accrued were far outstripped by the new intakes of records received last year.

We made a very significant contribution towards developing NAS catalogues and further opening up court records for public use. Over 750,000 new catalogue entries were added to the NAS electronic catalogue, taking a major step towards achieving the wholesale conversion of all paper catalogues and indexes. A further 20,000 separate index entries were created to assist in retrieving these records.

High Court of Justiciary and Crown Office

Justiciary Court trials and appeals for the year 1992, transmitted in February 2003, were catalogued and integrated into the twentieth century (séomra) database of criminal trials, which now contains over 43,000 entries. Details of trials or appeals under 75 years old do not appear on the NAS catalogues on the Internet.

Discussions were held with the High Court to improve record transfer procedures and set down possible closure criteria to safeguard the confidentiality of certain categories of papers found within trial records. The Court agreed to investigate setting up a review group to look into public access arrangements for sensitive papers. We introduced revised procedures for NAS search rooms in January 2004, to ensure customer compliance with the Data Protection Act 1998.

The main cataloguing activity for High Court records centred upon the indexing of nineteenth century trials: these records are increasingly being consulted by researchers. The task of abstracting trial details from the court minute books was completed by November 2003, and all nineteenth century trials have been indexed. This was the culmination of a two-year project which was completed on target despite the long-term absence of a key project worker. Where possible, trials were linked to relevant Crown Office precognitions, and by the end of 2003 the nineteenth century solemn database contained 52,749 entries. All trial data were successfully transferred to the new NAS electronic catalogue for public use.

We also maintained our effort to catalogue High Court sitting papers, with a further 20 years of trials being completed (1870-1889). This produced over 6,800 new catalogue entries, and revealed some interesting items that had been long submerged within the case papers. They included a particularly fine plan of the Cluny-Hill Hydroathic establishment in Forres and the grounds adjoining (RHP140721), which were the locus of a shooting in 1870. It was found within the trial papers of George Norman, who was indicted for the crime of culpable homicide (JC26/1870/43). We also received and catalogued additional papers from the Oscar Slater appeal of 1928, which were identified in Parliament House. These papers were integrated with the earlier 1909 trial papers transmitted some years before (JC34/1/32/1-54).

One of the more unusual research uses of court records last year was undertaken by Professor Andy Meharg, Professor of Biogeochemistry at the University of Aberdeen. Professor Meharg asked to test scientifically the productions used in the 1857 murder trial of Madeleine Smith for the possible use of arsenic. The case was a cause célèbre of its day, and was eventually found not proven. Professor Meharg tested the trial productions, including a sample of a bar of cocoa produced at the trial, using a non-intrusive instrument – a Niton portable X-ray emission analyser – which gives almost immediate chemical analysis without damaging objects. His conclusions were that the sample contained high levels of both arsenic and mercury.

Data were added to an equivalent eighteenth century trials database, with typescript indexes for the years 1769-1772 being keyed (8,093 entries). A private researcher has undertaken the cataloguing of seventeenth and eighteenth century trials for the Justiciary Court of Argyll. Although not yet completed it is hoped that a fuller catalogue of these earlier trials will be made available to the public next year.

Two years of closed Crown Office precognitions for the years 1990 and 1991 were transmitted to the NAS as part of a ‘catch-up’ programme to align Crown Office and High Court papers. Precognitions for the year 1990 were indexed to facilitate official use and to make best use of NAS storage, and a further year of closed precognitions (1928) was catalogued and released for public use in January 2004.

Court of Session

The Court of Session processes and adoption records for 1997, received in February 2003, consisted of 127.6 metres (801 boxes). Checking was completed by the end of April (5,321 processes), and for the first time an electronic index, supplied by the court, was integrated directly into the NAS electronic catalogue. This greatly speeded up the transfer of catalogue information.

The main effort focused on a very important project to convert all of the former Court of Session typescript indexes into an electronic form and integrate them within the NAS electronic catalogue. These were mainly for twentieth century cases, many of which were very difficult to find using the old typescript indexes supplied by the court. We initially estimated that there were some 650,000 cases within these series, but by the end of February 2004 we had converted 716,752 entries. The
conversion has vastly improved both public and court access to these processes and thrown up some interesting cases. In 1929 the court dealt with an action for payment of £280, plus interest and expenses, raised by Sir Arthur Conan Doyle against Oscar Slater. Conan Doyle had fiercely championed Slater’s cause against wrongful conviction for murder, and acted as guarantor for Slater’s expenses incurred in connection with his Appeal. The action was eventually dismissed with no expenses due to either party (CS257/2885).

Discussions were also held with the Accountant of Court, whose records have not been transmitted to the NAS since the early 1970s. A very large quantity of record material was identified in Parliament House (approximately 277 metres) and arrangements were made to move this to a safe area, within the court complex, during the present period of refurbishment.

Sheriff Courts

An important development was the issue of a new retention schedule for sheriff court records, replacing the existing schedule which dated from 1990. The new schedule was issued through the Scottish Court Service to sheriff clerks in January 2004, and takes account of new technological and record developments in the courts, particularly the increasing availability of electronic data.

We received five separate transmissions of records from sheriff courts this year. These came from Andrie, Glasgow (the largest, at around 200 metres), Perth, Kilmarnock and Kirkwall. The records from Kilmarnock consisted exclusively of a series of sheriff’s notebooks, obtained as a sample following the sheriff’s retirement. By the end of March 2004 the Kirkwall adoption processes had been transferred to Edinburgh. The other court records remained in Orkney under charge and superintendence for ease of local referral. With the exception of Kirkwall, most of the newly transmitted records were catalogued directly onto the new NAS electronic catalogue. Our sheriff court transmission programme is now firmly back on a regular pattern, and we have sought to reduce the period of time between court visits with a view to streamlining our procedures even further.

The annual summer weeding round commenced on 23 June and was completed by 12 September 2003. The sheriff court civil processes for Glasgow (174.2 metres) and Airdrie (31.4 metres) were reduced by 91.7% and 85.5% respectively, while the weeder also reviewed duplicate papers from High Court Summary Appeals.

The momentum of the programme to catalogue post-1860 civil processes was successfully maintained, and over 14,000 sheriff court entries were added to the NAS electronic catalogue. We also experienced a rise in the number of public requests for information about fatal accident inquiries (FAIs). The Fatal Accidents Inquiry (Scotland) Act, 1895 first provided for public inquiries by sheriff and jury into fatal accidents occurring in industrial employment or occupations. The increasing public interest is attributed to the availability of statutory death information via the Internet website of the General Register Office for Scotland. In response to this growing demand we switched our attention to cataloguing FAI processes, piloting Dingwall sheriff court (SC25) to develop a listing style. We then proceeded to tackle Glasgow, the largest court, and by the end of March 2004 cataloguing had been completed to the year 1921.

One of the more unusual cases involved an inquiry into the death of Joshua Hardisty Wilkinson, a professional footballer, who died on 14 November 1921. Wilkinson was a goalkeeper for Dumbarton FC, who had played in a league match against Glasgow Rangers at Ibrox Stadium on 12 November 1921. During the game he sustained a kick, or blow, which caused a rupture of his small intestine from which peritonitis resulted. He was removed to Glasgow Western Infirmary but died soon after surgery. The court record includes the testimony of players and officials who participated at the game (ref: SC36/30/1921/132).

Commissary Records

Microfilm of the Register of Testaments, for the period September 2001 to April 2002, was transmitted from the Commissary Department of Edinburgh sheriff court in February 2004. This completes our accession of this microfilm series, later testaments being recorded as digital images alone. No digital images have yet been transmitted to the NAS.

Scottish Parliament

Staff have continued to meet regularly with the Scottish Parliament’s records manager throughout the year, the main topic being finalising the service level agreement covering matters of mutual concern and regulating the transfer of material to NAS. Stemming from this, NAS also arranged for the revision of the 1992 Disposal of Records (Scotland) Regulations to include reference to the Scottish Parliament. The Disposal of Records (Scotland) Amendment Regulations (No 522) came into force on 11 November 2003.

Scottish Executive

Only around 2% of Scottish Executive files are transferred to the National Archives of Scotland for permanent preservation after inspection by NAS staff. The number of files examined this year took an unexpected downturn in the middle of the year due to a combination of inaccurate predictions.

Bruno Longmore, Head of Court and Legal Records, with Professor Andy Meharg of Aberdeen University.

Professor Meharg of Aberdeen University testing material produced at the trial of Madeleine Smith in 1857.
by the Scottish Executive about how many files they would be presenting for review during the year, staff shortages in the Scottish Executive’s Records Management Branch (RMB), and the diversion of RMB resources to help with preparations for the Scottish Executive’s new Electronic Records and Document Management system. The number of files examined picked up again towards the end of the year and despite staff shortages of their own, NAS staff stayed on top of the workload.

Scottish Office files reviewed during 2003-04 2003-04 2002-03 2001-02

| Files examined | 146,039 | 188,038 | 174,310 |
| Files sent for review | 55,620 | 64,555 | 57,577 |
| Files transmitted for preservation | 966 | 2,304 | 3,347 |
| Files destroyed (metres) | 1,473 | 2,251 | 2,025 |

Government Records Branch runs the NAS retransmissions unit, which sends material back to record creators for temporary consultation when required. The total number of retransmissions for 2003-04 was 1493. Most of these (1019) were court and legal records – mainly Land Court (564), Court of Session (292) and High Court of Justiciary (114). Scottish Office/Executive records (264) and records of other government organisations (210) made up the majority of the remainder.

Government records: retransmissions 2003-04 2002-03 2001-02

| Scottish Office/Scottish Executive | 264 | 297 | 357 |
| Other | 1,229 | 1,253 | 228 |

Electronic Records

Government Records is the lead branch for developing NAS policy on electronic records. This year, work began on developing a set of preservation metadata for electronic records transferred to NAS. The Digital Data Archive project made less progress than hoped during 2003-04 due to lack of resources, but was relaunched at the end of the year. Digital Preservation will be a major part of NAS’ future responsibilities and we have already accessioned some digital material. Depositors from the Courts and Scottish Executive are increasingly creating records in electronic formats and these will start coming to NAS in large numbers very soon. It is therefore vital that the development of digital preservation systems, procedures and techniques within NAS is properly funded.

NAS is a founder member of the Digital Preservation Coalition (DPC) which aims to foster joint action to address the challenges of preserving digital resources in the UK and globally. This year, the DPC undertook a survey of members’ digital holdings and requirements for digital preservation, and followed this up with a workshop and recommendations for future projects. It held forums on developing an infrastructure for digital preservation in the UK, open source software and dynamic databases, and adapting archives to the digital age. The DPC has also continued to raise awareness of digital preservation – many articles have appeared in the media, publicity leaflets have been produced, and it is funding a Digital Preservation Award as part of the Pilgrim Trust Conservation Awards. Information on all these issues can be found at http://www.dpconline.org/graphics/.

On 1 March 2003, the Digital Curation Centre (DCC) was set up, funded by the Joint Information Systems Committee. The DCC is based at Edinburgh and Glasgow Universities and has a remit to provide a national focus for research into curation issues and to promote expertise and good practice, both national and international, for the management of all research outputs in digital format. We will be exploring ways in which NAS and the DCC can work together to our mutual benefit. More information is available on the DCC website at http://www.dcc.ac.uk/index.html.

We have continued to provide advice and information to Scottish government bodies on electronic records management, and to contribute to the Scottish Executive’s Electronic Records and Document Management (ERDM) project.
NAS Records Management Unit

NAS’ new records management procedures were rolled out across the organisation between 6 May and the end of July 2003. All existing files have been closed and new ones are issued under the new file plan as and when they are needed. There is a records management section for staff on the NAS intranet, which includes the NAS Records Management Policy, a procedures manual, an explanation of the file plan, and an online system for requesting new or existing files. A database of all NAS files is also available to staff, based on the CALM records management system. A post-implementation review was conducted six months after the launch of the new service and showed that it is a popular staff resource, processing over 20 requests per day and delivering a service with which 100% of the staff surveyed are either “satisfied” or “very satisfied”.

The experience gained in preparing and instituting the new records management system is proving invaluable as increasing numbers of public bodies turn to NAS for records management advice in the face of forthcoming Freedom of Information legislation. We have provided advice to numerous bodies and hosted several visits to the NAS Records Management Unit. During the year, the Records Manager and other Government Records Branch staff also carried out a major consultation exercise for the General Register Office for Scotland, analysing their current record systems and preparing a detailed report recommending how best these can be adapted and improved in order to assist compliance with Freedom of Information legislation and to establish firm foundations for the future implementation of electronic document and records management.

Cataloguing

A total of 9056 new catalogue entries were created for government records this year. In response to a decision by the Lord Advocate to review the papers of the Dunblane Inquirie which are currently under 100 year closure, these papers were recatalogued in more detail to assist the Crown Office in making decisions about appropriate closure periods on individual documents. This work amounted to about one third of the overall cataloguing total for the year. Additionally, work began on uncatalogued Exchequer material.

Accessioning

Government Records Branch’s project to revise and automate NAS’ accessioning procedures culminated in the launch of a new accessions system on 1 April 2003. This is based on the CALM accessioning module and has proved successful, requiring only a few minor modifications in the light of daily use. It was used this year to produce the report on NAS accessions which is sent annually to the Historical Manuscripts Commission.

Two significant archives from Scottish families were accepted on loan during the year. The papers of the Graham family of Fintry (GD151) were returned to us, having been previously withdrawn by the owner in 1978. The archive of a significant gentry family with property in Stirlingshire and Perthshire, it includes the papers of the excise commissioner Robert Graham of Fintry, one of the early patrons of Robert Burns. We hope to make the collection available soon, after some necessary re-cataloguing. We have already started work listing the papers of the related families of Sprot and Hay of Haystoun (GD504). This is producing items of considerable interest, including notebooks by a seventeenth century student attending a university arts course, and material relating to the bombardment of Algiers in 1816.

The new electronic catalogue, described elsewhere in this report, has required us to revisit some older catalogues that could not be transferred into the new system. This work will take some years to complete. We are, however, well advanced in listing the title deeds in the Montrose papers (GD220/1), using a mid-eighteenth century manuscript inventory as a starting point. A small addition to the papers of the Scottish Rights of Way and Access Society (GD335) was taken as an opportunity completely to reorganise the existing catalogue.

Several collections in our backlog were finally listed this year. Work on the papers of the Horshburgs of Horshburgh (GD178) had begun last year. Listing of the papers of the families of Dickson of Hartree and Kilbucho (GD184) and Sprot of Riddell (GD497) was both started and finished within the year. A more recent acquisition, the records of the National Farmers’ Union of Scotland (GD552), was also fully listed. A significant deposit of additional files from the Carnegie UK Trust (GD281) shows that organisation’s work as a support for numerous national and local charities and other organisations.

We have begun a major project to prepare lists of the many thousands of Coal Board files received by NAS in 1999 (CB99-CB550) and these are now starting to appear in the electronic catalogue. Relating mainly to the years between 1947 and 1992, they present a very detailed picture of the management, life and work of the nationalised industry. Unexpectedly, we are also finding that a small but significant body of older records is emerging, with a very few that go back into the nineteenth century. A similar effort is underway to list the records of the former British Rail, passed to us in the early 1990s. The Ballast Trust based at Johnstone is continuing to provide us with detailed lists of railway plans for the nationalisation era (BR/RSR/3) and these will be added to the main catalogue in due course.

