



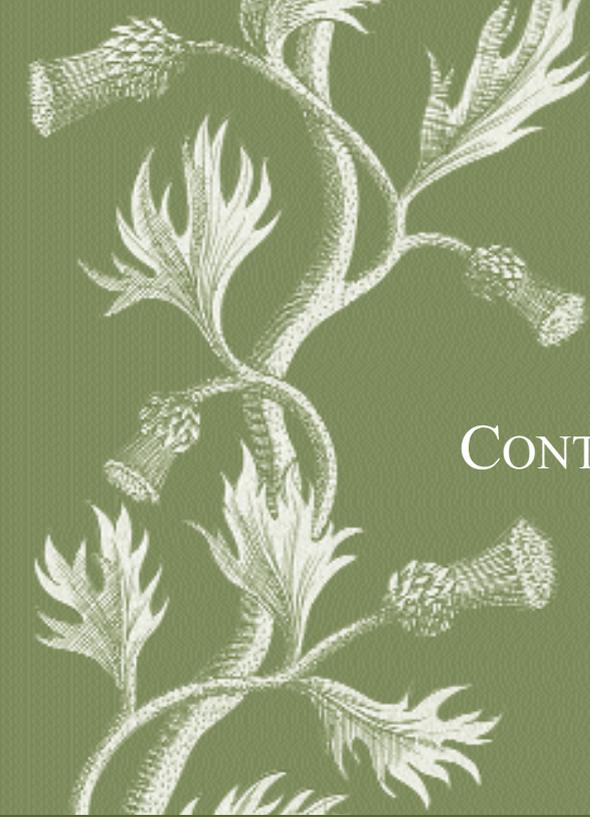
Annual Report

of the Keeper of the Records of Scotland



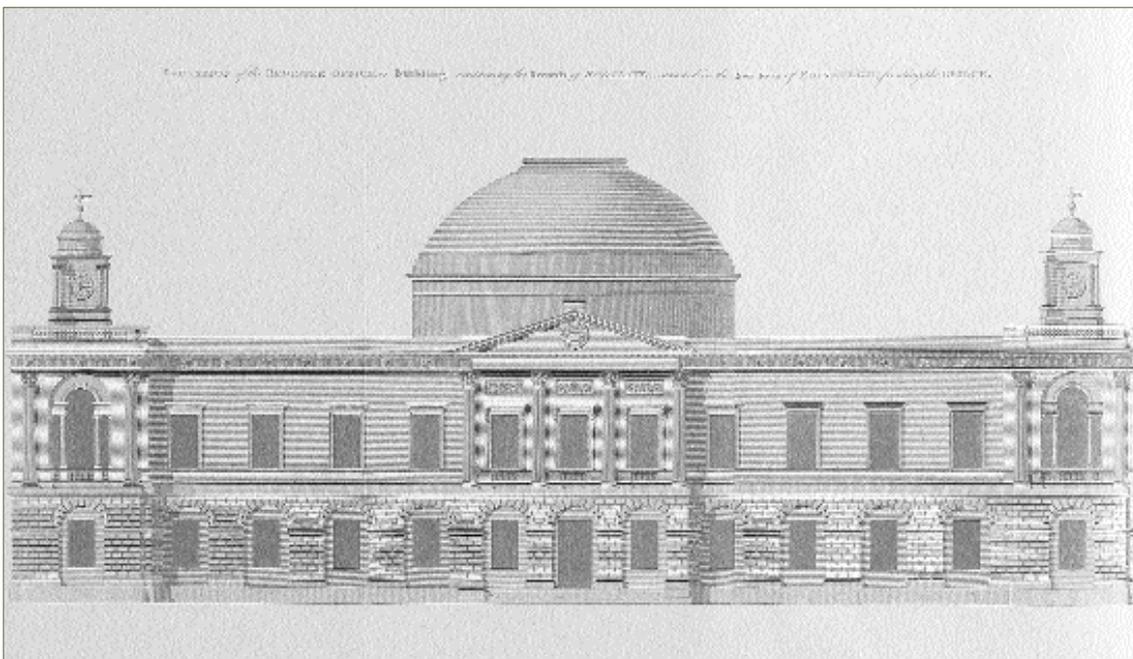
The NATIONAL
ARCHIVES
of SCOTLAND

2000-2001



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KEEPER OF THE RECORDS OF SCOTLAND

Patrick M Cadell BA (until December 2000) George P MacKenzie BA MLitt (from January 2001)

DEPUTY KEEPER

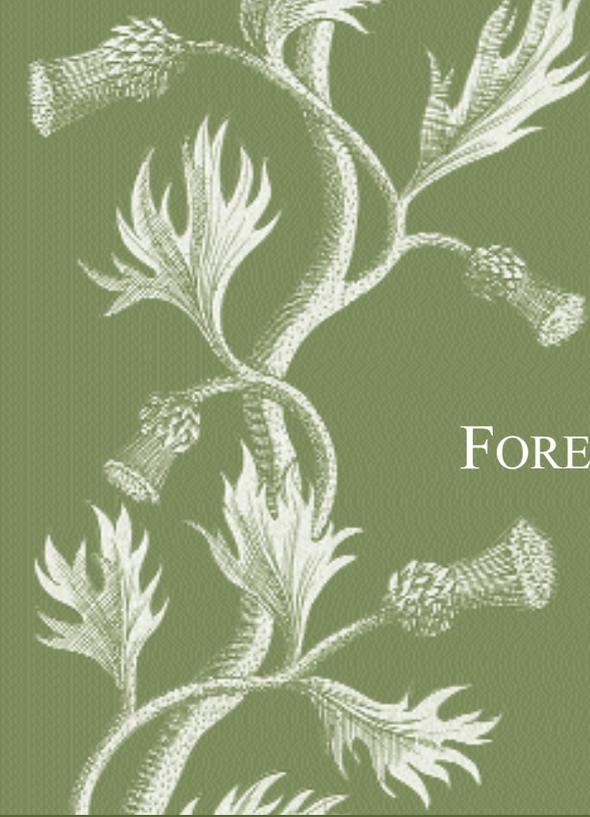
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FOREWORD

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 2000 to 31 March 2001.

In reflecting on this report, the first since I became Keeper, I am struck by how it is really a report on the work of all the staff of the national archives, without whose efforts I could achieve nothing, and to whom I owe a debt of gratitude. I am also conscious that this is largely the report of my predecessor, Patrick Cadell, who retired in December 2000 after ten years as Keeper, and a review of his achievements is given later in the report.

This year we have continued the series of occasional papers in the report. The first is on Freedom of Information, which is particularly topical with the publication of the draft proposals by Scottish ministers at the end of the year in review. One effect of these proposals will be to concentrate attention on records and record keeping by public authorities across Scotland in the years ahead. The second paper is on the records of the UK Cabinet Office, which are normally available only in the Public Record Office. A set of Cabinet Office records from 1855 to 1967 was transferred to the National Archives of Scotland and is available for consultation by researchers and the public. The paper explains the background to the transfer and highlights some of the more important material.

The launch of our website in November 2000 brought the treasures of the National Archives of Scotland closer to the people of Scotland, and our continuing involvement in the Scottish Archive Network project is helping to make more services available to the citizen electronically, in line with government policy.

Members of the public who visited the Historical Search Room in General Register House had to endure the minor but inevitable disruptions which accompanied the continuing refurbishment of the building and I would like to thank them for their patience. The completion of the upgrading work in 2004 will allow the building to go on being used for the purpose for which it was opened in 1789, and will give us public facilities for the 21st century in the classic setting of an 18th century building.

George MacKenzie

Keeper of the Records of Scotland



SUMMARY OF THE YEAR 2000-2001

The National Archives may seem by definition to be interested in old things, but we are in fact equally interested in the new; both new types of electronic records and new ways of delivering services to the public.

The NAS website www.nas.gov.uk went live in November and by the end of the year was receiving the equivalent of 36,000 visits per year, three times the level of physical visits. The NAS site is complemented by the Scottish Archive Network site covering most Scottish archives, www.scan.org.uk, which also went live in November.

The centrepiece of our electronic service delivery will be our new catalogue, due for installation in the first half of 2002, and much preparatory work has gone into refining cataloguing standards and identifying our legacy of unlisted collections.

The spread of digital systems throughout the public sector means that many records are being generated in electronic form. Records that are "born digital" need to be preserved in that format if they are to be understood and if their potential value to the public and researchers is to be realised. In order to face the challenge of preserving, arranging and describing electronic records, NAS has recruited additional IT staff, now working in the court and government records areas.

The Scottish Archive Network has developed a high volume digitising facility for archival documents in cooperation with the Genealogical Society of Utah and with the support of the Heritage Lottery Fund. Capable of capturing 100,000 images per month, this is probably unique in the world.

During the year, the sponsorship of NAS moved from the Justice Department to the Constitutional and Parliamentary Secretariat. This was a logical move as it positions NAS close to the Freedom of Information Unit. NAS provided advice to the Scottish Executive on the draft Freedom of Information (Scotland) Bill, and our Government Records Branch supported them in developing a draft Code of Practice on Records Management. The code is due to be issued by Ministers under the terms of the Bill.

Our past year was not all about the new, however. NAS inspection staff helped the Scottish Executive to save urgently needed space through the destruction of 1500 metres of redundant records.

Acts of the Scottish Parliament come to NAS for preservation, once they have received royal assent, in the form of letters patent under the Great Seal. The gutta percha used for the Great Seal in recent years is not durable and NAS Conservation staff researched the traditional medieval techniques of seal casting, using wax gathered from local beekeepers. From this they developed a recipe and method for casting the seals on behalf of Registers of Scotland. As well as being far more durable, the new seals look much better and even smell better.

(Stephen Archer)

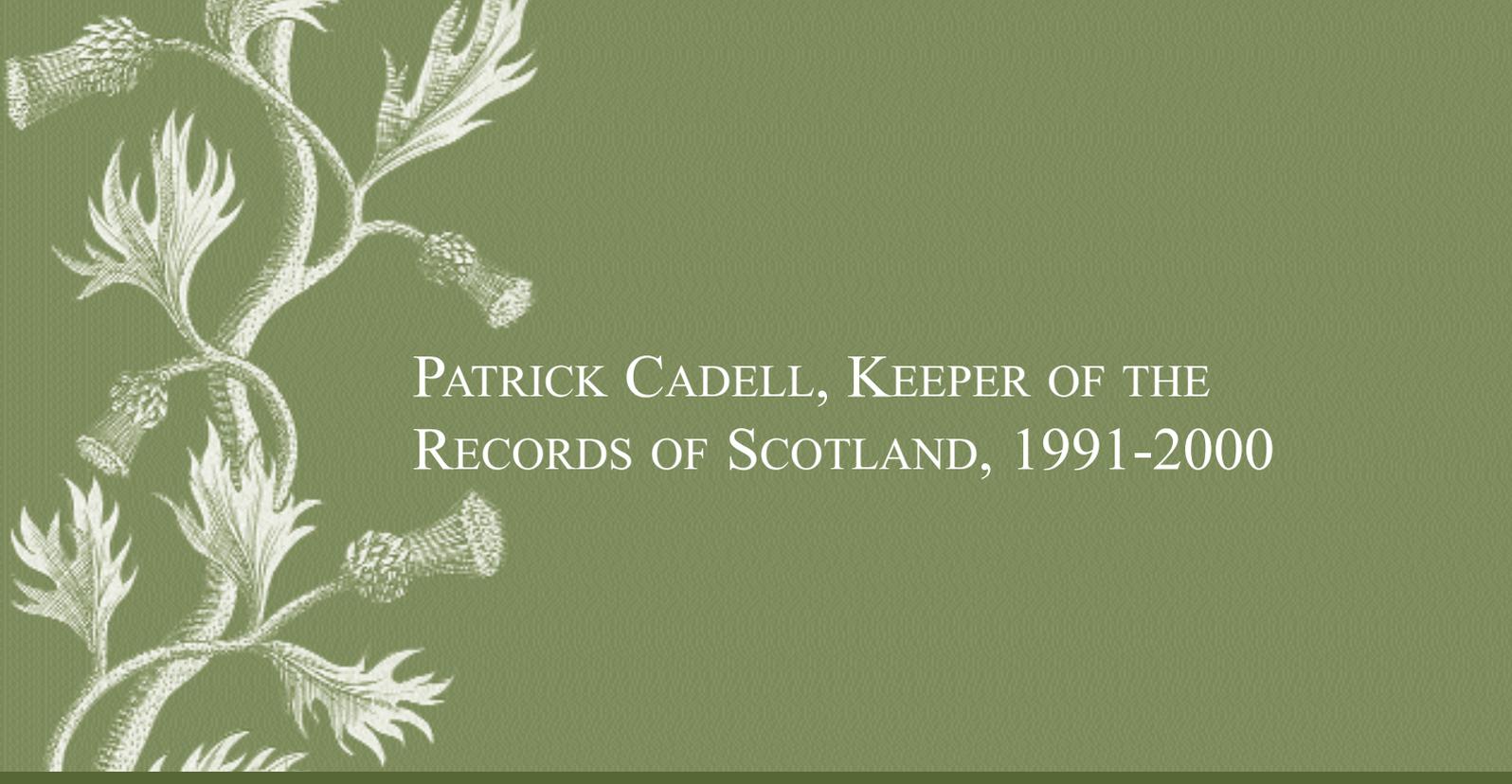


Alasdair Morrison, Deputy Minister for Enterprise, Lifelong Learning and Gaelic, with Patrick Cadell, Keeper of the Records of Scotland (left), and Rosemary Gibson, Head of Publications and Education Branch (right), looking at the Declaration of Arbroath on display in the *Treasures of the National Archives of Scotland* exhibition, November 2000.

