



of the Keeper of the Records of Scotland



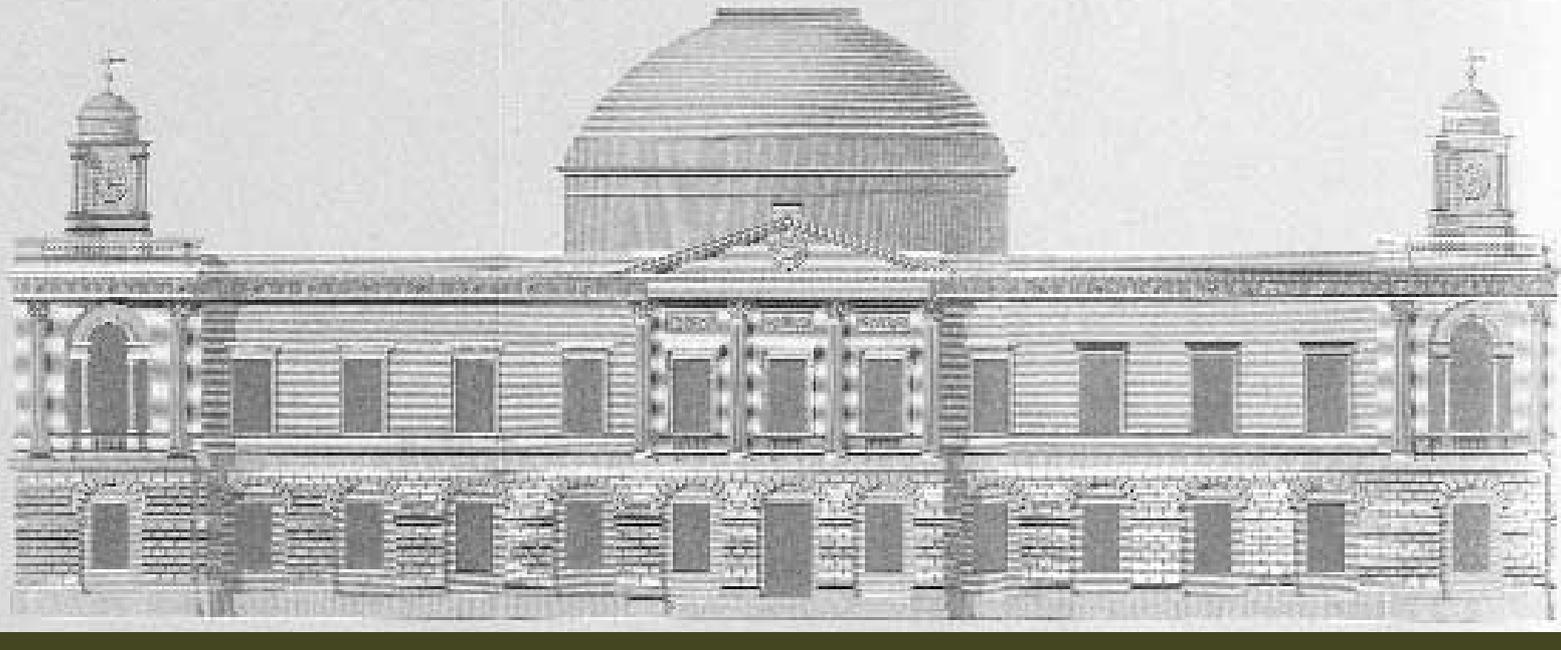
*The* NATIONAL  
**ARCHIVES**  
*of* SCOTLAND

1999-2000

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# Contents

Foreword			3
Summary of the year 1999-2000			4
NAS Aims and Functions			6
Additions to the Archives	Court and Legal Records		7
	Government Records		8
	Corporate and Private Records		11
Links with other Archives	National Register of Archives (Scotland)		13
	Health Authorities		14
	Charge and Superintendence		14
Access	Search Rooms		16
	Exhibitions		18
	Publications		19
	Education Services		21
	Media Contacts		21
	Visits and Talks		22
	Library		22
Preservation Services	Conservation		23
	Reprographic		24
	Shelving and Record Storage		26
Scottish Archive Network			27
International Developments	Representation		29
	European Union Archive Network (EUAN)		30
Buildings			31
Professional Development			33
Finance			35
Performance Measures			38
PAPERS	1	The National Archives of Scotland, 1990-2000	40
	2	Local Authority Archives	42
Report of the Scottish Records Advisory Council			45
STATISTICS	1	List of Accessions	49
	2	Research Topics	61
	3	Search Room Productions	62
	4	Catalogues and Indexes	64
	5	Representation	65
	6	National Register of Archives (Scotland): List of Surveys	67
	7	Staff Publications and Lectures	80



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# Foreword



To the Rt Hon The First Minister of Scotland and the Lord President of the Court of Session

I have the honour to present this report of the work of the National Archives of Scotland for the year from 1 April 1999 to 31 March 2000.

In some ways 1999-2000 has been a year of preparation for things to come. The funding provided for additional archival staff has ensured that the National Archives of Scotland is in a position to deal with the consequences of devolution and of technical changes in record creation. Most of these staff were recruited in the autumn of 1999, and already are making an important contribution to our work. The money for the next stage of the refurbishment of General Register House has allowed us to proceed with the essential maintenance and upgrading of the building. The Scottish Archive Network contract, finally completed in July 1999, led to the recruitment of staff, the purchase of equipment, and the beginning of work on the Network and its services, the first fruits of which will be made public at the end of November 2000.

Arrangements for the good management of the records of the Scottish Parliament, for their smooth transfer to NAS, and for their consultation here are being set up.

Archive legislation has also been given much thought during the year, and NAS has been consulted on the forthcoming Freedom of Information Bill.

Much of the work that this represents will not begin to produce results until 2000-2001, but it is pleasant to be able to report on work towards such positive outcomes.



# Summary of the Year

The year has seen the opening of the Scottish Parliament, and all the constitutional and administrative changes associated with it. NAS now comes officially within the responsibility of Scottish ministers in general, and that of the Minister for Justice, Mr Wallace, in particular. Apart from the speed at which decisions of a political or financial sort can now be made, the interest ministers have been able to take in NAS has been a novel – and most welcome – feature of 1999-2000. Mr Mackay of the Justice Department visited NAS on 17 August, and Mr Wallace came on 6 December. On 25 November both the First Minister and Mr Wallace used General Register House for the launch of An Open Scotland, a consultation document on Freedom of Information, a subject on which NAS's opinion has been sought.

Government Records Branch has been developing its links with the Scottish Executive as it now is, particularly with regard to the management of electronic records, and also with the new parliament, although in this area much still remains to be decided.

The general consultation period for the archive legislation proposals put forward by the Scottish Records Advisory Council in 1998 closed in the summer of 1999, and a revised document was submitted to the First Minister in October. Although the government's legislative timetable does not include archive legislation, it has been agreed that it should be on the list of subjects to which parliament will turn its attention in due course.

The Scottish Archive Network, after so many vicissitudes, finally moved towards independent action in July, and by the end of the year was well into its work. Although it remains, obviously, on NAS premises, and although its staff are technically seconded from NAS, its operation is now very largely independent. Its work has progressed steadily from the moment at which the Heritage Lottery Fund money finally began to come through, and it is the subject of a separate section within this report. I take this opportunity to emphasise its exceptional importance for the future of archives in Scotland.



First Minister Donald Dewar and the Minister for Justice Jim Wallace during their visit to General Register House to launch An Open Scotland, a consultation paper on Freedom of Information, November 1999. (photograph: The Scotsman Publications)

Accommodation, something never far from the mind of the archivist, has again received a lot of attention. The Justice Department agreed to provide £2.4m for the continuation of the refurbishment of General Register House in 2000-2001, and planning for this work, to include principally the removal of the wet heating system throughout the building and its replacement by electricity, and the installation of air conditioning in the basement and the Historical Search Room, has gone ahead throughout the year. The work went out to tender early in 2000, and will start in May. Storm damage to the roof of General Register House caused by gales in January, as well as what was thought to be an outbreak of dry rot over the back staircase (but turned out to be two broken stone roofing slabs), will also have to be repaired in 2000-2001.

Work has also continued on plans for the erection of Thomas Thomson House Phase 2 by some version of the Private Finance Initiative arrangement. Ministers sanctioned a detailed examination of the legal and financial problems associated with the project, and a final decision as to whether NAS can go ahead will be made early in the new financial year.

In my last report I was able to mention additional funding for 1999-2000 mainly for staffing to take account of developments within the Scottish Executive, and of course the establishment of the parliament. Combined with the consequences of secondment to the Scottish Archive Network, NAS was able to take in no fewer than nine new curatorial staff (Bob Brown, Jean Crawford, Jill Drummond, Kirsty Forbes, Kirstene Lang, James McCormack, Helen Mackie, Lisa Watson, and Sian Yates), and one conservator (Roberta Ciocci). Larry Di Stefano left to join the Efficiency Unit, and Brian Winning was promoted to head the Reprographic Unit after an extensive restructuring of that aspect of the work of NAS.

Externally, NAS has maintained its involvement with the International Council on Archives. Visits from the ICA's Sigillography Committee in July, and Information Technology Committee in September, as well as work by various NAS members of staff on other ICA committees, were combined with George Mackenzie's continuing role as Depute Secretary General of ICA, and the Keeper's membership of the Council of Europe's Working Group on Access to Official Information. NAS's role in the European Archive Network, which has been fundamental to the success of this project, will be commented on elsewhere.

This year has been a year of preparation. Whether it is in our dealings with the new Executive and parliament, in our planning for accommodation for the records, in the development of the Scottish Archive Network or in planning for Freedom of Information or archive legislation, the fruits of our activity will be seen in the years to come.



# NAS Aims and Functions

The aim 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 through 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.



# Additions to the Archives

Just over 2000 metres of records were brought in to Thomas Thomson House and West Register House last year. Although an extremely high figure, this was roughly the same as the previous year's. The predicted date for filling all our potential storage space is March 2002, however, this date is based on an annual accession figure of 1800 metres. If we continue to accession records at the current level we shall be full well ahead of schedule.

## Court and Legal records

Of major significance was the developing work in use of computers in the administration of justice. For some years police, the Scottish Legal Aid Board, the Crown Office and local procurators-fiscal, the courts, and other relevant bodies, have been working with C.O.P.S., a tracking system for criminal and quasi-criminal cases. It has been agreed that these electronic records will eventually be archived, though it was suggested this would require security consultation and should await the upgrading of the C.O.P.S. system. It had been hoped to expand this into a system for tracking civil cases and such matters as production of interlocutors etc. Instead a separate management system for civil cases was produced which was initially put on trial in Perth Sheriff Court and was, as the reporting year ended, beginning to be tested out in three other courts. It is envisaged that electronic records will, in due course, replace many of the paper records which the 1991 Schedule provided were to be transferred to and preserved in the National Archives.

In the course of the year an effort has been made to survey, in a sample of sheriff courts, the types and current storage conditions of material, which will pass to the NAS in future years. It was expected that the growth in business in the courts, the use of tape recordings, personal computers, plastic-coated

storage files, and general overcrowding, would provide difficulties in at least some courts. Such technical advances as the use of polaroid photographs in criminal cases, though immensely useful to the investigation and conduct of proceedings, result in a product which is not intended to have archival durability. The preliminary findings of the survey, which is still in progress, is that much earlier involvement with the records will be necessary if the National Archives are not to be overwhelmed with material in poor condition and with inadequate finding aids.

We were among those consulted by the Regional Sheriff Clerk of Lothians and Borders on proposals for closure of the Sheriff Courts at Duns and Peebles. After the consultation process, which considered a wide variety of interests, the Sheriff-Principal decided that these should remain operational. For some years the court at Duns has been operated from Jedburgh with current records stored there. After examination of the record storage accommodation at the respective sheriff courts we agreed Peebles could be serviced from Selkirk, where the court records would be stored.

There was also consultation on replacement of the microfilm storage and retrieval system at Edinburgh Sheriff Court (which services the whole of Scotland). Current equipment is obsolete and continued maintenance becoming problematic. Advice had been given, and there is legislative authority, for replacement of the system with electronic imaging and data-storage. The Scottish Courts Service, however, is still reviewing the problems involved.

Difficulties in staff recruitment ensured that, in addition to work on material received from the Court of Session, High Court of Justiciary, and Crown Office, we were able only to complete the sorting and weeding of the large transmission from Glasgow Sheriff Court, taken in early in 1999.

## Government Records

### Scottish Parliament

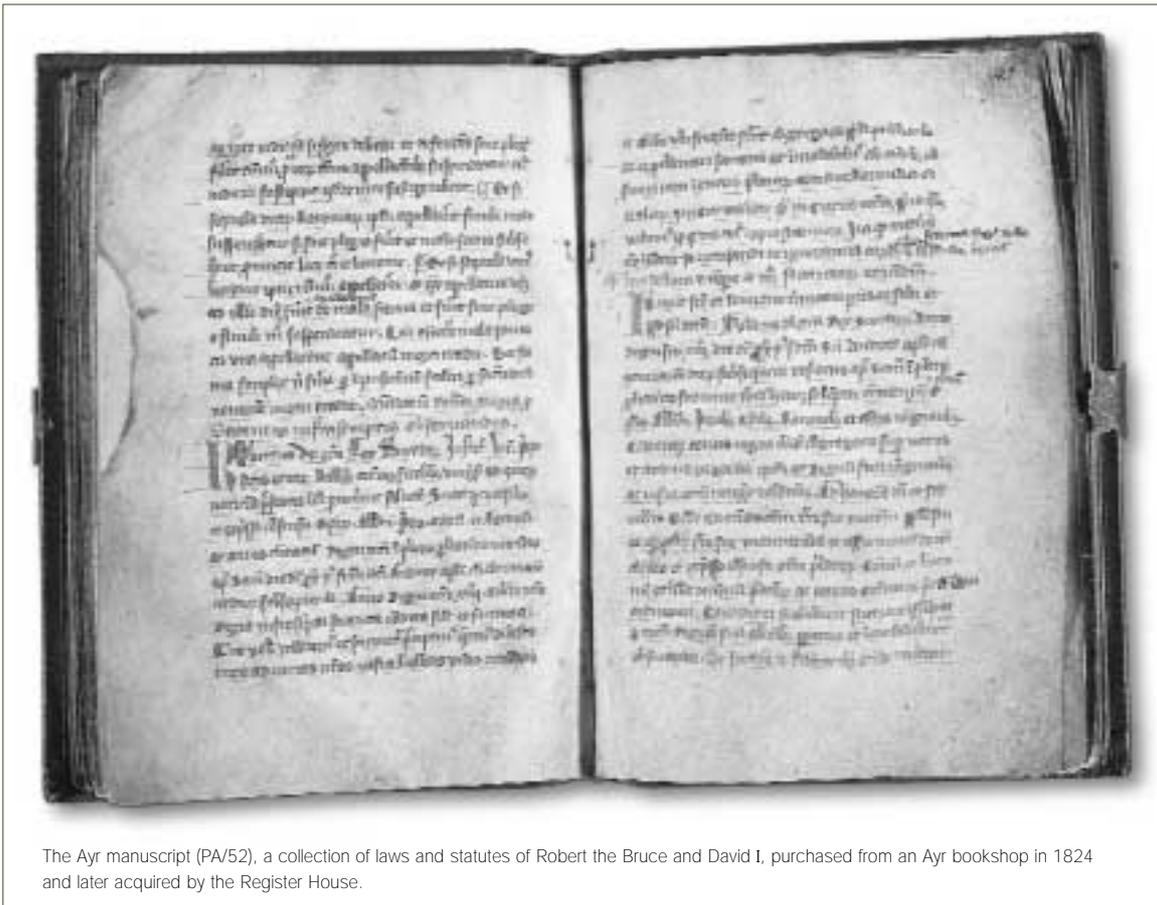
By the terms of subordinate legislation under the Scotland Act 1998,<sup>1</sup> official signed copies of Acts of the Scottish Parliament must be deposited with the Keeper of the Records of Scotland. During 1999/2000, we received the Parliament's first three Acts:

- Mental Health (Public Safety and Appeals) Scotland Act 1999
- Public Finance and Accountability (Scotland) Act 2000
- Budget (Scotland) Act 2000

Early in 2000, NAS also began to receive petitions from the Parliament's Public Petitions Committee. By arrangement with the Parliamentary Corporate Body, copies of the petitions are made available for public consultation in our Legal Search Room as soon as the necessary parliamentary procedures have been completed.

It is disappointing that, in the inaugural year of the Scottish Parliament, its supporting staff did not include a professional records manager who could have led the development of structured arrangements for its records from the beginning. It appears likely, however, that a records manager will be appointed in the coming year, and in the meantime NAS staff have established mutually helpful contacts with a range of individual managers in key areas of the Parliament's activities. This progress would not have been possible without the extra staff resources granted to NAS this year for supporting the work of parliament and the Scottish Executive.

<sup>1</sup> *Scotland Act (Transitory and Transitional Provisions) (Publication and Interpretation etc of Acts of the Scottish Parliament) Order 1999, article 3(4)*



The Ayr manuscript (PA/52), a collection of laws and statutes of Robert the Bruce and David I, purchased from an Ayr bookshop in 1824 and later acquired by the Register House.

### Scottish Executive

One of the legal consequences of devolution is that the records of the former Scottish Office are the property of the United Kingdom government represented by the Scotland Office, while the new Scottish Executive is the owner of the records created under its administration after 1 July 1999. Although Scottish ministers and their staff will have right of possession and custody of Scottish Office records relating broadly to the exercise of transferred functions, there is a legal need to distinguish between the two. Because of limited resources it was impracticable for the Scottish Executive to create an entire set of new files, but those selected for permanent preservation will be divided into separate parts at the appropriate point. By agreement with the Scotland Office, the existing reviewing arrangements which identify records for eventual destruction or archival preservation are to continue between NAS and what is now Scottish Executive's Records Management Branch.

With the arrival of additional staff from October 1999, benefits are already evident in the reduction of large backlogs of file inspection work at the Scottish Executive. This has helped to alleviate their severe storage space problems. In the last quarter of the reporting year, the number of files processed more than doubled over the corresponding quarter in 1999, and in 1999/2000 as a whole there was a rise of 39% over the previous year. Benefits are also beginning to emerge in the electronic cataloguing of government files. The total number of entries in the electronic catalogue now stands at 88,941 - approximately 60% of our holdings of government files. This proportion should rise substantially next year as we begin to feel the full effects of the extra staffing.

Scottish Office files reviewed during 1999-2000			
	1999-2000	1998-99	1997-98
Files examined	153,040	109,883	107,669
Files sent for review	63,901	58,845	51,107
Files transmitted for preservation	2,004	3,048	1,918
Files destroyed	66,681	30,421	36,591

Acquisitions this year have included a number of early 20th century government board and committee papers. Some of the most important relate to health matters, including the complete minutes of the Boards of Health for Scotland, 1919-1928 (HH75), and 12 volumes of evidence to the Committee on the Scottish Health Services, 1933-35 (HH76).

## Government electronic records

### Administrative records

A pilot electronic document management and workflow system was run in part of the Scottish Executive for 7 months from March 1999. NAS was represented on the steering group for this project and gave advice on necessary and desirable provisions for the appraisal and selection of electronic records for long-term preservation. The pilot encountered some problems, particularly on the workflow side, and the Scottish Executive is currently identifying another area for a further pilot study, this time concentrating more on electronic records management and less on workflow. Another Scottish Executive pilot project tested an automated system for handling ministerial correspondence or 'green folders'. Again, NAS gave advice on the records management elements of the system and on ensuring the legal admissibility of the electronic records. The system was successfully rolled out across the whole Scottish Executive during the winter. In this case documents intended for longer-term retention are being preserved in paper form rather than electronically.

### Datasets

Early in 1999, NAS worked jointly with the Scottish Executive's Records Management Branch to send out questionnaires to all Scottish Executive Business Support Units requesting details of any electronic datasets in use in their areas. Such datasets commonly record financial and statistical information in use in all areas of devolved government in Scotland. The returns are currently being analysed by NAS staff in order to identify at an early stage datasets that should ultimately be preserved in the National Archives.

### Modernising Government initiative

NAS has been invited to participate in a project sponsored by the Public Record Office under the government's *Invest to Save* initiative. This part of the project will develop policies and procedures to enable electronic records management systems which meet specified criteria to operate successfully in government and parliamentary bodies. In tune with NAS advice, the Scottish Parliament and the Scottish Executive are both participating in this project (as are the Welsh Office and Welsh Assembly). Our role will be to facilitate the work of a subgroup of devolved institutions. As a spin-off, we should also gain knowledge that we can apply within NAS to meet the current 'modernising government' agenda.

### Other public records

Preparation work has been completed on the first tranche of duplicate Cabinet Office papers deposited in NAS in 1998. Committee papers from 1855-1945 are now available for public consultation, but it should be noted that there are some significant gaps in what has been transferred. The major deposit of British Coal records which we returned to the Department of Trade and Industry in March 1999 has now been received back in NAS in much improved order. There is still a considerable task ahead before these records can be made available to the public, but they are now secure and the catalogue supplied corresponds with the records received. These records, along with those of other former nationalised industries and most non-departmental public bodies, will now be handled by our newly constituted Corporate and Private Records Branch.



The Queen's Own Cameron Highlanders photographed at the Sphinx, Egypt in the 1890s. From a recent addition to our private collections (GD483)

### Corporate and Private records

The massive influx of records from the former nationalised industries in the 1990s, especially records of rail and coal, is a continuing challenge for us. What happened in the 1990s was in large part a rescue operation. This was mounted at short notice. In consequence much remains to be done in selecting and cataloguing the records to be preserved permanently. This year there has been substantial work in selecting records for preservation from boxes and sacks of 19<sup>th</sup>-20<sup>th</sup> century papers that had been brought in from British Rail, Buchanan House, Glasgow. In making the selection we applied a generous interpretation of criteria, set by the Railway Heritage Committee. The NAS is itself represented on that Committee, which has statutory responsibility for designating railway records and artefacts to be preserved.

In addition to our work on the railway records from Glasgow, substantial cataloguing was done by our partners at the Ballast Trust, Johnstone. This covered plans and technical drawings of railways, railway rolling stock and also of ships. The catalogues in question are now being edited by us before being added to our plans text base. The Ballast Trust and ultimately our readers benefit from having the services of Mr Tom McGhie, whose experience as a retired and very knowledgeable railwayman is of great value. Our own cataloguing work during the year was relatively modest. Assessment of backlogs was given priority. A register of plans awaiting cataloguing was compiled and is already being used for forward planning, and similar registers covering unlisted gifts and deposits (GDs) and records of corporate bodies were in preparation.

In some respects the selection of records from non-departmental public bodies (NDPBs) has been a bit of a problem this year. Splendid relations have been built up over the years with the many NDPBs well-tutored in records management issues. However there were instances this year in which snags arose. A couple of NDPBs were unhappy with the service we offer. They evidently misunderstood our remit as an archive, apparently assuming that we function as a free records store to which redundant papers can be transferred without any serious attempt at records management. It is unpleasant to have to explain the harsh realities in such instances, but our point seems to have been accepted in the cases in question.

The staff who look after private records have been closely involved in working on the proposals for a European Union Archive Network (EUAN). And the staff who look after plans and technical drawings are participating in two higher education projects funded by the Research Library Support Programme: 'Charting the Nation, 1590-1740' on Scottish cartography, and 'The Drawn Evidence, 1780-2000' on architectural drawings. Digitised images of plans and associated documents held by the NAS will provide significant elements in both projects.

# Links with other archives

## National Register of Archives (Scotland)

The NRA(S) was represented on the project board of the Scottish Archive Services Mapping Project mentioned in our report last year. The report of mapping project board was completed and printed in February in preparation for its formal launch in early summer 2000 by the Society of Archivists (Scottish Region) and distribution to interested parties. The tone of the report was generally gloomy, particularly in relation to funding provisions for archives in Scotland.

The NRA(S) is responsible for compiling a record of papers of historical significance in private hands, in Scotland (including business records) and acts as a clearing house of information on these collections. A record number of surveys were contributed to the Register this year, although much of the surveying of large collections of historical interest has long since been done. A list of this year's surveys is found in Appendix 6. Particularly interesting surveys by the NRA(S) included additional papers of the Duke of Hamilton and the records of the Royal Medical Society of Edinburgh. At the request of Miss Joan Fergusson and the late Mr Gerald Sandeman (representing the few remaining Glasites in Scotland), the NRA(S) surveyed the records of the Glasite churches - including the papers of the founder John Glas (1695-1773) - and arranged for their deposit with Dundee University.