Private Records Branch

As in the previous year, there were no large deposits of new collections although our intake made up in quality for any lack in quantity. We accepted records for over forty Church of Scotland congregations and for the first time in some years we also received copies of some Roman Catholic registers. Two of these, covering baptisms, marriages and burials for Belle (1786-89) and Tomintoul (1783-1818) are particularly early survivals.
Throughout the year, considerable effort was put into tackling areas highlighted as needing improvement or requiring development in the Users’ Survey of 2002. One of the key findings of the Survey was a demand for extended evening opening. As a result, we offered extended evening opening in the Historical Search Room on Thursday evenings, for a trial period of six months, from June to November 2003. The trial was deemed to be a success, with an average number of 15 readers each evening, and we are now looking at whether we have the resources to offer extended opening on a permanent basis.

Although the Users’ Survey highlighted many of the accommodation problems in the West Search Room, we were unable to implement any major changes as hoped, due to lack of funds. General Register House, however, fared much better as by the end of the reporting year (April 2004) the major refurbishment phase IV reached 90% of its planned completion. This included replacing desks, carpets and furniture in the Historical Search Room and the Robertson Wing as well as adjacent areas including staff rooms. The two search rooms now have 44 and 35 reader desks respectively, including two that are height-adjustable, as well as new desk areas for staff. The electrical wiring, and computer and telecoms cabling, were also upgraded. This has enabled us to provide twelve terminals in the Robertson Wing which readers can use to access the main NAS electronic catalogue, the SCAN catalogue and images of wills and testaments. This is a great improvement on the four terminals formerly available in the Historical Search Room. By the end of the year, readers could access digital images of some church records as well as other material via the terminals. Sometime next year we shall be introducing a form of self-service copying linked to digital images.

The new facilities in the Robertson Wing also include improved self-help access to records held on microfilm. Microfilm has generally been underused, principally due to the confusing practice of using separate RH3 and RH4 references rather than existing ones such as VR, GD etc. It was decided, therefore, to rationalise all the microfilm and to re-catalogue all RH3 and RH4 material on the new electronic catalogue using existing NAS references. The project started early this year and should be completed within two years although this will depend on other work commitments. It will certainly make it very much easier in future to use our microfilm records.

Neither search room closed for stocktaking this year and this is likely to be the pattern for future years. The Historical Search Room did close for one week in November, however, to allow the removal of the old furniture and the installation of the new.

Two other areas that came in for criticism in the Users’ Survey were production times for out-housed records and the cost and quality of photocopies. Following a review of production procedures and changes to the van time-table, the turnaround time for producing out-housed material has now improved from a 48-hour turnaround service to a 24-hour service.

Although a new table of fees and charges was introduced in April 2003 in the Legal Search Room, this was not introduced to the other search rooms until August. This was due to the fact that the fees and charges had to be adapted and extended to cover the myriad variations in orders that occur with the older and more diverse record formats consulted in the Historical and West Search Rooms. We also took the opportunity to rationalise and computerise the remittance procedures and this has resulted in a more streamlined and efficient system. As in the Legal Search Room, the new charging structure and improved procedures have generally been welcomed by readers.
Since reaching an all-time high of 163,861 in 2001-02, the level of productions in the Legal Search Room has fallen by approximately 11.7% and 8.7% over the last two years. Despite a very buoyant housing market, productions fell to 131,985 last year which is roughly the same level as it was in 1998-99. This trend is very much as was predicted, however, as the impact of Registration of Title takes effect.

Other changes to our copying services included implementing new quality assurance checks and the introduction of a limited digital imaging service. This was introduced to all three search rooms in December but was not widely advertised (it is mainly offered to readers in the search rooms and where colour copies are required or as an alternative to photography). The reason for this soft launch was simply practical. The current unit (one digital camera workstation and one senior digital technician) providing this service is already heavily committed to several ongoing digital imaging projects within NAS. We are monitoring the situation and the level of readers’ satisfaction with this limited service. We hope in future to offer a fuller service to all our users, both in-house and online.

Having a full complement of staff in the West Search Room, including a full-time Assistant Plans Officer, enabled a great deal of progress to be made on cataloguing and sorting of plans, with over 2000 being added to the electronic catalogue during the year. Tentative investigations also began to look into how NAS might be able to exploit digital mapping products to aid cataloguing.

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<tr>
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Since reaching an all-time high of 163,861 in 2001-02, the level of productions in the Legal Search Room has fallen by approximately 11.7% and 8.7% over the last two years. Despite a very buoyant housing market, productions fell to 131,985 last year which is roughly the same level as it was in 1998-99. This trend is very much as was predicted, however, as the impact of Registration of Title takes effect.
Perhaps surprisingly, despite the reduction in the level of productions, there was an 11% rise in the number of photocopies ordered. This was undoubtedly due to the introduction of the new fees and charges structure, where the inspection fee now includes the cost of copies of a deed, irrespective of its length. The new charges have been widely welcomed by our regular users as they are very much simpler to understand and administer than the previous version.

The number of written enquiries received from the public and solicitors rose by 78% from 471 to 841 but it is not clear why this should be. There was a similar rise in letters about adoptions and in the actual number of adoptees calling to access relevant adoption papers in the court records. We believe the rise in requests by adoptees to see their adoption records is linked to people being better informed, via television programmes and the Internet, and more aware of their entitlement to see them.

The quarterly meetings with representatives of the legal search firms continued to provide a very useful platform for the exchange of information. They also provide us with direct feedback on ideas and changes from one of our heaviest user groups and were instrumental in shaping the new fees and charges structure in its simplified format.

### EXHIBITIONS AND PUBLICATIONS

To mark the 400th anniversary of the Union of the Crowns in 1603, NAS mounted an exhibition entitled *The Universal King: James VI and the Union of the Crowns* in partnership with Historic Scotland. The display, which was set up in the Royal Apartments at Edinburgh Castle, ran from 1 October to 30 November 2003, and was seen by over 107,000 visitors. Research for the exhibition was carried out by Alison Lindsay and the display was designed by Studioarc. As well as documents from NAS holdings, the exhibition used coins from the National Museums of Scotland, printed works from the National Library of Scotland and a manuscript letter loaned from The National Archives to tell the story of James VI’s life in Scotland, and his return visit in 1617. The exhibition was opened by the First Minister, the Rt Hon. Jack McConnell MSP and HRH Prince Philip, the Duke of Edinburgh visited it on 27 October. A free leaflet was produced to accompany the exhibition. A web version of the exhibition was launched on 1 September to form the NAS contribution to Archives Awareness Month 2003.

The exhibition to mark the 250th anniversary of the Appin Murder, which had been transferred in early March from General Register House to the West Highland Museum in Fort William, ended on 5 June 2003. A Gaelic version of the Appin Murder leaflet was produced.

NAS staff compiled a new edition of the popular guide *Tracing Your Scottish Ancestors*, which was published by Mercat Press in December 2003. The new edition includes a chapter on family history on the internet and an updated chapter on researching in the General Register Office for Scotland. Major changes were also made to several chapters detailing sources in NAS to update those now covered by the electronic catalogue, particularly those dealing with wills and legal records.

Two editions of the NAS *Newsletter and Education News* were published during the year. The autumn edition merged the two publications. Updated versions of the information leaflets on the plans collection and the National Register of Archives for Scotland were produced during the year.
Website

The website continued to develop with the addition of an online version of the Union of the Crowns exhibition in October along with an educational resource on the same topic. Material was added to mark Local History Month in May and Black History Month in October. The Gaelic version of the Appin Murder leaflet was added to the website, the NAS’ first Gaelic web resource.

A major study of the future direction of the NAS website was carried out during the year by Joanna Baird. Its recommendation that a dedicated web team be set up to develop the site was accepted and will be put into operation from April 2004.

Talks and visits

This year NAS staff spoke to 460 people who visited to hear about the work of NAS and the records we preserve. Visits to General Register House had to be curtailed as the Lord Clerk Register’s Room was unavailable due to refurbishment work. Nevertheless, sixteen parties visited NAS during the year, and staff gave seven talks across Scotland and attended a family history fair in Dundee. Visitors to NAS included several family history groups, staff and pupils from Craigmount High School, staff from HBOS, Glasgow University law students, a delegation from the Government Archives in the Republic of Korea and staff from Glasgow University Archives.

Staff gave presentations on NAS collections to the following associations: Alloa Adult Education Centre; Tay Valley Family History Society in Dundee; West Lothian Local History and Amenity Society; Lanarkshire Family History Society in Motherwell; Renfrewshire Family History Society in Paisley; the Senior Studies Institute in Glasgow and the Aberdeen and North East Scotland Family History Society. Staff also attended the Scottish Association of Family History Societies Annual Conference in Dundee on 26 April 2003.

The Scottish Archives for Schools (SAfS) project made considerable progress during the year. This is a joint venture with the Scottish Executive Education Department and Learning and Teaching Scotland to produce resources from the holdings of NAS for use in schools. Our original intention was to produce six printed packs: this has now been reduced to five, to allow the compilation of a CD to accompany the printed packs. The first two packs, Scotland in the 16th Century and The Jacobites, were printed in January and February 2004. They will be launched and distributed to schools in May. The remaining three packs and the CD, which will contain all the material in the printed versions along with readings from some of the documents, will be available in autumn 2004.

The project has enhanced NAS education services and allowed education staff to widen our range of contacts. During the year the staff involved in SAfS gave several presentations about the project. They attended the spring and autumn conferences of the Scottish Association of Teachers of History; promoted the use of archives in schools at the launch of the Cultural Coordinators scheme in Edinburgh in June and gave a talk to the Principal Teachers of History from North Lanarkshire Education Authority in February 2004.

As part of the programme of events to mark the Union of the Crowns anniversary, Historic Scotland ran an art competition for Scottish schools. Pupils were invited to design a crown, sword or sceptre to mark the occasion. The winners were selected by a panel consisting of an Education Officer from Historic Scotland, a lecturer from Edinburgh College of Art, an artist and the NAS Education Officer. The winning entries formed part of the display in the Royal Apartments at Edinburgh Castle. NAS education staff and Historic Scotland presented joint workshops to several groups of schoolchildren at Edinburgh Castle in November 2003.

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Through the Heritage Education Officers Group (HEOG), which represents the national heritage associations, we contributed to the HEOG guide compiled for Cultural Coordinators to highlight what is available to schools. As part of HEOG, NAS education staff helped run a stall at the

Media use of the Archives

TV, radio and print media made considerable use of NAS resources during the year. The BBC filmed some documents relating to the Darien disaster and interviewed Dr Peter Anderson for the programme called Darien: Disaster in Paradise which was broadcast on 27 May 2003. Scottish Television filmed a sequence for a film entitled Can’t Bank on Heaven, in which General Register House played the part of the Scottish Stock Exchange. CBBC filmed a sequence at West Register House for the children’s series Shoebox Zoo and made use of the scaffolding at General Register House to film shots across Princes Street.

The Declaration of Arbroath continues to be the most requested image by the media and publishers; several requests for images were dealt with during the year, including one for a film on Scottish/English rivalry. The other subjects of media enquiry were many and varied. They included the trial of Thomas Aikenhead in 1696; the first recorded mention of whisky in 1494; letters from emigrants; the Honours of Scotland during World War II; the abdication of Mary, Queen of Scots; Thomas Muir; the General Strike; the Union of Parliaments; and St Kilda.

Library

The services of a temporary librarian for a second year allowed considerable progress to be made with the library again this year. The main effort was directed towards moving library books within General Register House to new accommodation in the Robertson Wing in November and December 2003. This involved the removal of 22,000 books from several locations in the building. 519 books were added to the Library in the course of the year, including 331 gifts. The purchased items included 159 volumes of Court of Session cases, a valuable addition to the Law section.

Considerable progress was also made with the conversion of the library back catalogue to computer through extending the employment of David McClay, who was originally taken on as caption writer for the RLS project, for a further six months. He added about 6,000 items to the CALM system and by the end of March 2004 approximately half the library catalogue had been converted. The following sections are now available on the electronic catalogue: Archives, ...
The exponential growth in project activity in the UK in recent years plus NAS’ growing list of commitments, particularly on the digital front, meant that our ability to commit to new projects was sharply reduced. We were able to provide advice and support to the Prodigia project proposal to preserve and digitise the records of the South Uist Estate. Permission was also given to North Highland Archive to have various fishing registers from the Wick Customs and Excise outport series (CE 113) digitised for the Am Baile project showcasing archive material from the Scottish Highlands and Islands (http://www.ambaile.org.uk/en/index.jsp). Various inventories of art collections included in the estate papers of the Dukes of Hamilton (NRAS2177) were digitised by NAS as part of the Virtual Hamilton Palace project.

NAS continued to sit on the general and editorial boards of the Statistical Accounts of Scotland and provided a detailed transcription of the 1791 account for the parish of Dumfries (the digitisation of this was noted in last year’s report).

A good deal of time and effort at the start of the year was spent in organising the Scottish consultative meeting of the Archives Task Force. The ATF, which included the Keeper of the Records of Scotland, was set up by the Museums Libraries and Archives Council in 2002, following an invitation by the Department of Culture, Media and Sport to review the state of archives in the UK. The Scottish meeting was held at the National Library of Scotland on 25 April and attended by over 40 delegates. The ATF’s report Listening to the Past, Speaking to the Future was published in March 2004 and is accessible at http://www.mla.gov.uk/documents/atf_report.pdf.

September 2003 saw the first national Archives Awareness campaign. NAS participated in planning meetings, created a web exhibition on the campaign’s theme of ‘Love and Hate’, and provided General Register House as the venue for the Scottish Council on Archives’ reception to mark Archives Awareness Month.
CONSERVATION

Staffing levels have remained static throughout the year with 10 conservators and additional administrative assistance available part-time to the branch. In March 2004 a permanent member of staff left on a career break until July 2006. We hope to fill this vacant position in the short term with a trained member of conservation staff from the State Archives of the Czech Republic via the Inward Secondment programme, thus capitalising on previously established collaboration between our organisations.

Between April and December 2003, conservation staff and resources were dedicated to the preparation, treatment, mounting and de-installation of The Universal King: James VI and the Union of the Crowns, an exhibition held at Edinburgh Castle in association with Historic Scotland. A total of 15 objects were treated, mounted and displayed, including loan items from other institutions, and over 400 hours were spent on this exhibition. In November conservation staff assisted the NAS Education Officer in preparing for a workshop for primary school children held at Edinburgh Castle, providing samples of materials used in the making of medieval documents. Initial meetings were held with the Head of Outreach and Education and staff at the new Scottish parliament concerning display area and possible loan of exhibits from NAS. Throughout the year CSB supported and contributed to the preparation of the Scottish Archives for Schools project.

Considerable resources and assistance continue to be diverted to Court and Legal Records. Conservation staff work closely with curatorial staff on research priorities and to ensure that collection demands are supported. We provide discrete and secure storage cabinets and staff time to ensure all sensitive court photographic productions are repackaged and housed securely. In February 2003 Conservation hosted non-destructive X-Ray Fluorescence testing and analysis of the evidence produced at the Madeleine Smith trial by Professor Andy Meharg of the Department of Biogeochemistry of Aberdeen University. A visit from Alison Fraser, the Archivist in Orkney, to discuss proposed conservation treatments to SC86 in February 2004 under charge and superintendence agreement marks the beginning of a significant commitment to work on this record series.