NAS is running short of space to store the public records, due to an unexpected rise in demand for storage over the last five years. The contributory factors include government programmes of de-nationalisation, increases in the scope and complexity of government, a general rise in court business, and the long-term need to improve storage conditions. Planning continues for a new building to take account of this and to replace West Register House, which will otherwise need substantial refurbishment.

NAS has drawn up a new, strategic plan to guide its development over the next ten years.

The plan puts greater emphasis on customer needs, on cataloguing records to allow access, and on managing the bulk of records coming to the Agency. It also stresses the opportunities of Freedom of Information to improve record keeping by Scottish public authorities and for NAS to develop its educational work, particularly at secondary school level.

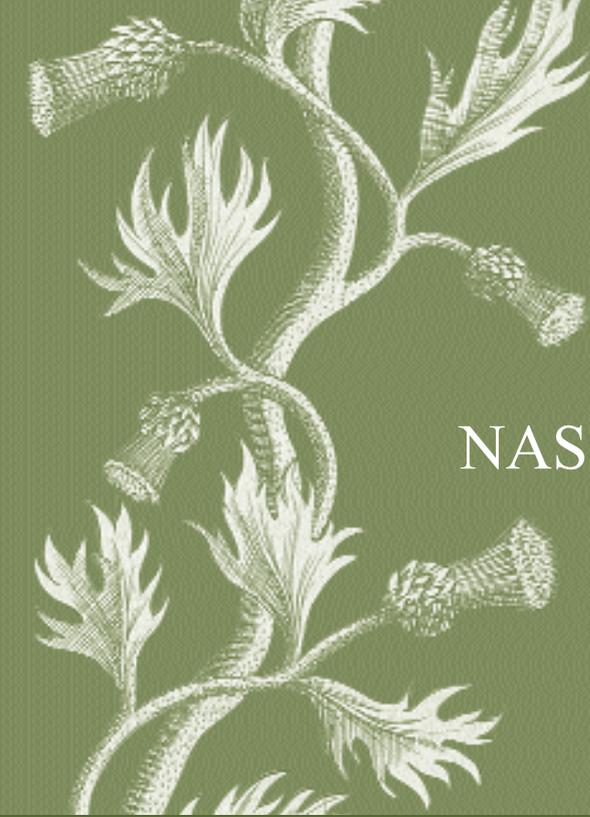


PATRICK CADELL, KEEPER OF THE RECORDS OF SCOTLAND, 1991-2000



Patrick Cadell joined the Scottish Record Office as Keeper in 1991, from the National Library of Scotland, where he was Keeper of Manuscripts, Maps and Music. His period of leadership saw several important developments. The first information system strategy was put in place in 1991, setting the framework for development over the next ten years. Approval was given by Ministers in 1991 for the construction of a much-needed new archives building, Thomas Thomson House, which was officially open in May 1995. There was steady if sometimes uneven growth in the provision of local authority archive services, helped by enhanced powers for the Keeper in the Local Government (Scotland) Act of 1994. Major funding was secured for the Scottish Archive Network project, to open up the content of Scottish archives, in 1998. A working group representing the archive community produced the first ever national policy on archives for Scotland in 1998. The office secured the role of record keeper to the new Scottish Parliament and in order to closer reflect its status and functions, changed its name to the National Archives of Scotland in 1999.

Patrick Cadell also took a prominent role in the archival profession, nationally and internationally. He served as chair of the Society of Archivists from 1996 to 1999 and presided over important changes in the structure and outlook of the society. He represented Scotland and its archives on the Bureau of the Round Table of the International Council of Archives from 1992 to 1996 and as Secretary of the ICA European Board from 1996 to 2000, hosted the Round Table conference in Edinburgh in 1997, welcoming archivists from around 80 countries to discuss the issues of data protection and freedom of information. He continues his European work in retirement, representing the archivists of the EU countries at the Commission and the Council of Europe.



NAS AIMS AND FUNCTIONS

The aims of the National Archives of Scotland are 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;

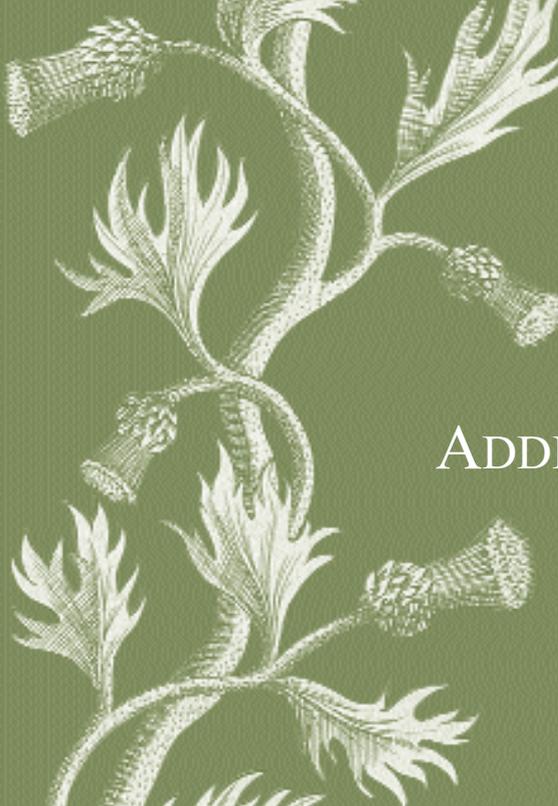
- to preserve to archival standards all records selected for permanent preservation in the NAS;

- 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

COURT AND LEGAL RECORDS

High Court of Justiciary

Work began on listing the case papers of the Justiciary Court after 1900. For many years the High Court has been the poor relation of the Supreme Courts in terms of the lack of finding-aids to its records. The strong historical links between the Court of Session and the 'Register House', and the sheer bulk of Session records in NAS custody, have both ensured that a great deal of staff time in recent years has been required to open up these records to researchers. A more even-handed listing policy has been desirable for some time and it was therefore decided to treat the records of the Justiciary Court as a priority case for the next few years. The immediate aim has been to provide a comprehensive database of the twentieth-century JC26 papers in NAS custody. The period down to 1941 had been listed by the end of the April 2001: we expect to complete the database during the next twelve months and additionally to commence work on databases of the pre-1900 records.

Court of Session

The receipt of the extracted and unextracted processes for 1994 marks the last year that the Court has divided these records into separate series: from 1995 both types of processes will be searched for as part of a unified series. Unfortunately, some difficulties in searching the Court's records are being experienced as a result of the mixed quality of finding-aids produced by the Court. In addition to the variations in indexing styles used by its various offices, the continuing lack of case numbers in the Court's divorce register mean that some types of records are more fully in the public domain than others. It is highly unfortunate that the 1994 transmission was not accompanied by an index of any kind, paralleling the situation for 1993 and for much of the intake of 1992. Although the Court has now agreed to remedy this situation, the keying of the indexes is proving to be a protracted affair, due to the competing demands on court staff time.

On a more positive note, further progress was made in constructing a comprehensive database of sequestrations concluded in Scotland between 1838 and 1913: by April 2001 entries for surnames down to the letter 'O' had been done.

Summer Weeding Programme

The annual programme of summer weeding produced 176 pages of lists for sheriff court and Justiciary Court records, and for the first time a computerised index for the JC26 sitting papers of the High Court of Justiciary. Entries were keyed for the years 1987-9 producing a total of over 3,500 individual names. A total of 96 metres of court records were listed and over 26 metres of sheriff court processes were destroyed. The destruction rate averaged 85%.

Sheriff Courts

A number of issues combined to confirm the impression that the time is coming when the current transmission system will need to be reviewed and possibly radically changed. The lack of storage space remains a major problem for many courts, with Edinburgh and Glasgow now requesting transmissions every 2-3 years instead of 4-5 as envisaged. This results in pressure on NAS to accept emergency transmissions and adversely affects the level of service we can offer to other depositors. The emerging gaps in some series of criminal records additionally emphasise that the existing arrangements have not been particularly effective at policing periods of change in some areas of record-creating activity. Perhaps most strikingly, the development of electronic case tracking systems inevitably means that the existing paper-based system of retrospective transmissions of commissary records after 10 years and other types of record after 25 years will need to be replaced by a more dynamic arrangement in tune with an increasingly electronic court system. Discussions continued with the Scottish Court Service over the desirability of digitising the post-1984 microfilms of commissary records, which have proved to be of variable quality.

Church Records

A notable return consisted *inter alia* of 2 seventeenth-century minute books of Edinburgh High or St Giles' kirk session (CH2/136), which had somehow found their way to Edinburgh City Archives. A considerable amount of time was spent completing the sorting and where necessary, listing of kirk session (and justice of the peace) records which had been brought back to NAS from Moray District Record Office. The records will remain with NAS for the present until an appropriate home for them can be found. A fair amount of time was also spent changing the closure labels of records of the Methodist Church following its decision to move from a 60-year closure period to ones based on 30 and 75 years. The Methodist Church's widespread use of the 30-year rule, however, happily means that a far higher proportion of the collection will be available sooner than before to researchers.

Other Issues

In a significant initiative, an electronic records officer was appointed on attachment to the branch at the start of 2001. The appointment is an important one, because electronic developments in the court service have recently begun to accelerate. A typical example came from the Office of Accountant in Bankruptcy which is proposing to digitise new sequestrations. Since one of the central issues in electronic records concerns the desirability of collaboration between record creators and record managers, including archive offices as ultimate recipients of records, it was useful to be able to discuss this proposal in advance with the AiB and to be able to offer an enhanced technical response from the NAS perspective. A pro-active approach to the management of electronic records will undoubtedly form one of the litmus tests for the successful archive office of the twenty-first century.

GOVERNMENT RECORDS

Scottish Parliament

In a welcome development for record keeping, the Scottish Parliamentary Corporate Body this year appointed a Records Manager, something NAS had been advocating since the planning stages of devolution. The application of professional records management techniques to parliamentary records will benefit NAS by enabling us to develop a consistent and structured approach to the selection and cataloguing of parliamentary records.

Among the records accessioned this year was the long-awaited Abolition of Feudal Tenure (Scotland) Act 2001. In a related development, it was agreed by Registers of Scotland that the great seal attached to 'letters patent' (which legally record for the public that such Acts have been passed), should be cast in beeswax, the traditional material for Scottish seals, which has proved its durability over many centuries. The sealing process now takes place under strict supervision in NAS's own Conservation Unit, which has the necessary expertise and equipment to do the job. By way of modern contrast, NAS also accessioned the first electronic 'snapshot' of the Scottish Parliament's website.

Scottish Executive

NAS is making a substantial contribution towards the development of the Scottish Executive's Freedom of Information (Scotland) Bill. This contribution takes the form of supplying advice to the Scottish Executive's Freedom of Information Unit, commenting on the Executive proposals, and supporting their preparation of a Code of Practice on Records Management which the Bill will require the Scottish Ministers to issue. Although there is a model in the corresponding draft UK Code of Practice on Records Management, the Scottish Code is being drafted to reflect Scottish circumstances.

The process of selecting Scottish Executive files for permanent preservation has long been a part of the government records operation that NAS has been working at streamlining. The Scottish Executive this year took a major step towards this by appointing a small team of dedicated file-reviewing staff to replace the old system of returning files, sometimes many years old, to staff of the originating branches for review. With advice on hand from experienced NAS inspecting officers, this is already bringing speedier, more consistent and professional standards of review. This in turn will allow NAS staff to spend more time developing appropriate overall selection policies and less on the inspection of individual files.

The work of the NAS file inspection team assisted the Scottish Executive to destroy almost 1,500 metres of redundant records, a 55% increase on the figure for 1999-2000, itself a very healthy total. Additional staff resources were used to achieve this in support of further requirements for space-saving on file storage within the Scottish Executive. More than 9000 government files were added to the electronic catalogue, so that the total number of electronic entries for government files now approaches the landmark figure of 100,000. The entire preserved records of the former Scottish Economic Planning Department and the Scottish Office Industry Department (SEP) are now available in the electronic catalogue, with all its benefits of rapid and flexible searching. The task of converting remaining paper entries for other departments is, however, still substantial, with almost 70,000 entries still to go.