The number of surveys available in electronic form, now stands at 288. Substantial editing work is needed before surveys can be added to this electronic catalogue, so that its completion is still far off. In our ongoing quinquennial review of collections, 142 owners were contacted. The NRA(S)'s booklet on *Archive Preservation Guidelines for Private Owners* was revised to include a section on records management.

## Health Authorities

The continuing restructuring of the health service in Scotland led to urgent requests for advice from staff of health authorities in Tayside and Borders on how to deal with hospital records at risk through re-organisations. In both cases, meetings were held involving staff of the health authority, neighbouring health service archives, local archives, and the NAS. An options paper was developed, indicating the different models that were possible, ranging from appointing an archivist to using the services of a neighbouring archive. No firm decision, however, had been taken by either health authority by the end of the year.

The Argyll and Clyde Health Board requested advice on dealing with a small amount of older archive material and an agreement was reached with the Greater Glasgow Health Board Archive for it to be deposited there.

The regulations for health service records in Scotland are old and out of date, as noted in earlier Annual Reports. Meanwhile, the health service in England and Wales issued a new comprehensive circular in 1999 (HSC 1999/053) giving detailed guidance on records and archives management. A meeting was held, bringing together the health care policy division of the Scottish Executive Health Department and the archivists of Scottish health boards, to discuss whether the English and Welsh circular could usefully be adapted for use in Scotland, pending either a new Scottish regulatory framework, or the enactment of archive legislation by the Scottish parliament. Exploratory adaptation was under way at the end of the year.

The NAS is a partner in a project entitled "Finding the Right Clinical Notes: Improving research access to personal health records in Scotland 1600-1994" which is funded under the Research Support Libraries Programme. The project, which is being managed by Edinburgh University Library and Lothian Health Services Archive, seeks to identify and catalogue all existing personal health records in Scotland and the NAS holdings are expected to yield significant content.

## Charge and Superintendence

Responsibility for most aspects of charge and superintendence has now passed to Preservation Services Branch. It was fairly quickly realised that the branch would need an extra member of staff in order to carry out these tasks, including the long-overdue inspections of all outlying repositories holding NAS records under such agreements. By the end of the year we had managed to carry out only one inspection visit, this one to South Ayrshire Archives, but once the extra member of staff, who will be the branch's Principal Inspecting Officer, is in place, we hope to carry out around five or six such inspections a year. The Principal Inspecting Officer will also liaise closely with colleagues in Court and Legal Branch and help to inspect and report on sheriff court storage facilities throughout the country.

However in June we did manage to take the Inverailort Papers to Highland Council Archives in Inverness where they will be held under a charge and superintendence agreement. On the same trip, we also uplifted charge and superintendence material from Moray Council Heritage Centre in Forres. There had been various accommodation and other problems with this material, and it was felt that the simplest procedure was to bring all the records back to NAS for checking and possible re-listing. This material will eventually be returned to Moray when new accommodation becomes available in Elgin.

Unitary Local Authorities	Production Statistics 1999-2000			Previous Figures	
	C&S Productions	Total Productions	C&S as %	1998/99	1997/98
Aberdeen City Archives	64	2,577	2.5%	76	66
Ayrshire Archives	534	1,033	51.5%	534	278
Dumfries and Galloway Archives	233	2,118	11%	205	158
Dundee City Archives	385	4,675	8%	382	318
East Dunbartonshire Council (William Patrick Library)	2	520	0.4%	2	1
Glasgow City Archives	Nil Return			2,505	2,269
Highland Council (North Highland Archive)	44	1,719	2.56%	41	29
Orkney Archives	390	5,575	6.4%	494	699
Perth & Kinross Archives	2,013	7,554	26.6%	591	315
Renfrewshire Council (Paisley Central Library)	458	3,294	13.9%	409	364
Shetland Archives	549	4,982	11%	441	429
Stirling Archives	468	7,674	6.1%	605	507
Universities					
Glasgow University Archives	1917	8,332	23%	873	1,987
St Andrews University Archives	792	3,570	22.18%	853	494
Other Institutions					
RCAHMS	9	3,501	0.26%	85	600



# Access

## Search rooms

### Historical and West Search Rooms

This was a challenging year for both search rooms. All but one of the eight professional staff had been either newly promoted, appointed or transferred into the branch, and there was an inevitable but temporary loss of efficiency as newcomers settled in and some posts stood empty for long periods. Against this background, the branch was faced with a rise in reader attendances and written enquiries. While business levels at West Register House remained similar to last year, the worst pressure was in Historical, where attendances were up by 9% and correspondence by 16% over 1998-99. This rise in visitors and enquiries largely explains our failure to reach the correspondence turnaround targets. Much of the increase came from the growing popularity of e-mail. Users commonly expect an immediate response and are readier than letter writers to make immediate supplementary enquiries. Although we have always declined to undertake extended research for correspondents, we have always tried up to now to give individual attention to every letter.

However we shall be installing an 'auto-response' system for some e-mail enquiries, and the NAS and Scottish Archive Network websites, when fully developed, will likewise answer some of the more frequently asked questions. In spite of these developments, the pressure from correspondents is still expected to rise and over the next year we shall have to re-assess our policy for dealing with it. We must recognise that we cannot continue to expend the levels of effort currently put into correspondence.

Drafting of revised regulations for readers was concluded by the end of the year. These will be issued shortly.

The gradual withdrawal of the pre-1823 testaments to be imaged by the Scottish Archive Network began. They were replaced by microfilm copies, and reader-printers were provided to allow the public to make paper copies. As part of the refurbishment of General Register House, it was agreed to close the Historical Search Room for a period in May 2000. This will allow rewiring, which in turn will improve both the lighting and opportunities for readers to make use of personal computers. Closed Circuit Television (CCTV) will also be installed. The public will be offered alternative facilities elsewhere in GRH and some records will be transferred to West Register House. Preparations for the closure were well in hand as the year closed.

Readers			
	1999-2000	1998-1999	1989
Daily attendances			
Historical	9,929	9,072	8,152
West	2,637	2,646	2,285
Total	12,566	11,718	10,437
Postal and e-mail enquiries			
Historical	2,929	2,532	n/a
West	1,002	985	n/a
Total	3,931	3,517	2,945
Photocopies (pages)			
Historical	24,739	30,154	n/a
West	15,895	13,387	n/a
Total	40,634	43,541	32,229
Productions			
Historical	35,110	37,156	27,815
West	13,619	12,323	10,678
Total	48,729	49,479	38,493

### Legal Search Room

The transfer of our searching activity to professional search firms has now been concluded and is functioning smoothly. Overall, production numbers rose during the year but this was due to the quadrupling of work by the Registers of Scotland New Area Preparation Team who are preparing the groundwork before Midlothian is added to the Register of Titles. The number of copies purchased rose significantly on last year, much of it arising from a major contract won by one particular search firm. The underlying general legal activity is decreasing, however, as the new land register gradually supplants the Register of Sasines for conveyancing work. Serious staffing difficulties in our reprographic section meant that there were backlogs in copying at the busiest times of the year. Our regular customers were kept informed of the situation and were understanding about our difficulties. NAS is now receiving records of the new Scottish Parliament and as part of this process several seats in the Legal Search Room were specifically set aside for public consultation of this material. The room was closed for two days in August to permit rewiring, both on safety grounds and to allow the searchers to bring in more computers. Steps were also taken to improve the visual appearance and décor of the room. In January, staff thwarted an attempted theft. Some procedures have been changed and plans are now well advanced to install CCTV and electrically controlled doors.

	1999-2000	1998-1999	1989
Photocopies (pages) (excludes Registration of Title & self-service)	825,543	742,797	1,098,000
Productions			
Legal Business	125,810	131,680	110,289
Registration of Title	17,393	4,840	n/a
Total	143,203	136,520	110,289

### Exhibitions

The exhibition on the Darien scheme, *The Darien Adventure*, held in General Register House, closed on 7 May 1999. On 4 May a travelling version of the exhibition was launched. This was a joint project with the National Library of Scotland, many of whose Darien documents were used in both displays. Appropriately, the travelling exhibition was sponsored by The Royal Bank of Scotland. The bank's origins lie in the company set up to administer the Equivalent, the sum of money paid to Scotland at the Union, partly to compensate shareholders in the Darien company. The travelling exhibition was launched in the Royal Bank's headquarters building in St Andrew's Square in Edinburgh, where it remained for two weeks before setting off on its travels around libraries, galleries and Royal Bank branches throughout Scotland. The travelling display allows us to bring the Darien material to a much wider audience.



Letter from the Earl of Cromartie to the Earl of Mar in favour of the Union, 1 January 1706, displayed in the exhibition *The Scottish Parliament and the Union of 1707* (GD124/15/279/1).

The Darien display was replaced with an exhibition to mark the opening of the new Scottish parliament, by looking at the demise of the old. *Ane End o' Ane Auld Sang? The Scottish Parliament and the Union of 1707* opened in the front hall of General Register House on 14 May. It included a description of the procession at the opening of parliament, which, with all the commissioners on horseback, the king's Commissioner dressed in cloth of gold and townspeople ordered not to throw squibs, was rather different from the opening of the new parliament; the crisis in relations with England after Darien; opinions on union, including the Earl of Cromartie's enthusiastic view of the new state - *May we be Brittain's & down goe the old ignominious names of Scotland, of England... Brittain is our true, our Honourable denomination*; material on the passing of the union, including the final vote on the articles; the articles of union themselves and the final speech given in the old Scots parliament. The exhibition ran until 28 March 2000.

The opening of the new parliament raised a great deal of interest in the history of the institution and we provided much historical advice on the old Scots parliament to a number of bodies. We supplied copies of documents, transcripts and captions for the historical part of the display in the new parliament's visitor centre. We also liaised with Edinburgh City Art Centre over their display *A Symbol of its People: Edinburgh and the Scottish Parliament*. Numerous enquiries about the history of parliament, were answered. We supplied *The Scotsman* with extracts which formed the basis of an article on the standard of debate in the old parliament.

The Declaration of Arbroath was on display at WRH on its anniversary on 6 April for almost two weeks. A piece on the exhibition appeared in the *Scotland Today* programme and an article appeared in *The Scotsman* on 7 April. A photograph of the Declaration was used in the special *Sunday Times* section on *Great Scots*.

#### Exhibition Loans

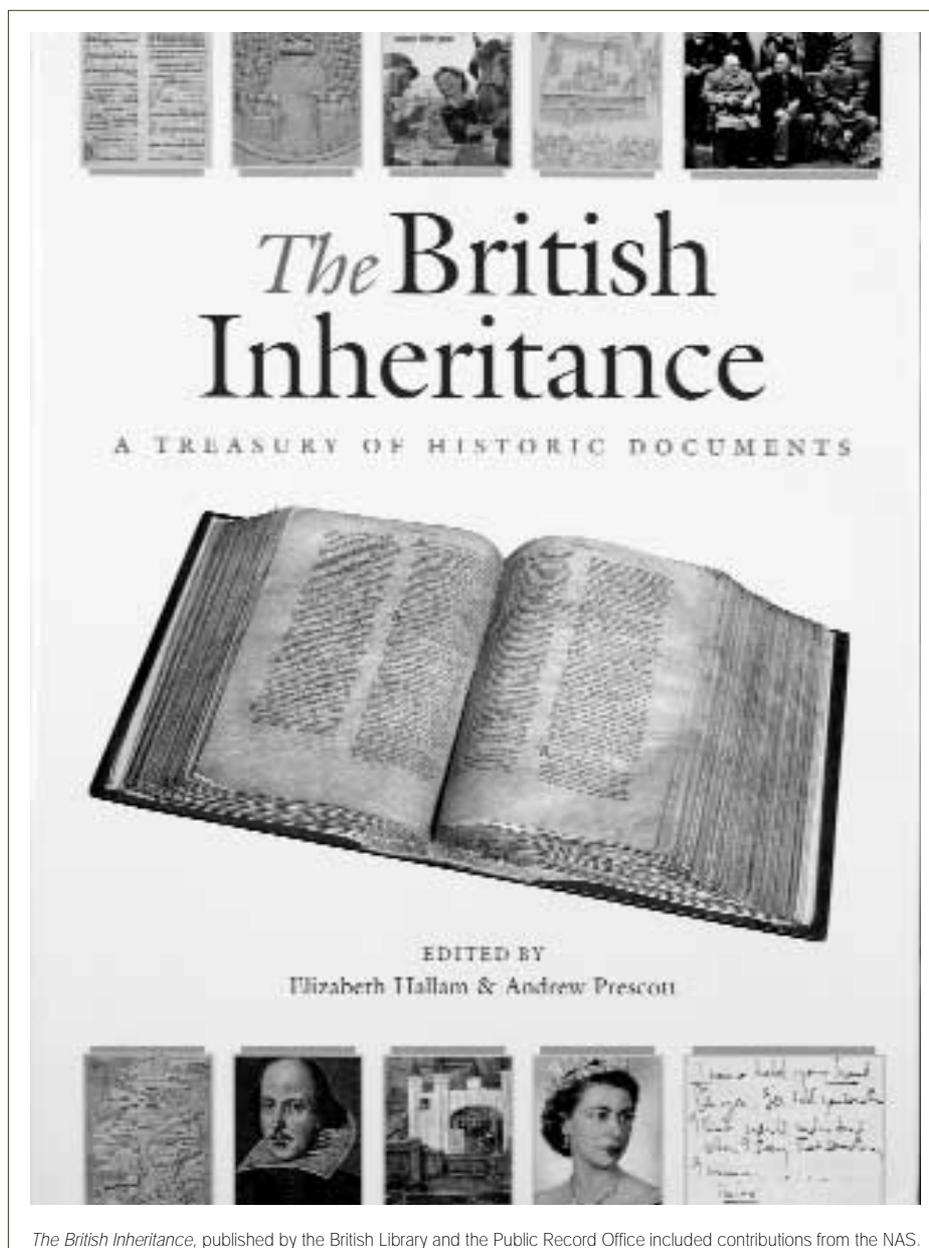
Material requested by outside institutions for exhibitions and which required conservation work included the marriage settlement of 1695 between Elizabeth Villiers and George Hamilton, Duke of Orkney (GD2/242) requested by Soka Gakkai International - UK for an exhibition at Taplow Court in Berkshire to mark the third centenary of the coming of George Hamilton to Taplow Court in 1700, and the Sederunt Book of the Insurance Company of Scotland, 1821-1825 (Ref: GD354/1/1) requested by Standard Life for an exhibition to mark their one hundred and seventy-fifth anniversary in the year 2000. Brochures and other material relating to the Edinburgh Co-operative Building Company (GD327/505 and BT2/1970/584/79) were loaned the Edinburgh City Art Centre for their 'Housing the People - The Colonies of Edinburgh' exhibition which ran from 14 October 1999 - 12 January 2000.

#### Publications

Publications sales showed a slight fall (4%) on last year's figure. The most popular publications were *Parliament and the Union*, *Tracing Your Scottish Ancestors*, *The Darien Adventure*, *Freedom is a Noble Thing* and the Declaration of Arbroath poster. During the year Mercat Press bought the rights to our two guides *Tracing Your Scottish Ancestors* and *Tracing Scottish Local History* from The Stationery Office, along with two of our archive units *The Scottish Railway Story* and *The First World War*. We are very happy to be dealing with a local publisher and we are in discussion with both Mercat Press and Tuckwell Press over future NAS publications. Through membership of the Scottish Publishers Association our material was displayed at conferences of Scottish headteachers and the Scottish Library Association, at the Scottish International Trade Fair and an educational resources exhibition. Our publications again formed part of the SPA display at the Edinburgh Book Festival with very good results

– our sales were double those of last year. Exhibition texts were produced for the Darien and Parliament exhibitions and both have proved popular. Following the new look given to this report last year, the *NAS Newsletter* and general information leaflet were redesigned along similar lines this year to reflect our new corporate image. One *Newsletter*, two *NAS Education News* and one *Conservation News* were issued during the year. A new information leaflet was compiled on sources in the NAS for crafts and craftsmen.

*The British Inheritance: A Treasury of Historic Documents* was published by the British Library and the Public Record Office during the year. We contributed several Scottish documents and text to this lavishly illustrated and beautifully designed volume, which uses archives to illustrate the history of Britain from Arthurian times to the present day. The book includes material from the British Library, the National Libraries of Scotland and of Wales, House of Lords Record Office, Public Record Office and the NAS.



As the first contribution to our relationship with the Scottish Cultural Resources Access Network we contributed images and text on the Honours of Scotland, and these are now available on the SCRAN website ([www.scran.ac.uk](http://www.scran.ac.uk)).

As part of our partnership with the Inveresk Paper Company, we drafted copy on the history of papermaking in Scotland and on the history of Carrongrove paper mill in Denny for a centenary brochure being produced by the company. In response to a request from the genealogical magazine *Family History Monthly* for material showing the Scottish angle to the world of genealogy, we submitted articles on the NAS and on the Scottish Archive Network. An article explaining the articles of union was contributed to the magazine *Scotland's Story*.

A substantial amount of preparation was done during the year for the setting up of an NAS website. The full website will be launched on St Andrew's Day 2000. By the end of March 2000, material was being prepared for a prototype website, which will open in June. This mini website will allow us to assess the public response and judge which areas will require most emphasis on the full site.

### Education Services

Welcome progress was made in the development of our education services in October 1999 with the appointment of another member of staff to Publications and Education Branch. This finally brings the curatorial staff up to the complement intended when Publications Branch merged with Exhibitions and Education Branch in 1991. Margaret McBryde, who had been carrying out the role as other duties permitted, is now the NAS Education Officer and will be devoting more time to developing links with teachers and producing material for schools.

Our representation on the Archives in Education Committee of the Society of Archivists continued. We are involved in the development of the education pages of the society's website ([www.archives.org.uk](http://www.archives.org.uk)) to provide information and guidance to teachers and newly qualified archivists in the use of primary sources across the education spectrum north and south of the border. Fifteen archivists attended a training day on writing an education policy in General Register House in May.

We are participating in a joint bid with the National Library of Scotland, SCRAN and other Scottish archives and libraries to the New Opportunities Fund for funding for a project to digitize material for use in schools. The Scottish Consultative Council on the Curriculum launched Sources for Scottish History, the project we organized with them and the National Library last year, on the Scottish Virtual Teachers Centre website in autumn 1999.

### Media Contacts

Due partly to the millennium and partly to the new parliament, there has been a huge upsurge in media interest in our holdings during the year. The increased number of television history programmes being made for the millennium year has resulted in numerous filming sessions in all three buildings.

Screenhouse Productions filmed three sessions for their series *History Fix* on BBC Knowledge on the Scottish Parliament project and the Acts of the Parliament of Scotland, on the Madeleine Smith papers and on the Glenfinnan monument using MacDonald of Glengarry papers. Professor Roy Campbell,

former chairman of the Scottish Records Advisory Council, was interviewed looking at Inland Revenue records and Galloway estate ledgers in the Historical Search Room for the BBC programme *Breaking the Seal*. Scottish Television filmed files on the Lewis land raids and the use of Stroma as a prison for the Gaelic documentary series *Secret Highlands*. The Keeper featured in the BBC2 programme *Bloodties*, describing documents from the Dundonald papers to a descendant of the family and the genealogist who had traced her family tree. BBC Productions filmed the Exemplification of Union and Darien documents for their series *A Television History of Britain*. BBC Scotland recorded a television interview with Peter Anderson on the history of the Scottish Parliament. Martin Tyson was interviewed by Scotnews about the deposit of cabinet committee papers in the NAS.

The launch of the Freedom of Information Bill was the occasion of further press interest in the National Archives. General Register House was the location of a photo call for Donald Dewar and Jim Wallace on 25 November 1999 at the launch and BBC Scotland used a storeroom at West Register House for a piece on the Bill.

In spite of the competition of the millennium celebrations, the 1999 Media Preview of files garnered a good turnout of journalists and widespread coverage in 1 January 2000's newspapers. The records released were Scottish Office files dating from 1969 and closed under the 30-year rule. Material which attracted media attention included the late singer Frankie Vaughan's intervention in the Glasgow youth gang 'wars', the various industrial closures which took place in 1968-9, and the dumping of radioactive waste in the Forth. The Preview also coincided with heightened media interest in government information as a result of the promised Freedom of Information legislation, and coverage included some adverse comment on records closure and destruction policies.

### Visits and Talks

Angus Mackay, MSP and Deputy Justice Minister, visited on 17 August 1999 and Jim Wallace, Deputy First Minister, visited on 6 December 1999. Both of these visits were in conjunction with the Freedom of Information bill and a small display of documents was compiled on each occasion. The ICA Sigillography Committee visited Thomas Thomson House and looked at a small display of early seals.

A total of 437 people received talks from NAS staff this year. Talks were given to Information and Library students from the University of Northumbria; the Old Edinburgh Club; the Fife Family History Society as part of their 10th Anniversary celebrations; Craigmount High School, Edinburgh; the Cramond History group; postgraduate architectural conservation students from Heriot Watt University in GRH; students from the Scottish Documents class, musicologists and the history of Scots Law class from Edinburgh University; the Edinburgh Local History Group; the Kelty Heritage Society; the Anglo-Scottish Family History Society; the Renfrewshire Family History Society. Staff also manned a stall at the East Lothian Family History Fair in Haddington.

### Library

The library accessioned 378 books during the year, of which 222 were gifts and 13 came from the Scottish Book Exchange (a scheme devised to allow libraries to exchange excess stock). A significant increase in the book and subscription budgets allowed the library to purchase back issues of missing library stock and reinstate certain serial publications. The large number of books gifted to the library, mainly from authors who have used sources in the NAS, is particularly appreciated when we now have to provide library services to three buildings.

# Preservation Services

## Conservation

For most of the year, the Section was one member of staff short. This was due to the long-term sick-leave of one conservator, the secondment of another to the SCAN project, and finally because of delays in recruiting a replacement for the latter. Due to the staff shortages, work on the various surveying initiatives started last year, had to stop for a couple of months. However, once our staffing numbers had returned to normal, work on these various surveying projects was able to re-start and by the end of the year, all of the Robert Adam plans had been surveyed together with over sixty thousand items in the photographic survey.

There was a most useful exchange of information on seals and their conservation following the successful visit of the Senior Conservator, Linda Ramsay and archivist, Alan Borthwick to the Czech Republic last year. This was further cemented by a reciprocal visit to NAS in July by Mrs. Jana Dernoskova and Dr Helena Sedlackova of the Central State Archives in Prague.

Last year saw an enormous increase in the amount of time spent on preparing records for exhibitions including material for *The Scottish Parliament and the Union of 1707* and *The Darien Adventure* exhibitions in General Register House and the Declaration of Arbroath, which was to be displayed at West Register House for three weeks in April.