Work for Private Records included the assessment and treatment of GD492, a varied collection which contains some very early photographic prints of St Kilda. Digital images of these photographs were made available to the National Trust for Scotland for use in their submission seeking revised World Heritage status for the island. Conservation staff also provided assistance, including provision of surrogate copies, to the Church Records Officer in dealing with a significant record loan request to commemorate a centenary exhibition at Laurencekirk.

From July to September 2003 two project conservators worked on Phase I of the Upper Clyde Shipbuilding Glass Plate Preservation Project, cleaning and re-housing this important collection prior to storing the glass negatives in custom-made cabinets within the photographic store at Thomas Thomson House. A total of 10,500 plates were worked on during this period, including plates of HMS Hood and the Queen Mary.

Conservation staff developed and used the new electronic catalogue to document all work and gave input to the new policy on Fragile Records now available on the NAS website. All referrals for treatment notified by staff and readers are noted within the internal electronic catalogue system and conservation staff direct their work to deal specifically with these requests. The pilot digital imaging service was introduced in December 2003 and conservation staff have been directly involved in responding to these service requests. A workshop funded by NAS for Conservation staff and professional colleagues from Glasgow City Archives, Lothian Health Board Trust and

The earliest surviving letter written by James VI, treated by Conservation before its inclusion in The Universal King: James VI and the Union of the Crowns.
HBOS was organised in association with the National Preservation Office of the British Library to promote the use of the Preservation Survey Assessment (PAS) tool for collections. Subsequently NAS undertook a specific survey of the Clerk of Penicuik papers (GD18) as a pilot exercise and submitted a report to Senior Management and Head of Private Records Branch.

Work continued on the John Hope collection of botanical illustrations on behalf of the Royal Botanic Garden, Edinburgh and was completed in December 2003. A total of 306 objects were treated and mounted; occupying 779 hours work in total. Our association with Professor Tim Wess and Craig Kennedy, who are studying the deterioration of collagen or parchment, continues. Several collaborative papers have been produced throughout the year within scientific and technical journals. Advice and a conservation survey report were provided to the Court of the Lord Lyon regarding possible digitisation of Registers of Arms in preparation for the Scottish Family History Service.

In July 2003 Conservation Services hosted a visit from Chris Mathias, Head of Conservation at the Supreme Judicial Court of Boston. He visited Scotland as part of a programme organised by the Quinque Fellows Programme, developed collaboratively by the Quinque Foundation, a US-based charity, and Historic Scotland.

A series of workshops providing an Introduction to NAS Photographic Collections was organised by Conservation staff for colleagues in April 2003. Specific handling training for Legal Search Room staff was delivered later in the month. Staff delivered a presentation to the Post Graduate Training Visit in October 2003. Photographs and Glass, a workshop organised in collaboration with the Society of Archivists, was held in the Conservation workshop at Thomas Thomson House in December 2003 and attracted international participants. This repeated the success of the same workshop held in the previous year.

A total of 12 Letters Patent were sealed on behalf of Registers of Scotland.
General Register House

The refurbishment of General Register House continues, and by the end of the reporting year the main part of the project was nearing completion. Much of the work has been invisible, as the contractors installed electrical wiring, air conditioning and communications systems within the basement and roof space. More obviously, the slate roof has been completely overhauled, re-using the original slates where possible. Scaffolding erected round the building has enabled contractors to inspect all external stonework, and replace any showing signs of excessive weathering or damage.

In order to carry out the refurbishment of the archive stores at General Register House, approximately 5,000 linear metres of records were moved to temporary accommodation and finally relocated in fully upgraded archival accommodation. These moves were carried out by our archive attendants, on time and without interruption to the service we provide to the public.

The refurnished Historical Search Room and Robertson Wing reopened in November 2003. An addition to the Robertson Wing is a spiral staircase connecting the second floor, now converted into offices, with the first floor searchroom, to provide a secondary exit in case of fire.

Phase IV of the refurbishment of General Register House saw the installation of loop induction systems in our search rooms and meeting rooms to assist the hard of hearing. We have installed disabled lifts at our west entrance door and in the Robertson Wing annex for visitors and staff who have difficulty in negotiating stairs. This phase of work has been successfully accomplished without too much disruption to readers.

The Lord Clerk Register’s Room, which is much used as a venue for talks and conferences, has been refurnished and a fully-integrated audio-visual system installed. A small kitchen has been fitted into an adjacent former storage room to provide catering facilities.

At the start of the year, the Plans Officer was heavily involved in drafting a case for an export stop by the Department of Culture, Media and Sport on two previously unknown Adam drawings of the rotunda and drains at General Register House, which were sold at Sotheby’s on 20 March 2003. Considerable investigative work into the design and execution of the rotunda was required to place this key drawing in our understanding of the design process. Research showed that it was the principal drawing for a partly executed decorative scheme for the rotunda, and complements three other drawings of the rotunda floor and basement dated 1785 in our collection. It is also the first drawing to show the rotunda with the gallery in its present form, supported on brackets rather than pillars. Unfortunately, we were unable to benefit from funding offered by the Art Fund, owing to our status as a government department. We were able to bid up to the valuation price but could not match the eventual sale price of £36,000.

Scottish Family History Centre

Design work began early in the year to create an integrated family history centre drawing together the expertise and records held in General Register House and New Register House, home to the Court of the Lord Lyon and the General Register Office for Scotland. An outline design has been devised, and a more detailed design is being produced with the intention that building work will commence early in 2005.

West Register House

Following a very detailed visual survey of the external fabric of the building, some deficiencies were found in the soundness of the stone. Contract documentation was produced but because the work could not be carried out during the winter, the defective stone was covered with protective netting as a health and safety measure. Work to remedy these defects will begin later in 2004.

Thomas Thomson House

Over the last year, a detailed business case has been prepared to set out to ministers the need for an extension on this site. Approval has been given subject to further work being undertaken to confirm our more detailed requirements and to provide updated estimates.

We have also carried out a study of two of the storerooms in Thomas Thomson House to ascertain how these could be upgraded to provide more accommodation for our records. It is hoped (subject to funding being available) this work will be undertaken soon.
Energy Efficiency

During the year, and in response to Scottish Executive policy on energy efficiency, a considerable effort has been made to monitor and control the use of the energy within NAS. The efforts of NAS were recognised with accreditation from the Institute of Energy for our performance in reducing energy consumption. NAS was one of only five Scottish organisations to reach the required standards in energy efficiency. The award entitles us to use the energy efficiency accreditation logo on our letterheads.

The older searchroom ladders have been superseded by safer modern designs, but have been retained as part of NAS history.

The roofscape of General Register House while scaffolding was in place.

On the new spiral staircase in the Robertson Wing, General Register House, are: (L-R) Harry Waugh, assessor for the energy conservation scheme and energy manager with Scottish Healthcare Supplies; George MacKenzie, Keeper of the Records of Scotland; Alison Lindsay, NAS Outreach Officer; Bob Philips, Head of NAS Accommodation Services; Ian Lingard, Angus Council; John Mitchell, Archive Attendant Manager; and Richard Little, Facilities Manager for K G Tate. The photograph was taken to mark the Institute of Energy’s accreditation of NAS for our performance in reducing energy consumption.
As part of an on-going programme to improve the business and communications processes within the office a number of new applications were developed, ranging from electronic resource booking facilities to a new on-line purchase requisition system. Further applications developments are planned for the coming months, including a major initiative to develop an integrated ordering system. Our internal Intranet facility, known as the Oracle, continues to play an integral part in the sharing of information and communicating with colleagues, with statistics showing a substantial increase in its usage since its introduction in 2002.

We introduced improved ICT facilities for searchers with the installation of new computer terminals and flat-panel monitor facilities. Searchers using these facilities can access the NAS catalogue (a trial version of the external catalogue was also made available via the NAS website in summer 2003) and a range of other websites. To reflect the increasing importance of delivering NAS products and services electronically via the World Wide Web, the ICT branch has established an on-line resources team whose remit is to supervise and manage the content and development of NAS, SCAN and related websites.

The ICT branch is continuing to develop the systems and framework necessary to progress a number of challenging digital access initiatives. We will consult key stakeholders and other interested partners as part of this process. Steps are also being taken to establish a digital reprographics unit, which will shortly undertake the task of digitising the sasines as well as offering a ‘digitisation on request’ service.

NAS has continued its close involvement with the records management implications of the Freedom of Information (Scotland) Act 2002. The Code of Practice on Records Management under Section 61 of the Act was finalised and issued by Scottish Ministers in November 2003. In the same month, the Keeper issued a generic Model Action Plan to assist public authorities to modify their records management practices in line with the Code. Both documents were produced by the Freedom of Information (FOI) Implementation Group sub-group on Records Management, which NAS chaired. NAS also commented on an early draft of FOI training material being developed by the Scottish Executive. The Keeper and staff from Government Records Branch have spoken at various FOI events throughout the year, ranging from a 400-strong gathering at Murrayfield Stadium in Edinburgh to a group of about 20 at a Grampian Information event in Aberdeen. We have built up a good working relationship with the Office of the Scottish Information Commissioner, providing them with some advice on public record issues and discussing various archive-related issues stemming from FOI, including how records closed under the existing ‘30 year rule’ should be dealt with. NAS also continued its representation on the BSI publication board responsible for producing handbooks on UK and Scottish Freedom of Information.

As the implementation date for the Freedom of Information (Scotland) Act gets ever closer, NAS has experienced a sharp increase in the number of organisations seeking help and advice about records management. NAS has provided assistance to at least 31 distinct organisations or parts of organisations. This assistance has ranged from information provided by telephone or email to visits representing several hours’ or days’ work. The bodies assisted this year include:

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<td>Scottish Courts Administration</td>
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<td>Scottish Environmental Protection Agency</td>
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<tr>
<td>East Lothian Council</td>
<td>SE Building Standards Division</td>
</tr>
<tr>
<td>General Register Office for Scotland</td>
<td>SE Cabinet Secretariat</td>
</tr>
<tr>
<td>HM Inspectorate of Education</td>
<td>SE Education and Lifelong Learning Dept</td>
</tr>
<tr>
<td>Historic Scotland</td>
<td>SE Home and Health Dept</td>
</tr>
<tr>
<td>Holyrood Inquiry administration</td>
<td>SE Records Management Branch</td>
</tr>
<tr>
<td>National Museums of Scotland</td>
<td>Scottish Hospitals Trust</td>
</tr>
<tr>
<td>National Parks Authority</td>
<td>Scottish Law Commission</td>
</tr>
<tr>
<td>NHS Common Services Agency</td>
<td>Scottish Natural Heritage</td>
</tr>
<tr>
<td>NHS Education for Scotland</td>
<td>Scottish Water</td>
</tr>
<tr>
<td>Office of the Commissioner for Social Security (Scottish HQ)</td>
<td>Sport Scotland</td>
</tr>
<tr>
<td>Queen’s and Lord Treasurer’s Remembrancer</td>
<td>Scottish Funding Councils for Further and Higher Education</td>
</tr>
</tbody>
</table>

NAS has also been working closely with the National Archives of Scotland to plan and develop the infrastructure necessary to support the Scottish Family History Service (SFHS), a joint project between the National Archives of Scotland, the General Register Office for Scotland and the Court of the Lord Lyon. The SFHS project aims to establish by 2006 an enhanced and seamless service for all who are interested in their Scottish family history. The NAS is playing a leading role in the development and implementation of this exciting new service.

Work is also well underway to plan and develop the infrastructure necessary to support the Scottish Family History Service (SFHS), a joint project between the National Archives of Scotland, the General Register Office for Scotland and the Court of the Lord Lyon. The SFHS project aims to establish by 2006 an enhanced and seamless service for all who are interested in their Scottish family history. The NAS is playing a leading role in the development and implementation of this exciting new service.
To help meet this increased demand, NAS has been working on a new Record Keeping area of its website. The area is designed to provide help and information to anyone with responsibility for records in Scotland or with an interest in record keeping. There are sections covering general areas of interest like records management, FOI and electronic records management, and others aimed specifically at those who deposit records with us. The new area went live in April 2004 and content will be added to it over the coming months. It can be found at http://www.nas.gov.uk/reckeep/.

NAS has also developed a Selection Policy for government records. This was put out for consultation during summer and early autumn 2003 and was finalised in January 2004. The Scottish Records Advisory Council set up a new sub-group on the retention and disposal of government records to discuss the proposed policy and related matters. It is proposed that this group should now meet annually.

Charge and Superintendence

Charge and Superintendence is the name for the procedure under which the Keeper deposits records held by NAS in local repositories, where suitable facilities exist, to encourage local access to these records.

Following on from last year’s transfer of the records of the Presbytery of Falkirk to Falkirk Council Archives, the records of Bo’ness outport, 1780-1984 (CE58) and Grangemouth outport, 1810-1977 (CE68) were also transferred to Callendar House with the approval of the National Advice Service in Glasgow of HM Customs and Excise.

A new transmission of CE records from the Maritime and Coastguard Agency was distributed to local archives holding these records under ‘C&S’ arrangements, as follows:

- **Aberdeen City Archives**
  - Aberdeen port CE87/11/45-51 1930-1989

- **Ayrshire Archives**
  - Troon outport CE72/11/3 1886-1988
  - Ayr outport CE76/11/6, 8 1896-1989
  - Ardrossan outport CE114/11/8 1932-1947

- **Dumfries & Galloway Archives**
  - Dumfries port CE51/11/5 1930-1989

- **Dundee City Archives**
  - Montrose outport CE53/11/7-8, 10-16 1868-1988
  - Dundee outport CE70/11/27-29, 31-34 1843-1989
  - Arbroath outport CE80/11/5, 11-15 1907-1990

- **North Highland Archive**
  - Wick outport CE113/11/13-26 1925-1989

- **Orkney Archives**
  - Kirkwall outport CE55/11/7-4 1918-1988

- **Shetland Archives**
  - Lerwick outport CE85/11/22-30 1911-1989

- **Stirling Archives**
  - Alloa outport CE67/11/11, 16-17 1894-1989

Church records transferred were as follows:

- **Glasgow City Archives**
  - Presbytery of Glasgow CH2/171/78-84 1737-1821
  - Glasgow, St Luke’s church session CH2/843/3 1907-1939
  - Glasgow, St Kenneth’s church session CH2/1143/12-13 1896-1898
  - Kirkintilloch, St David’s Free Kirk session CH3/362/5-24 1885-1987

- **St Andrews University Archives**
  - Kettle church session CH2/207/2-9 1778-1939
  - Logie church session CH2/767/1-11 1840-1973
  - Largo church session CH2/960/13 1887-1948
  - Logie & Gauldry UF CH3/1191/1-3 1902-1938

- **Stirling Council Archives**
  - Hightae Reformed Presbyterian CH3/90/3 1870-1917

Eleven volumes of records of Justices of the Peace for Clackmannanshire (JP18) were transferred to Stirling Council Archives under a long-standing arrangement, dating back to the period when Central Region was in existence. Discussions took place with the Highland Council Archivist about what collections of records might be returned over time to both Highland Council Archives and the North Highland Archive.