Scottish Office files reviewed during 2000-2001			
	2000-01	1999-2000	1998-99
Files examined	156,116	153,040	109,883
Files sent for review	64,955	63,901	58,845
Files transmitted for preservation	2,667	2,004	3,048
Files destroyed (metres)	1,497	964	1,066

Electronic Records

Experimental guidelines for cataloguing electronic records, compatible with the latest ISAD(G) rules of archival description, have been developed over the past year. Progress on the guidelines was greatly assisted by the expansion of NAS's IT unit, which has meant that, for the first time, archivists dealing with electronic records have dedicated IT assistance when dealing with the technical aspects of these records. IT staff are processing electronic data accessioned from the Scottish Office mainframe in 1997 and this, together with the development of a prototype replacement electronic cataloguing system, has allowed archive staff to base the new guidelines on practical experience of listing electronic 'datasets'.

A second survey of datasets created within the Scottish Executive was carried out with the assistance of the Executive's Records Management Branch. The returns are being analysed with a view to following up any that indicate datasets which may be of long-term historical significance.

The Scottish Executive decided to look afresh at electronic record-keeping systems for administrative records and appointed a small internal steering group. NAS sees the papers of this group and is invited to comment on them. With NAS encouragement, they have also been hosting demonstrations of a number of Public Record Office approved electronic records management systems which would entirely replace the keeping of paper records in tangible files. The Executive is considering acquiring such a system by the year 2004, and NAS has the task of preparing itself to receive and maintain records designated for permanent preservation which might come from this system.

Other public records

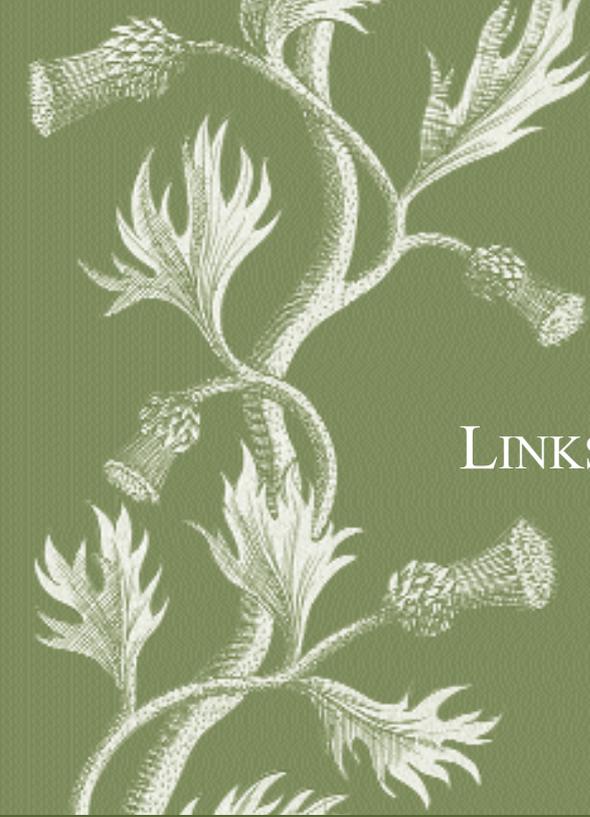
The records of the Cullen Inquiry into the multiple shootings at Dunblane Primary School in 1996 have now been catalogued under the reference COM21. Transcripts of its proceedings, almost all of the submissions made to it, and petitions sent in by members of the public, are open to public access. Some records, including productions before the Inquiry, are closed for 100 years, mostly because of the highly sensitive personal information they contain. Acquisitions this year have included several deposits of Customs and Excise records: these included nineteenth century Excise Board letterbooks and establishment books transferred from England, and a quantity of shipping registers and other records from various Scottish ports formerly held by the Scottish Customs Museum at Greenock. Among the latter, some have now been transferred under the Keeper's charge and superintendence to Ayrshire Archives. Another significant acquisition was the contents of the Scottish photographic library of the former Property Services Agency and Ministry of Works, 1960-1992.

CORPORATE AND PRIVATE RECORDS

This year, as last, there was a distinct pattern in our relationship with non-departmental public bodies (NDPBs) and private organisations with quasi-public functions. Those that have been transmitting papers to us regularly over the years and have proper records management procedures in place continued as before in transferring selected papers to us in a routine way. Some other bodies are not too clear about the difference between archives and records-storage companies, other than that archives do not charge for looking after records. It is not unusual for organisations to contact us only when they are at the point of moving to new premises or there are demands on their office space. When this happens we like to visit and advise. Sometimes very worthwhile liaison is established and strategies for planning the selection and transmission of records are agreed or more appropriate places of deposit are suggested. The intake of the more traditional private records of historical interest, those which make up a large part of our Gifts and Deposits series, was, as in recent years, modest.

Our aim is to take in papers that have some national or international significance or interest, although other considerations very often come into play when accepting papers, as when the latter relate to existing collections or when we accept small intrinsically interesting deposits. Our policy is also to refer potential depositors to local archives when appropriate. As for our own intake of papers, we are looking closely at the terms upon which we accept these. An area we are concentrating on is that of copyright in relation to gifts. In accepting gifts we now discuss with the donors the possibility of the transfer, as part of the gift, of any copyright held by the donors. This is with a view to making records more accessible and usable by researchers.

This year the staff who look after private papers have been revising the NAS's cataloguing standards in preparation for the introduction of a new electronic cataloguing system. Cataloguing of a legacy of unlisted small collections was also in progress. In 2001-2 plans for dealing with a legacy of more substantial or complex unlisted collections will be put in place.



LINKS WITH OTHER ARCHIVES

NATIONAL REGISTER OF ARCHIVES FOR SCOTLAND

NRAS is responsible for compiling a record of papers of historical interest that are in private hands in Scotland, including business records, and it acts as a clearing house of information on these collections.

Our work in NRAS has been affected by a very beneficial development in recent years. That is, the use by researchers of the Historical Manuscripts Commission's website <http://www.hmc.gov.uk>, in particular the online UK National Register of Archives to be found there. The latter is easily searchable, giving brief information about significant elements in collections, and the collections in question include those notified to HMC by NRAS. HMC gives contact details for the NRAS, thus enabling further enquiries to be addressed to us (though we do find that some researchers bypass NRAS and go straight to the holders of the collections).

Another important factor in recent years has been a change in the level of service we provide. No longer do we incur the cost of bringing in privately held papers to Edinburgh for study at West Register House at the request of researchers. In other words things are not as convenient for scholars as they once were. We still enjoy a high level of cooperation with private owners however: some have papers brought to Edinburgh at their own expense for researchers to use, while others allow researchers to visit them to consult papers. The heroic days of massive surveying by NRAS of major private collections have also long since passed. Nevertheless fine material is still found. Work this year included additions to the surveys of the papers of the Rosebery and Mansfield families. A list of this year's surveys is found in Appendix 6.

HEALTH RECORDS

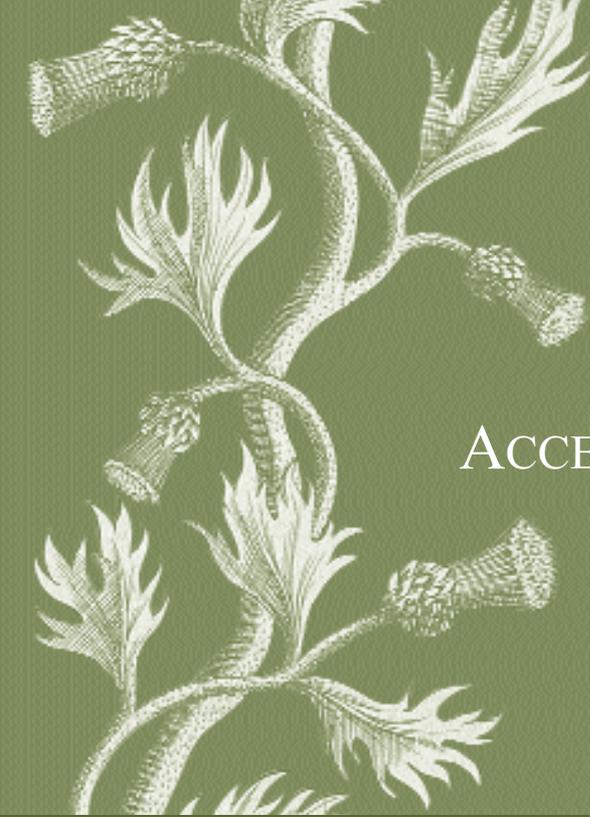
Meetings were convened during the year between NAS staff, the archivists of the Greater Glasgow, Tayside, Dumfries and Galloway, Lothian and Grampian Health Boards, and officials of the Scottish Executive Health Department. These discussed various matters of mutual interest, in particular the adaptation to Scottish needs of the England and Wales Health Services Circular HSC 1999/053 For the Record: Managing records in NHS Trusts and Health Authorities. This had been matter for discussion for some time, but the problem of lack of guidance on records management in the Scottish health service had been thrown into relief when NAS was asked twice in the previous year to intervene at short notice to safeguard older records at risk through reorganisations of health service bodies. This, together with the weak and out-of date nature of the current statutory and regulatory position on administrative health records, made it imperative that some form of clear guidance be issued to health bodies. It was agreed that HSC 1999/053 be adapted (rather than simply issued as it stood with a Scottish Executive covering letter), and submitted to SEHD. Work by health board archivists was in progress on this at the year's end.

CHARGE AND SUPERINTENDENCE

Last year, Senior Management approved the appointment of a dedicated officer for Preservation Services Branch to deal solely with charge and superintendence matters. For various reasons, unfortunately, this appointment did not materialise. As a direct result, very little progress was made in implementing the proposed scheme to undertake inspection visits of all local repositories and to hold discussions with the local archivists. By the end of the year, the question of who would deal with charge and superintendence matters was to be looked at as part of the NAS strategic review.

On the brighter side, visits were made to Ayrshire Archives, Falkirk Council Archives and Glasgow City Archives and much conservation and preservation work was undertaken for Ayrshire Archives.

Unitary Local Authorities	Production Statistics						
	2000-2001				1999-2000		
	C&S Productions	Total Productions	C&S as %	Copies of C&S material	C&S Productions	Total Productions	C&S as %
Aberdeen City Archives	17	2251	0.8%	Not recorded	64	2577	2.5%
Ayrshire Archives	348	4057	8.6%	Not recorded	534	1033	51.7
Dumfries and Galloway Archives	273	3654	7.5%	NIL	233	2118	11%
Dundee City Archives	455	5929	7.7%	278	385	4675	8.2%
East Dunbartonshire Council	3	342	0.9%	NIL	2	520	0.4%
Glasgow City Archives	NIL RETURN				NIL RETURN		
Highland Archive	50	NIL RETURN	?	3	44	1719	2.6%
Orkney Archives	493	4130	11.9%	Not recorded	390	5575	7.0%
Perth & Kinross Archives	692	6885	10.1%	Not recorded	2013	7554	26.6%
Renfrewshire Council (Paisley Central Library)	632	Not recorded	?	Not recorded	458	3294	13.9%
Shetland Archives	373	3121	11.9%	Not recorded	549	4982	11%
Stirling Archives	399	7070	5.6%	Not recorded	468	7674	6.1%
UNIVERSITIES							
Glasgow University	783	9165	8.5%	Not recorded	1917	8332	23%
St Andrews University	NIL RETURN				792	3570	22.2%
OTHER INSTITUTIONS							
RCAHMS	NIL RETURN				9	3501	0.3%



ACCESS

SEARCH ROOMS

Historical and West Search Rooms

The year began with the complete closure of the Historical Search Room facilities at General Register House from 1-14 May 2000. This was essential to allow the removal of the elderly water radiators, the installation of a comfort cooling system, the long overdue rewiring of the room, and the refurbishment of the wood panelling. Thereafter a temporary search room was operated in the Robertson Wing until 31 July, when full services resumed. The refurbished search room received much favourable comment and the new wiring now permits the use of portable computers at every seat. A very discreet CCTV system has also been installed. One unforeseen side effect of the closure was that despite clear publicity to the contrary, many readers seem to have assumed that the closure was for much longer than two weeks. The summer was consequently much quieter than normal and this was reflected in the overall production figures which fell by almost a fifth in comparison to the previous year. By way of compensation to an inconvenienced readership, Historical did not close for the normal fortnight's stocktaking in November.

Advice facilities at WRH were improved with the establishment of a reception point to meet callers and provide outline guidance about our services.

Considerable progress was made in surmounting the difficulties identified in last year's report. The staff numbers were more stable than in 1999/2000 but correspondence totals again rose over the previous year, this time by almost 15% in Historical. By mid-September writers to Historical could wait for up to nine weeks for an answer. By the end of the year, however, this waiting period was down to under four weeks and the backlog of unanswered queries was all but eliminated.