National Archives of Scotland	1999-2000	1998-9	1997-8
Total volumes bound	568	602	645
Records conserved	38,169	64,883	43 081
Exhibition prepared (hours)	1,394.65	644.25	864.5
Miscellaneous (hours)	120	1668	601.5
SCAN surveying (hours)	129.5	93	0
<b>General Register Office for Scotland</b>			
OPR volumes bound	6	0	10
Miscellaneous (hours)	35.75	4.25	260.81

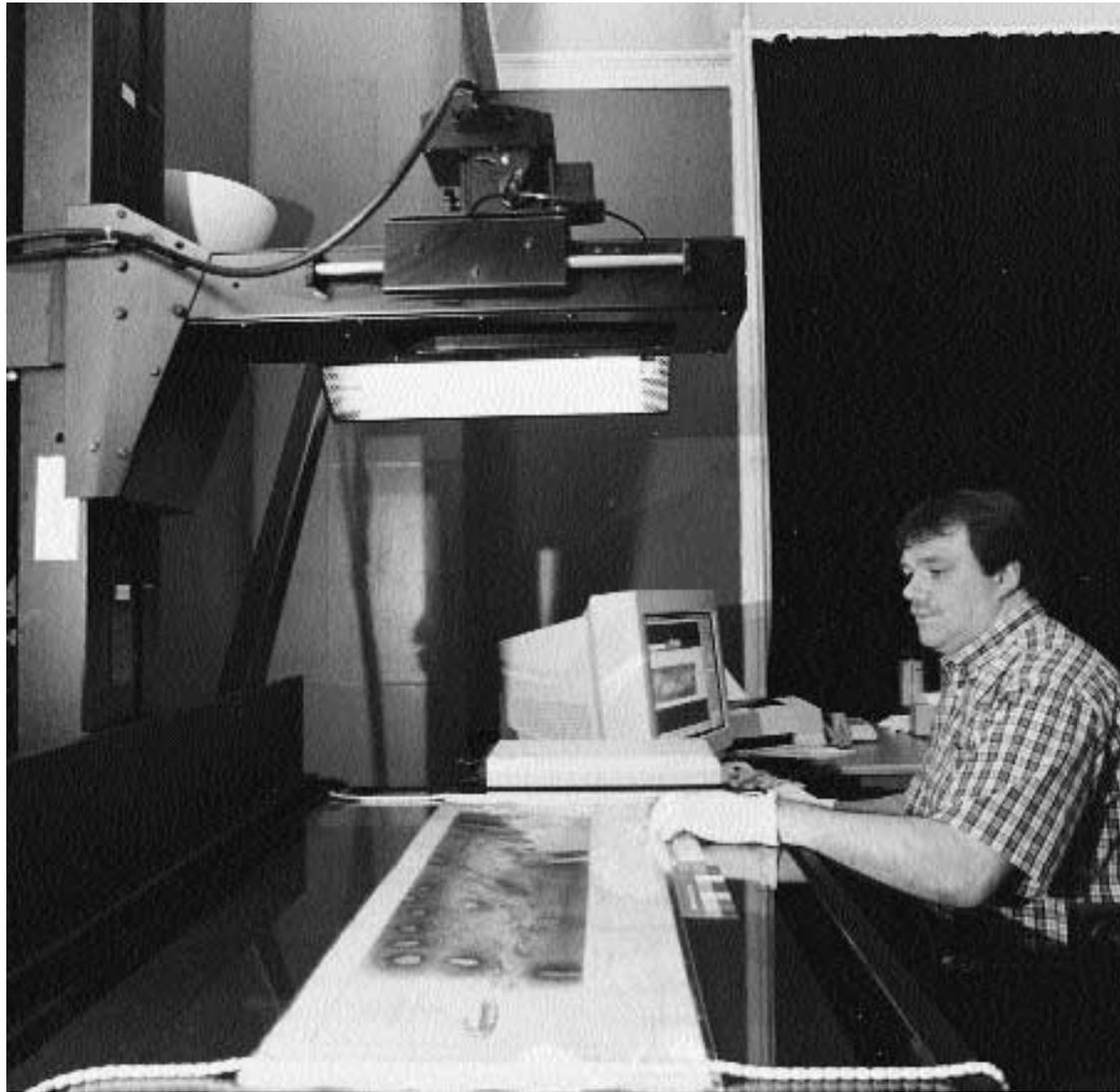
The NAS is the only instructing office in Scotland approved of by the Society of Archivists in relation to professional training in archive conservation. Although, disappointingly, we had no students this year, we have arranged for at least one, and possibly two, students to undertake three-week training placements with us next year as part of their training for the Society's qualification in archive conservation. For various reasons, we were only able to take one conservation student from Camberwell College of Art this year; Tina Poulsson, who spent her three-week placement with us from the last week in October through to the middle of November.

### Reprographic

From December until the end of the year, the Section was seriously affected by a fifty per cent loss of staff and major problems to recruit replacements, which in turn had a serious effect on the output of the section. By the end of the year and now three staff short, this situation had still not been fully resolved. The staff who left did so for various reasons, mostly because of other job opportunities within the Scottish Executive, such as promotion, or better prospects and associated pay outside the Civil Service. We are looking at ways to improve and diversify the work of the archive micrographic technicians and generally raise staff morale and job satisfaction, and it is to be hoped that this may prevent a similar situation from happening again.

On the brighter side, however, we were able to implement some re-organisation of Reprographic Section, including the creation of a new post of Senior Micrographic Technician to operate the new digital camera, and an extra microfilming post. Recruitment for the latter began at the end of the year and once in place, this post will finally enable us to re-start our preservation-microfilming programme, which has seriously slipped over the last ten years due to serious staffing retention and recruitment problems.

Several new copiers were purchased during the year, mostly to replace existing stock which was failing. Once we also have the appropriate IT equipment, these new machines will enable us to provide on-line copying services, including production of colour documents, for NAS staff. We also purchased a replacement for our old photographic pass system, which in today's terms was prehistoric! All staff now have modern, easily identifiable photographic passes which bear the new NAS logo, and specially adapted photographic passes will shortly be issued for the legal searchers working in the Legal Search Room. These new passes will help to improve our security.



Jonh Welsh working on the PhaseOne Powerphase 6x6 digital camera. Stephen Archer Photography.

Three other pieces of equipment were acquired as part of new initiatives; two microfilm reader-printers for the Historical Search Room and a PhaseOne Powerphase 6x6 digital camera. The first two were acquired partly to meet demand for paper copies from the microfilm of the testamentary records, once the originals were withdrawn from public access as part of the SCAN project. These machines are operated on a self-service basis. This equipment also provides a useful self-service copying facility for large series such as the valuation rolls and church records, many of which have been microfilmed. By the end of the year, the introduction of this new facility was proving to be almost as popular as the fiche reader-copiers are in the Legal Search Room. The PhaseOne camera was acquired to enable NAS to investigate digital technology and how it might be used, for example in the production of preservation surrogates where colour is important and microfilm is therefore not an appropriate format. After several technical and staffing problems early on, we managed to start a pilot study by the end of the year using both original records as well as existing photographic surrogates. It was not possible to lend original records for exhibitions requested by several outside institutions, but with the new digital camera we were able to make high quality colour surrogates that were displayed very successfully in lieu of the originals.

	1999-2000		1998-99	
	External	Internal	External	Internal
<b>Paper copies</b>				
Electrostatic A4	873,579	511,085	857,875	576,568
Large sizes	4,158	0	4,016	263
Prints from microfiche	32,394	0	128,326	0
Prints from Ap. cards	749	0	838	0
Colour copies	4,326	1420	0	0
LSR SS copies (A4)	125,000	0	0	0
<b>TOTAL</b>	<b>1,040,206</b>	<b>512,505</b>	<b>991,055</b>	<b>576,831</b>
<b>Microfilm 35mm (metres)</b>				
Negative	1,178	0	608	0
Duplicate (pos & neg)	11,146.46	0	9,136	0
<b>TOTAL</b>	<b>12,324.46</b>	<b>0</b>	<b>9,744</b>	<b>0</b>
<b>Microfilm 16mm</b>				
Negative	0	0	0	0
Duplicate (pos & neg)	0	8,687	0	2,060
<b>TOTAL</b>	<b>0</b>	<b>8,687</b>	<b>0</b>	<b>2,060</b>
<b>Microfiche</b>				
Duplicate	0	13,198	0	18,575

### Shelving and Record Storage

Storage space in all three NAS repositories is now at a premium. Obviously, the decanting of records from GRH to TTH to facilitate the refurbishment work has not helped this situation. However, even once this material is returned to GRH, current projections are that TTH is on course to be full in the next two to three years. A bid is now being prepared for funding to build an extension to TTH and work is underway to calculate NAS's accessions and associated storage requirements for the next twenty years.

Most of the year was spent either planning and tendering for new mobile and static shelving for the basement of General Register House, or preparing for the next phase of the refurbishment programme and the inevitable displacement of records that this will involve. The new shelving was erected by the end of the year, but unfortunately, and although we have tried very much to avoid it, we shall probably have to decant more records from the building to enable the refurbishment to proceed. This time, records stored in the Historical Search Room presses will be transferred to West Register House rather than TTH as happened with previous decanting. This should minimise further disruption and inconvenience to readers by enabling them to access this material, without delays, in the West Search Room.

Additional shelves were purchased to create a further 360 metres of mobile storage in TTH. In addition to this, new static shelving was also acquired to improve storage of boxed plans, objects and outside material.



# Scottish Archive Network



In July 1999 the final contract was signed between the Heritage Lottery Fund and the Scottish Archive Network and on 12 August the project formally began. Throughout the year recruitment of staff continued and by March 2000 16 people were working for the company, the final complement will be 29 staff. With 47 participating archives, new staff

within the project, American volunteers arriving from the States, the formation of a users' group and a participating archives working group, as well as the continuing need to keep colleagues in the NAS informed of progress, communication has been from the very beginning a central part of the project's work.

The project has addressed this need in various ways. It produces a weekly newsletter, both on paper and in electronic form, which is now sent to over two hundred recipients. Three meetings for all the participating archives were held in Edinburgh and Aberdeen and in September a conference on Encoded Archive Description was held in Edinburgh. Over 70 delegates attended this most successful meeting with speakers from Australia, the United States, Canada, Sweden, the Netherlands as well as Britain. The willingness of speakers to participate and their enthusiastic contribution of ideas to the project gave the Scottish Archive Network an excellent start.

In January the prototype website was made available to NAS staff. SCAN could not function without the goodwill and support of colleagues throughout Scotland as a whole, but is especially grateful for the continuing support of the many colleagues in the NAS who have been willing to share their knowledge and expertise with the new network.

Within the project, work is split into three sub-projects and work in all of them has proceeded according to the initial project plan. The top level finding aids team, which is collecting the top level finding aids from all the participating archives and converting them to the agreed international standards and where necessary into electronic form, had visited eleven archives by the end of the year.

The testament team, responsible for converting 475,000 index entries for wills into electronic form and linking them to 3.3 million pages which are to be digitally imaged, also made much progress. Trials of various digital cameras with their various software and hardware requirements were held in February and a report submitted to the Heritage Lottery Fund. Conservation work on the original testaments also began with two conservators appointed by SCAN and a third appointment expected.

The special archive services team also made good progress with the construction of the website. The Scottish history knowledge base, a database containing the answers to the questions most frequently asked in archives, was constructed. It is essential to have at least part of this knowledge base available when the network is launched on 30 November 2000 and work is already far advanced on the pages explaining how to trace your family tree, how to read old Scottish handwriting etc.

SCAN has now been accepted as the prototype for a possible UK network and time has been spent liaising with the various other networking initiatives in England and Wales. The rest of the archival world is also very interested in this, the first truly national archive network. The newsletter is sent to archivists throughout the world and colleagues in Europe, Australia and North America continue to send suggestions and observations.

The Scottish Archive Network newsletter is available on the Internet at [http://www.scan.org.uk/News\\_Roundup](http://www.scan.org.uk/News_Roundup). The address of the full site which will be launched on St Andrew's Day 2000 is <http://www.scan.org.uk>.



# International Developments

## Representation

The Keeper attended two meetings of the Council of Europe Working Group on Access to Official Information at Strasbourg in October and February. He attended the public hearing on the Green Paper on 'Public Information in the Information Society' at Brussels in May. In February he was visiting professor at the Ecole Nationale des Chartes in Paris. Dr Peter Anderson attended the CITRA conference at Budapest in October and the annual conference of the International Institute of Archival Science in Trieste in March. Alison Horsburgh attended a conference on Digitisation of European Cultural Heritage at Utrecht in October.

George MacKenzie, Deputy Secretary General of the International Council on Archives (ICA) and Chair of the ICA project group on the Protection of Archives in Event of Armed Conflict attended the ICA Executive Committee meeting in Vienna in April and represented the ICA at a meeting of the International Committee of the Blue Shield in the Hague in May. He attended a seminar in the archives of Bosnia and Herzegovina organized by the ICA and the Bosnian Institute in London in May.

### European Union Archive Network (EUAN)

The archival strand of the EUAN project made good progress during the year and a prototype descriptive system was produced (see [www.iisg.nl/~euan/](http://www.iisg.nl/~euan/)) Based on the ISAD standard, this provides a common template for partners to describe their holdings at the 'fonds' or collection level, so that these descriptions can then be exchanged and disseminated. The EUAN prototype is very close to the standard agreed by the SCAN project, though EUAN has the additional complication of finding aids which may be in a language other than the language of the records to which they refer.

On the technical side, it was agreed that either Encoded Archival Description (EAD) or Machine Readable Cataloguing (MARC) formats could be used by consortium members to exchange descriptions. The Z39.50 exchange protocol, much used in libraries, has been investigated and found to be of considerable interest, but the working model will use a simpler approach to demonstrate possibilities. This model will be available for the Congress of the International Council on Archives in Seville in September 2000. The model will integrate the ICA Dictionary of Terminology, offering this as a pull down facility in which a user can click on a term and see the equivalent in another language.

The project went through its peer review evaluation by the European Commission on 13 March in Luxembourg. The reviewers were professors of information science from Amsterdam and Lisbon, plus the Commission project officer. The review is a formal and contractual part of the project, allowing the Commission to be assured that it remains state of the art and relevant to its intended audience, and that it is being correctly managed. EUAN passed with a "successful" marking. The review also produced some interesting new perspectives which should help us make the project more relevant to users.



# Buildings

## General Register House

The Scottish Executive has provided funds to allow the continuation of the next phase of the refurbishment of General Register House. However, in August 1999, PACE (Property Advisers to the Civil Estate), who at that time administered New St Andrew's House and the associated district heating system, which currently warms General Register House, served notice on us, that after two years from that date, they could not guarantee that we would be able to obtain heating from that source. This was, we believe, as a result of the sale of New St Andrew's House.

The result of this notice was that we have had to alter the manner in which we refurbish General Register House, putting greater emphasis on the replacement of heating, rather than on upgrading our archive stores to comply with the British Standard and the necessary essential repairs to the electrical service and fabric of the building.

On 7 January 2000 Edinburgh was struck by gale force winds, gusting up to and over 100mph. West Register Street was closed as the gales damaged the pavilion roof of General Register House. Urgent temporary repairs were carried out and we particularly wish to thank the staff of the contractors Morris & Spottiswood, and PAR Scaffolding for the assistance given on that evening and over the weekend to make the building safe.

Having already made provision for some extremely urgent roofing work to be undertaken during April, we simply stabilised the damaged structure with scaffolding and added the repair work to our tender documents.

### West Register House

Following our annual inspection of asbestos within this building, it was recognised that major asbestos repairs were necessary. This was carried out and completed successfully with no disruption to services to the public.

### Thomas Thomson House

Ministers have approved, in principle, our preliminary business case to build an extension at Thomas Thomson House. Work has been undertaken to determine our exact requirements. It is our intention to submit a formal business case, for approval, to Ministers this year.



# Professional Development

Over the last two or three years, staff have been encouraged to think carefully about all aspects of their training, whether on the job training, personal development or continuing professional development, and to optimise all training opportunities available to them. With financial support from the Scottish Executive, staff have availed themselves of courses run by the Executive itself, the Society of Archivists and other professional bodies, covering topics as diverse as how to design a web page, Encoded Archival Description, anoxic environments and managing multiple projects.

Towards the end of 1998, a preliminary re-assessment of the Scottish Executive's status as an Investor in People (IIP) was held. This identified weaknesses in several areas, including induction training. As a result, and in preparation for the full-scale assessment planned for March 2000, the Scottish Executive produced new training leaflets and prepared seminars to explain to all staff what IIP was about and what part staff and management should play in this scheme. Several of these seminars were arranged for NAS line-managers to hear a speaker from the Training and Development Unit explain the background to the scheme and its benefits, as well as give feedback on training issues in general.

The NAS reviewed its own in-house induction training and drew up a new and radically improved programme. This included a compulsory one-day induction seminar for all new starts and the issue of a consolidated induction pack containing handouts on management and personnel issues and the work of the NAS. Four seminars were staged during the second part of the year, which, in part as a consequence of the SCAN project, saw an unusually large number of new professional staff join the NAS. Reaction to this new programme has been very favourable both from the Scottish Executive Training Unit as well as from the twenty-six new starts who participated in the induction seminars.

In October, we helped to organise the annual two-day post-graduate training visit to Edinburgh Repositories. Although it is quite a hectic two days with a fair amount of rushing between participating institutions, this remains a well thought of event, and has now become an essential fixture in the Scottish post-graduate training calendar. We continue to explore possibilities for staging this event twice a year or alternatively to increase the numbers who could attend a single event.

In December, the Society of Archivists (Scottish Section) convened a meeting to discuss the vexed issue of professional archive training in Scotland. Whilst it was quite obvious that everyone agreed that the current situation was unacceptable, there were differing views as to the solution. It was felt that the optimum way forward was to try to fund a seconded post to look into what type of professional training might be developed and a working group was set up to progress this idea. The first meeting of the group, which includes NAS representation, was to be early next year.

During the year members of staff attended conferences of the Society of Archivists in Dublin, the Scottish Records Association, the British Cartographic Society; conferences on Financing Modern Government and Electronic Records in Central Government, and the symposium on 'Ownership and Access: Who cares for Scotland's Collections' in Edinburgh.

#### Training involving outside bodies and individuals

During the year, we participated in several programmes for trainee/student archivists. In early April, we staged a one-day visit to NAS for nine student records managers from the University of Northumbria and later in the month, we ran a one-week introductory programme to the NAS for a diploma student from University College London, (who has since joined the NAS) a pre-diploma student from Glasgow University Archives and an archive assistant from Heriot-Watt University archives who is undertaking the Society of Archivists Diploma in Archive Administration. We had one extended training visit from a French student, Lydiane Gueit, from the Ecole du Patrimoine for the whole of June. We had expected Lydiane's stay to coincide with one from a Turkish student from Marmara University but apparently problems concerning visas prevented the latter from leaving Turkey.



# Finance

This summary provides an overview of NAS finances to the end of March 2000.

## 1. General Financial Report

- 1.1 The expenditure was within 10% of the Vote provision and a new formula will allow us to retain 75% of the amount underspent.
- 1.2 A number of key increases in spend have been accommodated within the year's approved provision. These relate mainly to consolidation of staff costs, recovery of VAT and capital expenditure approved for the next phase of the General Register House refurbishment.
- 1.3 The actual increased provision was: Current increased by £432k, including £100k in respect of VAT recovery, for the first time in our history; £478k increase in capital; and an increased Appropriations in Aid to reflect the VAT recovery and further scheduled income. Previous carry forward amounts have been consolidated and NAS now has no "reserves".
- 1.4 General Register House suffered storm damage in early January 2000 and immediate stabilisation and remedial work was undertaken.
- 1.5 It was particularly welcome news that the NAS received approval to undertake the next phase of capital refurbishment at General Register House amounting to £2.4m.

## 2. Finance 2000-01 and Beyond

The NAS can only reliably depend on the approved budget for 2000-01 and 2001-02. This arose from the 3 years covered by the Comprehensive Spending Review that included The Scottish Executive and Agencies, as part of the central government analysis of need and spend.

Capital support is being sought for the continuation of the GRH refurbishment programme. The remaining key issue is the resolution of the buildings strategy, where NAS is pressing for the much needed expansion of Thomas Thomson House.

Overall, we can say that we are looking forward to a period of financial stability and the prospect of reinstating staff posts, lost through the past austere years.

### 3. Resource Accounting and Budgeting

The NAS is fully committed to the change in accounting conventions that will see the production in 2001 of the first 'live' resource based accounts. This will introduce a commercial perspective to our accounting arrangements, moving away from the traditional cash based accounting operated by Treasury Departments for many years.

### 4. Scottish Archive Network (SCAN) and European Archive Network (EUAN)

The NAS relationships with SCAN are subject to formal agreements. The key associations are use of accommodation and very close staffing links. SCAN however, remains a company limited by guarantee and is registered as a charity. NAS is one of over 40 partner archives, sharing the vision and objectives of SCAN to establish online access to archives by the world at large.

EUAN relies mainly on the NAS to co-ordinate EU partner members to develop objectives broadly similar to those of SCAN. The NAS contribution is through staff time and recovery of advances controlled through the EU. EUAN transactions are conducted through the Vote as suspense account items, but remain wholly visible and auditable by any interested party.

### 5. Internal Audit Coverage and Follow-up

Scottish Executive Audit Unit (SEAU) has completed its consideration of its 5-year planning for NAS. The restructuring of visits is particularly welcomed.

IA coverage in the financial year concentrated on the follow-up of the 1997-98 audit of Income, Security and IT Security and further discussions on the review of the 1999-2000 budgetary controls and monitoring of Capital Projects. Implementation of recommendations has been steady. Progress may be slower than anyone may have wished, but NAS is committed to implementing appropriate systems of control.

The NAS/SEAU Service Level Agreement is being updated. In the absence of specific difficulties, it is reasonable for both parties to continue with the current arrangements.

## 6. National Audit Office (NAO) Reviews

NAO, now Audit Scotland, issued its 1998-99 Appropriation Account management letter and responses were supplied by NAS. Coverage this year consisted of interim audits, enquiries about SCAN relationships, follow-up from the dry run accounts and the finalisation of the 1998-99 audit.

	1999-00 Budget £000s	1999-00 Outturn £000s	1998-99 Outturn £000s
<b>Staff Costs</b>			
<i>Directly Employed Staff</i>	2,050	1,984	1,905
<i>Other Staff Costs</i>	400	385	383
<b>Total Staff Related Expenditure</b>	<b>2,450</b>	<b>2,369</b>	<b>2,288</b>
<b>Other Administration Expenditure</b>			
<i>Accommodation</i>	1250	1092	967
<i>Travel</i>	30	26	16
<i>Transport</i>	5	2	2
<i>Supplies &amp; Services</i>	197	162	109
<i>Training</i>	20	19	12
<i>Other Office</i>	200	195	121
<i>Civil Estate Capital Charges</i>	492	570	527
<i>Bad Debt Write Off</i>	-	16	15
<i>Impairment of Fixed Assets</i>	-	20	-
<b>Total Other Administration Expenditure</b>	<b>2,194</b>	<b>2,102</b>	<b>1,769</b>
<b>Administration Income Applied</b>			
<i>Fees &amp; Charges</i>	735	668	655
<i>Miscellaneous Income</i>	45	46	-5
<i>VAT</i>	100	92	-
<b>Total Administration Income Applied</b>	<b>880</b>	<b>806</b>	<b>650</b>
<i>Income Surrendered to Consolidated Fund</i>	-	-	51
<i>Total Administration Income Not Applied</i>	-	-	51
<b>Total Administration Net Expenditure</b>	<b>3,764</b>	<b>3,665</b>	<b>3,458</b>
<b>Programme Expenditure</b>			
<i>Grants</i>	143	143	92
<b>Total Departmental Expenditure Limit (DEL)</b>	<b>3,907</b>	<b>3,808</b>	<b>3,550</b>
<b>Capital Programme</b>			
<i>New works, IT systems, machinery and furniture.</i>	<i>910</i>	<i>801</i>	<i>357</i>
<b>Total Capital</b>	<b>910</b>	<b>801</b>	<b>357</b>
<b>Total Outturn</b>	<b>4,817</b>	<b>4,609</b>	<b>3,907</b>

Notes: The above information has been drawn together from the accounts of the NAS. The presentation is based on commercial accounting, but additional information is published in the formal audited accounts. Further background may be requested from the NAS Finance Officer, who can be contacted on 0131535 1304, or jim.grady@nas.gov.uk



# Performance Measures

1. Target: to reduce the cost per linear metre of preserving and making available the records of Scotland by 2.5% on the target figure for 1998-99 (£83.72) in real terms.

Performance: £72.22.

Comment: The target was comfortably met.

2. Target: to add 25,000 catalogued items to the electronic textbase.

Performance: 28,565 items were added.

Comment: the greater part of this figure relates to the files of the Scottish Executive and associated departments

3. Target: speed of production in Historical and West Search Rooms. Target for material in the same building, 30 minutes or less in 92.5% of cases; for material in Thomas Thomson House, two working days or less.

Performance: targets met.

Comment: this target represents an important part of our public service and customer relations.

4. Target: speed of processing copying for legal customers: target of 90% of extracts produced within four working days, and 92.5% of the copying for legal customers within 24 hours.

Performance: extracts were produced on time, but only 86.5% of the copying for legal customers was completed within 24 hours.

Comment: the failure to meet this target was due to major difficulties in recruiting trained reprographic staff throughout the year. Steps were taken to ensure that urgent orders were dealt with and we had no serious complaints.

5. Target: speed of dealing with correspondence in the Historical and West Search Rooms: 95% of correspondence to be answered within 15 working days.

Performance: 55.9% of correspondence was answered within 15 days.

Comment: the target was missed by a wide margin. This was partly due to staff changes and to a rise in the number of incoming letters, both discussed elsewhere in this report. The total of letters answered actually represents a 12% increase on the previous year's figure and demonstrates a commendable increase in staff productivity.

6. Target: to publish 24 items in the course of the year.

Performance: Target comfortably met.

7. Target: to conserve 50,000 items in the course of the year.

Performance: 38,489 items

Comment: this was balanced by a threefold increase in the work done on the Old Parochial Registers.

8. Number of productions to customers per number of repository staff. Target for 1999/2000: 12,000

Performance: 12,079

Comment: this target is designed to ensure that the correct number of staff is working on this task. As with last year's target, the outcome shows that the work loading is about correct.