A long overdue charge and superintendence agreement was signed to cover the deposit of Wick outport records (CE113) with North Highland Archive and, as part of a rolling programme, agreements were renewed covering the series of NAS records held by Perth & Kinross Archives (CE52, CE79, JP20, JP21) and by Stirling Archives (CE67, JP18, JP19 and CH2 and CH3, various). The itemised information about the records held by these repositories will be used to help the accuracy of NAS’ electronic catalogue.

Restrictions on the production of charge and superintendence material held by Glasgow City Archives were lifted following improvements to the layout of the search room area in The Mitchell Library and normal service was resumed, including the transmission to Glasgow City Archives of further ‘C&S’ records, as indicated above.
### Productions

<table>
<thead>
<tr>
<th>Unitary Local Authorities</th>
<th>2003-04</th>
<th></th>
<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
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<td>Archives</td>
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<tr>
<td>Glasgow City Archives</td>
<td>1537†</td>
<td>39,992</td>
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<tr>
<td>Highland Council</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>(North Highland Archive)</td>
<td>96</td>
<td>1,414</td>
<td>6.8%</td>
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<tr>
<td>Highland</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Orkney Archives</td>
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<td>1,836</td>
<td>11.2%</td>
<td>50‡</td>
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<tr>
<td>Perth &amp; Kinross Council</td>
<td>2,152</td>
<td>8,689</td>
<td>24.8%</td>
<td>145</td>
<td></td>
</tr>
</tbody>
</table>

1 Reduced ‘C&S’ service applied for part of the period.

2 Estimated total.

### Local Authorities, Specialist Archives and Statutory Bodies Corporate

The Keeper has powers under subordinate legislation of 1992 to return, in effect to transfer unconditionally, local records to local repositories where suitable arrangements are in place for preserving and accessing these. Permanent custody of the Stirling burgh records (B66) already held by Stirling Archive Services was formally transferred to Stirling Council while the small cadre of Wick burgh records held by NAS (B73/1/1, B73/2/1-3) was physically and formally transferred to, respectively, North Highland Archive and Highland Council.
Last year we reported on the electronic conversion of NRAS surveys of papers in private hands, libraries and museums as part of the NAS Cat project. This year was dominated by our survey of nearly 1500 owners of private papers, seeking their permission to extend access to the catalogues of their archives by making them available on the National Archives of Scotland website. By the end of the year we had received a return rate of 51.5% with over 80% of owners happy for their surveys to go on-line. As we are aware just how difficult it is for many owners to deal with even a low level of enquiries, we were delighted at this very positive response.

The survey has proved useful in a number of ways. As a consequence of it we found that in over 9% of surveys on the Register neither the records nor their owners could be located and many records are believed to have been destroyed. The most vulnerable are papers of business and individuals. This demonstrates just how easily papers are lost despite our efforts to keep in regular contact with owners. Many owners have also contacted us, following the survey, to discuss their concerns about preservation, access or copyright issues relating to their records.

The level of enquiries to the Register remains buoyant. We received a total of 469 enquiries encompassing the usual wide range of subjects: Scottish aristocratic libraries; hunting tradition in Scotland – James VI and the White Hind; Scottish economic, social and political networks in the Baltic in the early modern period; Scottish enterprise in India in the eighteenth century; Highland clan allegiances; James ‘Ossian’ Macpherson; nutrition in the 1940s and 1950s; the Stuart court in exile at St Germain-en-Laye and Rome; George IV’s visit to Edinburgh and Yarrow; and Erskine hospital and the supply of artificial limbs during the Second World War.

Forty-six surveys were added to the Register, an increase on last year but still significantly lower than in previous years. This drop is partly due to the increased demands on local authority archivists’ time in planning for Freedom for Information.

A list of surveys added to the Register this year is given in Appendix 2.

Several series of utility plans from the Assessor of Public Undertakings series (APU7-9) were also offered to local authority archivists following re-appraisal by NAS and permission by the Scottish Records Advisory Council not to retain them.

We also continued to support the proposed development of new archive buildings and services in various parts of Scotland and to assist the maintenance of existing ones. Noteworthy in this respect was the advice and support given by NAS to Moray Council following the outbreak of fire at Grant Local Heritage Centre in Elgin during July 2003.

We also expressed our support to the Bishops’ Conference of the Roman Catholic Church in Scotland for the continuing activity of the Scottish Catholic Archives service in Edinburgh, whose future has been under review.

A useful exploratory meeting was held with representatives of Scottish Water in early 2003, following on the appointment of a professional records manager by the organisation. The initial need is to assess what records Scottish Water has but as it does not intend to establish an archive of its own, it helpfully expressed a willingness to transfer local legacy records to local authority archives, with records of the regional water companies and Scottish Water itself likely to come to NAS.

Conservation staff undertook work for The Queen’s Bodyguard for Scotland, the Royal Company of Archers. Here, displayed at the Silver Arrow Shoot in Musselburgh, are the Bond Book of the Royal Company of Archers (the record of winners of the Silver Arrow) and a new volume bound in 2003 for their anniversary shoot (B52/11/5, 14).
The Smithsonian Folklife Festival in Washington, in the United States of America, included the theme ‘Scotland at the Smithsonian’ in its summer 2003 programme. NAS, the General Register Office for Scotland and SCAN took the opportunity to send staff to publicise their work. Susan Corrigall, Head of Historical Search Section, represented NAS and has written about her experiences in Paper 3 which appears later in this Report.

In November 2003 Wendy Duffus of the University of Toronto in Canada visited NAS to talk about public services and how archive customers approach them. In the workshop she held for NAS staff she drew on her experiences while working on a small study of Canadian genealogists and explained how they often used informal networks (friends, colleagues, web discussion groups) rather than the formal services offered by archives.

We entertained a number of foreign visitors this year, including a party of German engineering students interested in the refurbishment of General Register House. The European Fire Liaison Group also visited us as part of a tour organised by Historic Scotland. In November we entertained a delegation from the Republic of Korea’s Ministry of Government Administration and Home affairs, who are involved in their own construction project and eager to learn from NAS’ experiences in designing and constructing Thomas Thomson House.

Dr Peter Anderson, NAS Deputy Keeper, attended the Conférence Internationale de la Table Ronde des Archives in Cape Town in October 2003. CITRA, or International Conference of the Round Table on Archives, forms part of the structure of the International Council on Archives (ICA). The theme was ‘Archives and Human Rights’ and Dr Anderson has written about his experiences at the conference, and of CITRA generally, in Paper 4.
Paper 1: What has the SCAN Project achieved?

The Scottish Archive Network or SCAN project, a £4 million initiative supported by the Heritage Lottery Fund, was completed in March 2003. It has put Scotland’s archival heritage on the Internet and provided a model for access to archives in the twenty-first century. It has created a virtual archive service, combining three elements:

• catalogues of the holdings of nearly every Scottish archive service;
• a suite of reference services, aimed at helping both the beginner and the experienced user of archives;
• a complete archive resource in digital form, 2.5 million images of all Scottish wills before 1901.

The project has created or collected catalogue entries for over 29,000 archive collections across 52 archive services. These give a summary of holdings, with dates and contact information. The reference services include a knowledge base of 1,000 key entries on Scottish archives and history, virtual exhibitions and an interactive course on early Scottish handwriting. There is also a series of educational resources aimed at schools. The wills are accessed via a newly created index, searchable by name and date, which allows the customer to jump straight to the digital image in seconds.

In order to make the project sustainable, there is a charge for images of wills downloaded from the Internet, though they are free to view in the search rooms of the National Archives of Scotland. All other services, including the wills index, are free.

One of the project’s major achievements has been to develop a system to allow high volume, high quality image capture from original archive documents, while safeguarding them through skilled conservation input. It has also changed the balance of access to archives, with help services controlled by the customer in place of the traditional archivist.

There are six areas in which SCAN has achieved significant progress.

1 Digitisation

SCAN has developed one of the largest and fastest operations digitising original documents anywhere in the world. The achievement has been threefold:

• the development of workflow procedures, including conservation treatments and pagination, careful handling protocols during scanning, and phase boxing afterwards;
• the development of image management software with experts from the Genealogical Society of Utah (GSU), including a quality control system;
• the use of skilled archivists to ensure the links from images to index entries were correct.

Suitable equipment was procured and workflow systems were perfected. The project digitised three million pages of archive documents in 36 months. This rate of image capture puts digitising documents on demand within reach for the first time, and NAS will be building on the lessons learned in the project. As a result of the work SCAN has done, it is possible to envisage an entirely remote access service for archives, in which customers select documents from the catalogue, then order digital copies, which can be scanned and delivered to them in about the same time as it takes to order a document in a traditional archive.

2 Catalogues and Standards

SCAN produced a union (single) catalogue of all Scotland’s archives at the collection level. This puts Scotland ahead of other parts of the United Kingdom, in terms of coverage and consistency, and provides a model that is now being copied elsewhere. The components of this are:

• the development of a set of guidelines for archive listing at collection level in Scotland, based on international standards. This is the first time there has been a comprehensive standard for archive cataloguing in Scotland and has already improved consistency of description and raised professional awareness of standards;
• the application of these guidelines by project staff across diverse record holdings, helping to transfer skills and increase the expertise of Scotland’s archivists in description and the application of national and international standards;
• the implementation of a catalogue database that could be used by the project’s central server and also by participating archives. Use of a common system by over half the participating archives helps promote common cataloguing standards, makes future updating of catalogues easier and provides an invaluable building block for further development of item level electronic catalogues in Scotland.

The overall result has been significantly to improve access to Scotland’s archival heritage, and help Scotland’s archives position themselves to benefit from future UK networking initiatives.

3 Marketing and e-Commerce

The SCAN project has broken new ground in applying business techniques to identify a market for electronic delivery of archival images, and to exploit it. The project began with an untested assumption that there would be a ready market for the digitised wills. The experience of the NAS search rooms was that around 1,000 copies of wills per year were produced, for personal and postal enquirers, but the project hoped that greater knowledge of the wills and easier access to them would improve this. Marketing research indicated that the market might be more substantial and that people would be willing to pay for a full colour, high resolution image delivered to them. The project has gone on to develop a thriving e-commerce facility that is selling as many images of wills per month as NAS sold in a year.

4 Genealogical Tourism

The project did not set out to specialise in genealogy, but it recognised early on that this was probably the single biggest growth factor in the use of archives. It is also one with significant potential to contribute to economic development through stimulating tourism. SCAN staff worked with representatives of VisitScotland and local tourist interests to link their site to those targeting visitors to Scotland. This raised the awareness of those holding archives and those promoting tourism; of the potential of the genealogical tourism market to Scotland; and of the value of collaboration. SCAN has also led to a further initiative to develop ScotslandsPeople, a single official family history service for Scotland, at both national and local level.
The Freedom of Information (Scotland) Act 2002 was passed by the Scottish Parliament on 24 April 2002 and received Royal Assent on 28 May 2002. The UK Freedom of Information Act was passed in 2000. Both the Scottish and UK Acts will come into force on 1 January 2005.

The Freedom of Information (Scotland) Act applies to all Scottish public authorities, which include the Scottish Executive and its agencies, local authorities, NHS boards, trusts and other health related organisations, schools, colleges and universities, the police and the Scottish Parliament. It also covers a variety of other public bodies ranging from advisory committees to regulators and other organisations such as the Parole Board for Scotland, the Scottish Environmental Protection Agency, the Scottish Qualifications Authority and the Mental Welfare Commission for Scotland.

UK Government departments operating in Scotland, such as the MoD and Inland Revenue, and cross-border public authorities, such as the Forestry Commission, are covered by the Freedom of Information Act 2000. An Assistant UK Information Commissioner has been appointed to provide advice to these authorities and is based in Scotland.

The Scottish Act provides a legal right of access to "recorded" information held by any Scottish public authority to anyone who asks for this information. He or she does not have to cite the Act when making a request. It does not just apply to information created after the Act was passed but includes information from any period. There are exemptions and conditions attached to the release of information, but people from anywhere in the world who make a request will generally be entitled to receive it.

There is a general presumption that all information should be released unless it can be shown that it is against the public interest to do so. Authorities must respond to requests for information within 20 working days of receiving the initial request.

Freedom of Information and The National Archives of Scotland

The Freedom of Information (Scotland) Act does not mention the National Archives of Scotland by name, as all rights and responsibilities under legislation are vested personally in the Keeper of the Records of Scotland. The Keeper is mentioned in Part 2 of Schedule 1 to the Act, which means that NAS is a Scottish public authority covered by the terms of the Act. Accordingly, the Keeper is under the same obligations under the Act as any other authority, for example to produce a publication scheme and provide access to information which he holds. However, because of the Keeper’s separate statutory existence, the Act makes special provision for NAS when it comes to information contained in the archive material it holds on behalf of other authorities covered by the Act. The Keeper also has additional responsibilities under the Act in relation to records management.

Special Provision relating to NAS

Information transferred to the Keeper which he makes available for inspection and (in so far as practicable) copying, is covered by the Section 25 exemption for information which is ‘otherwise accessible’. This means that information which has been transferred to the Keeper by a Scottish

5 Benefiting the Archive Community

The project has made a significant contribution to the capacity of Scottish archives. In addition to promoting awareness of standards, it has provided PCs and Internet connections to a number of Scottish archives that did not have them before. A total of 34 participating archives benefited. It provided associated ICT training that boosted archivists’ knowledge, skills and confidence. It continues to provide specific help to some archives, including hosting microsites, digitising documents, and hosting virtual exhibitions. The ability of Scotland’s archivists to respond to customer enquiries has been widened by the availability, for the first time ever, of a union catalogue and high quality on-line reference materials on Scottish archives and history.

6 Benefiting the Archive Customer

SCAN has created an archive website that mirrors the facilities of a physical service. Much attention has been paid to developing self-help services, allowing the visitor to access catalogues and reference materials, answer questions whether simple or complex, view exhibitions and educational material on-line, and order digital images of documents.

The most obvious achievement of the SCAN project is that it has created a website which showcases Scotland’s rich archival heritage and is extremely popular. It recorded over one million unique visitors over the past year, which is several times greater than the total of people making physical visits to Scotland’s archives.

For more information on the SCAN project visit http://www.scan.org.uk. For a copy of the project report visit http://www.scan.org.uk/aboutus/report.pdf.

Rob Mildren
Managing Director, SCAN

Magnus Magnusson with Rob Mildren, SCAN Project Manager, at the launch in October 2003.
been designated as open information for the purposes of the Freedom of Information (Scotland) Act, and which has been catalogued, can continue to be made available through personal inspection in a search room or by providing copies.

If, however, NAS receives a request for information which has been transferred to the Keeper by a Scottish public authority and which has not been designated as open information for the purposes of the Freedom of Information (Scotland) Act, the Keeper must send a copy of the request to the transferring authority as soon as possible. The authority must then make a decision about whether or not the information can be released and inform the Keeper, who must then inform the applicant. Because of the need to consult the transferring authority, NAS is given 30 working days to reply to such requests rather than the usual 20 (see sections 100(2) and 21).

The National Archives of Scotland has its own statutory fee-setting arrangements and is therefore excluded from the FOI fees regulations (Section 9(7)) when charging for research and copying of archive material.