Three things underlay this remarkable change in fortune. In August, we installed an auto-response on our e-mail system. All incoming e-mail to the Historical and West Search rooms now receives an instantaneous response, containing both an acknowledgement of receipt and a body of information that answers many of the questions that we are most frequently asked. It also points writers to both the NAS and Scottish Archive Network websites. If it is judged that either this response or the websites can answer the original query, no further answer is given. The effect has been to reduce noticeably the number of standard enquiries that require specific staff intervention and has freed resources to deal with less straightforward queries. The system has been accepted by the public with many compliments and only a few complaints. In September we implemented our first formal policy for dealing with correspondence. In many ways this was a codification of existing practice and defined the extent to which we are prepared to go to answer enquiries. In particular, it recognises that while we can still deal with certain types of question, workload pressures mean that we can no longer undertake any other than the most limited record investigations for enquirers unless there is an obvious benefit to the NAS (e.g. staff training or developing record knowledge). Instead, the focus in answers must now be on advising our public on how best to go about answering a question for themselves. This brings us into line with current practice in other large archives. The last factor in our improved performance was the addition of an extra member of professional staff to the search room team in January 2001.

Readers' Daily Attendances			
	2000-2001	1999-2000	1990-1991
Historical	8,882	9,929	8,663
West	3,241	2,637	2,519
Total	12,123	12,566	11,182
Postal and e-mail enquiries			
Historical	3,359	2,929	n/a
West	994	1,002	n/a
Total	4,353	3,931	2,921
Photocopies (pages)			
Historical	21,692	24,739	n/a
West	19,091	15,895	n/a
Total	40,783	40,634	33,129
Productions			
Historical	28,516	35,110	28,214
West	14,707	13,619	13,401
Total	43,223	48,729	41,615

Legal Search Room

Despite a dramatic first quarter fall in business, overall demand for documents remained unchanged from last year. When the productions to Registers of Scotland's New Areas Preparation team are discounted, however, the underlying demand by searchers fell by over 5%. It was unclear whether this was due to property market fluctuations or to the effects of Registration of Title. The ongoing problems in recruiting reprographic staff led to a continuance of the difficulties of last year, with delays in producing copies and the consequent failure to achieve our targets. With the arrival of Midlothian onto the Registration of Title system in April 2001, we anticipate a temporary rise in business for two years of about 10%. Steps were consequently taken at the end of the year to increase the reprographic staff to meet this demand. After consultations with the search firms, the use of ink was banned in the Legal Search Room. Its use there, as in any archive, had become an indefensible anomaly. The CCTV and electrically locking door, mentioned in the previous report, were installed in August and will contribute to enhanced security.

Photocopies (pages)	2000-2001	1999-2000	1990-1991
(excludes Registration of Title and self-service)	703,452	825,543	973,112
Productions			
Legal Business	118,856	125,810	104,282
Registration of Title	24,246	17,393	n/a
Total	143,102	143,203	104,282

EXHIBITIONS

This year a major exhibition was mounted at West Register House to mark the millennium. *Treasures of the National Archives of Scotland* was launched on St Andrew's Day 2000 along with the NAS website by Alasdair Morrison, MSP, Depute Minister for Enterprise, Lifelong Learning and Gaelic. The exhibition was designed to show the range and depth of NAS collections. It included major documents like the Declaration of Arbroath (the original was replaced after two weeks by a facsimile), the Treaty of Union and the Treaty of Perpetual Peace, as well as examples from many of our major record series: Rob Roy's contract with the Duke of Montrose from the Register of Deeds; Thomas Muir's passport from Justiciary records; the first reference to whisky, from Exchequer records; the Tay Bridge disaster telegram from the Scottish railway archive. The exhibition also displayed plans, Scottish Office files, including a school inspection report on the real St Trinnean's and examples of private papers, including a school jotter from St Kilda written just before the island was evacuated. The exhibition ran till the end of January 2001. For those unable to visit the display itself, extracts were put on the website to provide a virtual display.

The Declaration of Arbroath was on display at West Register House for two weeks after its anniversary on 6 April 2000. A short pamphlet containing a translation and notes was produced and sold very well during the display. In General Register House an exhibition on domestic life in Scotland ran from April to September 2000. *No Place Like Home* made use of inventories to show the contents of houses of all classes of society over the centuries, as well as household accounts to illustrate diet and dress. This was followed at General Register House by a display on the Scottish book trade, put on to mark an international bookfair and conference in Edinburgh of antiquarian booksellers. The exhibition ran from mid September 2000 till mid March 2001.

The travelling version of *The Darien Adventure* exhibition, a joint project with the National Library of Scotland, sponsored by The Royal Bank of Scotland, continued its tour of libraries, museums and Royal Bank of Scotland branches across Scotland. Throughout the year we have been working with Historic Scotland on a joint project to mark the 500th anniversary of the Treaty of Perpetual Peace in 2002 with an exhibition at Stirling Castle. The Treaty was signed for the marriage of James IV of Scotland to Margaret, daughter of Henry VII of England in 1502 and promised perpetual peace between the two countries.



(Stephen Archer)

Alasdair Morrison, Deputy Minister for Enterprise, Lifelong Learning and Gaelic, and Patrick Cadell, Keeper of the Records of Scotland, outside West Register House at the opening of the *Treasures of the National Archives of Scotland* exhibition, November 2000.



The suffragette 'Janet Arthur' (really Lord Kitchener's niece, Fanny Parker) being escorted from Ayr Sheriff Court in 1914. She was charged with attempting to blow up Burns' cottage in Alloway as part of the campaign for women's suffrage. The photograph is reproduced in the book *Treasures of the National Archives of Scotland* along with a report from official files describing how she was force fed while in Ayr Prison. Scottish Office Home and Health Department files, HH16/43).



The poster which accompanied the exhibition *No Place Like Home*, held at General Register House over the spring and summer of 2000.



(Stephen Archer)

Alison Rosie, Publications Officer, with Andrew Bricknell, of Multimedia, the designers of the NAS website, and Alasdair Morrison, Deputy Minister for Enterprise, Lifelong Learning and Gaelic, at the launch of the website, November 2000.



WEBSITE

A prototype NAS website went on line in June 2000 and the full website (www.nas.gov.uk) was launched on St Andrew's Day along with the *Treasures* exhibition. The website is the equivalent of a major publication. With some 180,000 words and 150 images it rivals the size of *The Guide to the National Archives*. The website was planned by Publications and Education Branch and designed by Multimedia Incorporated.

The site has greatly advanced our aim of bringing the national archives to as wide an audience as possible. As a first step we have concentrated on producing an informative, easy to use site which gives users an intelligent introduction to our collections and how to access them, either in person or at a distance. One of our main aims was to reach family historians, currently our largest user group, and give them the information they need to make the best of their visit to the NAS. The site also features our first virtual exhibition (highlights from the *Treasures* exhibition) resources for teachers to use directly in the classroom and information on our preservation services.

PUBLICATIONS

A full colour publication was produced from the *Treasures* exhibition. *Treasures of the National Archives of Scotland*, by Rosemary Gibson, is intended to have a life beyond the period of the display and to act as a showcase for our holdings. Exhibition texts were produced from the exhibitions *No Place Like Home* and *Scottish Book Trade*.

In partnership with the Inveresk Paper Company we hosted the launch of *Carrongrove: 200 Years of Papermaking*, a history of the Carrongrove Paper Mills, in General Register House on 25 September 2000. The historical part of the text was compiled by Margaret McBryde of Publications and Education Branch, whilst two of our conservators, Linda Ramsay and Hazel Robertson, also made significant contributions to the publication. To mark the occasion, Alison Horsburgh presented Stefan Kay, the managing director of the company, with three copies of the book. These had been specially bound by NAS conservators James Thorburn, Donald Campbell and Caroline Scharfenberg. The launch was attended by Dennis Canavan, MP, MSP, and staff from the Carrongrove Mill and the Scottish paper industry.

The general publicity leaflet on NAS was redesigned early in the year to reflect the new office image. A new information leaflet was produced with advice for researchers using the National Register of Archives (Scotland). A new set of postcards was published early in 2001, including a new image of the Declaration of Arbroath, and a detail from the Treaty of Perpetual Peace. The NAS *Framework Document* was revised and printed with a cover illustrating the website and digital imaging to reflect the impact of digital technology on archives. An article on the NAS was contributed to the *Genealogical Services Directory*.



Copies of *Carrongrove: 200 Years of Papermaking*, written by Margaret McBryde of Publications and Education Branch, were specially bound by Donald Campbell, James Thorburn and Caroline Scharfenberg of NAS Conservation Section. The latter two are shown here presenting their volumes to Stefan Kay, OBE, Managing Director of Inveresk plc, September 2000.

MEDIA CONTACTS

Press and publicity enquiries continued at a very high level during the year. 39 enquiries were dealt with, many of them resulting in filming sessions.

In GRH in May, a crew from Caledonia Sterne and Wilde filmed material on the Wars of Independence and the Union for *The Scots Detective*, a series of children's history programmes for Channel 4. Part of a *House Detectives* programme which appeared on BBC2 on 18 November 2000 was filmed in General Register House. The team used the window tax register for Berwickshire, Court of Session bankruptcy papers and material from the Home of Paxton papers for the history of Ellem Lodge in Berwickshire.

In February 2001 Channel 5 filmed the exterior of TTH and staff working in the interior for *Buildings of the Future*, a series on designs of working environments. In March 2001 the BBC filmed a number of documents and photographs relating to the Tay Bridge disaster for two programmes on engineering challenges, one for Open Learning and the other on BBC2. We provided advice to BBC researchers on sources for emigration from Scotland for programmes commissioned by the Higher Still Development Unit. We have been asked to contribute to a new monthly feature in *BBC History Magazine* to bring to public attention the wealth of archival material in British collections.

The announcement of funding to complete the refurbishment of General Register House and the appointment of a new Keeper both aroused press interest. An article on the refurbishment of GRH appeared in *The Scotsman* on 7 November. On the same day Patrick Cadell and Peter Anderson were interviewed on BBC Radio Scotland's *Scottish Connections* about the refurbishment and about Peter's great-uncle who died on the Canadian National Arctic Expedition, 1913-14. On 2 January 2001 an interview with George Mackenzie and Patrick Cadell on their views as future and former Keepers appeared in *The Herald*. Two articles on the NAS (the new Keeper and the *Treasures* exhibition) appeared in the Scottish Executive's *SCOOP* magazine in March.



Past, present and future Keepers with the Lord Clerk Register. L-R George MacKenzie; the Earl of Wemyss and March, KT (Lord Clerk Register); Patrick Cadell; and Dr Athol Murray (Keeper of the Records of Scotland, 1985-1990) at the opening of the *Treasures of the National Archives of Scotland* exhibition, November 2000.
(Stephen Archer)

Images of the Declaration of Arbroath were provided to the designers of information points at Arbroath Abbey; to the Scottish Executive for their Tartan Day video; to *BBC History Magazine*; and to CTVC for a programme on St Andrew. Peter Anderson was interviewed by STV about the Declaration of Arbroath for *Seven Days* on 21 August. Rosemary Gibson was interviewed on BBC Radio Scotland's *Scottish Connections* on 29 August about a Rob Roy letter for sale.

Images of the Forth Railway Bridge were used in the BBC's *In Search of Scotland* series and images of the Act of Parliament on golf and football were supplied for a video history of Scottish golf. ITN enquired about the duration of a train journey between Edinburgh and Glasgow in 1948 - the response was used in the news on 5 December 2000 in an item on train services. Oregon Public Service Broadcasting in the USA asked about photographs of *Lusitania* from the collection of Upper Clyde Shipbuilders and the History Channel, New York, wanted material on William Wallace for a documentary on family history. Other topics of press interest included Scottish connections with India, the Argyll divorce case, and the SFA invitation to the German football team to play in Scotland in 1936.

OUTREACH

A very successful Doors Open Day on was held at West Register House on 30 September 2000. This year we had 2,502 visitors due to the whole event being centred on Charlotte Square. Displays were mounted on the history of the building and on Charlotte Square.

Considerable progress was made in the bid to the New Opportunities Fund by a consortium of libraries and archives for funding to image material for educational purposes. The consortium, known as Resources for Learning in Scotland (RLS) consists of the National Library of Scotland as lead partner and NAS and SCRAN as the other major partners, along with archives, libraries and museums throughout Scotland. We expect to hear in June 2001 if the bid has been successful.

We continue to provide a Scottish dimension to the Archives in Education Group of the Society of Archivists. Our education officer supplied text on the Scottish curriculum for the Education section of the Society's website and contributed to the site's Document Bank. She also continued working with Exploring Routes into History, a group of Edinburgh based resource providers, which provides useful contact with educational staff. We also maintained valuable links with the former Scottish Consultative Council on the Curriculum in its new form, Learning and Teaching Scotland. Our education officer also provided information on the Scottish curriculum for the archivist to The Waterways Trust to support their bid for HLF funding.