# Papers

## Paper 1. The National Archives of Scotland 1990-2000

A decade is a chronological abstraction, and one should not assume that a particular period is more significant than another because it is contained between two years ending in zero. Why then should one consider the 1990s? We have got from 1990 to 2000 without major disaster; there have been changes certainly but not to the fundamental aims or functions of NAS; many of us who were there then are here still, a bit older, perhaps a bit wiser, but otherwise unchanged; and in any case the events of the recent past always tend to blur into a seamless uniformity which we are happy to put behind us.

But a lot can happen in ten years, and I think it is right that just occasionally one should stand back, consider the changes that have taken place over a period, and take pride in collective achievement. In the 1990s much has happened of which we have reason to be proud.

I say "we". Apart from the obvious fact that any organisation is made up of its members, without whom no progress or development of any kind is possible, the successful introduction of new ideas and processes, and the ability to rise to a challenge or to adapt to changing circumstances, depend on everyone. What has been achieved in the 1990s is everyone's achievement, and the achievement is considerable.

Though what we do has not changed, its scale and the way in which we carry it out certainly have. In 1990-91, the Scottish Record Office, as it then was, took in 653 linear metres of records. In 1998-9 the equivalent figure was just over 1800, a three-fold increase. In 1990 all catalogues were consulted manually; now the majority can be consulted electronically. In 1990 some 20% of our holdings were outoused in substandard accommodation; today we have a magnificent new purpose-built archive building.

Productions have risen by 25% over the decade. The e-mail revolution is now beginning to affect our incoming correspondence which in the last quarter of 1990-2000 is already up 25% on the equivalent period last year, and although other increases are less marked, they exist in every aspect of our work.

What perhaps is most remarkable is that the staff of NAS has in effect decreased over the period. Although we now have 130 staff as opposed to 125 ten years ago, staff today include all those involved with reprography, who in 1990 were employed by Registers of Scotland and seconded to NAS. In fact the huge changes that have occurred have been carried through by a group of men and women who have managed to keep the basic work of the National Archives going while taking on the extra tasks imposed on them by development and change.

Two essential initiatives were taken in 1990. The first was the financial appraisal of our storage needs which clearly recommended the construction of purpose-built archive storage in or near Edinburgh. This appraisal was accepted by government in April 1991, and resulted in the completion of Thomas Thomson House in the autumn of 1994, and its formal opening by Her Royal Highness The Princess Royal in May 1995. This was the first complete new archive building to be erected in Scotland since General Register House, and its qualities have made it an object of international admiration.

The second initiative was the development of an information technology strategy. The report which appeared early in 1991 is the foundation upon which all subsequent developments have been built. Without it the CLIO cataloguing system and the Scottish Archive Network would probably not have evolved, our financial arrangements would have been more difficult, and the general level of IT literacy within NAS would have been much lower.

The Scottish Archive Network is one of the great success stories of the 1990s. Developed as an offshoot of the CLIO cataloguing system, and with funding from the Heritage Lottery Fund and the support of the Genealogical Society of Utah, it is now well on the way to being a truly national catalogue. One of the reproaches made against national institutions of all sorts is that they are not available to the entire country. To some extent this will always be the case; they do need to be located somewhere; but the fact that someone will shortly be able to sit at his desk at home in any part of the country and consult catalogues of archives across the country to find out what is available and where, is a unique achievement at national level.

Other changes are almost equally important. Though much remains to be done, the refurbishment of General Register House is well underway. Work on the basement is almost complete, the development of the moat area to the north of the building has provided a staff canteen and meeting space, the reprographic staff are now in appropriate modern accommodation, the main entrance has been transformed, the dome has been re-leaded, security against both intrusion and flood is now completely electronic, the Robertson Wing has been converted for access to the electronic catalogue, and both GRH and WRH are regularly floodlit. One part of NAS's work to benefit particularly from these changes is conservation, which has moved from the GRH basement to splendid new purpose-designed accommodation in Thomas Thomson House. At the same time it has transformed itself from a traditional craft-based activity into a fully professional discipline on a par with that of the curatorial staff.

Externally there have been changes too. The Keeper's role with regard to local authorities was given a statutory basis in the Local Government Etc (Scotland) Act 1994. Although the results of this have been mixed, it provides a basis for future developments, not least in the context of the Scottish National Archive Policy which has been accepted by government as a basis for future legislation. Records management procedures within the Scottish Executive improved throughout the decade as a consequence of NAS pressure, and the recent constitutional changes have brought NAS into ever closer contact with government. This has been partly in the context of proposed legislation in which NAS has

an obvious interest, such as Freedom of Information, and partly in discussions on the methods of managing electronic records and the records of the parliament itself.

Another aspect of our external relations has been work done for both the Society of Archivists and in particular for the International Council on Archives. Several members of staff serve on ICA committees, and one was seconded to ICA headquarters in Paris for two years. NAS has been involved in international matters to some extent since the 1970s, but in the 1990s it has been possible to develop this relationship, and its climax was the extremely successful conference of the Round Table of the ICA in 1997 which NAS hosted in Edinburgh.

It is appropriate to end this summary of the decade's achievements by referring, as I did in my report last year, to our change of name. From being the Scottish Record Office we became the National Archives of Scotland in January 1999. This change, embarked upon, it has to be said, with some hesitation, has been widely accepted, and has contributed substantially I believe to a greater acceptance and understanding of our work.

What of the challenges that lie ahead? Electronic developments of all sorts from new cataloguing systems and internal processes to the management of records in electronic format pose problems which NAS has scarcely begun to resolve. The records of a legislature present altogether novel management and access requirements. Freedom of Information and Data Protection will not be without their effect on NAS. We will shortly, I hope, be able to construct a further state of the art archives building. And who can really be sure what access and information demands the future will bring – beyond the certainty that they will pose heavy demands on NAS staff? NAS is aware of all these things, and I believe is well placed to meet the challenges they present.

Change is sometimes seen as a virtue, and certainly an ability to change and a willingness to adapt to the evolving demands of the government and of the nation that we serve are important qualities. But for our archive service – after all the oldest identifiable government service in Scotland, as it is in most countries in Europe – much must inevitably remain the same. I hope it is possible to say that in spite of all that has happened, the traditional functions of the national archive service have been maintained and strengthened, and that NAS will go forward into the 21st century as well equipped to discharge its existing responsibilities as it will be to discharge those that will confront it in the future.

Patrick Cadell  
Keeper

## Paper 2. Local Authority Archives

In the summer of 1991, a group of local authority archivists met in General Register House to consider what benefit might be derived for archives from the then forthcoming local government changes which were at an early planning stage. It was decided to press for direct involvement of the Keeper of the Records of Scotland with local authority archives, and in the event sections 53 and 54 of the Local Government Etc (Scotland) Act 1994 required all local councils to make proper arrangements for the preservation and management of their records, to submit their plans for doing so to the Keeper, and to have regard to any comments he might make. In addition the Act set out what a local council might reasonably be expected to do with its archives in order to comply with the spirit of the Act.

In consultation with local authority colleagues, I sent round substantial quantities of guidance and information in the run-up to the implementation of the Act in April 1996.

Perhaps the archives sections of the Act are not strongly enough expressed, perhaps the lack of any sanction removed any sense of obligation or urgency, and of course since 1996, all councils have had to deal with serious financial restraints. The fact is, however, that the results of the Act, from which so much was hoped, have been decidedly mixed.

In some areas there have been successes. The archive service in the three Ayrshire Councils is an excellent example of what can be achieved where councils are prepared to collaborate. No archivist is ever entirely satisfied with the facilities or staffing at his or her disposal; nevertheless the arrangements in Ayr are by any measure good.

In South Lanarkshire, West Lothian and Falkirk, the councils have taken seriously the need for effective records management, and if the historical records are not so much attended to in the first two of these, the role of the archivist as part of effective administration of the councils' business has been recognised in all three. Besides these, Scottish Borders are about to engage a full time records manager.

At the time of writing, many councils provide an archive service which is basic but acceptable, though in many cases it is no advance on what existed before 1996, and often in accommodation which falls well short of what might be described as tolerable. Some councils still have no archive provision at all – Western Isles, Inverclyde, West Dunbartonshire, and East Lothian. Fife and Renfrewshire have only just appointed an archivist.

Other councils provide an archive service with, or occasionally without, a qualified archivist, through the library service. This can be made to work, though there are several cases where the status and support given to the archivist ensure that he or she cannot provide the professional input into the work of the council that his or her skills would make possible.

The major difficulties have tended to occur where the former regions have been broken up into smaller units. In the former Central, a viable archive service has been split in three unequal parts, and while this has benefited Falkirk and Clackmannan, it has created difficulties for Stirling, which has inherited the archives of the former region but without the funding needed to manage them effectively. A similar problem can be seen in Edinburgh which had to assume responsibility for the entirely unorganised records of the former Lothian Region. Aberdeen City still has responsibility for the records of Aberdeenshire, and for the parts of the former Grampian Region archives which relate to Moray. Glasgow, without appropriate funding, has been expected to meet the serious shortfall in archival provision for some of the smaller Councils in the area of the former Strathclyde.

The survey of archive services in Scotland carried out in the summer of 1998 by a working party representing all archival interests in Scotland described accommodation as appalling, access services as poor, the backlog of necessary conservation as on the increase, the production of high quality finding aids as patchy, and post graduate training as inadequate. Things have improved since the survey was conducted, but not so as to undermine its central message. Admittedly the published standards for both accommodation and access are very high, and there are few archive services anywhere in the UK, if indeed there are any at all, which reach them, but in Scotland the gap between the ideal and the actual situation is particularly wide.

In spite therefore of some successes, and also of the establishment of the Scottish Archive Network, which is having its own beneficial effect on local authority archives, the picture is not encouraging. This is worrying in view of the responsibilities local authorities will have to meet under Freedom of Information.

The consultation paper on this subject, "An Open Scotland", stated unambiguously, "a statutory right of access to information will be of limited benefit if reliable records are not created from the outset, if they

cannot be recovered when needed, or if the arrangements for their archiving or destruction are inadequate". This requirement is easily stated, and widely acknowledged to be fundamental to an effective FOI regime, but few councils in Scotland are in a position to meet it. It is at council level that government touches the individual in the most sensitive areas of life, and it is therefore the council which is most likely to have to provide access to the official information which the individual will have a right to see under the Act when it comes into force.

For many councils it will be an effort to bring their archive services up to a standard which will allow them to deliver their obligations under Freedom of Information, but I hope that FOI will stimulate them into making further progress, so that eventually Scotland can have the local authority archive service that it deserves.

Patrick Cadell



## Report of the Scottish Records Advisory Council

The Council met on three occasions in 1999-2000.

### Membership

Members of the Council for 1999/2000 were Dr M Barfoot, Professor M A Crowther (Chairman), Mr P Daniels, Dr D Ditchburn, the Earl of Dundonald, the Hon. Lord Kingarth, Mr J McGonigle, Professor H MacQueen, Mr F Rankin, Mr W W Scott, Mrs J H Webster and Sheriff-Principal J Wheatley. Invited members representing the Society of Archivists in Scotland were Mr A Cameron and M A Jackson. Sheriff-Principal Wheatley resigned during the course of the year owing to pressure of court work, and has yet to be replaced.

Dr Alison Rosie of the National Archives of Scotland acts as Secretary to the Council.

The work of the Council during this year has been largely concerned with two substantial, and interlinked proposals for legislation: on a Scottish National Archives Policy, and on Freedom of Information.

### 1. Scottish National Archives Policy

In October 1999 the Council submitted its detailed recommendations on Scottish National Archives Policy to the First Minister. Its aims were to provide Scotland with a clearer legal framework for conservation of, and access to, public records. Replying on behalf of the First Minister, Mr J. Wallace commented that although such legislation could not be given high priority, the Council should proceed with detailed drafting of a Bill. This is currently underway, with particular assistance from Mr W Scott.

The Council is continuing with detailed drafting of archives legislation. It stresses, however, that, especially in relation to section 2 below, that this should not be regarded as an issue which can be postponed for long.

## 2. Freedom of Information

The SRAC, like other public bodies, was asked to comment on the consultation paper *An Open Scotland: Freedom of Information*. It was obvious that many of the issues raised in the Scottish Archives Policy document were also of fundamental importance to the efficient implementation of a Freedom of Information policy. The Council's response on FOI can be summarized as follows:

'Inefficiency in records management in many public bodies in Scotland will prove a major obstacle to the effective working of FOI unless public bodies are placed under a clear legal *obligation* to retain, organise, and preserve their records, and their performance is monitored by a central body.'

In particular, the Council noted that S. 2.14 of *Open Scotland*, required public bodies to produce records within a stipulated period, and S. 7.7, stated that poor records management could not be used as excuse for failing to retrieve information. These recommendations would hardly be workable given the poor state of many Scottish archives, from local authorities to NHS Trusts. The Council's views on the poverty of archive provision in many parts of Scotland were reinforced by a detailed report compiled by a large group of Scottish archivists: *An Archival Account of Scotland: Public and Private Sector Archive Services in Scotland*. The Council has also noted that its remarks concerning the inability of many Scottish public bodies to meet the demands for information required under FOI have been confirmed by other respondents to the consultation paper, including some of the public bodies themselves.

The SRAC also stressed in its response that no artificial distinction could be made between a 'current' and a historical record:

- (a) There cannot be an artificial distinction between current and 'historical' records, since FOI will apply to any record less than 30 years old, and custody may be the responsibility of either records managers or archivists.
- (b) Efficient records management requires a high degree of co-operation between managers of current records, and their ultimate custodians (archivists).
- (c) Decisions on records management and retention should be made under recognised principles, and by appropriately trained staff'

The SRAC believes that the *Open Scotland* consultation paper has clearly established the link between Freedom of Information and efficient records management, and makes the case for early archive legislation even more compelling.

## 3. Appointments to Public Bodies in Scotland

The Council was also asked to comment on the consultation paper on appointments to public bodies in Scotland, and did so in relation to its own activities. It noted that 'voluntary and unpaid citizens have an important part to play in monitoring the safekeeping of the records of Scotland and the work of the local authorities and professional archivists responsible for their preservation. However... the qualifications for this task require both interest and expertise in the subject: self selection by open advertisement, will not necessarily ensure an appropriate membership with relevant qualifications... There are many professional, educational, and voluntary bodies in Scotland, with a substantial membership, and an effort to canvass them more widely should produce a good range of nominations. Indication that nominations should be as balanced as possible should also help to widen representation.'

The SRAC believes that, given its requirements for interest and expertise in archival matters, an open invitation to suitable organisations and societies for membership nominations would assist in widening its membership.

#### 4. Museums, Libraries and Archives Council (MLAC: recently renamed Resource)

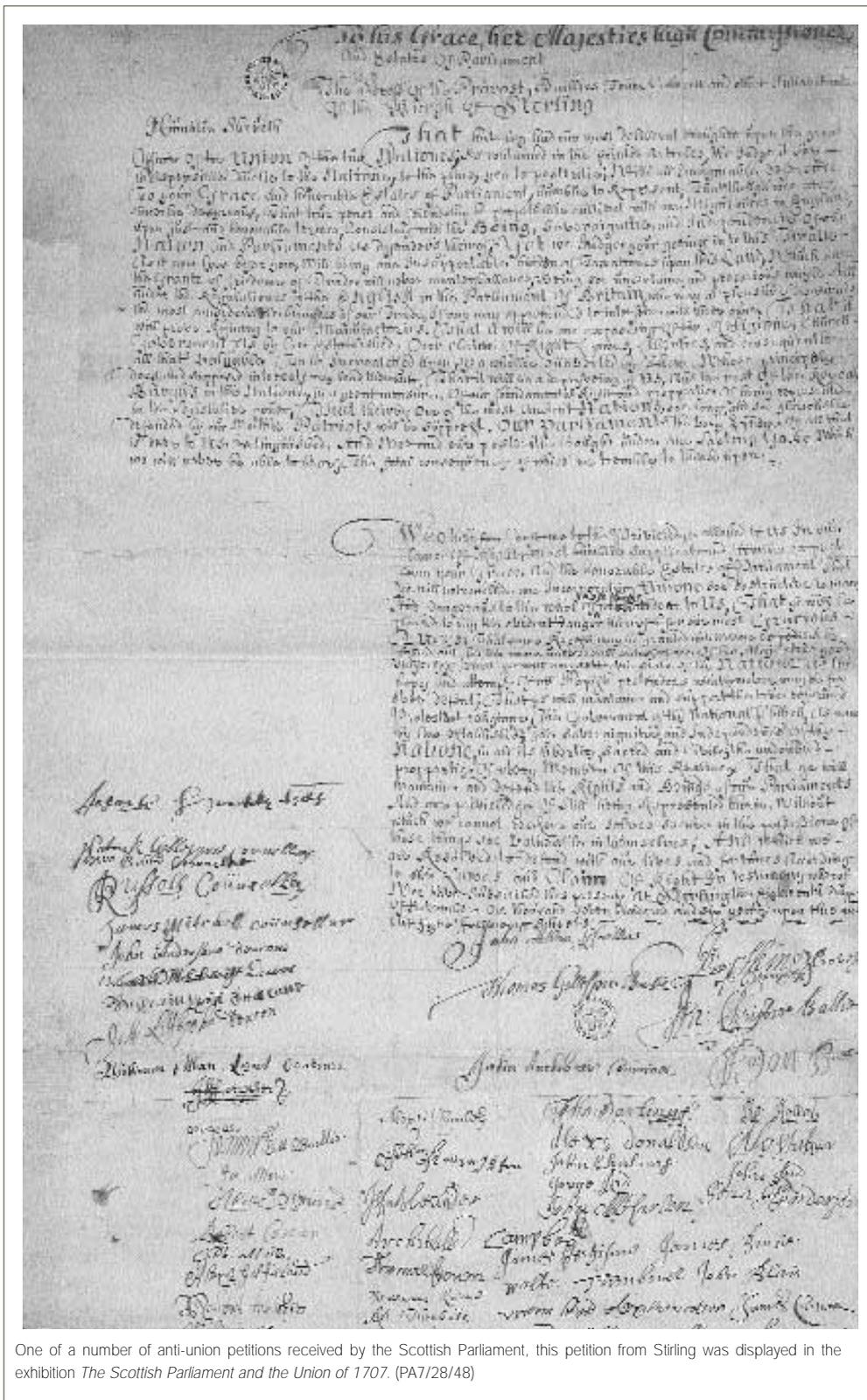
The Council has noted Resource's published account of its own remit. It is still unclear how far the activities of Resource will extend north of the border, and the Council hopes that this matter will be clarified as soon as possible. Given the poor state of many Scottish local archives, not always improved by local government reorganisation, the English model for regional resource forums might help to address some of the deficiencies.

#### 5. Other matters

The Council is grateful for the Keeper of the Records of Scotland, and to the Registrar General for Scotland for their regular accounts of developments within their jurisdictions.

The Council was particularly gratified at the extension of staffing within the NAS as a result of its new responsibilities towards the Scottish Parliament.

*Professor M A Crowther*  
Chair, on behalf of the Members



One of a number of anti-union petitions received by the Scottish Parliament, this petition from Stirling was displayed in the exhibition *The Scottish Parliament and the Union of 1707*. (PA7/28/48)

# Appendix 1

## Additions to the Archives

### REGISTERS OF SCOTLAND

Annual and statutory transmissions of records. All classes inventoried.

#### Chancery

C14	Quarter Seal records	1996-1999	1 piece
C15	Quarter Seal warrants	1996-1999	62 pieces

#### Diligence Registers

DI9	General Register of Inhibitions and Adjudications	1998-1999	85 pieces
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#### Register of Deeds

RD5	Register of Deeds	1999	5298 fiche
RD15	Warrants of Deeds	1999-2000	31302 pieces
RD23	Register of English and Irish Judgements	1998-1999	26 pieces
RD25	Certificates of judgements	1998-1999	1696 pieces

#### Register of Sasines

RS	Duplicate Plans	1996-1999	132 pieces
RS88-122	Register of Sasines	1998-1999	17316 fiche
RS193-227	Presentment Books	1998	35 pieces

### 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.

CS318 <sup>1</sup>	Concluded sequestration processes	1999	3056 pieces
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### SHERIFF COURTS

Transmissions under Public Records (Scotland) Act, 1937, section 2(10). All classes inventoried.

SC66	Falkirk Sheriff Court Adoption Register, 1966-1972. Adoption processes, 1966-1972.	1966-1972	11 pieces
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<sup>1</sup> CS318/142/3031 and CS318/142/3238 not present.

## JUSTICES OF THE PEACE COURTS

*Transmissions under District Courts (Scotland) Act, 1975, section 20. All classes inventoried.*

JP4 <sup>2</sup>	Midlothian Commissions of the Peace, 1791-1801, complaints, petitions and other process papers, 1708-1835*	1708-1835	5 pieces
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## UNITED KINGDOM DEPARTMENTS

*Transmissions under Public Records (Scotland) Act, 1937, section 5 (1) and Public Records Act 1958, section 3 (8). Except where otherwise stated, records prior to 1 January 1970 are open to public inspection. Other closure periods applying to transmissions are shown in square brackets. Extended closures applying only to parts of transmissions are marked \*. All classes inventoried.*

### Crown Estate Office

CR7	Leases and deeds	1979-1999	129 pieces
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### Inland Revenue (Scotland)

IRS18	Local taxation offices, miscellaneous records from File on general commissioners of income tax.	1928-1951	1 piece
IRS24	Controller Scotland Enforcement Section records Information leaflets	1995	1 piece

## SCOTTISH DEPARTMENTS

*The headings used in this section of the accessions list continue to be those by which Scottish Office departments were known between 1991 and the departmental reorganisation of 1995. Following the Scottish Office Senior Management review, which was implemented from October 1995, these titles were superseded and some responsibilities were transferred between departments as part of a general reorganisation. The names of the new departments and agencies carrying the general responsibilities outlined in each section are given in brackets. Details of the transfer of individual functions within and between departments are being added to the NAS's catalogues.*

*Transmissions under Public Records (Scotland) Act, 1937, section 5 (1). Except where otherwise stated, records prior to 1 January 1970 are open to public inspection. Other closure periods applying to transmissions are shown in square brackets. Extended closures applying only to parts of transmissions are marked \*. All classes inventoried*

### The Scottish Office Agriculture and Fisheries Department

*(Now The Scottish Office Agriculture, Environment and Fisheries Department, including some functions from the former Scottish Office Environment Department.)*

AF24	Fraserburgh Fishery Office records Volumes, files and loose items	1855-1986	360 pieces
AF46	Livestock products and agricultural marketing files	1961-1992	33 pieces
AF59	Agricultural labour, safety and wages files	1942-1945	2 pieces
AF60	Seed and plant health files	1972-1986	6 pieces
AF62	Fisheries files (main series)	1976-1987	11 pieces
AF70	Education, research and intelligence files	1929-1956	7 pieces
AF72	Animal health files	1973-1993	6 pieces
AF81	Crofting development files	1967-1985	4 pieces
AF82 <sup>3</sup>	Annual fishery reports	1809-1881	4 pieces
AF91	Published Statistics Booklet	1997	1 piece
AF94	Food Standards files	1987-1996	2 pieces

<sup>2</sup> \*All transferred from JP35.

<sup>3</sup> Rest of AF82 has been renumbered to accommodate these new accessions.