Information which NAS holds on behalf of organisations or individuals not covered by the FOI Act (e.g. private companies, private individuals) is not subject to Freedom of Information. If, however, such information has either been gifted to, or purchased by NAS, it is not held on behalf of another person or organisation and it is therefore subject to FOI. Where material has been gifted subject to terms and conditions which seek to limit access to the material, it may be necessary to consider whether the “confidentiality” exemption in section 36 applies.

In addition, NAS holds some records on behalf of UK Government departments operating in Scotland and cross-border authorities. In these cases, where such information has not been designated as open information, the Keeper will need to refer requests under the UK FOI Act. A concordat between the Scottish Executive and the Department for Constitutional Affairs will set out how this should be done but it is likely to mean referring such requests to The National Archives (TNA). This is because such material is held by NAS under section 3(8) of the Public Records Act 1958 and section 5(1) of the Public Records (Scotland) Act 1937, which effectively means that they have been transferred to NAS by the UK Keeper of the Public Records.

More information about how FOI is likely to affect information held by archive offices can be found on the Scottish Information Commissioner’s website at http://www.scotland.gov.uk/about/FCSD/MCG-NW/00018022/Codes.aspx.

NAS and records management under Freedom of Information

‘Any freedom of information legislation is only as good as the quality of the records to which it provides access. Such rights are of little use if reliable records are not created in the first place, if they cannot be found when needed or if the arrangements for their eventual archiving or destruction are inadequate.’

(Code of Practice on Records Management under Scottish Freedom of Information, Nov 2003)

NAS has a dual role with regard to records management under FOI:

- As an authority subject to Scottish FOI legislation, NAS has a responsibility to ensure that its own records management practices comply with the Code of Practice on Records Management under Scottish Freedom of Information.
- An advisory role, based on the Keeper’s responsibilities under the Freedom of Information (Scotland) Act 2002, the Local Government (Scotland) Act 1994 and our statutory relationship with Scottish government bodies.

Records management within NAS

NAS has a professional records manager and a Records Management Unit which co-ordinates the storage, issuing and transfer of files within the organisation. The Unit is currently undertaking an audit of electronic records to prepare NAS for a possible future move to an electronic records management system. NAS records management policy, file plan, and records management manual have all been made available through our publication scheme and are accessible through our website.

Advisory role of NAS

Code of Practice on Records Management (“Section 61 Code”)

As mentioned above, under Section 61 of the Act, the Scottish Information Commissioner and the Keeper must be consulted before Scottish Ministers issue or revise a Code of Practice setting out guidance as to the practices which, in the opinion of the Scottish Ministers, public authorities should follow in relation to the creating, keeping, managing and final disposition of their records. NAS chaired the Freedom of Information Implementation Group sub-group which drafted this Code. It was issued on 12 November 2003 and is available on the Scottish Executive website at http://www.scotland.gov.uk/about/FCSD/MCG-NW/00018022/Codes.aspx.

The Scottish Information Commissioner must consult the Keeper of the Records of Scotland before issuing a practice recommendation to a Scottish public authority in relation to its conformity with the Section 61 Code of Practice (see section 44 of the Act). The Office of the Scottish Information Commissioner and the NAS are preparing a memorandum of understanding setting out exactly what this will entail in practical terms.

Model Action Plan

To assist Scottish public authorities to develop records management arrangements which comply with the Section 61 Code, the Freedom of Information Implementation Group sub-group which drafted that Code also drafted a generic Model Action Plan (MAP). The MAP can be used by individual organisations as a guide to implementing the provisions of the Code. It can also be used as the basis for the development of sector-specific codes tailored to the needs and business practices of particular types of public authority. The MAP was issued by the Keeper of the Records of Scotland on 12 November 2003 and is available on the NAS website at http://www.nas.gov.uk/miniframe/foi/map.pdf.
General Advice

NAS continues to provide ad hoc records management advice to a wide range of public authorities and to provide speakers for various FOI events. In addition, general advice on records management, electronic records management, Scottish records legislation, data protection and Freedom of Information is being published in the new RecordKeeping area of the NAS website at www.nas.gov.uk/reckeep/. This area also includes sections aimed specifically at particular NAS stakeholders including government departments, agencies and non-departmental bodies. The content of the RecordKeeping area will be developed over time.

Laura Mitchell
Head of Government Records Branch

The Smithsonian Institution is the world’s largest museum complex and research organisation, composed of 14 museums and the National Zoo in Washington, D.C., and two museums in New York City. Every year the Smithsonian Centre for Folklife and Cultural Heritage organises the Smithsonian Folklife Festival which focuses on particular areas of the world. The festival takes place on the National Mall, a two-mile long area in the centre of Washington D.C. between the Capitol Building at the one end and the Washington Monument at the other. The 37th festival was held over 25-29 June and 2-6 July 2003, and a total of 1,087,000 people visited the free event. The themes were 'Scotland at the Smithsonian', 'Mali: from Timbuktu to Washington' and 'Appalachia: Harmony and Heritage'.

I was privileged to be part of the 140-strong 'Scotland at the Smithsonian' contingent along with Joanna Baird (Scottish Archive Network), Martin Tyson and Steve Chatterley (General Register Office for Scotland), and Jacqueline Hampson (VisitScotland). We were representing the ScotlandsPeople project, and our tent was called 'Ancestral Scotland'. The reason for this apparent confusion of titles is that 'Ancestral Scotland' was submitted to the Smithsonian several months before ScotlandsPeople became the brand name for the Scottish Family History Service project. As the title suggests, we were helping visitors and giving them advice with their family history. We did this using three computers with broadband links, principally to www.scotlandspeople.gov.uk, but also to www.scottishdocuments.com and to www.ancestralscotland.com.

We had a huge variety of people visiting our tent. Some were happy just to find out if their surname was 'Scottish' from a quick check of Black’s Surnames of Scotland or by entering their name into the 1881 Census search facility on www.ancestralscotland.com. Many others had read about us in the daily festival listing in the Washington Post and came prepared complete with their family tree, or with a specific person they were looking for. Some visitors (particularly the younger generation) realised that they did not have enough information and either immediately called their parents on a mobile phone, or else came back the next day armed with family information. Over the two weeks, we had a fair number of repeat visitors too. Indeed, one man who visited several times was almost in tears because he was convinced that a Scottish connection existed, but he couldn’t quite make the link.

As well as the computers, we also had a large map of Scotland and panoramas of Edinburgh and Plockton on display. These were good talking points, and meant that we could also speak to people away from the computers. For instance, if we were successful in finding evidence of people’s ancestors, they then wanted to know where they came from. This would then lead to interesting conversations such as ‘So what sort of a place is Moffat now? What are the main sources of employment for people there?’. Many people recognised the panorama of Edinburgh, and wanted to talk about holidays which they had enjoyed, or trips which they were planning. With the Plockton panorama, one woman actually knew who lived in each house!

As well as being asked about genealogy, we found that we could be asked all sorts of questions about Scotland. For instance, ‘How much does it cost to fly to Shetland?’; ‘In Ian Rankin’s novels, what does “ca canny” mean?’ Just outside our tent there was a display board with general information about Scotland, with text in English, Scots and Gaelic which lead to some thought-provoking questions about language in Scotland.

Speaking personally, I had two experiences which reminded me just how small the world can sometimes be. One morning while we were setting up the tent before the gates opened, a couple
appeared looking for me by name, which puzzled me greatly because as far as I was aware I didn’t know anyone in Washington DC. It turned out that they lived in Virginia (at the end of one of the metro lines in Washington DC) and they had just returned from a holiday in Orkney. While there they had gone to a real Orkney ceilidh, at which they happened to sit next to my parents. To prove their story, they produced photographs of Mum and Dad! Another day, quite by chance, a couple with the surname Corrigall turned up, and they had recently learned that they had Orkney ancestors. They were originally from Toronto, but were living in Washington DC now. Neither of us knew enough family history to work out whether or not we were related, but we had an interesting chat and ended up swapping addresses.

I should add a note about the weather. Washington DC has a notorious, sub-tropical climate. While we were there, 97-98°F was common, accompanied by very high humidity levels. The effect of this was that the temperature often felt like 110°F. A few afternoons about 4 pm torrential rain started, which sometimes lasted for hours. Consequently, the grass covered site was waterlogged some mornings, and after the water had been sucked out of the puddles by machine, staff went around filling the holes with a rather pungent mulch. On damp days the Smithsonian issued us with bug repellent, a clear, oily liquid which we had to smear on all exposed skin.

So, looking back on the festival, what particularly sticks in my mind? First, the sheer scale of the festival: some 450 participants, armies of volunteers and over 1 million visitors. Second, the site itself: right in the centre of the city, looking in one direction to Capitol Hill and in the other to the many monuments. Third, the supportive camaraderie between the participants. And finally, the wonderful music in the hotel at night when the corridors would be full of small groups of musicians playing.

Overall, I think the level of interest in what we were doing confirms how important family history, and Scottish ancestry in particular, is to Americans. This bodes well for the ScotlandsPeople project.

Susan Corrigall
Head of Reader Services
From 19-24 October 2003, in Cape Town, I attended the 37th CITRA, the International Conference of the Round Table on Archives (or to round out its French acronym, Conférence Internationale de la Table Ronde des Archives). CITRA forms part of the structure of the International Council on Archives (ICA). Cape Town saw the third of the yearly meetings of the Round Table held between the much larger-scale four-yearly Congresses, each of which kicks off a quadrennial planning cycle. CITRA conferences were originally intended as meetings of national and other senior archivists, but more recently heads of ICA committees and sections have been invited. I therefore attended wearing two hats; representative of the Keeper and chair of the Committee on Archive Buildings in Temperate Climates (ICA-CBTE). The programme for CITRA is prepared by its Bureau and approved by the General Assembly at the Congress, the last of which was in Seville in 2000. For 2000-2004, the theme was ‘Archives and Society’. CITRA 2001 in Reykjavik discussed ‘Acquisition and Appraisal of Archives in Contemporary Society’, and I and other chairs were invited to say a word or two about the work of our committees. CITRA 2002 met in Marseille under the theme ‘How does society perceive archives?’

All CITRAs have something to offer, not least the chance to meet a truly international assembly of one’s archival colleagues and opposite numbers, but there can be times when the great vapours of procedural and theoretical verbiage can daunt even the most ardent committee person. Cape Town was different, due largely to the telling combination of theme and venue – ‘Archives and Human Rights’ amid post-apartheid South Africa. The session titles spoke for themselves: ‘Facing and Judging the Past: State and Intergovernmental Sources’; ‘Reconstructing Memory and Identity: International non-Governmental Source’; ‘Preserving the Memory of African Traditional Societies: Archives and the Right to Dignity’.

The opening ceremony was noteworthy for two keynote addresses. Sir Ketumile Masire, former president of Botswana and head of the reconciliation commission in Rwanda, that most damaged of countries, took as his theme ‘Democracy and Peace in Africa and the role of Archives’ – what archives can do to demonstrate what happened in extreme times, and how they can both bring miscreants to justice as well as help reconciliation and reconstruct identity. It was a sentiment that ran through the whole core of the conference. The second address was by Archbishop Desmond Tutu, of which more later.

Oppression was highlighted by archives, not merely in the notably grimmer parts of the world, but in other, unlikely, places. Canada, for example, is not a country one associates with tyranny and oppression, but Gabrielle Nishiguchi of Library and Archives Canada spoke of documenting the experiences of Chinese-Canadians during the nineteenth and early twentieth centuries, Ukrainian Canadians during the First World War, Japanese-Canadians during the Second, and nation-wide abuse of Native Canadian children in residential schools – sorry tales of dispossession, deportation, groundless imprisonment and detention, and even physical and sexual abuse. On more familiar, if even more depressing ground, was Antonio Gonzales Quintana on ‘Archives of the Security Services of Former Repressive Regimes’, which referred to Truth Commissions set up in Chile, Poland, El Salvador, Argentina, Panama and Guatemala, as well as South Africa itself. The second session continued the story, looking at non-governmental sources. Alan Divack of the Ford Foundation spoke of the Foundation’s support for the growth of human rights archives in Latin America, the former Soviet Union and the United States. George Willenin spoke of the ‘Archives of the International Committee of the Red Cross as a Source to Restore Victims’ Identity’. Latin America was also eloquently represented by Patrícia Tappata de Valdez on ‘Archives and Organizations of Human Rights in Argentina’, and Gloria Alberti on the poignantly entitled ‘Archives of Pain in Latin America’.

Smithsonian Folklife Festival, Washington: Looking into the AncestralScotland tent. Centre, left of tentpole, Joanna Baird (Scottish Archive Network).

Smithsonian Folklife Festival, Washington: The path just outside the AncestralScotland tent on the National Mall, looking towards the Washington Monument.
Although there was always a thread of hope running through these papers - hope for the future, for truth and reconciliation and the recovery of identity - it was something of a relief in the third session to look instead at the preservation of records, specifically in Africa. Graham Dominy, National Librarian of South Africa, began with ‘Archives and the African Renaissance: Recovering the Right to Human Dignity; the South Africa-Mali Project for Preserving the Medieval Manuscripts in Timbuktu’. Much of the source material for the history of change to traditional societies in Africa is oral in nature, since those societies were themselves oral until recently, and two speakers covered oral projects in South Africa and Nigeria. However, the written record of Africa is much older than we might suppose. The medieval manuscripts at Timbuktu are the earliest written renderings of African languages. They are in Arabic script and are the product of Islamic scholars who made their way there after the expulsion from Spain. Timbuktu, far from being the pole of inaccessibility of Western perception, was at that time a powerhouse of scholarship and remains a centre of learning still. The project to conserve these manuscripts has the personal support of President Mbeki of South Africa.

But it was South Africa that was the real star of the show, and it is here that I return to the chairman of the South African Truth and Reconciliation Commission, Archbishop Desmond Tutu. In a riveting session, the architect confronted the conference theme – Archives and Human Rights. He began, not with the iniquities of apartheid but with memories of a visit to Dachau, the concentration camp. Over the entrance to the museum there is the well known aphorism by George Santayana, ‘Those who cannot remember the past are condemned to repeat it’. The administrators of the camp had meticulously preserved in harrowing photographs the pseudo-medical experiments on the inmates, as well as executions whose victims were probably more fortunate than the guinea-pigs. Evidence in the form of the preserved camp itself, in the archbishop’s words, ‘was there for all to see and the German nation was preserving these records for posterity, hoping that those future generations would declare “Never again should we allow such atrocities to happen. They did take place but they will never recur”. Such records clearly have proved indispensable in the process of a people taking responsibility.’

He then talked of apartheid - the Race Classification Act, which created segregation; the Group Areas Act, which secured 87% of the country for white occupancy; the Mixed Marriages and Immorality Acts, which prohibited sexual relations between whites and the other races; the pass laws, which restricted black movement and subjected black people to humiliating regulation. Here too, Archbishop Tutu’s key point was that records survived to document the regime. This legislation duly went through parliament, and Hansard survives for all to see. Although the apartheid government did destroy considerable volumes of incriminating evidence, and some of what survived had been phrased in a deliberately ambiguous manner, there was enough left to demonstrate the use of torture and assassination against enemies of the regime, as well as other deeds such as the destruction by bombing of the headquarters of the South African Council of Churches and pinning the blame on the ANC.