The NAS was very pleased to be part of an initiative to make the *Old and New Statistical Accounts of Scotland* available on-line. The *Statistical Account* was the brainchild of the improver, Sir John Sinclair of Ulbster, who persuaded ministers to submit detailed reports on their parishes. These were published as the *Statistical Account of Scotland* between 1791 and 1799. The exercise was repeated 40 years later and the *New Statistical Account* was published in 1845. The consortium directing the on-line initiative, known as the Joint Board for the Statistical Accounts of Scotland (a title after Sir John's own heart), comprised representatives of the archive community and libraries, both public and academic, reflecting the wide appeal of this invaluable resource. Funding for the project was provided by JISC (Joint Information Services Council for the universities), SLIC (the Scottish Library and Information Council), the Carnegie Trust for the Universities of Scotland, the Gannochy Trust, Friends of Glasgow University Library and EDINA (Edinburgh Data and Information Access). The NAS contribution was to have the text of the New Statistical Account re-keyed. The on-line version of the Accounts was launched on 25 January 2000 and is available at <http://edina.ac.uk/StatAcc>. Worldwide usage has been reported.

VISITS AND TALKS

Visits and Talks

This year over 800 people attended talks given by NAS staff on the work of the office, though the number of visits to General Register House was significantly reduced as a result of the refurbishment work taking place. Talks were given to various family history societies, including Lothian, Fife, Renfrewshire, Leith and Central Region. The NAS also manned a stall at the Edinburgh Family History Fair. Other groups who heard about the NAS included the Royal College of General Practitioners, the State Archives of China Administration, the Glasgow Society of Scribes and Edinburgh University legal history students. A former member of staff at the National Archives of Scotland, Jim Crow, gave the Armistead Lecture at Dundee University, attended by 232 people.

LIBRARY

The library accessioned 384 books last year, of which 237 were gifts. Once again we are very grateful to all those who donated these publications to the library. Publications continue to be selected according to their relevance to our collections and the work of the office. This year the proportion of electronic records and Records Management publications rose in order to support this relatively new area of work.



PRESERVATION SERVICES

CONSERVATION

One conservator left in August to work in the Vatican Archives, but despite a recruitment campaign culminating in a board in November, the post remained unfilled by the end of the financial year. This seemed to confirm fears that NAS might be witnessing a recruitment problem. Unfortunately, as a direct consequence of this situation plus pressure of work, it was decided that we should only take one of the proposed student placements from the Society of Archivists Training Scheme this year and not two as planned.

Work dealt with was as varied as ever. An enormous amount of effort was put into preparing exhibitions and especially the *Treasures of the NAS*, which was launched on 30 November by Alasdair Morrison, MSP. Over fifteen hundred hours were spent on exhibition work which is even more than last year and almost double the time spent on this activity in 1997-8. In July, work started on surveying hundreds of plans and associated documents for possible inclusion in the first outside imaging project that NAS has been involved in, the Research Support Libraries Programme (RSLP) project, *Charting the Nation*. Over a six month period, all of the conservators were involved in varying levels of conservation work on the selected material (625 plans and 279 associated documents) to prepare them for digital capture starting in December. The images will go on to the project's web site next year. This was a successful joint exercise but it clearly demonstrated just how much time and effort is involved in selecting, conserving and preparing records for this type of venture.

Early in the year, Conservation staff developed a recipe and technique for casting the Great Seal in beeswax rather than gutta percha as the Registers of Scotland are currently doing. The latter is not a satisfactory material for this purpose on several counts including its poor appearance, smell and, most importantly from a preservation perspective, its short life span. The development work involved a lot of background reading, liaison with Mrs Jana Dernoskova of the Central State Archives in Prague and several experiments with different 'recipes' and trial casts. The conservators have succeeded in developing a technique for making excellent seals using beeswax and, in agreement with the Registers of Scotland, this will now be applied to all Letters Patent in future. A happy bi-product of this programme has been the establishment of strong links with the local bee-keeping fraternity, especially George Hood from Pencaitland Honey, who has been providing the wax for this purpose.



Donald Campbell, NAS Conservation Section, and Rosemary Gibson, Head of Publications and Education Branch, setting up the *Treasures of the National Archives of Scotland* exhibition in West Register House.

Another project undertaken was to have a limited number of prints made from the Lizar copperplate of the Declaration of Arbroath, made circa 1815. To this end, the plate was taken to the Buick Studios in the north of England where 100 prints were hand-printed on Fabriano hand-made paper. Most of the prints will be made available for sale to the public but a few will be kept for special purposes, for example number 2/100 was presented to Alasdair Morrison, MSP, for the Scottish Parliament when he opened the *Treasures of the National Archives of Scotland* exhibition on 30 November.



Letters Patent and Seal creating Inverness a city, March 2001. The seal was made by NAS Conservation Section. L-R Lord Gray of Contin, the Lord-Lieutenant of Inverness, Badenoch, Strathspey and Lochaber; Peter Peacock MSP; David Green, Convenor of Highland Council; David Stewart MP; Helen Liddell, Secretary of State for Scotland; and Bill Smith, Provost of Inverness.
(Ewen Weatherspoon)

There was a very disappointing take-up of the NAS Conservation Grant this year. In an effort to improve this situation, a new and simple application form was designed and put on the NAS web site. It looks as if this may have paid dividends because by the end of the year, several institutions had expressed interest in the scheme and had submitted bids for consideration.

Approaches were made to the Getty Conservation Institute about the possibility of making a sealed case for the Declaration of Arbroath, based on a design by Dr Shin Maekawa, Senior Scientist at the Institute. The Getty was happy in principle for such a collaborative project to proceed subject to various technical details being ironed out. Heriot-Watt University was then approached with a view to being our technical partner in the project and their initial response has been encouraging. Over the coming months, we hope to be discussing possible designs for the case and how to overcome any technical difficulties that these might present.

The Senior Conservator, Linda Ramsay, was a member of the working group to revise BS 4791 and NAS hosted the final meeting of the group at Thomas Thomson House in September. Despite hopes to the contrary, the revised standard was not published this year and is unlikely to be out before Christmas at the earliest.

National Archives of Scotland			
	2000-2001	1999-2000	1998-1999
Total volumes bound	434	568	602
Records conserved	46,477	38,169	64,883
Exhibition prepared (hours)	1567.75	1394.65	644.25
Miscellaneous (hours)	0	120	1668
SCAN surveying (hours)	3.5	129.5	93
General Register for Scotland			
OPR volumes bound	3	6	0
Miscellaneous (hours)	21.5	35.75	4.25

REPROGRAPHIC

Despite hopes to the contrary, the severe staffing problems suffered last year continued this year, and over the summer months work demands were only met by recruiting three casual staff. Problems continued but by the end of the year and despite being without our full complement, new staff had settled in well and morale in the section was again quite buoyant. Steps were taken to build on this including holding weekly meetings to ensure that staff are kept informed of developments, both in the branch and throughout the office, and where staff are able to voice concerns or raise matters of importance to them. We remained three staff short at the end of the year.

One full-time and one part-time operator were taken on to deal with digital imaging. A substantial amount of imaging was done for Publications and Education Branch for a plans publication, the *Treasures of the NAS* exhibition and the NAS website. The equipment again proved to be very useful for dealing with several requests from other institutions to borrow records for exhibitions. Where there were logistical or conservation concerns concerning these requests, high quality, full-size surrogates were produced using the digital camera, for use in the exhibition in lieu of the originals. This alternative solution was deemed to be most acceptable to the borrowers concerned. Towards the end of the year, the staff helped to produce images for the *Charting the Nation* project. Although a substantial number of images has now been produced, it is regrettable that these are still not readily available to staff or readers. It is hoped, following development of a full database and complete metadata, that this resource which is currently underused will become widely available within NAS to staff and readers.



Iain Moffat of NAS Reprographic Section comparing an original photograph with its digitised image.
(Stephen Archer)

This was a very disappointing year as far as microfilming was concerned. We appointed two microfilm operators but staff shortages in the main area meant they had to relinquish filming work to help with copying. The deployment of microfilming staff onto other duties continued intermittently throughout the year with the result that we did not catch up with the backlog of outstanding microfilm orders and no progress was made on the preservation microfilming programme. One thing we did manage was to carry out checks on the 16mm microfilms of wills and inventories deposited by the Commissary Office and the results gave some cause for concern. The quality of the films was poor and, in extreme cases, text was found to be either illegible or missing altogether. With our colleagues from Court and Legal Branch, approaches were made to the Scottish Court Service and the Commissary Office to consider a programme to scan the films digitally in order to produce a higher percentage of legibility. These negotiations will continue next year.

Replacements were purchased for several of the main machines in the section plus two of the satellite copiers in the department. By adopting a policy of buying good quality re-refurbished equipment rather than new machines, we were able to realise substantial savings for the department this year.

After several attempts to revive it, including cannibalism of other machines, our old A2 reader-printer finally died. This meant we could no longer print paper copies from the aperture cards of maps and plans. As we have about 90,000 of these and there are regular orders for copies from this medium, the demise of the reader-printer was quite serious. Fortunately we were able to replace this with a new digital microfilm scanner that not only scans aperture cards but also microfilm, 35 and 16 mm, as well as microfiche. The quality of the copies it produces is also vastly superior to that from our old equipment, a fact which has been commented on and welcomed by our readers.

As part of a continuing drive to implement improved preservation methods, we ordered a new A3 overhead book scanner. This will be used for copying books, especially the sasine volumes which are being damaged due to excessive copying, and also other records that are not suitable for copying on conventional equipment. Until now, hard copies of the latter records have had to go through a two-stage process, being microfilmed first, so the arrival of this equipment is also important because it will free up the microfilm cameras and operators to undertake more appropriate microfilming work.

Microfilm 35mm (metres)				
	2000-2001		1999-2000	
	External	Internal	External	Internal
Electrostatic A4	780,605	488,716	873,579	511,085
Large sizes	5661	0	4,158	0
Prints from microfiche	11,450	0	32,394	0
Prints from Aperture cards	88	0	749	0
Colour copies	6,410	919	4,326	1,420
LSR SS copies (A4)	155,554	0	125,000	0
SCAN colour copies	0	45	0	0
SCAN Q/copies	0	2998	0	0
TOTAL	959,768	492,678	1,040,206	512,505
Microfilm 35mm (metres)				
Negative	693	0	1,178	0
Duplicates (pos & neg)	7,360	0	11,146.46	0
TOTAL	8,053	0	12,324.46	0
Microfilm 16mm (metres)				
Negative	0	0	0	0
Duplicates (pos & neg)	0	0	0	8,687
TOTAL	0	0	0	8,687
Microfiche				
Duplicate	0	22,002	0	13,198
Oce plan copier (metres)				
	3378	0	337	0
Digital images				
	Captures	Hard copies	Captures	Hard copies
	521	122	0	0

SHELVING AND RECORD STORAGE

The refurbishment work in GRH continued and more records, this time those in the Historical Search Room presses, had to be decanted to facilitate this work. Efforts were made to try to minimise disruption for readers by moving the records to WRH, thereby ensuring continued immediate access to this material. Nevertheless, the movement of almost all records from the GRH basement to TTH creates inevitable delays for readers who want to see this material and, unfortunately for our readers, our repository staff and the well being of the records, this unsatisfactory situation will have to continue until records can be returned to GRH. On the plus side though, we utilised the decanting exercises to further our ongoing re-packaging programme. In particular, when the E38 exchequer records were cleared from the Historical Search Room presses, the opportunity was taken to re-package the whole series completely which was a very worthwhile exercise.

New mobile fiche cabinets were purchased to replace old, static ones that were of varying sizes and too high for safe use. These should provide more than enough space to store all the microfiches of the Register of Sasines until it is completely replaced by Registration of Title.

As part of our outreach programme we participated with Court and Legal Branch colleagues on several visits to sheriff courts to give advice on and inspect record storage. These included Selkirk, Peebles, Linlithgow and Glasgow Sheriff Courts. The inspections confirmed that the storage facilities in most of the courts fell far short of ideal and that there were no comprehensive building strategies in place.

At present accession levels, storage space across all three buildings is predicted to run out within the next three to four years. Work continued, therefore, on a bid for an extension to TTH. This will not be an isolated move, however, but will be a part of an holistic strategy for dealing with our storage situation; for example, we shall also be considering prospective and retrospective appraisal.

Funds having been identified for the purpose, by the end of the year we were on the point of inviting tenders for the supply of new trolleys. The old ones were very noisy and, through heavy usage and general wear and tear, they were becoming less stable and more liable to topple over. The arrival of the new trolleys will therefore be a most welcome step forward in terms of health and safety as well as providing better internal transport for the records on preservation grounds.