### The Scottish Office Environment Department

*(Now The Scottish Office Development Department with some functions passed to The Scottish Office Agriculture, Environment and Fisheries Department, the Scottish Environmental Protection Agency, and including Historic Scotland.)*

DD1	Establishment files, general	1975-1978	1 piece
DD4	Roads and bridges files	1959-1992	37 pieces
DD5	Local government files	1958-1991	86 pieces
DD6	Housing files	1944-1996	187 pieces
DD9	Industrial pollution files	1963-1995	58 pieces
DD12	Planning files	1966-1993	82 pieces
DD13	Environmental services and pollution files	1951-1991	9 pieces
DD17	Transport files	1958-1993	158 pieces
DD23	Historic buildings and tree preservation files	1966-1994	32 pieces
DD26	Departmental circulars	1991-1999	2 pieces
	Published booklets		
DD27	Ancient monuments case files	1963-1994	125 pieces
DD29	Ancient monuments policy files	1957-1990	12 pieces
	Published list		
DD32	Historic Buildings Council for Scotland files	1962-1994	45 pieces
DD34	Planning advice notes	1998-1999	7 pieces
	Published booklets		
DD35	Research service files	1968	4 pieces
DD37	Rural Environment and Nature Conservation files	1988-1995	77 pieces

### The Scottish Office Education Department

*(Now part of The Scottish Office Education and Industry Department with some functions passed to the Students Award Agency for Scotland)*

ED3	Museums and galleries files	1969-1985	3 pieces
ED4	Royal Scottish Museum files	1969-1985	2 pieces
ED5	National camps files	1964-1965	3 pieces
ED6	Libraries files	1967-1975	4 pieces
ED11	Child care files	1969-1978	1 piece
ED14	Legislation files	1969-1971	1 piece
ED26	Higher and formal further education files	1923-1990	36 pieces
ED27	Informal further education files	1964-1974	22 pieces
ED28	Special education files	1960-1985	11 pieces
ED39	Social and community services files	1968-1991	11 pieces
ED44	Departmental circulars	1990-1992	7 pieces
	Published circulars		
ED45	School Inspectorate files	1984-1986	3 pieces
ED48	Primary and secondary education files	1960-1993	38 pieces
ED50	Social Work Services Group circulars	1972-1974	4 pieces
ED51	Training and supply of teachers files	1968-1985	39 pieces
ED53	Teachers' salaries and conditions of service files	1968-1969	3 pieces
ED59	Published statistics	1997	12 pieces
ED60	Social Work Services Group published statistics	1996-1998	10 pieces
	Published booklets		
ED61	Arts files	1969-1981	4 pieces

### General Register Office, Scotland

GRO1	Registration Service: miscellaneous records Index to Registers of letters received. Index to Census Letter Register	1855-1990	163 pieces
GRO2	Examiners' Report Files	1966-1993	8 pieces
GRO3	Registration Districts and Registrars	1872-1979	61 pieces
GRO4	Establishment Branch files	1861-1968	35 pieces
GRO5	Registration Branch files	1851-1992	47 pieces
GRO6	Census Branch files	1861-1987	67 pieces
GRO8	Statistics and Computer Services Branches files	1967-1968	2 pieces

### The Scottish Office Home and Health Department

*(Now part of The Scottish Office Education and Industry Department)*

HH2	Local Government Board for Scotland miscellaneous records	1919	1 piece
HH3	National Insurance records	1920-1920	1 piece
HH8	Prisons: miscellaneous papers Register and letters Warrants for transfer of Prisoners.	1923	49 pieces
HH10	Local Government Board for Scotland annual reports	1894-1919	7 pieces
HH12	Prisons: miscellaneous volumes Minutes and notebooks. Poster, registers.	1902-1999	43 pieces
HH41	Legal and general files	1927-1998	307 pieces
HH43	Licensing files	1964-1988	32 pieces
HH48	Departmental circulars Police Circulars Management Executive Circulars	1991-1993	6 pieces
HH51	Civil defence files	1961-1993	12 pieces
HH54	Fire services general files	1970-1994	50 pieces
HH55	Police services general files	1927-1992	93 pieces
HH57	Prisons and borstal services general files Published reports	1953-1993	180 pieces
HH61	Local authority health services (health and welfare) files	1940-1983	17 pieces
HH64	Local authority health services (food and drugs) files	1968-1986	7 pieces
HH75	Scottish Board of Health Minutes	1919-1928	27 pieces
HH79 <sup>4</sup>	H.M. Inspector of Constabulary for Scotland	1901-1932	8 pieces
HH83	Court and legal services files	1899-1989	30 pieces
HH87	Prison Service Staff Registers	1893-1946	3 pieces
HH88	Prison Circulars and Standing Orders	1915-1971	15 pieces
HH91	Royal files	1888-1992	1096 pieces
HH96	Hospital Endowments Commission Cyclostyled copies.	1949-1955	2 pieces
HH97	Chief Scientist Organisation files	1972-1988	44 pieces
HH98	Scottish Health Service Planning Council secretariat files	1987-1988	2 pieces
HH99	Scottish Health Service Planning Unit files	1974-1984	5 pieces
HH101	National Health Service, administrative files	1963-1988	29 pieces
HH102	National Health Service, services files	1914-1993	66 pieces
HH103	National Health Service, staff files	1968-1971	11 pieces
HH104	National Health Service, specific diseases files	1985-1988	1 piece
HH105	National Health Service, finance files	1963-1978	2 pieces

<sup>4</sup> This is an incomplete series. We have HH79/44, 46,50, 56,57-63, 64 75.

### Scottish Courts Administration

SCA2	SCA Management, Organisation and Personnel files	1972-1994	21 pieces
SCA4	Central Courts, Organisation and Personnel files	1927-1983	5 pieces
SCA5 <sup>5</sup>	Sheriff Courts, Organisation and Personnel files	1962-1993	46 pieces
SCA7 <sup>6</sup>	Civil and Criminal Legal Policy files	1954-1996	83 pieces
SCA8	Relations With Outside Bodies	1965-1993	18 pieces
SCA9	Estates and Buildings files	1962-1992	17 pieces
SCA10	Training files	1968-1982	2 pieces
SCA11	Pay and Superannuation files	1920-1996	8 pieces
SCA12	Computer Services files	1984-1994	5 pieces

### The Scottish Office Industry Department

*(Now part of The Scottish Office Education and Industry Department)*

SEP1	North Sea oil policy files	1972-1986	19 pieces
SEP2	Exports files	1965-1994	62 pieces
SEP4	Regional industrial promotion and development files	1952-1994	183 pieces
SEP8	Enterprise and Employment files	1986-1990	11 pieces
SEP10	Economics and statistics files	1963-1989	57 pieces
SEP12	Highland development files	1964-1992	11 pieces
SEP13	Rural development files	1949-1974	101 pieces
SEP14	Energy files	1968-1999	7 pieces
SEP15	New towns files	1964-1994	44 pieces
SEP17	Scottish Economic Planning Board files	1964-1970	46 pieces

### The Scottish Office Central Services

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

SOE1	Manpower and organisation files	1968-1986	14 pieces
SOE5	Computer services files	1982-1988	7 pieces
SOE6	Finance files	1963-1993	210 pieces
SOE9	Devolution division files	1969	1 piece
SOE12	Scottish Information Office records	1970-1989	8 pieces
SOE13	Scottish Information Office factsheets Published sheets Printed sheets	1992-1993	9 pieces
SOE15	Circulars	1991-1999	1 piece
SOE16	Scottish Office Management Group files	1969-1986	12 pieces

### Scottish Record Office/National Archives of Scotland

SRO3	Reports on the records Keeper's Annual Report, 1998-1999.	1998-1999	1 piece
SRO10	Records on preparation of publications Keeper's Annual Report, 1998-1999 (3 copies): Exhibition Text: The Scottish Parliament and the Union of 1707(3 copies): 1999 Newsletter (3 copies): 1999 Education News (3 copies)	1998-1999	4 pieces
SRO16	Historical search permits and readers' applications	1991-1997	7 pieces
SRO32	Staff Directories	1996-2000	6 pieces

<sup>5</sup> Some files closed for 40, 75, 100 years.

<sup>6</sup> File SCA7/080 is closed for 75 years.

<b>STATUTORY BODIES CORPORATE</b>
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*Transmissions as per Scottish Departments.*

### Commissioners for Local Administration in Scotland

CLA1	Annual reports Annual reports, 1997-1998, 1998-1999.	1997-1999	2 pieces
CLA2	Investigation files	1993-1998	32 pieces
CLA5	Case files Case files numbers: 930001-940948.	1993-1997	38 pieces

### Scottish Council for Research in Education

CRE1	Minutes of meetings Board of Management	1998	1 piece
CRE2	Annual reports	1998-1999	1 piece
CRE3	Publications (SCRE) Newsletters no. 63, 64.	1998-1999	2 pieces

### Crofters Commission

CRO1	Minutes of meetings Signed minutes of meetings 1998	1998	1 piece
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### Forestry Commission

FC10	Annual reports of Forestry Commission, Forestry Commission (Scotland) and Scottish Conservancies	1996-1999	2 pieces
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### Highlands and Islands Enterprise

HIE1	Annual reports 8th report, 1998-1999	1998-1999	1 piece
HIE3	Board minutes	1998-1999	2 pieces
HIE6	Management Group minutes	1998-1999	2 pieces
HIE7	Management Group papers	1998-1999	15 pieces
HIE8	Grant and loan papers	1998-1999	2 pieces
HIE9	Publications the brief	1999-1999	2 pieces

### Industrial Tribunals (Scotland)

IT8	Health and Safety at Work appeal cases	1994-1995	10 pieces
IT9	Equal pay cases	1994-1995	3 pieces
IT10	Sex discrimination cases	1994-1995	3 pieces
IT11	Race relations cases	1994-1995	3 pieces

### Law Society of Scotland

LS1	Council and committee minute books Volumes	1995-1999	44 pieces
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**Rail Users Consultative Committee for Scotland**

RCC1	Rail Users Consultative Committee for Scotland Files, minute reports, photographs and plans	1949-1992	704 pieces
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**Royal Fine Art Commission for Scotland**

RF3	Minutes of meetings	1999-1999	10 pieces
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**Sea Fish Industry Authority**

SFI15	Annual reports and accounts	1997-1998	1 piece
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**The Scottish Higher Education Funding Council**

SHF17	Annual Reports	1997-1998	3 pieces
	Annual reports		
SHF2	Publications	1997-1998	4 pieces
	Miscellaneous publications.		
SHF4	Quality Assessment Reports	1997-1998	23 pieces
SHF5	Consultation Papers	1997-1998	6 pieces
	Various consultation papers.		
SHF6	Circular letters	1997-1998	11 pieces
	Numbered circular letters.		
SHF8	Agendas, minutes and papers for council meetings	1997-1998	17 pieces
SHF7	Information for institutions	1997-1998	2 pieces
	Information for institutions notes		

**Scottish Natural Heritage**

SNH10	Scottish Natural Heritage, recreation and access: policy files	1992-1998	5 pieces
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**BRITISH RAILWAYS BOARD****British Rail (Scotland)**

BR/CAL/4	Caledonian Railway Timetable for Queen Victoria's Royal Train, 20-21 May 1898.	1898	1 piece
BR/HOT/4	Hotels Executive 6 pieces		
	Miscellaneous records relating to British Transport Hotels in Scotland, 1967-c.1999.		
BR/RSR	BR (Scottish Region) Files concerning sales and purchases of railway land, 1966-1983.	1966-1983	193 pieces

**VALUATION AUTHORITIES****Council Tax registers**

*Transmissions under Lands valuation (Scotland) Act, 1854, sections 28 and 35, Local Government (Scotland) Act, 1975, schedule 6, paragraph 4, and Abolition of Domestic Rates (Scotland) Act, 1987, section 20 (1). Community charge registers are closed for 30 years; valuation rolls are open.*

CTA11	Ayrshire Valuation Joint Board Council Tax Valuation Lists with effect from 1/4/1999.	1999-2000	17 fiche
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<sup>7</sup> SHF1/3 Wanting.

CTA12	Borders Valuation Board Council Tax Valuation Lists with effect from 1/4/1999.	1999-2000	4 pieces
CTA13	Central Scotland Valuation Joint Board Council Tax Valuation Lists with effect from 1/4/1999.	1999-2000	9 pieces
CTA14 <sup>8</sup>	Dunbartonshire and Argyll and Bute Valuation Joint Board Council Tax Valuation Lists with effect from 1/4/1999.	1998-2000	14 pieces
CTA15	Dumfries and Galloway Valuation Board Council Tax Valuation Lists with effect from 1/4/1999.	1999-2000	15 fiche
CTA16	Fife Valuation Board Council Tax Valuation Lists with effect from 1/4/1999.	1999-2000	71 fiche
CTA17	Glasgow City Valuation Board Council Tax Valuation Lists with effect from 1/4/1999.	1999-2000	23 fiche
CTA18	Grampian Valuation Joint Board Council Tax Valuation Lists with effect from 1/4/1999.	1999-2000	11 pieces
CTA19	Highland and Western Isles Valuation Joint Board Council Tax Valuation Lists with effect from 1/4/1999.	1999-2000	34 pieces
CTA20	Lanarkshire Valuation Joint Board Council Tax Valuation Lists with effect from 1/4/1999.	1999-2000	26 fiche
CTA22	Orkney and Shetland Valuation Rolls Council Tax Valuation Lists with effect from 1/4/1999.	1999-2000	2 pieces
CTA23	Renfrewshire Valuation Joint Board Council Tax Valuation Lists with effect from 1/4/1999.	1999-2000	15 fiche
CTA24	Tayside Valuation Joint Board Council Tax Valuation Lists with effect from 1/4/1999.	1999-2000	32 pieces

### Valuation rolls

VR135 <sup>9</sup>	Ayrshire Valuation Joint Board Valuation Rolls with effect from 1/4/1999.	1999-2000	16 pieces
VR136	Borders Valuation Board Valuation Rolls with effect from 1/4/1999.	1999-2000	4 pieces
VR137	Central Scotland Valuation Joint Board Valuation Rolls with effect from 1/4/1999.	1999-2000	10 pieces
VR138 <sup>10</sup>	Dunbartonshire and Argyll and Bute Valuation Joint Board Valuation Rolls with effect from 1/4/1999.	1999-2000	86 pieces
VR139	Dumfries and Galloway Valuation Board Valuation Rolls with effect from 1/4/1999.	1999-2000	5 pieces
VR140 <sup>11</sup>	Fife Valuation Board Valuation Rolls with effect from 1/4/1999.	1999-2000	11 pieces
VR141 <sup>12</sup>	Glasgow City Valuation Board Valuation Rolls with effect from 1/4/1999.	1999-2000	85 pieces
VR142	Grampian Valuation Joint Board Valuation Rolls with effect from 1/4/1999.	1999-2000	11 pieces
VR143 <sup>13</sup>	Highland and Western Isles Valuation Joint Board Valuation Rolls with effect from 1/4/1999.	1999-2000	13 fiche
VR144 <sup>14</sup>	Lanarkshire Valuation Joint Board Valuation Rolls with effect from 1/4/1999.	1999-2000	141 pieces
VR145 <sup>15</sup>	Lothian Valuation Joint Board Valuation Rolls with effect from 1/4/1999.	1999-2000	48 pieces
VR146	Orkney and Shetland Valuation Joint Board Valuation Rolls with effect from 1/4/1999.	1999-2000	2 pieces

<sup>8</sup> These records consist of 1 volume and 13 fiche.

<sup>9</sup> These records consist of 1 volume, 15 fiche.

<sup>10</sup> These records consist of 3 volumes and 85 fiche.

<sup>11</sup> These records consist of 1 volume and 10 fiche (also 10 copies of fiche).

<sup>12</sup> 84 fiche and 1 volume.

<sup>13</sup> Master and copy fiche received.

<sup>14</sup> These records consist of 2 volumes and 139 fiche.

<sup>15</sup> These records consist of 1 volume and 47 fiche (master and copy fiche).

VR147 <sup>16</sup>	Renfrewshire Valuation Joint Board Valuation Rolls with effect from 1/4/1999.	1999-2000	84 pieces
VR148 <sup>17</sup>	Tayside Valuation Joint Board Valuation Rolls with effect from 1/4/1999.	1999-2000	97 pieces

## CHURCH RECORDS

CH1	Church of Scotland General Assembly Panel on Doctrine, minutes and papers, 1965-1993; Endowment Committee C of S, reports, 1862-1894; Highland Committee C of S, minutes, 1911-1929; Home Mission Committee, C of S, Women's Association for Home Missions, minutes, 1893-1910, reports, 1851-1906; Lending library minutes, 1929-1970, accounts, 1966-1970, roll of life members, 1930-1943, book register, 1932-1970; C of S Committee on publications, minutes, 1958-1987, correspondence, 1929-1949, accounts, 1929-1939, miscellaneous, 1930-1939. General Assembly Church of Scotland, miscellaneous papers, 1709, 1835-1920.	1709-1993	95 pieces
CH2	Synod, presbytery and kirk session records Abbey St. Bathans Kirk Session, transumpt of decret of modification of locality, 1735; Blairgowrie Brown Street Chapel, St. Mary's Kirk Session, accounts and other financial papers, 1838-1938, correspondence, 1878-1879, communion roll, 1933-1968, miscellanea, 1879-1911; Synod of the Borders, accounts, 1988-1999, agendas, 1989-1992, standing orders, 1973, correspondence, 1993; Boyndie Kirk Session, (Boyndie St. Breanden's) minutes 1698-1953, accounts, 1842-1992, registers, 1894-1945, communion roll, 1875-1986; Clydebank Kilbowie Kirk Session, minutes, 1904-1990, accounts, 1922-1964, registers, 1898-1989, communion rolls, 1912-1981; Duns Old Kirk Session, minutes, 1666-1967, accounts, 1931-1945, registers, 1878-1977, communion roll, 1903-1965; Edinburgh, Leith (St. Paul's), minutes 1881-1998, communion rolls 1933-1990, parish magazine, 1908-1987, proclamations, 1913-1977; Edinburgh, St. Mary's Kirk Session, chronology of church, 1999; Forfar, St. Jame's Kirk Session, minutes, 1836-1977, managers' minutes, 1830-1977; Gamrie Kirk Session, minutes, 1960-1992, accounts, 1958-1992, registers, 1869-1992, communion rolls, 1953-1992; Presbytery of Hamilton, [1846 or post]; Helensburgh St. Brides Kirk Session, minutes, 1903-1910, funeral register, 1908-1960, communion roll, 1956-1961, miscellaneous records, 1974; Irvine Old Kirk Session, minutes, 1709-1952, accounts, cashbooks, and bankbooks, 1763-1917, collections, 1856-1944, letterbooks, 1887-1931, proclamations register, 1852-1864, baptismal and proclamation registers, 1887-1983, proclamation certificates, 1898-1922, communion arrangements, 1870-1929, communion rolls, 1890-1929, miscellanea, 1902-1987; Presbytery of Jedburgh, minutes, 1981-1983, visitation schedules, 1982-1988; Kilbirnie Kirk Session, minutes, 1843-1978, registers 1855-1925; Langton Kirk Session, minutes, 1827-1950, accounts, 1796-1971, registers, 1855-1949, communion roll, 1844-1950; Linwood Kirk Session, managers' minutes, 1859-1952, congregational board minutes, 1965-1977, cashbooks, 1858-1908, accounts,	1666-1999	500 pieces

<sup>16</sup> These records consist of 1 piece and 83 fiche.

<sup>17</sup> These records consist of 3 volumes and 94 fiche.

	1910-1938, communion rolls, 1863-1947; Synod of Merse and Tenviotdale, schoolmasters' salaries, 1742-1795, minutes, 1949-1989, accounts, 1929-1978; Penicuik, St. Mungo's Kirk Session, testimonials, 1681-1683; Polwarth Kirk Session, minutes, 1828-1950, communion roll, 1926-1945, accounts, 1807-1950; Saltcoats, St. Cuthbert's Kirk Session distribution of poor alms, 1751-1772, registers, 1910-1978, communion rolls, 1914-1972; Walston Kirk Session, communion rolls, 1834-1904; Yester Kirk Session, communion roll, 1886.		
CH3	Former Secession and Free Church records UF church reports, 1928-1929; UP Church Home Mission Board, minutes, 1884-1885; proceedings, 1896-1897. Free Church, UF Home Mission committee (C of S Home Board), minutes, 1896-1897; Women's Home Mission report, 1923-1929; Free, UF church reports, 1928-1929; Ladies' Highland Association Free church, UF, C of S: minutes, 1851-1927; reports, 1854-1949; Free, UF Church Committee on Publications and Records: minutes, 1844-1948; accounts, 1891-1929; miscellaneous records, 1907-1920; Foreign Missions Library Committee, UF Church, minutes, 1903-1920; Free, UF church reports, 1928-1929; Banff Free Kirk Session, baptismal register, 1844-1850; Boyndie Free, UF, Boyndie Trinity C of S, Kirk Session minutes, 1907-1948, accounts, 1843-1947, registers, 1868-1897, communion rolls, 1888-1949; Clydebank Union Free, UF, C of S, Kirk Session minutes, 1875-1990, accounts, 1949-1976; Crossgates UP, UF, C of S minutes, 1906-1949; Duns Boston Free, UF, C of S, accounts, 1951-1952, communion roll, 1939-1953, miscellaneous records, 1908; Duns South, Relief, UP, UF, C of S, Kirk Session minutes, 1800-1976, accounts, 1845-1960, communion roll, 1851-1872, registers, 1932-1978; Duns West, Burgher, UP, Kirk Session minutes, 1863-1895; Presbytery of Edinburgh UP, Free Church, UF, Manse Fund Committee minutes, 1894-1908; Edinburgh (Broughton Place) United Associate Congregation, UP, UF, C of S, minutes of vacancy committee, 1961; Forfar Associate congregation [Antiburgher], UP, South UF, minutes, 1811-1919, managers' minutes, 1804-1919, baptismal register, 1904-1915; Forfar, First Free, West UF and C of S, Kirk Session minutes, 1843-1977, managers' minutes, 1843-1977, parish roll and communicants, 1839-1854; Langton Free, UF, minutes, 1850-1935, accounts, 1866-1925, baptismal register, 1849-1924, communion rolls, 1844-1927, correspondence, 1932-1946; Penicuik North, managers' minutes, 1946-1972; Saltcoats South Beach Free, UF, C of S, Kirk Session minutes, 1898-1964, communion roll, 1899-1965, proclamation registers, 1932-1964; Skene Free Church, UF, C of S Lochside, deacons' minutes, 1886-1939; Torrance Free, UF, C of S, Kirk Session minutes, 1909-1961.	1800-1990	177 pieces
CH11	Wesleyan Methodist Church Edinburgh WM Circuit, directories, 1911-1919, education and youth committee minutes, 1951-1976. Edinburgh, Nicolson Square WM church, register of members, 1967-1974, miscellanea, 1924-1990 Edinburgh and Forth Circuit, meeting minutes, 1985-1992, education and youth committee minutes and other papers, 1972-1994; Edinburgh Mission WM circuit, educational youth committee minutes, 1944-1985, accreditation certificates, 1974 [or circa].	1911-1994	20 pieces

## OTHER TRANSMISSIONS

### Committees and Commissions

COM25	Committee on Standards in Public Life (Sixth Report) (Neill Committee) 1999	1 piece
	Committee of Standards in Public Life (Sixth Report) (Neill Committee), consultation paper	

### Heritors Records

HR	Heritors' Records	1879-1936	31 pieces
	Kilbirnie heritors, scroll minutes, 1878-1928, legal documents, 1903-1930, estimates for building work, 1891-1936, correspondence, 1903-1930, vouchers, 1883-1930, list of heritors, 1907-1924; Knockando Heritors inventory of documents, 1936.		

## GIFTS AND DEPOSITS

GD1/787	Kinloch of Gourdie, 1780-1900 (3). D. Letters relating to the history of the family.
GD1/1223	Dunlop Family Album and Papers, c1920-1986*. G. Album of family histories, photographs, engravings etc. with correspondence and papers.
GD1/1225	United Presbyterian Church papers, 1905-1946*. G. Papers relating to U.P. ministers and congregations.
GD1/1226	Presbyterian Church papers, 1805-1881*. G. Printed material re Presbyterian and Free Churches of Scotland.
GD1/1227	Douglas and Morton charters, [1384x1388]-1575*. G. Charters of lands in North Berwick and the barony of Renfrew.
GD1/1228	Clapperton family papers, including Great War material, 1886-1966*. G. Family letters and papers, newspapers, photographs, and an album.
GD1/1229	Booklet re. hydro-electricity project of Basil Pilkington, 1929*. G. Typescript booklet with b/w snapshots re progress of project at Flodigarry, Isle of Skye.
GD1/1233	Miscellaneous Records; ex Canongate Kirk Records*. D. Miscellaneous letters, 1641-1850, including a letter, 1641, about the trial of Thomas Wentworth, 1st Earl of Strafford.
GD1/1246	Edinburgh Gas Company*. G. Letter book, 1823-1829.
GD1/1247	Agreement between the Archivists of the countries of the former Yugoslavia, Dubrovnik, 4 November 1999*. G.
GD1/1251	National Vigilance Association of Scotland*. D. National Vigilance Association of Scotland, minute book and adoption registers, 1956-1975.
GD2	British Records Association*. G. Miscellaneous papers, including letters, genealogies and legal documents, 1636-1930.
GD236	Dundas and Wilson, CS, 1669-1912*. D. Charter relating to the lands of Inverquhar, 1669, in favour of Sir David Ogilvie; marriage agreement between John MacDonald and Margaret Mary Potts-Chatto; records relating to Henderson Island Limited.
GD254	Lindsay of Dowhill, 1896-1999 (39). D. Copies of genealogical papers.
GD284	James Bertram and Son Ltd, papermill engineers, Leith. D. Apprenticeship and staff registers, 1924-1972, list of papermaking machines, n.d.
GD412	Scottish Commercial Travellers' Association, Edinburgh and Leith Branch, 1957-1996*. D. Minute Book of Edinburgh and Leith Branch, 1964-1980, Cash Book, 1967-1980, registers of members, 1958-1990, conference programmes, 1975-1979, menus of conference dinners, 1969-1996.