The work of the Truth and Reconciliation Commission (TRC) was by no means plain sailing, and I have myself seen criticism of Archbishop Tutu that on occasions he glossed over real crimes in the interests of peace. I say this in no spirit of criticism, only to indicate the difficulties involved not just in South Africa, but in other parts of the world where TRCs have tried to pick up the pieces. Truth and reconciliation of course work both ways, and even the African National Congress was not entirely spared by the Commission’s final report. To its credit, the ANC had set up commissions of inquiry into its own conduct during the struggle with apartheid, and gave the commission a ‘remarkably frank and detailed account’, though at one point, to the archbishop’s astonishment, they sought an interdict against publication of its report.

One example of how the apartheid system could work in practice was made manifest to delegates a few days later. This was the story of the destruction of ‘District Six’, a vibrant and successful multiracial community close to central Cape Town. In apartheid South Africa, it was the very success of this mixed-race area that was its undoing. In a move as crass as it was cruel, the community was broken up, the inhabitants decanted in different directions by race, the houses demolished and even the street plan obliterated, though for some reason the demolition contractor gathered up and preserved the street signs, which remain as a moving symbol of what once was. The fate of District Six was however an enormity too far for many. The site was never built on and remains waste ground, a monument to a brutal system. Delegates were taken to visit, see its museum, talk to former inhabitants, and see photographs of the vanished community in the Cape Town Archives.

A second insight came with a visit to Robben Island, the famous prison where Nelson Mandela, Walter Sisulu, Govan Mbeki and other ANC leaders spent quarter of a century and more of imprisonment. Robben Island is much larger and more hospitable than, say, Alcatraz, and has a small community on it still. Nevertheless the regime, particularly in the early years, was an exercise in humiliation. Our guide was Ahmed ‘Kathy’ Kathrada, a fellow prisoner of Mandela and the rest, and the only non-African, being Asian. This entitled him to wear long trousers, unlike the Africans, who had to wear shorts, and he was rather better fed. Every activity was regulated and monitored and, among many indignities, the prisoners were prohibited from keeping copies of correspondence. Kathrada successfully hid his, and in 1999 published Letters from Robben Island.

In Archbishop Tutu’s words:

All of this and more is now part of our national archives. It is part of our history. No one can say they never knew. Every South African knows that apartheid was evil, oppressive and unjust and that it used foul and underhand methods to maintain itself. They know that the oppressed and their allies within the white community wonderfully carried out a just war against this evil system, sometimes becoming guilty of some human rights violation, but by and large carrying out this just war justly. No one mercifully can be found who ever supported apartheid. Wonderful. We are ashamed of that part of our history, but it is our history none the less. And it stands there recorded in our National Archives to remind us of the awfulness we survived and of which we were capable. The records are … indispensable as deterrents against a repetition of this ghastliness and … a powerful incentive for us to say ‘Never again’. They are a potent bulwark against human rights violations. We must remember our past so that we do not repeat it.”

If ever anything made me feel that the work we do everyday is worthwhile, it was these words of Desmond Tutu.

Peter D Anderson
Deputy Keeper
The Council met on two occasions in this year. Although the Council meets formally only twice per year, the expertise of its members continues to be called upon regularly in correspondence. Its Secretary acts as a centre for electronic communications. This is very useful in enabling the Council to respond timeously where appropriate to consultations by the Scottish Executive, the Scottish Parliament and other bodies. In 2003 the Council commented in particular on the consultation exercise conducted by The National Archives in London.

**Membership**

Members of the Council for 2003-04 were Dr L Abrams, Dr M Barfoot, Mr P Daniels, Dr R Davidson, Mr J Hamill, the Rt Hon. Lord Kingarth, Mr J McConigle, Professor H MacQueen (Chairman), Mr F Rankin, Sheriff D Smith and Dr F Watson. Invited members representing the Society of Archivists in Scotland were Ms M Stewart (archivist, Dumfries and Galloway Archives) and Ms V Wilkinson (archivist, Royal Bank of Scotland). Mr S Bruce of the Freedom of Information Unit Scottish Executive has continued to attend the meetings of Council reporting to it on public records and Freedom of Information policy in the Executive. Dr Watson felt obliged to resign through pressure of other commitments, and has not yet been replaced, while the vacancy on the Council for an appropriate representative of private archive holders also unfortunately continues. It also remains the case that there is only one serving judge on the Council (Lord Kingarth), Sheriff Smith being retired from the bench; as previously pointed out, the Council should have appropriate judicial representation in its membership. Finally, Ms Wilkinson has resigned as one of the invited archivist members and will also need to be replaced. There has been little opportunity to appoint new members in the course of 2003-04, but the several of the existing members of Council were successfully appraised during the year. Although it is clear that the Council is well served by the present group of members, it is unfortunate that the formal requirements for appointments to public bodies create difficulties in reinforcing the Council with new blood.

**Administrative**

Council meetings are attended by the Keeper of the Records of Scotland, the Registrar General for Scotland, and Dr Peter Anderson of the National Archives of Scotland (Deputy Keeper). Dr Alison Rosie of the National Archives of Scotland acts as Secretary to the Council. The Council expresses its thanks to these individuals for the assistance and advice which they provide. In the interests of transparency, accounts of the Council’s own activities are available both via its annual report, published in the Annual Report of the Keeper of the Records of Scotland, and via its minutes, which are on the website of the NAS. The Council is pursuing the question of having its own independent website, using its own domain name. The importance of this form of disclosure in the light of the coming into force of the Freedom of Information legislation on 1 January 2005 is apparent to the Council.

**Freedom of Information**

Freedom of Information continued to be an important subject for the Council as the implementation date of 1 January 2005 loomed ever closer. Concerns arose about the implications for archival practice and these were communicated to Kevin Dunion, the Scottish Information Commissioner. Although he was unable to attend a Council meeting during the year, the Commissioner has responded in writing to the Council’s concerns and it is hoped that Mr Dunion will be able to attend the next meeting in October 2004. The Council is submitting its own FOI Publication Scheme to the Commissioner.

**Possible Archives Legislation**

The Council was delighted when its long-held view that a specifically Scottish Archives or Public Records Act would be of considerable value in the modernisation and further development of public records policy seemed to bear fruit with the holding of a series of Scottish Executive workshops on the issue in the winter of 2003-04. The Council discussed this issue several times during the year, and members attended and contributed to Scottish Executive workshops. The question arises on what if any role the Council itself should be given in any new dispensation. It seems clear that in an increasingly complex environment there is a need for a body playing the advisory role which the Council enjoys in relation to the Keeper and the Scottish Ministers. But it is suggested that this is not a purely technical role, and that one of the important features of the present body is its diverse membership, in which professional archivists as such have only an invitational status. The Council in its present form ensures that the public interest – that of ordinary members of the public, schools, colleges and universities, the courts and other bodies across the whole country – exists in relation to the public records of Scotland, is as well represented as possible. It is that breadth of interest which makes the Council’s advice of particular value to the Keeper and to Ministers.

**Accommodation**

There has been little specific new development in this area during the year, and the comments made in previous reports, about user facilities at Thomas Thomson House and West Register House and the refurbishment of the General Register House, largely held good.

**Other User Issues**

The Council continues to monitor and comment upon a number of issues of concern to users of Scottish archives. The review of the 2003 trial of extended opening, mentioned in the last report of Council, concluded that there was significant demand, but NAS had been unable to find sufficient
The Council was pleased to learn of the introduction of postgraduate archivist training programmes at Glasgow and Dundee, as the requirement for well trained archivists is evidently growing in Scotland. At the same time it was concerned that the importance of public archives and proper arrangements for their maintenance, management and preservation remained poorly understood in many quarters.

Professor H L MacQueen
On behalf of the Members.
## APPENDIX 1: ADDITIONS TO THE NATIONAL ARCHIVES

At the beginning of April 2003 NAS introduced a new organisation-wide accessioning system. In previous Annual Reports this summary has included entries for material newly accessioned that year and also for material accessioned previously but not catalogued until that year. This year’s summary includes information on completely new accessions only. Readers will see that the information in this year’s accessions summary is slightly different to that given in previous years. In addition to the summary description and covering dates of the accession there is also an indication of whether the records in the accession have been catalogued or not during the current year. Descriptions for any catalogued accessions can be found on the NAS online catalogue. Indications of the extent of an accession are now given in linear meters.

### REGISTERS OF SCOTLAND

**Annual and statutory transmissions of records.**

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<th>Source</th>
<th>Title</th>
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<tr>
<td>Chancery Records</td>
<td>C28/776 Service of Heirs</td>
<td>0.12 metres</td>
<td>1996-2003</td>
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<td>Diligence registers</td>
<td>D19 Register of Inhibitions and Adjudications</td>
<td>4.09 metres</td>
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<td>RD5 Register of Deeds</td>
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<td>RD15 Warrants of Deeds</td>
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<td>RD16 Sasine Preservation Writs</td>
<td>0.62 metres</td>
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<td>RD23 Register of English and Irish Judgements</td>
<td>1.32 metres</td>
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<td>RD25 Certificates of English and Irish Judgements</td>
<td>2.28 metres</td>
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<td>Register of Sasines</td>
<td>RS66-122 Register of Sasines (microfiche)</td>
<td>4.45 metres</td>
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<td></td>
<td>RS158-192 Printed Abstractions of Inhibitions &amp; Adjudications; index of people and places</td>
<td>3.26 metres</td>
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<td>RS193-227 Presentment Books</td>
<td>1.20 metres</td>
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<td>RS230 Duplicate Plans</td>
<td>0.02 metres</td>
<td>2000-2003</td>
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### COURT OF SESSION

**Annual and Statutory transmissions in terms of Act of Sederunt (Rules of Court Amendment No. 4) (Transmissions of Records) 1976, and Act of Sederunt (Rules of Court Amendment No. 9) (Miscellaneous Amendments) 1982. All classes inventoried.**

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<td>CS117/3/27 Register of Decrees in Consistorial Causes</td>
<td>0.10 metres</td>
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### HIGH COURT OF JUSTICIARY

**Transmissions under Act of Adjournal (Consolidation) 1988, rule 160.**

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<td>JC15/190-241 Circuit Books of Adjournal</td>
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<td>JC24 Register of Remissions</td>
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<td>JC26 Processes Main Series (photographs)</td>
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<td>JC26/1992/1159 Processes, Main Series</td>
<td>16.43 metres</td>
<td>1992</td>
<td>Yes</td>
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<td>JC32 Criminal appeals procedure books</td>
<td>0.22 metres</td>
<td>1991-1992</td>
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<td>JC34/1/32/1 57-54 Criminal Appeals Papers: Oscar Slater - additional papers</td>
<td>0.55 metres</td>
<td>1909-1928</td>
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<td>JC50 Miscellaneous Administrative Records: Lords Commissioners of Justiciary: rotation of circuits, minute book</td>
<td>0.03 metres</td>
<td>1906-1981</td>
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<td>JC60/50 Minutes of meeting</td>
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<td>JC60/1/19 - JC60/6/9 Diet Books - High Court Indexes</td>
<td>0.15 metres</td>
<td>1993-1994</td>
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### SCOTTISH LAND COURT

**Annual Reports of Crofters’ Commission and Scottish Land Court**

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<td>SC67</td>
<td>Stirling Sheriff Court - criminal libels</td>
<td>0.10</td>
<td>1867-1869</td>
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<td>CR7</td>
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<td>Foreshore Files</td>
<td>0.03</td>
<td>1914-1979</td>
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<td>E861</td>
<td>Ultimus haeres files, 2nd series</td>
<td>14.00</td>
<td>1881-1997</td>
<td>Catalogued: Yes</td>
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### SCOTTISH DEPARTMENTS

**Lord Advocate's Department**

| AD | Crown Office appeals and precognitions | 108 metres | 1990-1991 | Catalogued: No |

**Scottish Office/Scottish Executive**

| AF; DD; ED; HH; SEP; SOE | Scottish Office and Scottish Executive files | 39.50 metres | 1970s-90s | Catalogued: Yes |

**Scottish Office Development Department (earlier Environment Department)**

(Formerly the Scottish Office Environment Department with some functions passed to the Scottish Office Agriculture, Environment and Fisheries Department, the Scottish Environmental Protection Agency and Historic Scotland)

| DD 23, 27, 29 | Ancient Monuments case files; Ancient Monuments policy files; Historic Buildings and Tree preservation files; Ancient Monuments Board for Scotland records | 3.33 metres | 1965-1997 | Catalogued: No |

| DD 30, 32 | Council for Scotland files; Historic Buildings and Tree preservation files; Historic Monuments Board for Scotland records | 0.20 metres | 1980s-90s | Catalogued: No |

**General Register Office for Scotland**

| GRO | Registration Branch Files | 0.25 metres | 1917-1996 | Catalogued: No |

**Scottish Office Central Services**

(Central Services remains a separate department. However, many functions which had previously been carried out centrally were transferred to individual departments.)

| SOE10 | Signed statutory instruments | 0.50 metres | 1997-2001 | Catalogued: No |

### NON-DEPARTMENTAL PUBLIC BODIES

Transmissions as per Scottish Departments

**Commissioner for Local Administration in Scotland**

(now part of the Office of the Scottish Public Services Ombudsman)

| CLA | Local Ombudsman Annual Report 2002, Investigation Case files, Sifted cases | 6.00 metres | 1997-2002 | Catalogued: No |

**Crofters Commission**

| CRO1 | Minutes of meetings | 0.10 metres | 2001-2002 | Catalogued: No |

### Common Services Agency for the NHS in Scotland

| CSA | Technical Accounting Group minutes and papers; NHS Circulars. | 5.00 metres | 1989-2003 | Catalogued: No |

### Highlands and Islands Enterprise

| HIE9 | Publications | 0.01 metres | 2003 | Catalogued: Yes |

### HM Inspectorate of Education

| HM9 | Various school inspection reports | 3.00 metres | 2003-2004 | Catalogued: Yes |

### Royal Fine Art Commission for Scotland

| RF | Minutes of the Royal Fine Art Commission for Scotland | 0.30 metres | 2003 | Catalogued: No |

### Scottish Arts Council

| SAC | Music Committee papers | 2.90 metres | c1980’s | Catalogued: No |

### Scottish Funding Councils for Further and Higher Education

| SHF | Annual reports, minutes of meetings, newsletters, consultation papers, circulars and publications | 1.00 metres | 2003 | Catalogued: Yes |

### Scottish Solicitors Disciplinary Tribunal

| SSDT | Sitting Papers - c1940-1981 | 1.00 metres | c1940-1981 | Catalogued: No |

### BRITISH RAILWAYS BOARD (SCOTLAND)

| BRVRSP34 | British Railways (Scottish Region) Property Records | 0.20 metres | 1971-1977 | Catalogued: No |

### TRANSMISSIONS AS PER SCOTTISH DEPARTMENTS

| BR/RSR/34 | British Railways (Scottish Region) | 0.20 metres | 1971-1977 | Catalogued: No |

### SCOTLAND VALUATION AUTHORITIES

| CTA; VR | Council Tax Valuation Lists and Council Tax Valuation Rolls | 2.75 metres | 2001-2004 | Catalogued: No |