With so much material being moved in and out of TTH, Preservation Services Branch has lobbied to have internal changes made to the office van to provide additional security and protection of the records whilst in transit. With these aims in mind, approaches were made to a company to undertake customising the van to our design specifications and it is hoped that these can be implemented as soon as possible next year.

SCOTTISH ARCHIVE NETWORK



It has been a very significant year for the Scottish Archive Network project. Major landmarks were the launch of the website on 30 November 2000, the establishment of descriptive cataloguing standards in November 2000 and the establishment of a quality, high throughput digitising facility by March 2001. Whilst staff recruitment and turnover remain key issues for the project, a significant staff change in March was the resignation, due to early retirement, of project manager Dr Ishbel Barnes. Ishbel had been instrumental in developing the ideas for the project, in making a successful bid for lottery funding and in establishing a successful basis for the project. We wish her well in her retirement.

ONLINE CATALOGUES

Initial visits to the majority of the participating archives were completed by the end of March 2001, any exceptions being mostly far-flung places where an initial visit would be combined with the start of other work and would not take place therefore for some weeks yet. Work had started on the collection description task at nineteen of the participating archives by end of March 2001, including work at all three of the major archives: National Archives of Scotland, National Library of Scotland and Glasgow City Archives. We have a commitment to supply good quality PCs to all participating archives who wanted them the better to enable them to participate in the project; and a programme to roll them out commenced in December, with 7 PCs so far supplied.

A very important part of the project's work is the introduction of a database of collection descriptions. Work continued throughout the year on local development of our expected database, a Swedish-designed product called ARKIS II; and for use in the short term our own IT staff devised an MS Access database, called WeeArkis, which mimics the functions of ARKIS II as we require them.

The availability of Guidelines demonstrating how we would create our collection description entries became crucial both internally and externally, and the 'SCAN Guidelines for Collection Description' were issued in November 2000, which have a general value in contributing to archive standards in Scotland.

Good contacts were maintained with the other UK archive networking projects to ensure that SCAN kept up to date with what was under way elsewhere; and in particular to ensure that, within Scotland, the Higher Education's Archives Hub project and SCAN were not duplicating work.

As an important part of the project's work is communicating with the public at large, talks to local history/heritage/family history societies and other groups were undertaken, and liaison with the Users Group was maintained.

The Online Catalogues team's contribution to the SCAN website was created in time for the launch on 30 November 2000.

As we needed to recruit new staff in the course of the year, at times we had to focus very closely on the induction process (including a fair bit of local training) to get incoming staff up to speed as quickly as possible.

TESTAMENTS PROJECT

As a result of the first camera procurement, one Kodak Megaplug 6.3i camera was eventually purchased from Edit Ltd. and was installed in early October. Two weeks later the Kodak camera supplied by the Genealogical Society of Utah (GSU) was also installed and both cameras were operational by the end of the month.

Meanwhile, testing of the Atmel Camelia 8M was carried out at TTH and a second procurement was accordingly initiated in December. The contract to supply three cameras (two for Testaments and one for Internet resources) was awarded to IKM Micrographic and delivery arranged for April 2001.

After looking at a number of book cradles at home and abroad a specification was put out to tender, as a result of which IKM Micrographic, Germany, were the chosen suppliers of book cradles and copy stands (120° and 180°) suitable for the capture of single and double page images. These were installed in December. Modifications to the 120° book cradle were carried out in February, which enabled it to be operated with greater flexibility.

After submission of a recast Camera Evaluation report in May the HLF gave the go-ahead for SCAN to use the GSU's dCam digital capture software. Several months of discussion with the HLF then ensued over the issue of image resolution. In October a survey of sample images was carried out with members of the SCAN Users' Group and staff and readers at the NAS. Finally, a comprehensive report on image quality was submitted to the HLF at the beginning of February, with proposals for single and double page capture of the testaments registers. These were accepted by the HLF in March. Software for quality control of the captured images was developed by SCAN IT to coincide with the start of digital capture in October.

The GSU digitising supervisor started working full time in the project in November and by Christmas the team of volunteers reached its full complement of ten. The conservation team identified the need for a preservation assistant to assist in the preparation of the pre-1800 registers and to co-ordinate the preparation work of the GSU volunteers. Accordingly, Ann Hunter was appointed and began work at the beginning of January.

Checking of the printed pre-1800 testament indexes re-keyed by Advanced Data Services Ltd (ADS) was completed by June and some were sent back to ADS to be done again. After re-checking the indexes were united in a single, chronological database. Selection and numbering of the Aberdeen warrants (CC1/6) was completed ahead of schedule in June, and work began on the Stirling warrants (CC21/6). Lists of occupations for several commissariots were compiled throughout the year.

Pagination and indexing of the 19th century registers made rapid progress as the GSU team was built up. By the end of March 64% of the registers had been paginated and 160,000 index entries created. Work on the two largest commissariots of Edinburgh and Glasgow was well advanced, as well as Ayr, Paisley and Wigtown. Indexing of the registers of 30 of the 36 commissariots had been completed. Linking of the index entries and images of Aberdeen inventories (SC1/36) and St Andrews testaments (CC20/4), using software developed by SCAN IT, was started in the first quarter of 2001.

Conservation of the Edinburgh testaments registers (CC8/8) continued throughout the year, and good progress was made with the conservation of the Aberdeen warrants (CC1/6). Throughput was considerably increased by the addition of the preservation assistant to the team. By the end of March, 22% of the pre-1800 registers were ready for digital capture; that is, 127 volumes. 64,039 pages had been conserved, as well as 4214 warrants.

Problems with colour balance in the dCam software were finally resolved by Christmas and the decision was taken to re-capture all the registers captured up to that date. By the end of March, digital capture of the Aberdeen inventories (SC1/36) was almost completed and work on St Andrews (CC20/7 & 4) had begun. In all, 74,440 images in 129 volumes had been captured. Of these, 59,300 were double page and 15,140 were single page images.

INTERNET RESOURCES

Much of the year was taken up with preparation for the launch of the SCAN website on 30 November 2000. This included liaison with the chosen design firm (Multimedia Incorporated) on design and functionality of the new site and the finalisation of the website content and images prior to the launch. The prototype SCAN website continued to be maintained throughout this period and a separate website for the weekly *SCAN Newsletter* was created. The *Newsletter* continued to be circulated until the official launch of the website on 30 November.

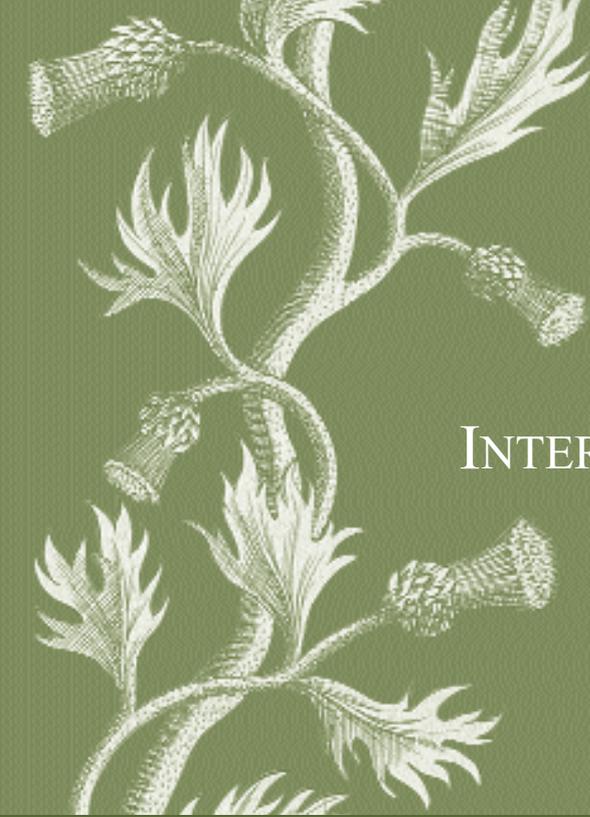


Post-launch, the team learned how to maintain and develop the professionally designed website. Other functional elements such as the registration and contact forms were added in January 2001. By the end of March 2001, the following had been completed: 88 Knowledge Base entries; 4 exhibitions; 10 virtual tours; 67 featured documents; and 18 palaeography pages.

Many visits were paid to participating archives during the course of the year. The team also liaised with the NAS regarding their website, with the SCAN Users Group and with staff of the National Railway Museum (NRM) in York. SCAN are working in conjunction with the NRM to produce an online exhibition on the Highland Railway entitled *North by Northwest*. Part of this exhibition was available at the site launch and more will be added in June 2001.

After consultation with staff from Scottish Enterprise, it was decided that SCAN should participate in their Marketing Advance Programme beginning in January 2001 and finishing in June 2001. Joanna Baird and Stuart Low attended, accompanied occasionally by other members of SCAN staff. SCAN will further develop marketing options to ensure the sustainability of the network and its resources.

A digital imaging technician, Gary Clelland, was recruited in August 2000. Gary is responsible for digitally imaging material for use on the SCAN website. Early technical problems with the existing camera set-up meant that few images could be captured in the period to the end of March 2001. A new digital camera is scheduled to arrive in April 2001 which will expand the type and increase the throughput of documents that can be captured.



INTERNATIONAL DEVELOPMENTS

REPRESENTATION

Patrick Cadell remained a member of the Council of Europe Working Group on Access to Official Information, which has now practically completed its work. A fuller report on this is given below. Dr Peter Anderson started a second three-year term as Chair of the newly-constituted International Council on Archives (ICA) Committee on Archive Buildings in Temperate Climates which met at Heriot-Watt University in Edinburgh in April 2000.

George MacKenzie was Deputy General Secretary of the International Council on Archives until the end of December 2000, and attended the ICA Executive Committee meeting in Madrid in September 2000. Along with the Keeper and Deputy Keeper, and a number of Scottish archival colleagues, he attended the International Congress on Archives in Seville in September 2000.

COUNCIL OF EUROPE WORKING GROUP ON ACCESS TO OFFICIAL INFORMATION

At the end of March 2001 the Council of Europe Working Group on Access to Official Information held its penultimate meeting, at which the sections dealing with archives were completed. The results are extremely satisfactory. Not only are archives fully recognised in the text of the recommendation itself, but public authorities are enjoined to, 'manage their documents efficiently so that documents are easily accessible; apply clear and established rules for the preservation and destruction of their documents; and as far as possible make available information on the matters or activities for which they are responsible, for example by setting up lists or registers of the documents they hold.'

In the accompanying 'Explanatory Memorandum' which is formally part of the recommendation, public authorities are invited to 'provide the necessary consultation facilities (appropriate technical equipment, including that making use of new information and communication technology; well adapted premises). In any event, the public authorities should ensure preservation and secure storage of originals....'. This Recommendation, which should have passed through all its stages of approval by early 2002, is entirely complementary to the Recommendation on access to archives. Council of Europe Recommendations are not binding on member states, but the Council now has a reputation for giving serious thought to the matters brought before it, and its views represent both a wide range of professional and government thinking, and a depth of thought which few other international bodies give to anything, least of all archives.

EUROPEAN UNION ARCHIVE NETWORK (EUAN)

The EUAN project completed its work during the year in review, and was successfully reviewed by the Commission at a meeting in Luxembourg in February 2001.

The project aim was to open up access to the content in public archives across Europe, and it has been working to establish guidelines for a common infrastructure which will make a multi-lingual network possible in future.

The key to using archives are of course catalogues, which both describe and explain the rich archival content, and these have been the focus for EUAN. On the archival side, the project agreed that a common Internet approach to describing European archives should be based on the collection or fonds level, (meaning all the documents created by a single person, family or organisation). It also proposed a common set of data elements, based on the international ISAD(G) standard. One of these elements allows a translation of a summary of the collection into another language to be entered. The project recognised the importance of new developments in data structure and content to future exchange of archival descriptive data across national boundaries, and that the new Encoded Archival Context being produced by the International Council on Archives will be crucial. It examined access points and concluded that subject indexing was both culture and language specific and would be extremely difficult to implement.