## MAPS AND PLANS

RHP79487-79488	Farm boundary and land classifications plans of West Lothian and Roxburgh-shire, 1944-1954 (ex AF).
RHP79489-79582	Farm boundaries and types of farming, various counties, 1944-1954 (ex AF).
RHP98178-98184	Official railway maps of British Isles, 1912-1933 (ex BR).
RHP97829-98173	Architectural plans of Luffness House, 1796-1958 (ex GD364).
RHP98174-98177	Architectural plans of Haystoun Farmhouse and Steading, 1919(ex GD34).
RHP98186-98400	Sketch Plans of Grant (later Seafield) Estates farms, Inverness-shire and Moray-shire, 1767-1770 (ex GD248).
RHP98401	Plan of Pavilion house, near Melrose, showing locus of shooting, 1829 (ex JC).
RHP98402	Plan of land classification of Aberdeen, 1944-1954 (ex AF).
RHP98403	Architectural plan and drawing of printing office, Old Stamp Close, Edinburgh, 1840 (ex JC).
RHP98404	Estate of Gart, Perthshire, 1839 (ex GD160).

## MICROFILM

RH4	Microfilm, material other than in SRO Genealogies of the Patersons, Mounseys, Rogersons, Grahams and other families c.1880.
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## OBJECTS

RH19 <sup>18</sup>	Objects found in processes and elsewhere Copper plate showing launch party at bow of an unidentified ship. Genealogical Society of Utah Centenary Medal, 1894-1994. Canadian Independence Centenary medal with portrait of George Brown (1818-1880), Canadian politician, probably from 1967.
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## DONORS AND DEPOSITORS

The following gifts and deposits of records are gratefully acknowledged. Fuller details will be found under the class references cited.

James Bertram and Son Ltd: apprenticeship and staff registers (GD284 add.)  
British Records Association: miscellaneous papers (GD2 add.)  
Miss M Y Collins: Dunlop family papers (GD1/1223)  
William R M Cowie, WS: Douglas and Morton charters (GD1/1227)  
Dundas and Wilson, CS: miscellaneous papers (GD236 add.)  
Fife Museums: Edinburgh Gas Light Company letters (GD1/1246)  
GROS: National Vigilance Association of Scotland papers (GD1/1251)  
Mr Colin Kinloch: Kinloch of Gourdie papers (GD1/787 add.)  
Sir Ronald Lindsay: Lindsay of Dowhill papers (GD254 add.)  
Mrs I Richards: Clapperton family papers (GD1/1228)  
Scottish Commercial Travellers' Association: miscellaneous records (GD412, add.)  
Mr G S Williams: booklets on hydro-electricity (GD1/1229)

<sup>18</sup> No known date for first item.

# Appendix 2

## Research Topics

Statistics of readers issued with permits for literary and historical searches in the Historical and West Search Rooms during 1999/2000 and their subjects of research, with figures for 1998/1999 in brackets.

### Readers

Total permits issued, 1857 (1934)

### Domicile

Scotland 1068 (1196); rest of United Kingdom, 351 (360): England 336 (345); Northern Ireland 8 (5); Wales 7 (11)

Other countries, 336 (378): including, United States of America, 148 (184); Australia 79 (72); Canada 61 (54); New Zealand 23 (29)

Analysis of Research Subjects								
	To 1500	1501-1700	1701-1800	1801-1900	1900-	Unspecified	Total	1998-9
Politics and Administration	7	16	10	12	28	9	82	84
Economic and Social	1	21	31	56	46	24	179	190
Local History	7	31	45	81	34	75	273	249
Biographical Studies	0	2	0	3	1	8	14	22
Church History	0	10	9	16	7	15	57	68
Education	0	0	1	2	3	1	7	11
Communications	0	3	1	12	21	4	41	33
Legal Studies	1	3	2	3	2	8	19	20
Military and Naval	0	2	6	5	1	5	19	20
Literary Studies	1	4	1	1	1	3	11	16
Art	0	6	12	17	1	3	39	31
Architecture	0	5	10	22	5	13	55	83
Biography	0	11	10	16	6	2	45	64
Genealogy	5	57	166	464	119	159	970	989
Foreign and Overseas	0	1	0	0	0	0	1	5
Other Topics	2	4	6	9	9	11	45	49
<b>Total</b>	<b>24</b>	<b>176</b>	<b>310</b>	<b>719</b>	<b>284</b>	<b>340</b>	<b>1857</b>	
1998/1999	37	176	389	738	245	349		1934

# Appendix 3

## Search Room Productions

Record group	Ref	HSR	WSR	LSR	Total
Admiralty Court	AC	3	151	0	154
Lord Advocate	AD	11	443	0	454
Agriculture & Fisheries	AF	6	416	0	422
Assessor of Public Undertakings	APU	0	3	0	3
Burgh records	B	824	5	2572	3401
British Railways	BR	6	1161	0	1167
Board of Trade	BT	3	263	256	522
British Waterways	BW	0	6	0	6
Chancery	C	223	28	58	309
National Air Traffic Services	CAA	0	1	0	1
Cabinet Office	CAB	0	19	0	19
British Coal	CB	1	94	0	95
Commissary Courts	CC	2284	28	0	2312
Customs & Excise	CE	60	169	0	229
Church Records	CH	4870	16	0	4886
Commissioner for Local Administration in Scotland	CLA	0	5	0	5
Central Midwives' Board for Scotland	CMB	0	35	0	35
County Councils	CO	0	36	0	36
Crown Estates	CR	0	105	0	105
Court of Session	CS	871	1714	77	2662
District Councils	DC	0	7	0	7
Development Department	DD	18	330	0	348
Diligence	DI	216	7	162	385
Exchequer	E	1331	92	0	1423
Education Department	ED	0	194	0	194
Forestry Commission	FC	1	140	0	141
Friendly Societies	FS	2	25	0	27
British Gas	GB	0	8	0	8
Gifts and Deposits <sup>19</sup>	GD	9627	635	0	10262
General Medical Council	GMC	1	4	0	5
General Nursing Council	GNC	0	11	0	11
General Register Office	GRO	0	84	0	84
Highland Destitution	HD	0	76	0	76
Highlands and Islands Development Board	HDB	0	12	0	12
Home & Health Department	HH	30	730	0	760
Herring Industry Board	HIB	0	2	0	2
Heritors	HR	350	10	0	360
Inland Revenue	IRS	43	184	0	227
Justiciary Court	JC	212	1067	0	1279
Justices of the Peace	JP	0	44	0	44
Limbo Files	L	0	22	0	22
Land Court	LC	0	447	0	447
Mental Welfare Commission	MC	26	75	0	101

Ministry of Defence	MD	2	0	0	2
Ministry of Health	MH	6	0	0	6
Ministry of Transport	MT	0	3	0	3
Ministry of Works	MW	0	100	0	100
National Galleries	NG	1	99	0	100
Northern Lighthouse Commission	NLC	10	97	0	107
Notarial Records	NP	55	0	0	55
National Savings Committee	NSC	0	7	0	7
Ordnance Survey	OS	0	1	0	1
Parliament	PA	309	0	0	309
Peers' Elections	PE	14	0	0	14
Privy Council	PC	82	0	0	82
Post Office	PO	0	11	0	11
Privy Seal	PS	80	2	0	82
Pensions Appeal Tribunals (Scotland)	PT	0	1	0	1
Register of Deeds	RD	1951	7	5764	7722
Royal Fine Art Commission					
for Scotland	RF	0	4	0	4
Register House Series	RH	1213	86	0	1299
Register House Plans	RHP	56	2060	0	2116
Register of Sasines	RS	2610	0	115252	117862
Register of Tailzies	RT	21	0	0	21
Sheriff Courts	SC	6471	1528	1249	9248
Industry Department	SEP	2	122	0	124
Signet Office	SIG	30	0	0	30
Scottish Natural Heritage	SNH	0	13	0	13
Scottish Office Central Services	SOE	0	20	0	20
State Papers	SP	68	0	0	68
Scottish Record Office	SRO	90	0	0	90
Teind Court	TE	23	0	0	23
Valuation Rolls	VR	994	0	420	1414
White Fish Authority	WFA	0	2	0	2
Temporary Deposits	TD	3	552	0	555
<b>Sub Total:</b>		<b>35110</b>	<b>13619</b>	<b>125810</b>	<b>174539</b>
Registration of Title		0	0	17393	17393
<b>Total</b>		<b>35110</b>	<b>13619</b>	<b>143203</b>	<b>191932</b>
(1998-1999)		37156	12323	135737	185216

<sup>19</sup> Including Buccleuch (GD224), 648; Breadalbane (GD112), 602; Miscellaneous Collections (GD1), 533; Seafield (GD248), 429; Lothian (GD40), 419; Clerk of Penicuik (GD18), 367; Hamilton (GD406), 304; Maclaime of Lochbuie (GD174), 282; Leven and Melville (GD26), 274; Carnegie (United Kingdom) Trust (GD281), 258; Mar and Kellie (GD124), 247; Montrose (GD220), 240; Dalhousie (GD45), 190; Gordon Castle (GD44), 189; Seaforth (GD46), 159; British Fisheries Society (GD9), 130; Carron Company (GD58), 123.

# Appendix 4

## Catalogues & Indexes

The following catalogues in the Gifts and Deposits series have been added to the electronic catalogue.

GD3	Eglinton (addit.)
GD71	Monro of Allan (addit.)
GD77	Fergusson of Craigarroch
GD84	Reay
GD92	Macdonald of Sanda
GD105	Fetteresso
GD270	Scottish Agricultural Industries
GD274	Stuart & Stuart (addit.)
GD347	Sutherland of Rearquhar
GD363	Dickson of Hartree and Kilbucho

## CATALOGUES AND LISTS COMPLETED OR IN PROGRESS

### Gifts and Deposits:

Accessions that came in during the year and were catalogued before the end of the year are marked with asterisks in Appendix 1 above. Work was also in progress cataloguing the following collections or in improving old lists: Collins family, Dalmuir (GD177); Seafield (GD248); Scottish Horticultural Research Institute, Invergowrie (GD449).

### Upper Clyde Shipbuilders:

Work continued in cataloguing negative photographs (glass plates) of ship construction in Clydebank Shipyard (UCS1/18). 2244 plates were listed this year. The catalogue is in the form of a database.

# Appendix 5

## Representation

During 1999 – 2000 the National Archives of Scotland was officially represented on the following bodies:

### International

Council Of Europe Working Group on access to Official Information  
European Archive Network (Project Co-ordinator)  
International Conference of the Round Table on Archives  
International Council on Archives (Deputy Secretary General and Executive Committee); Committee on Automation;  
Committee on Archive Buildings and Equipment (Chair); Working group on Terminology (Secretary); Commonwealth Archivists Association; European Board (Secretary); Project Group on Protection of Archives in the Event of Armed Conflict or Other Disasters (Chair).  
World Bank Archives Advisory Committee

### United Kingdom

Advisory Council on the Export of Works of Art  
AHDS study on Preservation Management of Digital Materials (corresponding member)  
Association for Manuscripts and Archives in Research Collections  
British and Irish Committee for Map Information and Catalogue Systems  
British Automated Catalogue of Seals Committee  
British Records Association  
British Standards Institute: Records Management Sub-committee  
Data Archiving Association  
Historical Manuscripts Commission: Standard for Record Repositories  
Ministry of Transport Planning Group for Railway Heritage  
National Council on Archives: Networking Policy Committee  
Public Services Quality Group Working Group  
Railway Heritage Committee and its Records Sub-committee  
Records Management Society  
Society of Archivists: Accreditation Panel; Archives in Education Committee; Information Technology Panel; Legislation Panel (Convener); Archivists in Scottish Local Authorities Working group (ASLAWG); Conservation Accreditation Committee; Membership Services Board; Preservation and Conservation Group Membership and Registration Panel; Professional Development; Membership Services Panel Working Group; Scottish Region Training Group; Tutor for the Archive Conservation and preservation module of the Society of Archivists Diploma in Archive Administration.  
Standing Conference on Museums and Archives  
UK Preservation Administrators Panel (National Preservation Office)

### Scottish

Business Archives Council of Scotland  
Lothian Health Services Archive Steering Group and Advisory Committee  
Railway Heritage Scottish Sub-committee  
Royal Incorporation of Architects in Scotland: Architectural Drawings Working Group  
Scottish Architects' Papers Preservation Project (Advisory and Management Groups)  
Scottish Cultural Heritage Forum

Scottish History Society (Council)  
Scottish Industrial Archaeology Panel  
Scottish Office Steering Group for review of future systems for document storage and retrieval  
Scottish Oral History Group (Secretary)  
Scottish Record Society (Council)  
Scottish Records Association (Secretary)  
Scottish Society for Conservation and Restoration  
Scottish Working Peoples History Trust  
Stair Society (Council)  
Scottish Universities Special Collections and Archives Group

# Appendix 6

## National Register of Archives (Scotland)

### List of Surveys

The following list, which is arranged in accession order, gives brief details of all surveys added to the Register from April 1999 to March 2000. 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

**1750. MacLean family, of Balnaboth, Kirriemuir, Angus.** Legal and estate papers relating to Clova, Glenprosen and other lands in Angus, 1470-1952; titles, 1470-1932; rentals, tacks and leases, 17th cent-1937; accounts, 1761-1931; Ogilvy family and estate correspondence, 1726-1923; photograph albums, 1870s-1940s, mostly family and estate subjects, but also including European, Indian and African views. *Replaces No.145. (Archivist, Dundee University.) 22 pages.*

**3782. History Research Centre, Falkirk Museums.** Personal and family papers. Includes: Burns family, writers, Falkirk, private correspondence and business papers, 1789-1912; Dewar family, 1897-1953, mostly programmes etc concerning the musical career of Evelyn Margaret Dewar (1913-1991); Forbes of Callendar family, estate papers, 1663-1923; Robert Porteous, local history collection, 1834-1972; James Johnston, Falkirk notebooks, 1840s-50s; Loudon family, ephemera, 1834-1986; Mackay family, miscellaneous papers, c.1890-1939, including shipbuilding notes, c.1890-1907; Martin family, 1892-1981, including legal papers relating to Millfield Dairy, Polmont, and Bowtrees farm; John Mackay, notebooks on china ingredients, early 20th century; John Moodie, accounts with the co-operative society, Stenhousemuir, 1893-98; Neilson family, photographs of Allan family, 1845, songs by William Neilson, 1887-88. *(Archivist, Falkirk Museums.) 127 pages.*

**3783. History Research Centre, Falkirk Museums.** Local organisations, churches, clubs and associations. Includes: Amalgamated Union of Engineering Workers (Foundry Section): minutes, 1940-42, membership records, 1879-1938, accounts, 1930-39; Bo'ness Football Club: accounts, 1909-21; Bo'ness & Grangemouth Archaeological Society: minutes, 1974-77; Denny & Dunipace & District Canine Club: minutes, 1927-30; Denny Leslie Park Curling Club: minutes, 1856-1986; Falkirk & District Primary Schools Football Association: minutes, 1925-84; Falkirk Burgh Merchants' Association: minutes, 1915-30, press cuttings, 1894-1955; Falkirk Curling Club: minutes, 1816-1978, accounts, 1886-1939; Falkirk Fishing Club: minutes, 1909-35; Falkirk Recruiting Officer: correspondence, 1917; Falkirk Weavers' Society: minutes, 1793-1853; Falkirk Women Citizens' Association: minutes, 1921-61; Falkirk YMCA: minutes, 1854-1952, accounts, 1980-83, correspondence, 1879-96; Institute of Petroleum Scottish Branch: minutes, 1970-79; correspondence, 1963-87; National Union of Sheet Metal Workers & Boilermakers (Falkirk branch): minutes, 1943-52, accounts, 1943-61; Redding Pit Disaster Relief Fund: accounts, 1923-24; Stirlingshire and District Christian Union: minutes, 1920-87, annual reports, 1923-83; Stirling County Women's Bowling Association: minutes, 1975-88, accounts, 1962-86; Scottish Central Football League: minutes, 1909-11; Westquarter & Polmont Curling Club: minutes, 1853-72; Rose of Grange Lodge of Free Gardeners Friendly Society: membership roll, 1905-08. *(Archivist, Falkirk Museums.) 89 pages.*

**3784. History Research Centre, Falkirk Museums.** Business collections. Includes: J Baird & Co (Falkirk) Ltd: sawmill day books, 1951-76, order books, 1950-77, quotation books, 1934-56, wages books, 1955-78; Bo'ness Iron Company: catalogues, 19th-20th century; Broomside Foundry (1922) Ltd: minutes, 1922-49; Carron Company: staff pay books, 1883-1923, invoices etc, 1790-92, catalogues, 19th & 20th century; Castlaurie Ironworks: staff record book, 1884-1956; Cruickshank & Co: minutes, 1901-44, accounts, 1900-74, correspondence, 1902-52, leaflets, 20th century; Grahamston Iron Company: minutes, 1914-91, annual reports, 1970-90, accounts, 1880-1991; Grangemouth

Co-operative Society: minutes, 1904-64; Grangemouth Gas Company: minutes, 1890-1907, shareholders' records, 1836-90; Grangemouth Dockyard Company: order books, 1940-56, job sketches, specifications etc, 1937-56, repairs, 1938-51, stock books, 1937-63, general arrangements, 1920-64; Falkirk Gas Commissioners: letterbook, 1895-97, accounts, 1902-04; P & M Hurl Ltd: statutory reports under Mines & Quarries Act, 1954, 1960-81, technical plans, 20th century; Lane & Girvan Ltd: minutes, 1919-29, accounts, 20th century, wages, 1937-38, advertising material, 1939-60s; Larbert Co-operative Society: plans, c.1900; Leith, Hull & Hamburg Steamship Company: ships' manifests, 1867-69; James Ross & Co: correspondence, 1882-85, legal papers, 1888-1920; Scottish Co-op Wholesale Society Ltd: plans of premises, 1908-26; Kerse estates: accounts, 1834; Larbert Station Hotel: register, 1927-78; Stirling District Mental Hospital, Larbert: plans, 1937-47. (*Archivist, Falkirk Museums.*) 215 pages.

**3785. Maconochie-Welwood family, of Kirknewton, Midlothian, and of Garvock, Fife.** Legal and estate papers relating to Pitliver and Garvock in Dunfermline, Fife, 1785-1893, and Meadowbank in Midlothian, including leases, plans, reports etc; estate papers relating to Commieston, Montrose, Angus, 1894-1939, and Dudhope, Dundee, 1792-c.1903, including plans of farm buildings. 5 pages.

**3786. Strathclyde University Archives.** Jaqueline Tyrwhitt (1905-1983), landscape architect and town planner. Notes and correspondence on town planning, sociology and Tyrwhitt's biography of Geddes, c.1895-1971, including correspondence and papers of Sir Patrick Geddes (1854-1932), c.1895-c.1932: draft papers and lecture notes by or relating to Geddes, c.1918-c.1960; syllabuses and programmes for lectures given by Geddes and for Edinburgh summer meetings, 1892-1906; published material, including books, reports and pamphlets, 1881-1951; and visual material, including diagrams and glass slides, n.d. (*Archivist, Strathclyde University.*) 25 pages.

**3787. Edinburgh City Archives.** Robert Cresser, brush manufacturer, Edinburgh. Sales ledgers, 1940-83; day books, 1942-80; balance sheets, 1940-45. (*Archivist, Edinburgh City.*) 8 pages.

**3788. North Lanarkshire Archives.** Colts family, of Gartsherrie, Old Monkland, Lanarkshire. Titles deeds, etc 1841-1936; estate plans, 1829-1902. (*Archivist, North Lanarkshire.*) 4 pages.

**3789. Edinburgh City Archives.** Lyon and Turnbull Ltd, auctioneers and valuers, Edinburgh. Minutes, 1924-79; accounts, 1884-1986; store books, 1908-72; sale catalogues, 1851-1987; survey books, 1918-83. (*Archivist, Edinburgh City.*) 26 pages.

**3790. Edinburgh City Archives.** Incorporated Trades of the Canongate, Edinburgh. Baxters: minutes, 1561-1838; weavers: minutes, 1610-1713, seals of cause and other writs, 1607-1865, accounts, 1787-1859; wrights and coopers: minutes, 1645-1750; convenery: minutes, 1817-56. (*Archivist, Edinburgh City.*) 6 pages.

**3791. South Lanarkshire Archives.** Keith & Patrick, solicitors, Hamilton, Lanarkshire. Letters received, 1869-1919; blotters/day books, 1841-1941; diaries, 1871-1937, business and legal records, 1548-1933. (*Archivist, South Lanarkshire.*) 36 pages.

**3792. South Lanarkshire Archives.** George Taylor & Co (Hamilton) Ltd, Hamilton, Lanarkshire. Day books, 1924-60; cash books, 1924-44; invoice books, 1923-43. (*Archivist, South Lanarkshire.*) 4 pages.

**3793. South Lanarkshire Archives.** Kirkfieldbank & District Public Hall & Miners' Welfare Institute. Minutes, 1934-50. (*Archivist, South Lanarkshire.*) 2 pages.

**3794. South Lanarkshire Archives.** Jubilee Public Hall Trust, Lesmahagow, South Lanarkshire. Minutes, 1888-1950; accounts, 1898-1950. (*Archivist, South Lanarkshire.*) 3 pages.

**3795. South Lanarkshire Archives.** Lanarkshire Association for Nurses, Lanarkshire. Minutes, annual reports and accounts, 1897-1969 (*Archivist, South Lanarkshire.*) 3 pages.

**3796. South Lanarkshire Archives.** Coulter Parish Library & Public Reading Room, South Lanarkshire. Minutes, 1838-1930; accounts, 1838-1930; membership records, 1864-74. (*Archivist, South Lanarkshire.*) 3 pages.

- 3797. North Lanarkshire Archives.** Airdrie Bowling Club, North Lanarkshire. Minutes, 1852-1988; match records, 1866-1964; accounts, 1852-1952. (*Archivist, North Lanarkshire.*) 2 pages.
- 3798. North Lanarkshire Archives.** Coatbridge College, Coatbridge, North Lanarkshire. Student enrolments, 1905-55; class registers' indexes, 1908-45; student marks registers, 1914-41; timetable, 1956-60; correspondence, 1955-57. (*Archivist, North Lanarkshire.*) 11 pages.
- 3799. North Lanarkshire Archives.** Rosemary Marshall (b.1931). Album containing family photographs, certificates, press cuttings, including material from her time at [? Airdrie] Academy and Glasgow University, 1885-1959. (*Archivist, North Lanarkshire.*) 2 pages.
- 3800. North Lanarkshire Archives.** Cumbernauld estate, North Lanarkshire. Title deeds, 1706-55; maps and plans, c.1826-1911, including plan of Cumbernauld House, c.1860-1911. (*Archivist, North Lanarkshire.*) 6 pages.
- 3801. Dumfries and Galloway Archives.** Leslie Thyer (1914-1997), scientist, British Railways Board. Research notes, photographs, diagrams, reports and articles relating to his research on acoustics and the nuisance value of noise, and on the projection of light, 1964-90. (*Archivist, Dumfries & Galloway.*) 3 pages
- 3802. Dumfries and Galloway Archives.** H Samuels' collection, Dumfries. Miscellaneous legal papers and accounts found during alterations to shop, 1805-79, some relating to William S Hogg, draper, Dumfries, 1865-79. (*Archivist, Dumfries & Galloway.*) 2 pages.
- 3803. Lower Methil Heritage Centre, Methil, Fife.** Levenmouth Trades Council. Minutes, 1985-88; correspondence, circulars etc, 1984-87. (*Surveying Officer, Business Archives Council of Scotland.*) 2 pages.
- 3804. Dumfries and Galloway Archives.** Local newspapers, 1806-1986; other newspapers, 1815-1981. (*Archivist, Dumfries & Galloway.*) 3 pages.
- 3805. Scottish Borders Archive and Local History Centre.** Electricity rationing cards, Hawick, Roxburghshire, 1939. (*Archivist, Scottish Borders.*) 351 pages.
- 3806. Perth and Kinross Council Archives.** Pomarium Feuars Association, Perth. Minutes, 1814-71; accounts, 1815-71. (*Archivist, Perth and Kinross.*) 2 pages.
- 3807. Perth and Kinross Council Archives.** Perth and Kinross letters. Artificial collection of letters relating to Perth and Kinross, 1745-1928. (*Archivist, Perth and Kinross.*) 12 pages.
- 3808. Perth and Kinross Council Archives.** Perth Library. Minutes, 1784-1874; subscriptions, 1786-1843; miscellaneous papers, 1785-1874. (*Archivist, Perth and Kinross.*) 3 pages.
- 3809. Perth and Kinross Council Archives.** William Wilson (fl 1749-1785), merchant, Perth and Methven. Bills, accounts, letters, agreements and other legal papers relating to Wilson's affairs, 1749-1785. (*Archivist, Perth and Kinross.*) 4 pages
- 3810. Perth and Kinross Council Archives.** The Cross Trust, charitable trust to provide opportunities for young people of Scottish birth or parentage, Perth. Minutes, 1943-69; accounts, 1943-67. (*Archivist, Perth and Kinross.*) 2 pages.
- 3811. Perth and Kinross Council Archives.** Thomas Matthews (fl 1830-1831), Paddington and the War Office, London, and Rachel Anderson (fl 1830-1831), Perth. Correspondence concerning their intended marriage. (*Archivist, Perth and Kinross.*) 14 pages.
- 3812. Perth and Kinross Council Archives.** Perthshire Art Association. Minutes, 1924-84. (*Archivist, Perth and Kinross.*) 2 pages.