### CHURCH RECORDS

**Church of Scotland Synod, Presbytery and Kirk Session Records**

| CH2/29 | Barry West Kirk Session | 0.20 metres | 1824-1972 | Catalogued: Yes |

| CH2/36 | Birnie Kirk Session | 0.50 metres | 1701-1955 | Catalogued: Yes |
### CHURCH RECORDS

**Church of Scotland Synod, Presbytery and Kirk Session Records (Contd.)**

| CH2/195 | St Peter’s Church, Inverkeithing | 0.05 metres | 1960-1985 | Catalogued: Yes |
| CH2/205 | Kenmore Parish Church. Includes set of 10 architectural drawings of proposed alterations to Kenmore Parish Church, by J P Smith, Civil Engineer, Glasgow, c 1925 | 0.10 metres | 1769-c1925 | Catalogued: No |
| CH2/246 | Loanhead Kirk Session (West) | 1.00 metres | 1884-1993 | Catalogued: Yes |
| CH2/335 | Galston Old Parish Church | 0.50 metres | 1882-1926 | Catalogued: Yes |
| CH2/383 | Edinburgh, Liberton Kirk Session | 2.20 metres | 1909-2001 | Catalogued: Yes |
| CH2/391 | Kilmarnock, St Andrew’s Glencairn Kirk Session | 0.50 metres | 1876-2002 | Catalogued: Yes |
| CH2/432 | Edinkillie and Dyke Kirk Session | 0.50 metres | 1962-1993 | Catalogued: Yes |
| CH2/520 | Kirkcudbright (St Cuthbert’s) Kirk Session | 0.35 metres | 1692-1708 | Catalogued: Yes |
| CH2/581 | Kirkcudbright (St Cuthbert’s) Kirk Session | 0.01 metres | 1712-1929 | Catalogued: Yes |
| CH2/690 | Edinburgh, Buccleuch Kirk Session | 0.05 metres | 1947-1969 | Catalogued: Yes |
| CH2/691 | Charteris - Pleasance Kirk Session | 0.25 metres | 1934-1969 | Catalogued: Yes |
| CH2/700 | New Luce Kirk Session | 0.30 metres | 1894-1995 | Catalogued: Yes |
| CH2/711 | St Clement’s Church, Dingwall: Congregational Board minutes | 0.10 metres | 1963-1994 | Catalogued: Yes |
| CH2/718 | Edinburgh, St Cuthbert’s Kirk Session | 0.20 metres | 1875-2000 | Catalogued: Yes |
| CH2/857 | Earlston Kirk Session | 1.50 metres | 1879-2000 | Catalogued: Yes |
| CH2/872 | Greenock, Mid Kirk Session | 0.15 metres | 1924-1954 | Catalogued: Yes |
| CH2/973 | Carstairs - Augustine Kirk Session | 0.70 metres | 1897-1969 | Catalogued: Yes |
| CH2/1045 | Records of Millbrey Kirk Session | 0.05 metres | 1861-1946 | Catalogued: Yes |
| CH2/1409 | Ardrossan Presbytery | 0.35 metres | 1940-1994 | Catalogued: Yes |
| CH2/1449 | Fortingall Kirk Session | 0.10 metres | 1835-1925 | Catalogued: Yes |
| CH2/1467 | Balfron North Kirk Session | 0.10 metres | 1920-1941 | Catalogued: Yes |
| CH2/1565 | Kinclochleven Church of Scotland, originally known as Kinclochleven Mission Church | 0.17 metres | 1910-1956 | Catalogued: Yes |
| CH2/1569 | Portlethen Kirk Session | 0.50 metres | 1840-1988 | Catalogued: Yes |

### Former Secession and Free Church Records

| CH3/186 | Kelso Presbytery | 0.10 metres | 1609-1833 | Catalogued: Yes |
| CH3/359 | Pluscardin Free Church | 0.13 metres | 1844-1972 | Catalogued: Yes |
| CH3/455 | St Paul’s Newington Church | 0.10 metres | 1958-1984 | Catalogued: Yes |
| CH3/470 | Barry East Kirk Session | 0.30 metres | 1843-1977 | Catalogued: Yes |
| CH3/503 | Greenlaw United Associate Congregation | 0.10 metres | 1836-1903 | Catalogued: Yes |
| CH3/506 | Newbattle United Free Church | 0.05 metres | 1924-1953 | Catalogued: Yes |
| CH3/588 | St Mary’s United Free Church, Kirkcudbright | 0.35 metres | 1902-1983 | Catalogued: Yes |
| CH3/617 | Edinburgh, Nicholson Street Church | 0.05 metres | 1952-1969 | Catalogued: Yes |
| CH3/661 | Baillieston, Mure Memorial Church | 0.30 metres | 1873-1966 | Catalogued: Yes |
| CH3/828 | Earlston, East UP Kirk Session | 0.10 metres | 1854-1921 | Catalogued: Yes |
| CH3/830 | Earlston, St John’s Kirk Session | 0.10 metres | 1888-1946 | Catalogued: Yes |
| CH3/836 | Galston Erskine Church | 0.20 metres | 1899-1949 | Catalogued: Yes |
| CH3/868 | Uphall United Free Church | 0.05 metres | 1925-1951 | Catalogued: Yes |
| CH3/1579 | Loanhead Kirk Session (East) | 1.00 metres | 1880-1985 | Catalogued: Yes |
| CH3/1586 | Galston Trinity and Galston New Parish Kirk Session | 0.30 metres | 1932-1980 | Catalogued: Yes |
| CH3/1591 | Denholm Kirk Session | 0.30 metres | 1846-1991 | Catalogued: Yes |
| CH3/1593 | Crawfordsburn Free Kirk Session | 0.50 metres | 1882-1981 | Catalogued: Yes |
| CH3/1595 | Methlick Kirk Session | 2.00 metres | 1860-1985 | Catalogued: Yes |

### Religious Society of Friends

| CH10/4 | Dundee Religious Society of Friends | 0.13 metres | c1903-1965 | Catalogued: Yes |

### Methodist Church Records

| CH11/31 | Motherwell Primitive Methodist Church (1865-2000); Motherwell & Wishaw Circuit (1962-2002); Girvan Wesleyan Methodist Church (1853-1998) | 1.50 metres | 1853-2002 | Catalogued: Yes |
Scottish Episcopal Church
CH12/5 St Columba’s-by-the-Castle Episcopal Church 0.13 metres 1889-2003 Catalogued: Yes

NATIONALISED INDUSTRIES

National Coal Board
CB24/96 Allios Colliery underground oncost book 0.10 metres 1853-1861 Catalogued: Yes

GIFTS AND DEPOSITS

GD1/133 Papers purchased from JLM Gulley 0.01 metres 1659-1805 Catalogued: Yes
GD1/616/258-317 Bower of Kincaldrum papers (additional) deposited by H Hill 0.13 metres 19th century Catalogued: Yes
GD1/885/28-29 Andrew Russell letters (additional) 0.01 metres c1670-1693 Catalogued: Yes
GD1/1160 George Graham Papers 1.00 metres 1751-1899 Catalogued: Yes
GD1/1328 Erskine of Mar titles 0.50 metres 1603-1930 Catalogued: Yes
GD1/1329 Papers gifted by Mrs H Kirkland 0.13 metres 1589-1889 Catalogued: No
GD1/1331 Miscellaneous Scottish business and legal papers gifted by National Museums and Galleries of Merseyside 0.13 metres 1858-1931 Catalogued: Yes
GD1/1335 Digest of Criminal Trials 0.10 metres c1790s Catalogued: Yes
GD1/1336 Papers relating to David Simpson 0.10 metres 1799-1816 Catalogued: Yes
GD1/1337 Correspondence of Sir Arthur Steel-Maitland 0.13 metres 1905 Catalogued: Yes
GD1/1338 Papers relating to the Scottish Society for Propagating Christian Knowledge 0.13 metres c1878-1890 Catalogued: Yes
GD1/1339 Invoices relating to the Glasgow Paisley Kilmarnock and Ayr Railway 0.01 metres 1843-1846 Catalogued: No
GD1/1341 Plans and ledgers of Carlowrie Estate 0.50 metres 1797-1971 Catalogued: Yes
GD1/1342 In Memoriam card for George Augustus Frederick John 0.01 metres 1864 Catalogued: Yes
GD129 Papers of the Lockhart Ross Family of Balnagown, Kildary, Ross-shire 0.01 metres 16 Aug 1894 Catalogued: No
GD151 Papers of the Graham family of Fintry 4.5 metres 1460-1946 Catalogued: No
GD281 Carnegie United Kingdom Trust (5 accessions) 14.52 metres 1915-2003 Catalogued: Yes
GD335 Scottish Rights of Way and Access Society 0.50 metres 1954-1991 Catalogued: Yes
GD483 Papers of Rev Patrick Hugh Robson Mackay (addl) 0.15 metres c1830-1885 Catalogued: Yes
GD502 Papers of Dr Ian David Grant (2 accessions) 7.00 metres c1965-2000 Catalogued: No
GD503 Bower of Kincaldrum papers 0.10 metres c1811-1894 Catalogued: Yes
GD504 Spiro of Haystoun family papers 7.00 metres c1590-1895 Catalogued: No
GD506 Murray and Watson of Gartur, Stirlingshire 1.00 metres c1820-1842 Catalogued: No

MAPS AND PLANS

RHP140476 Old Monkland Kirk Session: Architectural drawings of church, church halls and manse. Related material: CH2/461 0.20 metres 1931-1981 Catalogued: Yes
RHP140535, plans and architectural drawings, 140535-140613-140622, various counties (5 accessions). 0.55 metres 1880-1883 Catalogued: Yes
RHP140736-140753 Related material: JC26 140760-140782
RHP140536 St Andrew’s Community and Home, Joppa: Architectural drawings of chapel, wash-house and conservatory. Related material: CH12/58/17 0.25 metres c1886-c1894 Catalogued: Yes
RHP140541-140550 Ettrick & Yarrow Kirk Session. Related material: CH2/1552/40/9 & 40/3 & CH2/1503 0.10 metres 1760-1980 Catalogued: Yes
RHP140559-140567 Ministry of Works: Architectural drawings of proposed structural alterations to ground and first floors of General Register House. Related material: MW5/185 0.01 metres 1869-c1911 Catalogued: Yes
RHP140565 Papers of Sir Arthur Mitchell (1826-1909). Unidentified architectural drawing of fortification in Edinburgh or Leith. Related material: GD492 0.01 metres 19th cent Catalogued: Yes
RHP140566 Ministry of Works: Architectural drawings of proposed rooflight in Historical Search Room, General Register House. Related material: MW5/209 0.01 metres 1943 Catalogued: Yes
RHP140567 Ministry of Works: Architectural drawings of proposed rooflight in Historical Search Room, General Register House. Related material: MW5/209 0.01 metres 1926-1930 Catalogued: Yes
RHP140595-140607/9 Earlston Kirk Session. Architectural drawings of church and church hall; plans of church yard. Related material: CH2/867 0.50 metres c1832 - late 20th c Catalogued: Yes
<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
<th>Scale</th>
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<th>Cataloged Status</th>
</tr>
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<tbody>
<tr>
<td>RHP140608</td>
<td>Dundas &amp; Wilson, CS, Edinburgh. Plan of Carslogie. Related material: GD282.</td>
<td>0.01 metres</td>
<td>1801</td>
<td>Yes</td>
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<tr>
<td>RHP140610-140612</td>
<td>General Post Office, Scotland. Maps of postal routes in Scotland.</td>
<td>0.03 metres</td>
<td>1883-1913</td>
<td>Yes</td>
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<tr>
<td>RHP140634-140635</td>
<td>Lethnot and Navar Kirk Session. Plans of footpath and road from Kirk of Lethnot to Clochie. Related material: CH2/628</td>
<td>0.01 metres</td>
<td>1812-1814</td>
<td>Yes</td>
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<tr>
<td>RHP140636</td>
<td>Lord Advocate’s Department. Locus of crime plan. Related material: AD15/27/30</td>
<td>0.01 metres</td>
<td>1927</td>
<td>Yes</td>
</tr>
<tr>
<td>RHP140637</td>
<td>Papers of Sir Arthur Mitchell (1826-1909). Plan of disputed rocks and coasts. Bemera &amp; North Uist. Related material: GD492/10.</td>
<td>0.01 metres</td>
<td>nd (early 19th cent)</td>
<td>Yes</td>
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<tr>
<td>RHP140638</td>
<td>Lord Advocate’s Department. Locus of crime plan. Related material: AD14/1900/38</td>
<td>0.01 metres</td>
<td>1900</td>
<td>Yes</td>
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<tr>
<td>RHP140639R1-140647/4</td>
<td>Carlowrie estate (purchase). Estate plans, 1797-1898; architectural drawings of steadings etc, 1858-late 20th century. Related material: GD1/1341/1-6</td>
<td>0.50 metres</td>
<td>c1797-late 20th cent</td>
<td>Yes</td>
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<tr>
<td>RHP140648</td>
<td>Lord Advocate’s Department. Locus of crime plan. Related material: AD15/21/23</td>
<td>0.01 metres</td>
<td>1921</td>
<td>Yes</td>
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<tr>
<td>RHP140649R1-140674</td>
<td>Steuart Fothringham of Murthly. Plans of lands in Perthshire, 1744-1821, and of line of Perth and Dunkeld Railway, 1856-58. Architectural drawings of Newington House and west lodge, Edinburgh, 1809-20, and of Drumour Lodge etc, Murthly, Perthshire, 1876-84. Related material: GD121</td>
<td>0.24 metres</td>
<td>1744-1884</td>
<td>Yes</td>
</tr>
<tr>
<td>RHP140683R1-140684</td>
<td>HBOS Archives. Plans of Waverley Station showing proposed alterations in East Princes Street Gardens, 1891; plans of new signal box, 1935.</td>
<td>0.17 metres</td>
<td>1891-1935</td>
<td>Yes</td>
</tr>
<tr>
<td>RHP140685</td>
<td>Plan of property near Register House with document relating to appeal to the House of Lords in process Laurie and others v Cieland and Ferguson</td>
<td>0.01 metres</td>
<td>1774</td>
<td>Yes</td>
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<tr>
<td>RHP140718-140735</td>
<td>High Court of Justiciary and Lord Advocate’s Department: locus of crime plans. Related material: AD15, JC26</td>
<td>0.13 metres</td>
<td>1870-1928</td>
<td>Yes</td>
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<tr>
<td>RHP140754-140755</td>
<td>Panmure estate, Angus: plans of Panmure estate.</td>
<td>0.05 metres</td>
<td>1837-1854</td>
<td>Yes</td>
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<tr>
<td>RHP140756</td>
<td>Russell &amp; Atiken WS, Edinburgh. Plans of Crandon estate, Edinburgh (photoreproductions), 20th century.</td>
<td>0.01 metres</td>
<td>c1860</td>
<td>Yes</td>
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<tr>
<td>RHP</td>
<td>British Rail: Miscellaneous plans</td>
<td>0.40 metres</td>
<td>1854-c1970</td>
<td>No</td>
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</tbody>
</table>
The following list, which is arranged in accession order, gives brief details of all surveys added to the Register from April 2003 to March 2004. In the case of surveys contributed by other than National Archives of Scotland staff, the source is attributed in brackets at the end of the entry. The entry also shows the number of pages in each survey. Additions to earlier surveys appear at the end of this list.