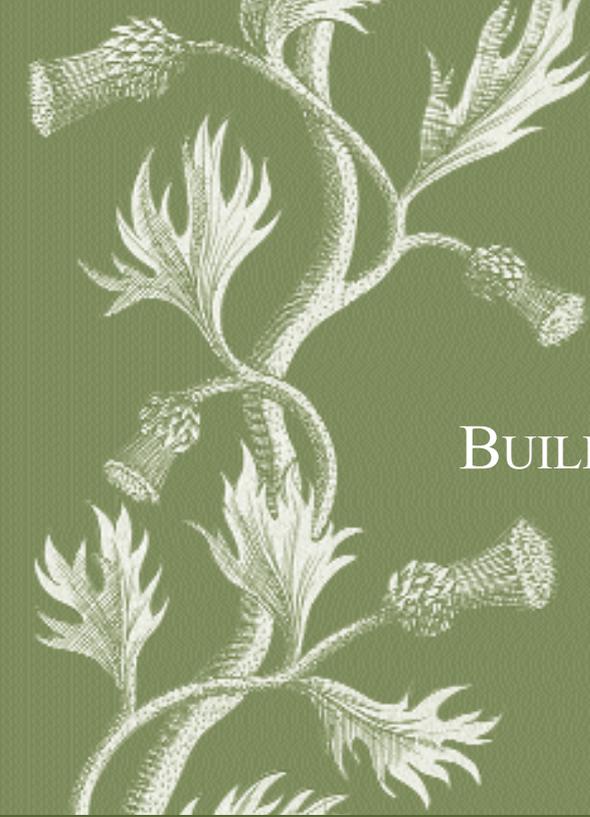
On the technical side, the project built a working Internet-based interface to the archive catalogues of the project partners, in order to test the practicalities and explore the potential of multi-lingual, international working. This was based on the Swedish Arkis system, and demonstrated that data from partners could be read in from different formats, including MARC and EAD, and then searched and displayed. Language remains an issue, as systems of automatic translation were found to be of little value, and the dictionary of archival terms which was incorporated is more aimed at archivists than users.

The project is only a first step towards a true network of European archives, and much remains to be done, including further testing of the model and further dissemination of the results. The partners are looking at fresh initiatives.

Reports on the project were presented at the International Congress on Archives in Seville in September 2000, and at the European summit on archives in Lund, Sweden, in early 2001. Further information is also available on the project website: www.euan.org.



Alison Rosie, George MacKenzie and Patrick Cadell with the delegation from the State Archives Administration of China who visited General Register House in June 2000.



BUILDINGS

GENERAL REGISTER HOUSE

It will be appreciated that it is difficult to carry out the necessary upgrading and conservation work to this important A-listed building while ensuring that the building operates efficiently at all levels. I am happy to report that work to install the heating system proved successful. Indeed, readers complimented us on our ability to continue with a public service at a time when the Historical Search Room was closed for refurbishment and searchroom facilities were temporarily provided within the Robertson Wing.

Now, for the first time, the Historical Search Room can provide power for a laptop computer at each desk. In addition, heating and cooling controls create a more stable environment to the benefit of the readers as well as the records.

Work to secure the stone balustrades on the roof of the towers and pavilion roofs has been extensive as the condition of the stonework and associated fixings proved to be poorer than anticipated. Some new balustrading had, out of necessity, to be manufactured. In addition, similar defects were found on the roof of the Robertson Wing, and the Scottish Executive asked if we would repair these as well.

The next phase of the work will be procured soon with a view to starting this in March or April 2002. Completion will be in 2004. The work will involve extensive internal and external repairs; the upgrade of record storage rooms on the top floor to full archival standard; and the provision of better facilities for disabled visitors and readers.

The last remaining phase of the project concerns the refurbishment of the rear dome.

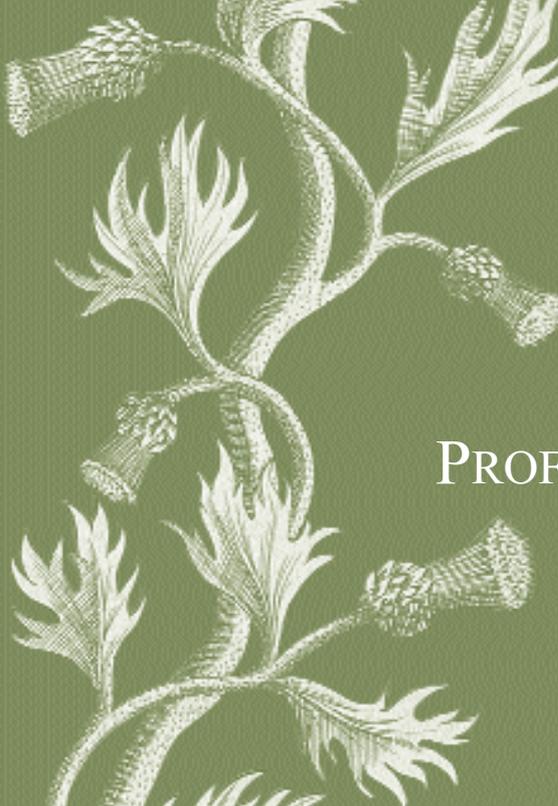
WEST REGISTER HOUSE

Problems have arisen with the external stonework; this is being monitored on a regular basis. The air conditioning plant proves problematic and we have been faced in the last few months with the replacement of fairly major components in order to ensure the records are kept in the correct environment.

THOMAS THOMSON HOUSE

The contractor responsible for the construction of this building continues to resolve an intermittent defect with a flat roof causing water ingress. In spite of repairs the problem seems still to remain outstanding.

Our business case to build an extension to our new building has been reviewed and will be submitted for formal approval this year.



PROFESSIONAL DEVELOPMENT

The NAS Senior Conservator, Linda Ramsay, was awarded accredited status through the Society of Archivists' Fast Track Scheme for conservators, which was introduced this year. Linda has also been approved as an assessor for the accreditation programme so she will now be involved in assessing portfolios and practical conservation work submitted under the Standard Scheme. Two other conservators are currently working on their portfolios towards achieving accredited status through this scheme.

Staff are actively encouraged to work towards achieving higher professional status and as well as the accreditation scheme, several archivists and conservators are currently on the Society of Archivists' Pre-registration scheme. By the end of the year, another two archivists had become registered and one conservator was preparing to submit her portfolio to the Society for assessment. In due course, the Society may look at Chartered Status for archivists, records managers and conservators but just how this would fit with the registration scheme is not at all clear at present. Whatever happens, NAS would hope to be able to support and participate in such a scheme as it does with the Society's current registration one.

It had been mooted for some time that NAS should implement the British Computer Society (BCS) Development Scheme for its IT professionals. As a result, discussions were held with BCS staff and other Government departments already using it, as well as trainers of the scheme, to find out what is involved. By the end of the year, proposals had been put to the IT Strategy Group recommending that we adopt the scheme.

The working group to look into post-graduate archival training in Scotland held its first meeting in Glasgow and developed a remit and programme for the project officer. This included identifying requisite training, how it might be structured and who could deliver it. NAS was represented on the working group and, together with Glasgow University and the Society of Archivists, co-funded the 6-12 month seconded post. By the turn of the year, the post of Project Officer had been advertised, interviews held and a successful candidate, Frank Rankin, the South Lanarkshire Archivist, appointed. Frank is to take up this post on a part-time basis with the aim of submitting a final report to the working group in October 2001. The working group will then consider how best to take forward the report's recommendations.

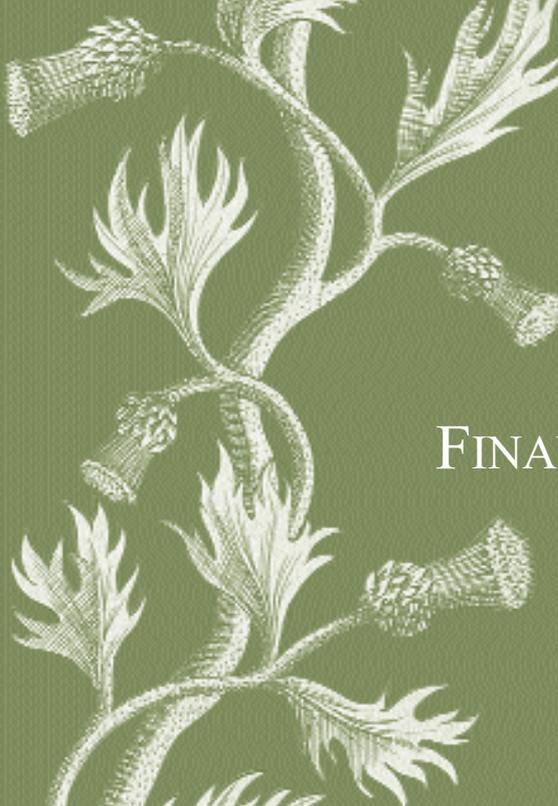
At the end of last year, it was announced that a new Appraisal System was to be introduced throughout the Scottish Executive and its agencies from April 2001. This major change to the annual reporting system came about for various reasons including the Bichard Report (published in 1999), Civil Service Reform and the staff survey questionnaire. The new system is designed to be more flexible than the previous one, to ensure accountability throughout the Executive and generally to rectify shortcomings identified in the old system. Training on the new system was to be delivered by the Development Advisers (DA) but by the end of March, NAS staff were still awaiting this training. This was not helped by the fact that our DA was not actually appointed until the spring.

Courses attended by staff were as diverse as papermaking for book and paper conservators, the selection and use of fire extinguishers, a seminar on iron-gall ink, data protection and freedom of information. Given the amount of work that is now done using PCs, it is not surprising that the vast majority of courses attended over the year were all IT orientated, a trend that is set to continue.

Training involving outside bodies and individuals

As usual NAS played host to a wide variety of visiting professionals and students. Introductory courses to the work of the NAS, ranging from one day to a fortnight, were organised for archive students from as far afield as Marmara University in Turkey and the State Archives of Cyprus and as close to home as Glasgow University and the National Library of Scotland. The conservation section also hosted a three-week placement for a student conservator from West Yorkshire studying maps and plans.

In tandem with Edinburgh University, we again ran the two-day introductory post-graduate training visit to Edinburgh Repositories in October. This was attended by even more students than the two previous years and, despite the whirlwind timetable (for organisers and visitors), it continues to be a very worthwhile event to stage.



FINANCE

FINANCE REPORT 2000-01

The annual provision was sufficient to meet NAS spending plans during the year, which made financial management easier than in past years. This was underpinned by a three-year budget plan that allowed more efficient planning. The year in review saw the end of cash-based accounting, removing difficulties over end-year commitments that had to be paid from the following year's provision. In fact, for the last two years, NAS has operated the new resource accounting system, which is essentially commercial accounting, in parallel with the traditional cash accounts. The Annex contains a summary of income and expenditure in the traditional cash account format. From 1 April 2001, only resource accounting will be used. The format of the accounts will be more comprehensive under the new system.

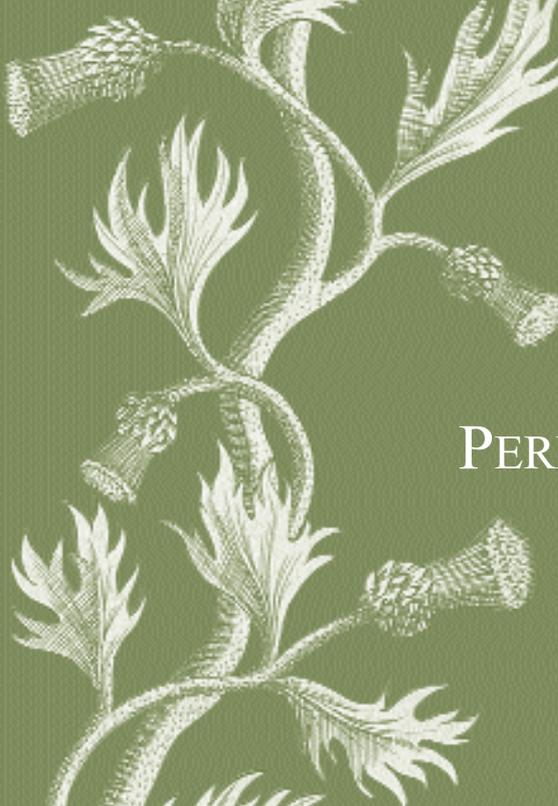
The largest item to note is the £2.4 million contribution towards the refurbishment of General Register House, part of a programme that is expected to continue for a further three years. Slippage in the programme meant that certain remedial works had to be undertaken after April 2001, but the work was completed shortly afterwards. Planning for the next phase of the programme will be undertaken during 2001-02.

Overall, there was an underspend of £767,000 with a reduction of over £100,000 to reflect costs incurred in 2000-01, but not paid until 2001-02. The main areas of underspend were staff costs, arising from a larger than expected number of vacancies, and accommodation, related to slippage in the refurbishment programme. NAS reclaimed more VAT than expected, which permitted us to make use of the additional income.

Work on proposals for additional accommodation, probably on the Thomas Thomson House site, continued during the year. Ministers approved the preparation of a full business case, and there was extensive consultation with Scottish Executive colleagues. Compiling this case has occupied much of the time for a number of staff and other NAS colleagues have been closely involved in developing the outline plans in order to ensure a better public service.