- 3813. Perth and Kinross Council Archives.** William Soutar Memorial Committee, Perth. Minutes, correspondence and programmes, 1949-60, concerning the 1957 commemoration of the sixtieth anniversary of the birth of William Soutar (1898-1943), poet, Perth. (*Archivist, Perth and Kinross.*) 3 pages.
- 3814. Perth and Kinross Council Archives.** Hugh Barclay (1799-1884), sheriff substitute of Perthshire. Bound session papers in appeals from judgments, 1832-80. (*Archivist, Perth and Kinross.*) 2 pages.
- 3815. Perth and Kinross Council Archives.** Rodgie family, Hawick, Roxburghshire. Family correspondence, 1862-74, mostly concerning the death in 1873 of William Rodgie in Jerusalem on his journey back to Britain from Bombay, India. (*Archivist, Perth and Kinross.*) 4 pages.
- 3816. Perth and Kinross Council Archives.** Cameron family, tailors and barbers, Perth. Miscellaneous family papers, 1768-1831. (*Archivist, Perth and Kinross.*) 3 pages.
- 3817. Perth and Kinross Council Archives.** Stanley Nairne (1881-1968), secretary, Scottish Association of Boys Clubs, Perth and Edinburgh. Diaries, 1899-1903; private and professional correspondence, 1901-63; draft talks, 1900-32; press cuttings, 1904-68. (*Archivist, Perth and Kinross.*) 7 pages.
- 3818. Perth and Kinross Council Archives.** P Gardner (fl 1842), sender of message in a bottle. Diary of voyages from Plymouth to Sydney, Australia, and from Sydney to Calcutta, India, 1842; message placed in bottle on voyage from London to Sydney, Australia, 1842; correspondence and press cuttings concerning the message, 1877-1935. (*Archivist, Perth and Kinross.*) 3 pages.
- 3819. Perth and Kinross Council Archives.** William Marshall (fl 1793-94), Bank of Scotland, Perth. Letters to William and Ebenezer Anderson, Dundee, relating to their accounts. (*Archivist, Perth and Kinross.*) 2 pages.
- 3820. Shetland Archives.** Neven of Windhouse family, Shetland. Titles of lands in Shetland, 1613-1878; correspondence, accounts, legal and other papers, mainly concerning Neven family, 1607-1825, including letters and accounts of William John Neven of Windhouse, many concerning his trading affairs, 1737-50; personal and business correspondence, legal and other papers of Leisk family, 1792-1901, including weather records kept by Thomas Leisk, 1816-36; social, family and estate letters and other papers of the Spence family, 1817-1960, including the papers of Sir Basil Neven-Spence (1888-1974), knight, 1914-60, concerning his career in the army and politics; legal and other papers concerning the division of scattalds of Clivocast, 1823-49, Reafirth, 1833, Otterswick and Willemina Hoga, 1885; and papers concerning fishing in Shetland, 1653-1831. *Replaces No. 1557.* (*Archivist, Shetland.*) 86 pages.
- 3821. Shetland Archives.** Irvine of Midbrake family, Shetland. Correspondence, accounts, legal and other papers, 1708-1881, mostly relating to the private and local affairs and legal business of Thomas Irvine (fl. 19th cent) of Midbrake, North Yell, and to the surveys on which he was engaged in his own and other islands; other papers, both of Thomas and his nephew James Thomas Irvine (fl. 19th cent), architect, relate to the antiquities of Shetland and Orkney. *Microfilm available in NAS (RH4/35).* *Replaces No. 122.* (*Archivist, Shetland.*) 110 pages.
- 3822. Dundee Central Library.** Rare books and manuscripts collection. The MSS collection includes: letters from William Edward Baxter (1825-1890), joint secretary of the Treasury, 1873, Thomas Hood (1799-1845), poet, 1815-45, Richard Cobden (1804-1865), statesman, 1843 & 1860, John Graham (? 1649-1689), Viscount Dundee, 1689, George Kinloch (?1796-1877), 1829, and of Mary Slessor (1848-1915), missionary, regarding Calabar, Africa, 1905-09; logbooks of voyages aboard the *Hindoostan*, *Dorothy*, and *North Pole*, 1826-46, the auxiliary schooner *St Hilda* from Dundee to Davis Straits, 1908-10, the whaler SS *Camperdown*, 1861, and the ketch *Ernest William* from Dundee to Davis Strait, 1912-13; hand painted cards by Martin Anderson [Cynicus], n.d.; Blaikie manuscript of 40 Scotch tunes, 1692 (transcript); petition of the Rev Dr James Blinshall (d.1803), to Dundee town council, concerning the necessity for establishing an infirmary, 1791; catalogue of books in Dundee library, 1724; Caird Hall autograph book, 1922-77; declaration of allegiance to William and Mary by Dundee Town Council, 1690; sermons of the Rev James Durham (1622-1658), minister of Barony Church, Glasgow, c.1650; Dundee Glover Trade, register of apprentices etc, 1566-1797; Guillandean lawsuit [fragment], France, 1590s; business letters to Messrs Norwood etc, solicitors, Charing, Kent, 1791-1834; MS of the song *The Bonnets of Bonnie Dundee*, 1823, by Sir Walter Scott (1771-1832); press cuttings and

ephemera of Edwin Scrymgeour (1866-1947), MP for Dundee, 1904-32; description of articles found and brought to Tay Bridge Station following the Tay Bridge disaster, 1879-80; compt book of David Wedderburne (fl. 1587-1630), merchant, Dundee, 1587-1630; family photograph album of Dr John Edward Aloysius Steggall (fl 19th cent), emeritus professor of mathematics, 1880-. (*Librarian, Dundee Central Library.*) 84 pages

**3823. Perth and Kinross Council Archive.** Robert Keay (1766-1839) and his nephew, Robert Keay (1800-1856), jewellers and silversmiths, Perth. Personal and business correspondence, accounts and legal papers, 1790-1872, including letters from John Caw, jeweller in Edinburgh, on trade matters and political reform, 1831-53. (*Archivist, Perth & Kinross.*) 53 pages.

**3824. Perth and Kinross Council Archive.** Melville Jameson (1813-1902), writer, Perth. Diaries containing brief notes of appointments in connection with Jameson's legal business. (*Archivist, Perth & Kinross.*) 2 pages.

**3825. Perth and Kinross Council Archive.** William Wedderspoon (fl 1696-1727). Bonds, receipts and discharges relating to debts owed by Wedderspoon, 1696-1727. (*Archivist, Perth & Kinross.*) 7 pages.

**3826. Perth and Kinross Council Archive.** Charles Laing (fl 1774-1778), baker, London, and James Laing (fl 1776-1803), grocer, Perth. Letters, accounts and receipts, 1774-77, 1797-1802. (*Archivist, Perth & Kinross.*) 2 pages.

**3827. Perth and Kinross Council Archive.** Kirkton of Mailer Burial Ground Committee, Aberdalgie, Perthshire. Minutes, 1937-43; accounts, 1913-59; register of interments, 1862-1964; death and cremation certificates, 1867-1962; plan, 1862; correspondence, 1862-1973. Craigend District Hearse Association: accounts, 1850-65. (*Archivist, Perth & Kinross.*) 4 pages.

**3828. Perth and Kinross Council Archive.** Alexander & Brown, seed merchants, Perth. Accounts, c.1905-75; stock books, c.1936-64; catalogues, 1898-1963. *Replaces No. 948.* (*Archivist, Perth & Kinross.*) 5 pages.

**3829. Perth and Kinross Council Archive.** William Morris (fl 1868-1875), Glasgow, and his son the Rev Thomas Morris (d.1874), minister and antiquarian, Edinburgh. Letters to the Rev Thomas Morris on antiquarian matters, and to William Morris, on his son's research, 1868-75. (*Archivist, Perth & Kinross.*) 3 pages.

**3830. Perth and Kinross Council Archive.** Perth Night Shelter for Women & Children. Minutes, 1925-52; accounts, 1891-1952; register of casuals, 1932-48. (*Archivist, Perth & Kinross.*) 3 pages.

**3831. Perth and Kinross Council Archive.** Association for Improving the Condition of the Poor in Perth & Neighbourhood. Minutes, 1922-65; annual reports, 1933-54; assistance records, 1920-54; accounts, 1912-79. (*Archivist, Perth & Kinross.*) 3 pages.

**3832. Perth and Kinross Council Archive.** Rossie Priory Cricket Club, Inchtute, Perthshire. Minutes, fixtures and membership records, 1908-87. (*Archivist, Perth & Kinross.*) 2 pages

**3833. Perth and Kinross Council Archive.** Electrical Association for Women: Perth Branch. Minutes, 1960-86; annual reports, 1974-86; membership lists, 1981-86; literature and correspondence, 1943-86. (*Archivist, Perth & Kinross.*) 3 pages.

**3834. Perth and Kinross Council Archive.** Thomas Love & Sons, auctioneers, cabinetmakers, upholsterers, removal contractors and furniture retailers, Perth. Accounts, 1920-71; removals and storage books, 1925-52; sales books, 1949-75; payrolls, 1925-69. (*Archivist, Perth & Kinross.*) 9 pages.

**3835. Perth and Kinross Council Archive.** Mitchell & Thomson, solicitors, Comrie, Perthshire. Letter books, 1893-1974, and files, 1935-63, dealing with firm's legal business. (*Archivist, Perth & Kinross.*) 7 pages.

**3836. Perth and Kinross Council Archive.** United Nations Association: Perth Branch. Minutes, 1956-89; subscriptions, 1949-89; press cuttings, 1968-89. (*Archivist, Perth & Kinross.*) 2 pages.

**3837. Perth and Kinross Council Archive.** Gray and Jameson families, Perth. Legal papers, 1873-1916, family history notes, 1880-1936; press cuttings relating to the Millais and Gray families, 1907-41. (*Archivist, Perth & Kinross.*) 4 pages.

**3838. Perth and Kinross Council Archive.** Soutar Johnstone [Reid] family, Dundee. Legal papers and correspondence relating to the claims made by William Reid [or William Soutar Johnstone] (d.1873), carting contractor, Dundee, William Reid (fl 1873-1878), slater, Dundee, and William Reid (fl 1890s), Dundee, to the dormant marquissate of Annandale, 1877-1909. (*Archivist, Perth & Kinross.*) 5 pages.

**3839. Perth and Kinross Council Archive.** Craigie, slaters, Blairgowrie, Perthshire. Accounts, 1864-98, debts, 1857-65; business correspondence etc, 1854-1902. (*Archivist, Perth & Kinross.*) 2 pages.

**3840. Perth and Kinross Council Archive.** Transport and General Workers' Union (Passenger 7/3 Branch. Minutes, 1957-92; subscriptions, 1968-74; agreements, 1966-87; conditions of service, rules, instructions etc, 1932-84. (*Archivist, Perth & Kinross.*) 3 pages.

**3841. Perth and Kinross Council Archive.** Perth Cinema Action Committee. Minutes, correspondence and accounts, 1991-93. (*Archivist, Perth & Kinross.*) 4 pages.

**3842. Argyll and Bute Council Archives.** Lochgilphead Gaelic Choir/Coisir Gaidhlig Ceann Loch Gilb, Kilmichael-Glassary, Argyll. Minutes, 1948-86; choir photographs, 1964-94. (*Archivist, Argyll & Bute.*) 1 page.

**3843. Argyll and Bute Council Archives.** West Highland Ploughing Match Society. Minutes, 1914-65; prize books, 1952-65; accounts, 1949-67. (*Archivist, Argyll & Bute.*) 1 page.

**3844. Argyll and Bute Council Archives.** Mid Argyll Sickness & Accident Hiring Fund. Minutes, 1934-48; accounts, 1934-51. (*Archivist, Argyll & Bute.*) 1 page.

**3845. Argyll and Bute Council Archives.** Ardrishaig Common Good Trust, South Knapdale, Argyll. Minutes, 1955-80; accounts, 1947-83. (*Archivist, Argyll & Bute.*) 1 page.

**3846. Argyll and Bute Council Archives.** Ardrishaig Ratepayers & Electors Association, South Knapdale, Argyll. Collection books, 1964-65. (*Archivist, Argyll & Bute.*) 1 page.

**3847. Argyll and Bute Council Archives.** Mid Argyll Provincial Mod/Mod Dhailriada Committee. Minutes, 1926-86. (*Archivist, Argyll & Bute.*) 1 page.

**3848. Argyll and Bute Council Archives.** Helensburgh Parish Church Guild of Honour, Dunbartonshire. Minutes, 1919-21. (*Archivist, Argyll & Bute.*) 1 page.

**3849. Argyll and Bute Council Archives.** Hermitage House Auxiliary Hospital, Helensburgh, Dunbartonshire. Photograph album, 1914 x 1919. (*Archivist, Argyll & Bute.*) 1 page.

**3850. Argyll and Bute Council Archives.** Helensburgh Congregational Church, Dunbartonshire. Minutes, 1849-1981; accounts, 1892-1977. (*Archivist, Argyll & Bute.*) 1 page.

**3851. Argyll and Bute Council Archives.** Garelochhead Mutual Improvement Association, Row, Dunbartonshire. Minutes, 1883-1914; accounts, 1889-1916. (*Archivist, Argyll & Bute.*) 1 page.

**3852. Argyll and Bute Council Archives.** Helensburgh District Nursing Association, Dunbartonshire. Minutes, annual reports etc, 1897-1943. (*Archivist, Argyll & Bute.*) 1 page.

**3853. Argyll and Bute Council Archives.** Helensburgh Charity Organisation Society/Society of Social Service, Dunbartonshire. Minutes, 1941-55; accounts, 1933-76. (*Archivist, Argyll & Bute.*) 1 page.

- 3854. Argyll and Bute Council Archives.** Dennistoun family, of Colgrain, Rhu, Dunbartonshire. Titles of the lands of Colgrain and Camis Eskan, Rhu, Dunbartonshire, 1634-1858. (*Archivist, Argyll & Bute.*) 1 page.
- 3855. Argyll and Bute Council Archives.** Dunbartonshire local history collection. Miscellaneous documents and ephemera formerly in Dunbartonshire district libraries, 1830-1969 & n.d. (*Archivist, Argyll & Bute.*) 6 pages.
- 3856. Argyll and Bute Council Archives.** Robert Nairn Moir (1851-1909), banker and town clerk of East London, Cape of Good Hope. Moir, who was a native of Bonhill, also worked in Canada and Australia. Press cutting album, 1872-1905, including some ephemera. (*Archivist, Argyll & Bute.*) 1 page.
- 3857. Argyll and Bute Council Archives.** Henry Bell (1767-1830), builder of the *Comet* steamship. Miscellaneous papers, 1826-75, including certificate by John Wood & Co, Port Glasgow, on building of the *Comet*, 1826, letter from Bell to Forth & Clyde Canal company regarding fares on company's track boats, 1827, and notebook of subscriptions towards erecting a monument to Bell at Helensburgh, 1871-75. (*Archivist, Argyll & Bute.*) 1 page.
- 3858. Argyll and Bute Council Archives.** John Logie Baird (1888-1946), television pioneer. Letters to Mrs Adam, Barnes, London, mostly social in content but mentioning broadcasting, 1929-31. (*Archivist, Argyll & Bute.*) 1 page.
- 3859. Dundee City Archives.** Dundee Orphan Institution, Carolina House, Dundee. Lady governesses' minutes, 1901-63; directors' reports and annual accounts, 1837-1989; petitions for admission, 1846-1947; register of inmates, 1821-1967; visiting books, 1816-1959; master's monthly reports, 1907-40; accounts, 1917-70; staff salaries, 1953-66; photographs of directors, staff and pupils, c.1865-1963. *Replaces No. 2217; see also No. 2218.* (*Archivist, Dundee City.*) 7 pages
- 3860. Crieff Hydro Limited, Perthshire (formerly the Strathearn Hydropathic Establishment Co Ltd).** Minutes, 1867-1987; annual reports, 1870-1998; board papers, 1867-1998; accounts, 1867-1984; personnel records, 1935-65; administrative records, 1928-93; advertising material, 1867-1995. Strathearn Steam Laundry Co Ltd: minutes, 1902-71; reports, 1941-65. (*Surveying Officer, Business Archives Council of Scotland.*) 32 pages.
- 3861. Gilmour & Dean Ltd, printers, Hamilton, South Lanarkshire.** Minutes, 1904-59; board records, 1906-87; accounts, 1904-78; administrative records, 1846-1963; marketing material, c.1960s-75. (*Surveying Officer, Business Archives Council of Scotland.*) 7 pages.
- 3862. Goodfellow & Steven Ltd, bakers, Broughty Ferry, Dundee.** Accounts, 1898-1973; administrative records, 1911-76; plans, 1883-1923; promotional material, 1902-97. Records of subsidiary companies: Abertay Bakery Ltd, 1988-95; Abertay (Meats) Ltd, 1973-91; Abertay (1988) Ltd, 1990-91; Goodfellows of Dundee Ltd, 1988; Goodfellow & Steven Group. 1989-95; Goodfellow & Steven (Arbroath) Ltd, 1972-73. (*Surveying Officer, Business Archives Council of Scotland.*) 12 pages.
- 3863. George Panton & Son Ltd, jewellers, Glasgow.** Board records, 1897-1973; sales book, 1958-60; accounts, 1910-74; stock book, 1931-58. (*Surveying Officer, Business Archives Council of Scotland.*) 3 pages.
- 3864. Rattray & Company (Jewellers) Ltd, Dundee.** Stock book, 1862-1968; general notebook, 1902-56; scrapbook, 1862-1904. (*Surveying Officer, Business Archives Council of Scotland.*) 4 pages.
- 3865. Donald McLaren Ltd, funeral directors, Coatbridge, North Lanarkshire.** Funeral ledgers, 1914-94; accounts, 1914-16; titles, 1879-1989. (*Surveying Officer, Business Archives Council of Scotland.*) 4 pages.
- 3866. T & A Fyfe Ltd, funeral directors, Hamilton, South Lanarkshire.** Minutes, 1956-89; board records, 1956-80; lair certificates, 1957-96. (*Surveying Officer, Business Archives Council of Scotland.*) 3 pages.
- 3867. Saul Bercott Limited, jeweller and diamond specialists, Glasgow.** Accounts, 1938-96; photographs of premises of James Ramsay, Dundee, c.1950s. (*Surveying Officer, Business Archives Council of Scotland.*) 5 pages.

**3868. John Thomlinson Ltd, printers, Glasgow.** Board records, 1909-38; accounts, 1909-97; advertising material, 1875-1950; administrative records, 1897-1953. (*Surveying Officer, Business Archives Council of Scotland.*) 5 pages

**3869. Mentholatum Company Limited, pharmaceutical manufacturers, East Kilbride, Glasgow.** Minutes, 1924-77; board records, 1924-94; accounts, 1965-80; advertising material, 1984-96; photographs, 1957-94. Mentholatum (Nigeria) Ltd: minutes, 1969-86; board records, 1970-96. Mentholatum (Overseas) Ltd: board records, 1965-93. Triplate Containers Ltd: board records, 1972-93. Mentholatum Company (Proprietary) Ltd: minutes, 1972-82. (*Surveying Officer, Business Archives Council of Scotland.*) 7 pages.

**3870. Motherwell Bridge plc, mechanical engineers, Motherwell, North Lanarkshire.** Minutes, 1897-1979; board papers, 1897-1997; accounts, 1898-1968; share records, 1908-60; legal records, 1897-1965; personnel records, 1899-1971; correspondence, 1904-58; contract records, 1899-1961; advertising material, 1927-87; photographs of jobs, works and staff, c.1900-70s. Motherwell Bridge (Iran) Ltd/Motherwell Bridge Thermal Ltd: accounts, 1963-68. Motherwell Bridge Plant Hire Ltd: accounts, 1964-67. Motherwell Bridge (Holdings) Ltd: accounts, 1905-69; correspondence, 1943-79. Mothercat: minutes, 1950-65. (*Surveying Officer, Business Archives Council of Scotland.*) 48 pages.

**3871. Peebles Hotel Hydropathic, Peebles, Scottish Borders.** Minutes, 1905-86; board records, 1919-71; brochures, 1900. (*Surveying Officer, Business Archives Council of Scotland.*) 4 pages

**3872. Faculty of Actuaries in Scotland, Edinburgh.** Faculty of Actuaries: minutes, 1856-1998; rolls of students and fellows, 1856-1934; accounts, 1856-1973; letter books, 1903-24; advertising material, 1889-1983; press cuttings, 1954-56. Actuarial Society of Edinburgh: minutes, 1859-1901. Association of Scottish Life Offices: minutes, 1840-1993; administrative records, 1863-1915. Managers of the Associated Scottish Life Assurance Offices: business books, 1918-44. Life Office's Association - Associated Scottish Life Office Joint Standing Committee: minutes, 1939-50. *Replaces No. 1192.* (*Surveying Officer, Business Archives Council of Scotland.*) 16 pages.

**3873. Wolverine International, Glasgow.** John Dalglish & Son Limited, machinery manufacturers, Glasgow. Agreements, 1937-70; patents, 1926-70; drawing and tracings books, 1887-1956; accounts, 1956-64; correspondence, 1952-68. (*Surveying Officer, Business Archives Council of Scotland.*) 25 pages

**3874 Edinburgh City Archives.** Trinity College Hospital, Edinburgh. Minutes, 1503-94, 1720-1916; accounts, 1503-1838; admissions, 1681-1824; mortifications and presentations, 1695-1877; cartularies, 1543 & n.d.; leases, 1751-1822; inventories, 1835-43. (*Archivist, Edinburgh City.*) 20 pages.

**3875. Edinburgh City Archives.** 'School Exchange' Scheme, Edinburgh. Minutes, 1959-92; accounts, 1986-92; correspondence, 1979-93. (*Archivist, Edinburgh City.*) 12 pages

**3876. Edinburgh City Archives.** City churches, Edinburgh. St Giles' kirk session minutes, 1608-1749; accounts of kirk treasurer of Edinburgh, 1615-1745; rents, ground annuals, duties etc, 1573-1795; seat rentals, 1746-1823. (*Archivist, Edinburgh City.*) 8 pages.

**3877. North Lanarkshire Archives.** Amalgamated Engineering Union Coatbridge Branch (No 160). Minutes, 1890-1970; annual reports etc, 1851-84; membership records, 1855-1966; accounts, 1864-1894. (*Archivist, North Lanarkshire.*) 7 pages.

**3878. North Lanarkshire Archives.** Wishaw Co-operative Society Ltd. Minutes, 1890-1957; accounts, 1890-1971; death registers, 1928-53; staff photographs etc, 1894-1930; publications, 1883-1958. Overtown Co-operative Society Ltd: minutes, 1896-1948. Newmains & Cambusnethan Co-operative Society: minutes, 1943-55; women's guild minutes, 1965-79. (*Archivist, North Lanarkshire.*) 15 pages.

**3879. North Lanarkshire Archives.** John Thomson (fl 1967-1995), OBE, Conservative councillor, burgh of Motherwell & Wishaw, 1967-75, and Motherwell District Council, 1975-95. Correspondence, mostly from constituents and council employees, 1991-95; newsletters, circulars reports and accounts, 1991-94; press cuttings, 1966-95. (*Archivist, North Lanarkshire.*) 4 pages.