NEW SURVEYS

4077. East Fenton Farm, Dirleton, East Lothian. Plans (9), 1844-1995. Including plans (2) by John Mason, surveyor, showing field names and boundaries with acreages and crops, 1844 and 1855; plan of 1860, revised and corrected by Thomas Dawson, surveyor, Grimsby, showing field boundaries etc; plans of farm steading, 1875-1995. [Copies in NAS as RHP140081-140086]. 2 pages.

4090. Alexander Duncan (1708-1795), Church of Scotland minister. ‘Journal of the Rebellion of 1745’; papers concerning the appointments of the ministries of Traquair and Smalholm, 1738-96; letter from John Sim to Alexander Duncan regarding the Jacobite advance south to Edinburgh and General Gope's army, 1745; assignment of a bond by Reverend Alexander Duncan to John Gray for £70 Scots, 1695. 3 pages.


4106. Clarke Family, Stirlingshire. Letters by John Clarke to his family including life aboard HMS Superb, 1812-41; Letters to John C Wright including account of Boer War and life in Salt Lake City, 1901-11; obituaries of John C Wright, 1933, Margaret Penny Joyner Wright, obituaries, 1997. 3 pages.

4107. William Paton (1907-1984), coal miner, Stoneyburn, West Lothian. Diaries (12), 1924-55; certificates for continuation evening classes in mining, 1923-32; personal account books (2) detailing wages received, shifts worked, rent, taxes and household expenditure, 1933-43; account book for Lodge St John, Stoneyburn No. 1186 including hall and social committee accounts, 1945-52; William Paton’s certificate as life member of Lodge St John, 1951. 5 pages.

4108. Midlothian Council Archives. Don-Wauchope family, of Edmonstone, Midlothian. Title papers. Includes: Edmonstone titles, 1702-1854; land at Magdalene Bridge (Musselburgh) titles, 1802-1927; Edmonstone inventories of wits, 1698-1867; Don titles and associated papers, 1680-1834; Don papers, 1667-1846; Don and Baird printed case papers, 1832-49.

Edmonstone Estate. Includes bonds and writs, 1735-1917; memorial and answers, 1810; disentail of the estate, 1832-54; Edmonstone letters, 1935-47; Rev. D Wauchope’s heirs, 1840-56; John Wauchope Esq, of Edmonstone states of accounts and vouchers, 1853-56; personal, household and miscellaneous papers, 1853-1957; Edmonstone House inventories, 1887-1946; lease of Edmonstone House, 1886-95; Newton House, 1905-47; Edmonstone Brickworks, 1863-85; Edmonstone rent book, 1727-78; Edmonstone estate rentals, 1848-74; estate farms (including Wellington, Longthorn Farm, Overseer’s House, Whitehill Mains Farm, Newton Farm, Bankfield, Edmonstone Mains Farm, Cauldcoats, Craigmour), 1824-1923; conditions of let, 1901-22; leases, 1821-1947; Cauldcoats Farm, 1888-1909; Longthorn and Millerhill, 1847-63; Shawfair, 18th-19th century; Wellington Farm, 1930-32; Craigmour and Fernieside March fence, 1878-1901; Dean Burn excambion, 1771-1854; Nichird Burn, 1808-1940.

Financial papers. Includes: accounts, 1900-65; land valuations, 1910-13; tax papers, 1903-50; rates, 1923-34; receipted accounts, 1918-27.

Executory papers. Includes: John Wauchope, 1807-20; Miss Ann Wauchope, 1739-1833; Rev. David Wauchope, 1825-40; trust estate of John Wauchope Esq of Edmonstone, 1814-41; trusts of Anne Erskine Wauchope and Jane Alice Wauchope, 1826-58; Miss Jane Wauchope’s Trust Estate, 1766-1835; Rev David Wauchope, 1849-1913; Mr P H Don Wauchope, 1883-1927; Mr P H Don Wauchope, 1891-1940. Property. Includes: 12 Ainslie Place, 1900-22; Galloway Estate, 1885-1907.

Family papers. Includes: Laidlay papers, 1885-1909; Inglis family, of Crandom, 1795-1855; Campbell Kennedy family, of Dunure, 1912; Inverlochy papers, 1841-85; Browne papers, 1939-45; Mansel papers, 1855-1939.

Legal papers. Includes: bonds and discharges including Mansel and Browne, 1894-1917; Elder dispute, 1860-63; Mason versus Atken, 1866-68; John D Wauchope Esq and S & H Morton & Co, 1863-78; Robert Dow, 1863-64; submission Wauchope v Henderson, 1858-60.

Commercial interests. Includes: Gas Engine Co Ltd, 1901; Scottish Special Housing Association, 1943-49; roads and railways, 1813-1912; Edinburgh and Dalkeith railway, 1843-65; North British Railway bill, 1858-62; Edinburgh, Loanhead and Roslin railway, 1870-76; Harper’s claim against Edmonstone, 1863-78; Robert Dow, 1863-64; submission Wauchope v Henderson, 1858-60.
4109. Perth and Kinross Council Archives. Steedman family, Kinross. Tacks and marriage contracts, 1523-1816; legal papers relating to Easter Livingstone, 1733-1816; Dick family papers, 1780-1871; legal papers relating family property, 1781-1892; Steedman genealogy ephemera, 1844-1878; Catherine Wright Williamson correspondence, 1832-91; Thomas Steedman family papers (including business papers), 1749-1928; papers relating to Kinross-shire, 1809-97; military papers, 1860-91; photographs (including the Steedman family and views of Kinross-shire), 19th-20th century; ephemera relating to Kinross-shire including photographs, sketches, news cuttings and poetry, 1835-1960; maps of Kinross-shire, 1654-c1930; Hilary Kirkland ms. (relating mainly to Kinross-shire history), 1980-2002. [MS204]. [Archivist, Perth and Kinross.] 30 pages.


4116. Christ Church English Episcopal Chapel, Dunoon. Register of services, 1846-1900; baptismal register, 1846-96; ‘Directions for Service at Christ Church, Dunoon’, nd. [EC87]. [Archivist, Argyll & Bute.] 3 pages.


4118. Perth and Kinross Council Archives. Steedman family, Kinross. Tacks and marriage contracts, 1523-1816; legal papers relating to Easter Livingstone, 1733-1816; Dick family papers, 1780-1871; legal papers relating family property, 1781-1892; Steedman genealogy ephemera, 1844-1878; Catherine Wright Williamson correspondence, 1832-91; Thomas Steedman family papers (including business papers), 1749-1928; papers relating to Kinross-shire, 1809-97; military papers, 1860-91; photographs (including the Steedman family and views of Kinross-shire), 19th-20th century; ephemera relating to Kinross-shire including photographs, sketches, news cuttings and poetry, 1835-1960; maps of Kinross-shire, 1654-c1930; Hilary Kirkland ms. (relating mainly to Kinross-shire history), 1980-2002. [MS204]. [Archivist, Perth and Kinross.] 30 pages.


4121. First Church English Episcopal Chapel, Dunoon. Register of services, 1846-1900; baptismal register, 1846-96; ‘Directions for Service at Christ Church, Dunoon’, nd. [EC87]. [Archivist, Argyll & Bute.] 1 page.


Incorporation of Traffickers of Leith, Edinburgh. Sederunt

Incorporated Trades of Leith: Magistrates and Masters,
Berwick Auction Mart Company

Incorporation of Carters of Leith, Edinburgh. Rentals,

Incorporation of Porters of Leith, Edinburgh. Bond books,
Scottish Association of Girls' Clubs/Scottish
Balinakill Estate, Kintyre. Factor's account book,
Smieton family, Carnoustie, Angus. Will of Harry Anderson
Ancrum Road Public School, Lochee, Dundee. Primary school log
Forth Pilotage Authority, Edinburgh. Scroll minutes, 1922-47;
84

1966-73; register of pilot licences, 1924-81; register of pilotage certificates, 1924-87; register of
1785-1802; bond books, 1791-1823; legal papers, 1656-1786 [SL226]. See also GD399.
and Gazette and Monifieth Advertiser,

4124. Dundee City Archives. Records of Local organisations.
Dundee Mission to the Deaf and Dumb, minute book, 1894-1913. Dundee, Inverness and North Western Welfare Association for
the Deaf and Dumb, minute book, 1956-60. Register of Trustees of John Carmichael, bleacher and
yarn miller, Baldovanyfield, 1938-52 [GD/X414]. (Archivist, Dundee City) 7 pages.

4125. Dundee City Archives. Smieton family, Carnoustie, Angus. Will of Harry Anderson
Smieton, merchant and manufacturer, Dundee (American and Foreign Investments), 1860;
Edinburgh University exam certificates of John G Smieton, 1857-59; correspondence of Dame
Mary Smieton, 1858-85; papers relating to the Centenary of W G Grant and Co. Ltd, Panmure
Works (1957), including ‘Grants Jubilee Supplement’ from Broughty Ferry and Carnoustie Guide
and Gazette and Monifieth Advertiser, 1957; photographs, 1957; newspaper cuttings, 1957;
centenary dinner menu and programme, 1957; scrapbook, including family tree and newspaper
cuttings about J.G. Smieton and Dame Mary Smieton, 1866-1943; newspaper cuttings regarding
death of James Smieton, 1866 [GD/X140]. (Archivist, Dundee City) 7 pages.

4126. Dundee City Archives. Ancrew Road Public School, Lochee, Dundee. Primary school log
books, 1875-2003; Infant school log books, 1887-1975; admission registers, 1913-80; school
educational printed works, 19th-20th century. (Archivist, Dundee City) 2 pages.

4127. Argyll and Bute Council Archives. Balniskill Estate, Kintyre. Factor’s account book,
1872-82 [DR/1/256]. (Archivist, Argyll and Bute.) 1 page.

4128. Scottish Borders Archive and Local History Centre. Berwick Auction Mart Company
Limited, Livestock Auctioneers, Berwick-upon-Tweed. Dunse and Reston livestock sales volumes,
1874-1990; day book, 1875-1919; advertisements letter book, 1907-29; correspondence letter book,
1926-38; special arrangements ledgers, R G & W B Swan Auctioneers, 1937-44 and
Berwick Auction Mart Company Ltd., Duns, c1846-74; Berwick Auction Mart Co. Ltd. cash books,
1926-50; field accounts ledger, 1907-46; field accounts cash book, 1946-49; sales cash books,
1874-1922; cash books, 1923-48; sales day book ledgers, 1946-56; valuation ledgers, 1922-48;
debtors’ ledgers, 1927-40; journals, 1919-56, including Berwick Auction Mart journal, 1933-56, R
G & W B Swan, Duns journal, 1945-46; consigners’ books, 1923-48; purchasers’ books, 1923-48;
Dunse & Reston live stock sales ledger, 1874-75; general ledgers, 1861-83 and 1901-56; Berwick
Auction Mart Company Ltd. private ledger, 1848-51; wages books, 1943-47; Companies Act,
annual returns book and certificates, 1843-59; purchases book, 1942-46; Pedigree Charolais
(Archivist, Scottish Borders.) 23 pages.

4129. Edinburgh City Archives. Incorporated Trades of Leith: Magistrates and Masters,

4130. Edinburgh City Archives. Incorporation of Carters of Leith, Edinburgh, Rentals,
1785-1802; bond books, 1791-1823; legal papers, 1656-1786 [SL226]. See also GD399. (Archivist,
Edinburgh City) 4 pages.

4131. Edinburgh City Archives. Forth Pilotage Authority, Edinburgh. Scroll minutes, 1922-47;
signed minutes, 1922-86; agenda books, 1960-70; ledgers, 1947-52; pool earnings abstract book,
1966-73; register of plot licences, 1924-81; register of pilotage certificates, 1924-87; register of
deep sea certificates, 1924-75; pilot medical register, 1924-83; examination papers, c1930s;
Methil Pilotage statement of pilotage books, 1937-45; Methil Pilotage accounts, 1926-41; Methil

4132. Edinburgh City Archives. Incorporation of Traffickers of Leith, Edinburgh. Sederunt
books, 1744-1816 [SL228]. (Archivist, Edinburgh City) 1 page.

4133. Edinburgh City Archives. Incorporation of Tailors of Leith, Edinburgh. Sederunt books,
1730-1824 [SL229]. (Archivist, Edinburgh City) 1 page.

4134. Edinburgh City Archives. Incorporation of Hammermen of Leith, Edinburgh. Sederunt
books, 1730-1800 [SL230]. (Archivist, Edinburgh City) 1 page.

4135. Edinburgh City Archives. Incorporation of Porters of Leith, Edinburgh. Bond books,
1770-1879; regulations, 1807 [SL231]. (Archivist, Edinburgh City) 2 pages.

Memoranda and articles of association, 1932; certificates of incorporation, 1963 and 1978; annual
reports and accounts, 1933-2002; minutes, 1933-2003; sederunt books, 1937-2003; newsletters,
Pelagic News, 1998-2003; publications relating to herring, 1932-37. (Surveying Officer, Business
Archives Council of Scotland.) 16 pages.

4137. Mallaig and North West Fishermen's Association, Mallaig, Inverness-shire. Minute
books, 1947-2002; memorandum and articles of association, 1965; certificate of incorporation,
1965; certificates of membership book, 1965; Port Committee Rules of the Mallaig and North
West Fisherman's Association, 1962 and 1968; share ownership certificates, 1970-79; newsletters,

4138. Scottish Fishermen's Organisation Limited, Edinburgh. Memoranda and articles of
association, 1986 and 2000; directors’ minutes, including minutes of annual general meetings,
1973-2003; statements of accounts and reports of directors, 1973-2002; returns to Companies
House, 1973-80; newsletters, The Scottish Fisherman, 1984-87. (Surveying Officer, Business
Archives Council of Scotland.) 5 pages.

4139. Federation of Scottish Herring and White Fish Catchers, Campbeltown, Argyll.
Minutes, 1943-50. (Surveying Officer, Business Archives Council of Scotland.) 2 pages.

4140. Aberforth Split Level Trust PLC, investment company, Edinburgh. Memoranda, articles
of association and certificates of incorporation, 1991-2003; annual reports and accounts,
1992-2003; corporate documentation, 1991-2004; board of directors meeting papers and reports,
1991-2003; annual general meeting papers, 1992-2003; extraordinary general meeting and class
(Surveying Officer, Business Archives Council of Scotland.) 9 pages.

Association of Mixed Clubs and Girls’ Clubs/Scottish Association of Youth Clubs AGM minutes,
1938-75; executive committee minutes, 1936-62; council minutes, 1937-65; leaders’ council
minutes, 1949-70; national sub-committees minutes, 1937-58; Scottish Association of Youth
Clubs north east area minutes, 1970; annual accounts, 1934-82; book appeal fund accounts,
1977; postal appeal fund accounts, 1970-82; cash books, 1944-77; members council cash books,
1962-79; Scottish club leaders council cash book, 1950-75; petty cash books, 1954-66; north
area east members council cash book, 1966-71; salaries book, 1985-86; fundraising expenses
statements, 1970-78; Scottish Association of Girls’ Clubs general organisation book,

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ADDITIONS TO EXISTING SURVEYS


2880. Mackintosh family, of Geddes, Nairn. Legal papers relating to properties mainly at Easter Geddes, 1800-73. 2 pages.