- 3880. Shetland Archives.** Andrew Dishington Mathewson (1799-1887), teacher and land surveyor, East Yell. Valuations, reports and plans relating to property in Shetland, n.d., 1827-50; note books and journals, 1826-77; correspondence on surveying, educational and church matters, 1818-86; minutes of Presbytery of Burravoe's Schoolmasters' Widows' Fund, 1837-42; East Yell school, class registers, 1873-80; draft minutes and memoranda for Mid and South Yell kirk session, 1826-40s; notebooks and papers on population, 1770-80; Mid and South Yell parochial board papers, 1859-83. (*Archivist, Shetland.*) 43 pages.
- 3881. Argyll and Bute Council Archives.** Argyll Federation of Scottish Women's Rural Institutes. Argyll Federation: minutes, 1925-88; Furnace & Cumloddan: minutes, 1931-92, reports, 1967-92, accounts, 1982-93; Blairmore: minutes, 1945-91, accounts, 1963-91, roll, 1945-67; Kilmartin: minutes, 1821-75, press reports, 1951-72, accounts, 1931-71; Duror: minutes, 1952-53, accounts, 1949-53; Blackmount: minutes, 1977-78, accounts, 1977-78; Barcaldine: minutes, 1931-86, accounts, 1931-86; Drumlembie: minutes, 1951-80, accounts, 1978-80; Argyll & Bute Hospital, minutes, 1967-8; Skipness & District: minutes, 1960-87, accounts, 1960-87; Craignish: minutes, 1957-89; accounts, 1967-89; Cairnbaan & District: minutes, 1958-83, accounts, 1958-83; Toward: minutes, 1945-65, accounts, 1931-65; Kames: minutes, 1978-82, accounts, 1953-82; Eredine: minutes, 1972-79; accounts, 1965-79; Kirn & district: minutes, 1972-81, accounts, 1969-81; Dunbeg: accounts, 1972-85. (*Archivist, Argyll & Bute.*) 20 pages.
- 3882. Royal Medical Society, Edinburgh.** Minutes, 1778-1976; laws, 1781-1963; presidential addresses, 1847-1961; dissertations etc, 1751-1984; addresses, communications and essays, 1803-20<sup>th</sup> century; fine books, 1812-1958; accounts, 1854-1976; correspondence, c.1850-1948; roll books etc, 1824-1986; library records, c.1771-1987; papers regarding the Medical Hall in Surgeons Square, Edinburgh, 1819-c.50, including report by William Burn (1789-1870), architect, 1819, and report and plans by Thomas Hamilton (1784-1858), architect, 1837-38; watercolours and photographs used by Sir Byrom Bramwell (1847-1931) as illustrations in his *Atlas of Clinical Medicine*, c.1891-c.96; notes of lectures by John Chiene (1843-1923), professor of surgery, university of Edinburgh, 1902-03, and by William Smith Greenfield, professor of pathology and clinical medicine, university of Edinburgh, 1904-05; case book and operation book, 2/1<sup>st</sup> Northumbrian Field Ambulance, Stavros, Macedonia, 1916-18. 81 pages.
- 3883. Argyll & Bute Council Archives.** Mull & Morvern Agricultural Society. Letter book, 1927-34. (*Archivist, Argyll & Bute.*) 1 page.
- 3884. Argyll & Bute Council Archives.** Mod Ionadach na Dreolluinne. Mod Committee: copy minutes, 1937-92. (*Archivist, Argyll & Bute.*) 1 page.
- 3885. Argyll & Bute Council Archives.** Hugh MacDonald, wholesale stationer, Oban, Argyll. Day book, 1936-38; receipt book, 1938-39. (*Archivist, Argyll & Bute.*) 1 page.
- 3886. Scottish Borders Archive & Local History Centre.** Peeblesshire Junior Agricultural Club. Minutes, 1951-92; correspondence, 1990-92; accounts, 1965-92; membership roll, 1965-66; scrapbooks, 1976-97; records of stockjudging points and attendance, 1953-86. (*Archivist, Scottish Borders.*) 9 pages.
- 3887. Scottish Borders Archive & Local History Centre.** John Smith (1782-1864), architect and sculptor, Darnick, Roxburghshire (1782-1864). Diary extracts, 1812-54. (*Archivist, Scottish Borders.*) 1 page.
- 3888. Scottish Borders Archive & Local History Centre.** Hogs of Kelso, provision merchant. Ledger, 1922-28. (*Archivist, Scottish Borders.*) 1 page.
- 3889. Scottish Borders Archive & Local History Centre.** Correspondence between John Armstrong, surgeon at Burton near Kendal, his father Archibald Armstrong and Thomas Stavert, both of Saughtree, 1800-34. (*Archivist, Scottish Borders.*) 1 page.
- 3890. Argyll & Bute Council Archives.** David Boyd (fl.1931-77), naval architect, Alex Robertson & Sons (Yachtbuilders), Sandbank, Argyll. Ship plans, 1953-77; calculation book, 1931-77; ground plans of restored colt house at Little Duneryne, Gartocharn, 1969; designs of punt gun breeches, n.d.; plan of whaler by James A Smith, London, 1929. Alex Robertson & Sons: costings book, 1898-1934. (*Archivist, Argyll & Bute.*) 2 pages.

- 3891. Scottish Borders Archive & Local History Centre.** Ancient Order of Foresters Friendly Society, 'Court Bush Aboon Traquair', Peeblesshire. Minute books, 1927-54; registers of members, 1835-1951; sickness registers, 1931-55; contributions book, 1929-41; laws, 1897-1951; proceedings and rituals, 1939 & n.d. (*Archivist, Scottish Borders.*) 7 pages.
- 3892. Scottish Borders Archive & Local History Centre.** Kelso Cricket Club, Roxburghshire. Minute book, 1821-30. (*Archivist, Scottish Borders.*) 1 page.
- 3893. Scottish Borders Archive & Local History Centre.** British Legion, Kelso Branch, Roxburghshire. Entertainments sub-committee, minute book, 1932-38. (*Archivist, Scottish Borders.*) 1 page.
- 3894. Scottish Borders Archive & Local History Centre.** Incorporation of Fleshers, Galashiels. Seal of cause, 1706. (*Archivist, Scottish Borders.*) 1 page.
- 3895. Scottish Borders Archive & Local History Centre.** Hawick Farmers Club, Roxburghshire. Minute books, 1776-1869; list of members, 1776-1868; miscellaneous correspondence and accounts, 1827-68. (*Archivist, Scottish Borders.*) 6 pages.
- 3896. Scottish Borders Archive & Local History Centre.** Todrig Farm, Greenlaw, Roxburghshire. Sowing diary, 1908-14; workers' time books, 1927-29. (*Archivist, Scottish Borders.*) 1 page.
- 3897. Scottish Borders Archive & Local History Centre.** John Hislop of Raperlaw, Lilliesleaf, Roxburghshire, and Robert Hislop of Hawick. Exercise books of John Hislop, 1843 & 1849; letter from James Scott of Wooler recommending Robert Hislop to Hawick Co-operative Society, 1858. (*Archivist, Scottish Borders.*) 1 page.
- 3898. Scottish Borders Archive & Local History Centre.** Scott Mortification Trust. Cartularies of Scott's Mortification, 1836-1972; feuing plans, 1836-69. (*Archivist, Scottish Borders.*) 2 pages.
- 3899. Strathclyde University Archives.** Sir Patrick Geddes (1854-1932), knight; biologist, sociologist and town planner. Personal and research papers, including: correspondence, 1877-1932; lecture notes, lectures and publications, 1872-1932; watercolours, family and other photographs, drawings and plans, c.1630-1935; papers and correspondence relating to *The Evergreen*, 1895-1906. Indexed. *Replaces Nos. 407 & 7573.* (*Archivist, Strathclyde University.*) 1617 pages.
- 3900. Museum of Islay Life, Islay, Argyll.** Miscellaneous local history collection, including: syllabi and report on Islay Provincial Mod, 1939-59; correspondence, cuttings and publications on Islay whisky distilleries, 1883-1954; lists of employees at Octomore farm, 1867-69; assessments, minutes and correspondence, Islay Council of Social Service, 1917-85; newsletter of Islay and Jura Goat Society, 1983-1988; correspondence, Scottish Smallholders Organisation Ltd, 1920; photographs, correspondence etc regarding sinking of *Tuscania* and *Otranto*, 1918. (*List supplied by Museum of Islay Life.*) 30 pages.
- 3901. Argyll and Bute Council Archives.** Thomas Corson & Co Ltd, auctioneers and livestock salesmen, Oban. Sales catalogues, 1882-1975. (*Archivist, Argyll and Bute.*) 6 pages.
- 3902. William Patrick Library, East Dunbartonshire.** James F McEwan (1906-1991), transport historian, Bearsden. Historical papers, research notes, cuttings, photographs and locomotive drawings relating to the Caledonian Railway, North British Railway, Glasgow & South Western Railway, Great North of Scotland Railway and Highland Railway: 1838-1990. (*Librarian, East Dunbartonshire Libraries.*) 136 pages.
- 3903. Mrs Christina McLaren, Clackmannanshire.** Elizabeth Hatt Noble (1809-1889). Diary describing her stay in Lisbon at the time of the Miguelite Wars, 1832-33. 1 page.
- 3904. Royal College of Physicians and Surgeons of Glasgow.** Young family of surgeons and medical practitioners, Glasgow: Professor Archibald Young (1873-1939); Dr Archibald Young (1913-1996) and Dr Stuart Young (1918-1998). Notes, correspondence, photographs and miscellaneous papers, 1883-1987. (*Archivist, Royal College of Physicians and Surgeons of Glasgow.*) 66 pages.

- 3905. Glasgow City Archives.** Hogarth and Lyle Shipping Co Ltd (including subsidiary companies), Glasgow. Minute books, 1890-1987; share registers, 1912-87; files and contracts, 1981-88. (*Archivist, Glasgow City Archives.*) 9 pages.
- 3906. Dan McDonald (1899-1988), ship photographer, Glasgow.** Photographic negatives of yachts, steamers and other vessels in the West of Scotland, 1920-80. Indexed. (*The Ballast Trust.*) 163 pages.
- 3907. Royal College of Physicians and Surgeons of Glasgow.** Professor James Hendry (1886-1945), regius professor of midwifery at Glasgow University, 1943-45. Appointments, testimonials, publications, photographs and obituaries, 1910-45. (*Archivist, Royal College of Physicians and Surgeons of Glasgow.*) 6 pages.
- 3908. Royal College of Physicians and Surgeons of Glasgow.** Dr James Ferguson Boyd (b.1925), senior lecturer in the pathology of infectious diseases, Glasgow University, 1961-c.1984. Student notebooks, 1946-48. (*Archivist, Royal College of Physicians and Surgeons of Glasgow.*) 2 pages
- 3909. Forbo-Nairn Ltd, Kirkcaldy.** Floorcovering manufacturers, Kirkcaldy, Fife. Files on administration and products, price lists, samples books, publicity material and photographs, 1837-1999. *Replaces Survey 1898.* (*Archivist, Forbo-Nairn Ltd.*) 98 pages.
- 3910. Glasgow University Archives.** Clyde Shipping Company Ltd, tug and ship owners, Glasgow. Minutes, 1893-1981; financial records, 1858-86; vessel logs and other records, 1840-1972; staff registers, 1856-1970; correspondence, 1873-1982. Records of Glenlight Shipping Ltd, 1879-1980, and other associated companies. *Replaces No. 3530* (*Archivist, Glasgow University.*) 198 pages.
- 3911. Edinburgh City Archives.** Alexander Lindsay (fl. 1824-1828), trader, Buenos Aires, Argentina. Two letters home to his father Adam Lindsay, Edinburgh, 1824 & 1828. (*Archivist, Edinburgh City.*) 4 pages.
- 3912. Dundee City Archives.** Mary Slessor (1848-1915), missionary, Calabar, Nigeria. Extracts from articles by and about Mary Slessor, mainly from *The Women's Missionary Magazine* of the United Free Church of Scotland, 1901-15. Undated pencil note by Slessor and copy extracts from her letters, 1876. (*Archivist, Dundee City.*) 2 pages.
- 3913. Northamptonshire Record Office, England.** Matheson family, of Attadale, Ross-shire. Estate and personal papers, largely concerned with Attadale and other lands in Ross-shire, 1726-1930s; transcripts of letters, mainly written by John Matheson (1696-c.1757) of Attadale, 1747-59. (*Archivist, Northamptonshire Record Office.*) 22 pages.
- 3914. Dundee City Archives.** Henderson family, Dundee. Personal and family papers including photographs and school and college certificates, 1925-45, mainly of Janet Henderson (b.1919). (*Archivist, Dundee City.*) 2 pages.
- 3915. Bank of Scotland Archives.** Committee of Scottish Clearing Bankers and predecessor bodies. Minutes, 1764-1971; indexes to minutes, 1868-1944; committee correspondence, 1897-1956; agreements and understandings among banks in Scotland, 1863-1964; minutes of the chief executive officers of the clearing banks, 1946-64; miscellaneous files, 1958-69. *See also No. 3485.* (*Archivist, Bank of Scotland.*) 6 pages.

#### Additions to existing surveys

- 396. Glasgow City Archives.** Miscellaneous minor accessions. Reports of the Glasgow branch of the Union of Post Office Workers, 1965-66 & 1991; file of material on R & J Dick Ltd, Glasgow, driving belt manufacturers, 1902-15. (*Archivist, Glasgow City.*) 2 pages.
- 623. Glasgow City Archives.** Mitchells Johnston, solicitors, Glasgow. Thomas Mitchell's Trustees rental and property register, 1869-77; journal of Elizabeth McFarlane, 1837-41; correspondence and papers concerning election to the vacant pulpit in the parish of St George's-in-the-Fields, Glasgow, n.d.; correspondence and papers of Elizabeth Harvey Chrichton and George Chrichton, 1917-59. (*Archivist, Glasgow City.*) 1 page.

**888. Hope family, Marquesses of Linlithgow.** Estate and personal papers, 1779-1975, including: correspondence, 1925-40, with letters from Edward Wood (1881-1957), Lord Privy Seal and subsequently 1<sup>st</sup> Earl of Halifax, and Neville Chamberlain (1869-1940), Chancellor of the Exchequer, on the abdication of Edward VIII (1894-1972); diaries of Victor Hope (1887-1952), 2<sup>nd</sup> Marquess of Linlithgow, 1909-1933; papers relating to 2<sup>nd</sup> Marquess of Linlithgow's Viceroyalty of India, 1936-1942; records of interests in mineral workings, Leadhills in Lanarkshire, Wanlockhead in Dumfriesshire, and Ormiston in East Lothian, 1848-1928; estate rentals, feus and leases, 1824-1960; papers relating to Abercorn School, West Lothian, 1898-1920; plans of estate property, 1807-1913; lets of shootings, 1922-1962; family accounts, 1785-1803. (*Archivist, Hopetoun Papers Trust.*) 45 pages.

**923. Balfour family, of Burleigh, Lords Balfour of Burleigh.** Papers of Alexander Hugh Bruce (1849-1921), 6<sup>th</sup> Lord Balfour of Burleigh, Secretary of State for Scotland (1895-1903), concerning the establishment of the Carnegie Trust for the Universities of Scotland, 1901. *Photocopies available in NAS (GD1/1217).* 1 page.

**1100. Innes-Ker family, Dukes of Roxburghe.** Writs of the earldom of Roxburghe and of other lands in Roxburghshire, East Lothian and Fife, 1624-1929. 10 pages.

**1500. Irvine family, of Drum, Aberdeenshire.** Funeral addresses for Charles Francis Irvine (1910-1922), n.d., and James Irvine (1912-1997), 1997. (*Archivist, National Trust for Scotland.*) 1 page.

**1784. SELECT, Midlothian formerly the Electrical Contractors' Association of Scotland.** Minutes, 1964-79. (*List supplied by SELECT.*) 1 page.

**1824. Glasgow Shipowners' and Shipbrokers' Benevolent Association.** Minute book, 1933-92; directors' minute book, 1948-58. (*List supplied by Glasgow Shipowners' and Shipbrokers' Benevolent Association.*) 1 page.

**1831. Black Watch Museum, Perth.** Mainly personal records (diaries, reminiscences, correspondence, photograph albums, etc) of various members of the Black Watch regiment, 1725-1995. (*Archivist, Black Watch Museum.*) 12 pages.

**2052. Leadhills Miners' Library, South Lanarkshire.** Local history collection. Leadhills Village Council: minutes, 1934-75, accounts, 1970-75; Leadhills Community Council: minutes, 1977-86; Leadhills quoad sacra parish: baptismal register, 1882-1990, Sunday school attendance books, 1935-70; Grierson's Trust, sederunt book, 1919-67. (*Archivist, South Lanarkshire.*) 1 page.

**2177. Douglas-Hamilton family, Dukes of Hamilton & Brandon.** Correspondence of Robert Brown, factor to Reginald George Macdonald of Clanranald (1788-1873), 1798-1812 and also to Francis Humberston Mackenzie (1754-1815), 1st Baron Seaforth, on Lewis, 1798-1812, and chamberlain to both Archibald Douglas Hamilton (1740-1819), 9th Duke of Hamilton, and Alexander Douglas Hamilton (1767-1852), 10th Duke of Hamilton, 1812-21, at Hamilton Palace, Lanarkshire, on personal, business and estate matters, including: the administration of the Hamilton estates in Buteshire, Lanarkshire and West Lothian in Scotland, Portman Square, London and Lancashire in England, 1831-36, including the building and decoration of Hamilton Palace, debts of Lady Anne Hamilton (d.1846), emigration from Arran to Canada, parliamentary reform and local politics, cholera outbreaks, the financial affairs of the Murray family, earls of Dunmore, the administration of the indebted estates of Mackenzie of Seaforth and Macdonald of Clanranald, the production and shipping of kelp, and emigration from Uig and Barra. Correspondents include: William Burn (1789-1870), architect; Lord Archibald Hamilton (1769-1827); Alexander Hamilton (1767-1852), 10<sup>th</sup> Duke of Hamilton; Susan Euphemia Beckford (d.1859), Duchess of Hamilton; David Hamilton (1768-1843), architect; James Gillespie Graham (1776-1855), architect; James Loch (1780-1855); James Alexander Stewart Mackenzie of Seaforth (1784-1843); Charles Augustus Murray (1806-1895), diplomat and author; George Murray (1762-1836), 5<sup>th</sup> Earl of Dunmore; Patric Park (1811-1855), sculptor; Sir John Sinclair (1754-1835), baronet; Sir Henry Seton Stewart (1759-1836), 1st baronet, agriculturist; Sir Michael Shaw Stewart (1788-1836) 6<sup>th</sup> baronet, James Wilson (1795-1847), zoologist. 735 pages.

- 2238. Campbell family, Marquesses of Breadalbane; Gavin family, of Langton, Berwickshire; Grenville Family, Dukes of Buckingham and Chandos.** Miscellaneous sketches, 1836-66, including watercolour of the Roman Campagna by Edward Lear (1812-1888), and letters and drawings by Thomas Landseer (1795-1880), 1836-66. *1 page.*
- 2244. Primrose family, Earls of Rosebery.** Writs relating to lands in Edinburgh, West Lothian and Fife, 1531-1814; rentals, 1708-49; miscellaneous legal papers, 17<sup>th</sup>-18<sup>th</sup> century, including letters patent granting Sir James Primrose of Carrington (d.1759), baronet, the titles of Viscount Primrose, Lord Primrose and Castlefield, 1703. *4 pages*
- 2312. Glasgow City Archives.** Maxwell family, of Pollok, Glasgow. Plans of Pollok estate and other Maxwell lands around Glasgow, 1741-1828. (*Archivist, Glasgow City.*) *2 pages.*
- 2567. Robertson Aikman family, of The Ross, Hamilton, Lanarkshire.** Letters patent creating John Watson (1819-1898), of Earnock, a baronet of the United Kingdom, with bundle of related correspondence, 1895. *1 page.*
- 3563. Edinburgh Room, Edinburgh Central Library.** Local history collections. Dunn's ironmongers: ledger, 1888-95; Buccleuch Street Works and Heather Factory: list of foremen, 1839-1927; Leith Pupil Teachers' Club: minutes of annual business meeting, 1913-54; Couper Street School: stories written by pupils, 1933-34; Edinburgh Bowling Club: minute books, 1947-48, 1987-95; Bruntsfield Allied Golf Club: minute book, 1909-36; Castle Terrace Site Action Group: minute book, 1977-80; Edinburgh Typographical Yearly Sick and Funeral Society: minutes of meetings and statements of income and expenditure, 1946-81; Incorporation of Porters of Leith: miscellaneous documents, 1802-53; Pentland Field Club: journal, 1893-95, *Leaves from Nature*, 1894, syllabus of excursions, 1894; 7<sup>th</sup> Holyrood Crew of Rover Scouts: notebook, 1936-51; Cephas youth club: executive committee minute book, 1974-66. (*Librarian, Edinburgh Central Library.*) *10 pages.*
- 3663. Crichton-Stuart family, Hereditary Keepers of Falkland Palace, Fife.** Titles of Falkland estate, Fife, 1614-c.1901, legal papers, 1774-1951, estate plans, 1757-1821, and photograph albums, 1905-15, illustrating family occasions, historical tableaux vivants etc at Falkland, 1910, and Falkland Convalescent Home, 1914-15. *4 pages.*
- 3770. Perth and Kinross Council Archives.** Kinnaird family, Lords Kinnaird. Estate and personal papers, largely concerned with Rossie and Inchtute in Perthshire, c.1172-1889, including: title deeds and related papers c.1172-1889; tacks, rentals and valuations, 1538-1868; papers relating to tiends; 1597-1850; financial papers, 1608-1853; correspondence, 1587-1884; burgess tickets, 1667-1789; miscellaneous papers and verses, 1650-1873. *Formerly deposited in NAS (GD48).* *137 pages.*

# Appendix 7

## Publications and Lectures

Publications and Lectures given by staff outside the office included the following:

### Publications

- Dr P D Anderson 'Earl Patrick and his enemies' in *New Orkney Antiquarian Journal*, 1 (1999).  
'Orkney's Sixth Millennium in Focus' in *The Orcadian* (30 December 1999).
- Dr D J Brown 'The Politicians, the Revenue Men and the Scots Distillers, 1780-1800' in *Review of Scottish Culture*, 12 (1999) pp46-58.
- Dr T N Clarke "Nurseries of Sedition"? The Episcopal congregations after the revolution of 1689' in *After Columba – After Calvin: Community and identity in the religious traditions of north-east Scotland*, ed. J Porter (Aberdeen, 1999) pp.61-9.
- G P MacKenzie 'A New World Ahead: International Challenges for Information Management,' in *Information Management Journal*, 33 (2 April 1999).  
'Archives the Global Picture' in *Archives*, xxiv no. 101 (October 1999).  
'Working for the protection of the world's cultural heritage: the international Committee of the Blue Shield' in *Journal of the Society of Archivists*, 21 (1 April 2000).
- Dr J S Shaw *The Political History of Eighteenth-Century Scotland* (Basingstoke, 1999).
- With RM Gibson 'Getting Practical on Togetherness: the Articles of the Treaty of Union' in *Scotland's Story*, no. 30 (2000)

### Talks

- Dr P D Anderson 'Cathedral, Palace and Castle: the Strongholds of Kirkwall', Scottish Society for Northern Studies, Kirkwall, 6 July 1999.  
'Freedom of Information', Society of Archivist's Conference, Dublin, 9 September 1999.  
'Archives and the Advent of the Scottish Parliament', Welsh Archivist's Annual Meeting, Gregynog, Wales, 25 September 1999.  
'Archive Buildings and Equipment: Current Issues', CITRA Conference, Budapest, 6 October 1999.
- P M Cadell 'Y-a-t-il, et doit-il y avoir une co-ordination européenne en matière d'archives?', French Society of Archivists, Strasbourg, 21 October 1999.  
'Financing National Archives', Dubrovnik, 5 November 1999.  
'Scottish Archives: Threats and Opportunities', Scottish Records Association, Edinburgh, 12 November 2000.
- Dr T N Clarke 'Sources for buildings in the NAS and beyond', Architectural Heritage Society of Scotland, Cases Panel workshop, Glasgow, 20 November 1999.
- G P Mackenzie 'The Blue Shield Initiative', Society of Archivists Annual Conference, Dublin, September 1999.  
'Digitising the Scottish wills' at 'Creating Scholarly Resources in the Digital age: Unlocking the Nation's Riches', Royal Society of Edinburgh Conference, November 1999.



Front Cover Image  
 The Exemplification of the Act of Union, 7 March 1707, an official copy of the act passed through the English parliament and sent to Scotland. (SP13/210)

Front Cover Image  
 First Minister, the late Donald Dewar and the Minister for Justice Jim Wallace during their visit to General Register House to launch An Open Scotland, a consultation paper on Freedom of Information, November 1999. (photograph: The Scotsman Publications)

Back Cover Image  
 The Ayr Manuscript (PA5/2), a collection of laws and statutes of Robert the Bruce and David I, purchased from Ayr bookshop in 1824 and later acquired by the Register House.

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.