APPENDIX 1 STATISTICS			
FINANCE	2000-2001 Budget £000s	2000-2001 Outturn £000s	1999-2000 Outturn £000s
Administration Expenditure			
Staff Costs			
Directly Employed Staff	2,231	2,217	1,984
Other Staff Costs	470	430	385
Total Staff Related Expenditure	2,701	2,647	2,369
Other Administration Expenditure			
Accommodation	3290	3,752	1092
Travel	30	24	26
Transport	3	2	2
Supplies & Services	729	101	162
Training	25	24	19
Other Office Expenditure	268	199	195
Civil Estate Capital Charges	430	595	570
Bad Debt Write Off	-	-	16
Impairment of Fixed Assets	-	-	20
Total Other Administration Expenditure	4,775	4,697	2,102
Gross Operating Expenditure	7,476	7,344	4,471
Administration Income Applied			
Fees & Charges	770	551	668
Miscellaneous Income	30	37	46
VAT	185	488	92
Total Administration Income Applied	985	1,076	806
TOTAL ADMINISTRATION NET EXPENDITURE	6,491	6,268	3,665
Programme Expenditure			
Grants	129	110	143
Total Departmental Expenditure	6,620	6,378	3,808
Capital Programme			
New works, IT systems, machinery and furniture.	584	490	801
Total Capital	584	490	801
NATIONAL ARCHIVES TOTAL OUTTURN	7,204	6,868	4,609

The above information has been drawn together from the NAS financial systems. Comprehensive details are published in the formal audited accounts.



PERFORMANCE MEASURES

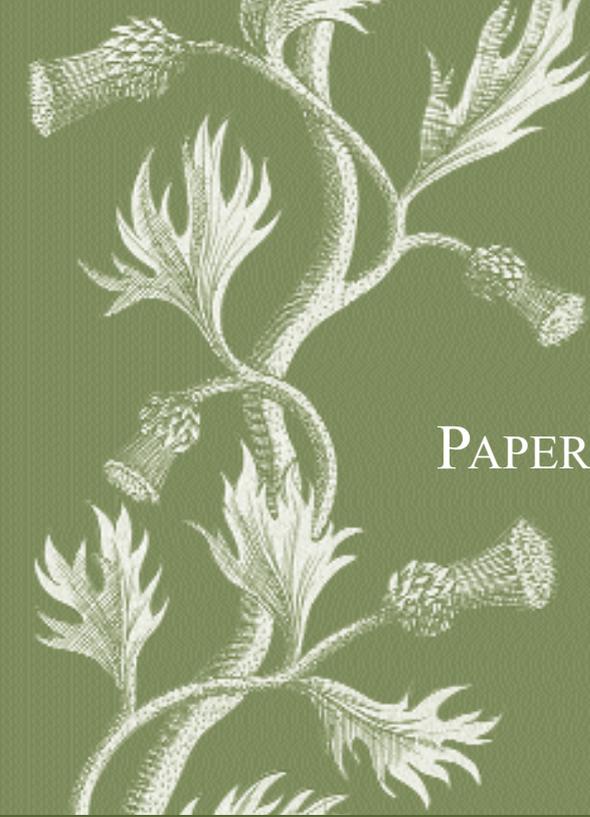
Target	Performance
1. To spend 82% of budget on providing services	Service costs 79% of total spend.
2. To add 25,000 items to the electronic catalogue.	22,027 entries added.
3. To produce records from the same building in the Historical and West Search Rooms within 30 minutes or less in 92.5% of cases; to produce records housed in Thomas Thomson House within two working days or less.	Targets met.
4. To process 90% of extracts for legal customers within four working days.	Target met.
5. To produce 92.5% of other copies for legal customers within 24 hours.	72.7% of the copying for legal customers was completed within 24 hours ¹ .
6. To answer 60% of correspondence in the Historical and West Search Rooms within 15 working days, and 90% within 25 working days.	67.5% of correspondence was answered within 15 working days and 74% within 25 working days.
7. To publish 24 items in the course of the year.	23 items published.
8. To conserve 45,000 items in the course of the year.	36,211 items conserved.
9. To produce 12,000 records per member of repository staff.	11,869 productions to customers per member of repository staff ² .

Notes

¹ The failure of this target was due to continuing difficulties in recruiting trained reprographic staff throughout the year.

² This target is designed to ensure that the correct number of staff is working on this task.

(Targets formalised in written SPQ, August 2000).



PAPERS

PAPER 1: FREEDOM OF INFORMATION

The roots of Scottish Freedom of Information (FOI) can be traced back to 1993 when the UK White Paper *Open Government* (Cm 2290) was published, introducing a commitment to open government and measures to open many government files earlier than had previously been the case. A non-statutory *Code of Practice on Access to Government Information* followed the White Paper; and in July 1999, shortly after the establishment of the devolved Scottish Parliament, the Scottish Executive introduced its own *Code of Practice on Access to Scottish Executive Information*. This Code will remain in place until Scottish Freedom of Information legislation has been passed.

After the general election of 1997, the incoming labour government issued the UK White Paper *Your Right to Know* in preparation for UK Freedom of Information legislation. Under the arrangements for devolution, the Scottish Parliament was given authority to legislate on this subject in respect of information held by Scottish public authorities. UK progress towards Freedom of Information legislation proceeded slightly in advance of Scotland, with a draft Freedom of Information Bill being issued for consultation in May 1999, and the UK Freedom of Information Act becoming law in November 2000. In Scotland, the consultation document, *An Open Scotland* was issued on 25 November 1999, setting out the Scottish Executive's proposals for similar legislation. This was followed by the draft Freedom of Information (Scotland) Bill, which was issued for consultation at the beginning of March 2001. Comments were invited by 1 May and the Scottish Executive aims for the Bill to be introduced to the Scottish Parliament in the autumn of 2001.

The draft Freedom of Information (Scotland) Bill proposes a general right of access to all types of recorded information (unless exempt), and that this right should be retrospective, covering information in records of any age. The Bill applies to virtually every public authority in Scotland other than those with cross-border responsibilities, which are already covered by the UK FOI Act. The authorities affected will include the Scottish Ministers, the Scottish Parliament and Parliamentary Corporation, a number of bodies headed by non-ministerial office holders (including the National Archives of Scotland), local authorities, the National Health Service in Scotland, educational institutions, the police and various non-departmental public bodies. The Bill also provides for the creation of the new, independent, office of Scottish Information Commissioner to oversee the application of FOI and provide guidance on the Bill's provisions. An option proposed in the draft Bill suggests that the provisions of the legislation would come into force within 5 years of Royal Assent, allowing for phasing-in over the period. If adopted, it is likely that different types of authority would become subject to the legislation at different times during this period, thus allowing them time to prepare themselves for compliance.

The National Archives of Scotland (NAS) has taken a close interest in developments to date. It has commented at each stage of the consultation process, both as a public authority itself and from the viewpoint of archives and record-keeping in general, and has provided advice to the Scottish Executive's Freedom of Information Unit on record-keeping issues, including existing legislative arrangements.

Under the terms of the draft Bill, the Keeper of the Records of Scotland will have an important role in ensuring that public authorities practise good records management. Like the UK FOI Act, the Scottish Bill will be accompanied by two Codes of Practice (issued by Scottish Ministers) - first, a code of practice as to the functions of public authorities, governing, for example, how authorities deal with requests, and second, a code of practice as to the keeping, management and destruction of records, providing guidance to public authorities on record-keeping issues.

The Code of Practice on the Keeping, Management and Destruction of Records is to be issued by Scottish Ministers after consultation with the new Scottish Information Commissioner and the Keeper of the Records of Scotland. In addition, the draft Bill provides that the Scottish Information Commissioner must consult the Keeper from time to time when promoting the observance of this code¹ and must always consult him when issuing a public authority with a practice recommendation which relates to conformity with the code².

The National Archives of Scotland has been assisting the Scottish Executive's Freedom of Information Unit with the drafting of the *Code of Practice on the Keeping, Management and Destruction of Records*. The code will provide general records management guidance for all public authorities subject to the Act, setting out the principal elements of good records management and, where appropriate, relating this to existing legislation governing record keeping.

Freedom of Information has far-reaching implications for Scottish public authorities in terms of their record keeping. Under the terms of the draft Bill, all requests for information which Scottish public authorities receive in writing (including those transmitted electronically) must be treated as Freedom of Information requests whether they state this explicitly or not, unless other legislation (eg Data Protection) applies. In the main, requests must be answered within 20 working days, and in most cases where the information requested is covered by an exemption, public bodies must weigh up this exemption against the public interest in disclosure.

The exemptions set out in the Bill would introduce a different way of regarding when records are 'closed' or 'open', and would supersede the system of closures which currently applies to central government records under the Public Records Act 1958 (as amended). (The 1958 Act applies on an administrative basis in Scotland). Most exemptions are disapplied once records become 'historical', but some remain, with a broadly similar effect to the existing 'extended closure' periods. The key difference is that the right of access applies from the date a record is created, and a request for information will need to be considered under the terms of the Bill. As a drafting device in the Bill to enable the falling away of exemptions, 'historical records' are defined as those records over 30 years old.

The Scottish Information Commissioner will be able to respond to complaints about a public authority's handling of a request for information or about its record-keeping practices by investigating cases, and can issue 'practice recommendations' where (s)he feels that improvements are required. (S)he may also issue 'information notices' requiring an authority to provide the Commissioner with specified information, and 'enforcement notices' requiring an authority to comply with the terms of the Act. The Scottish Information Commissioner also has the power to promote observance of the two codes by investigating an authority's practices in relation to them whether or not an official complaint has been made by a member of the public.

By the time Scottish Freedom of Information legislation comes into force, Scottish public authorities should have in place record-keeping systems which allow the fast and accurate retrieval of information, and which allow for the consistent and defensible disposition of records no longer required for everyday use, either by destruction or by preservation in an archive. Poor record-keeping will not be an acceptable reason for charging large sums to meet a request, or for failing to meet a request altogether.

The National Archives of Scotland is not immune from these provisions. It has special responsibilities as a national repository for records produced by other public authorities, but it is also classed as a public authority under the Bill. This means that our own record-keeping practices must meet the standards set out in the *Code of Practice on the Keeping, Management and Destruction of Records*. A survey of all NAS's own current paper files was completed in April 2001, with a view to reviewing and updating our internal filing and records management procedures. This will be followed by a report on our existing electronic records, with the ultimate aim of installing a full electronic records management system that will manage both our current electronic and paper files. In the meantime, a records management policy for NAS, which will act as the basis for all future developments in our record-keeping systems, is being finalised.

In the longer term, NAS intends to work with the Scottish Executive, the Scottish Information Commissioner and the Scottish archive community to develop guidance and standards on various aspects of record-keeping which will allow public authorities to manage their records effectively and comply with the provisions of the new Scottish Freedom of Information legislation.

Laura Mitchell
Frances Shaw
Government Records

Notes:

1. *Freedom of Information (Scotland) Bill, Consultation Draft*, Section 42 (6)
2. *Ibid.*, Section 43 (3)

PAPER 2: CABINET OFFICE PAPERS

In 1998 and 1999 two batches of records of Cabinet and its committees were transmitted to the National Archives of Scotland by the Cabinet Office. These records were previously retained in the Cabinet Office in Whitehall. They cover the period 1855 to 1967 and contain information on all aspects of British domestic and foreign policy through two World Wars and over a century of sometimes rapid social and economic change. They have long been a favourite source for historians, but had previously been available only at the Public Record Office near London. The CAB records held by NAS largely, but not completely, duplicate the set of Cabinet papers held by the Public Record Office.

The impetus behind the deposit of this set of records with NAS came from a desire to improve the accessibility of these highly important records and the fact that they enhance our holdings.

'The Cabinet Office records ... comprise the most valuable single collection of modern (British) material for historical purposes that can be obtained from official sources'¹. Cabinet Office acts as the secretariat for the Cabinet and its committees. It does not exert influence over policy making, as its role is essentially secretarial. Before the appointment of the Secretary to the War Cabinet in 1916 there were no minutes of proceedings kept.

Over the past four years NAS staff have been checking the records we received against catalogues of the set held by the PRO. We have completely retyped the catalogue to reflect the records which we hold. For this reason the PRO catalogues should not be used in relation to the CAB papers held here at NAS. Where the NAS set does not contain a particular paper or set of papers our catalogue simply notes the item(s) as being 'wanting'. All reference numbers for the set of documents held by the NAS are identical to those for the same documents held by the Public Record Office.

Some series, for example CAB 26, the minutes and papers of the Home Affairs Committee 1918-1939, have their own indexes which allow access to the records through a subject-based search. Unfortunately such series are exceptional and the majority of the records are unindexed. Where such indexes exist, they are available in the search room at West Register House.

As the records of the Cabinet and its committees cover all aspects of British domestic and foreign policy they obviously contain a significant quantity of material relating to Scottish affairs. Professor Ian Levitt of the University of Central Lancashire has produced two invaluable lists of papers with Scottish content submitted to the Cabinet by the Scottish Secretary and other ministers for the period 1917-1966², and these can be used to track down Scottish material.

The range of subjects covered in the Cabinet papers can, at times, be staggering. To give but one example, the first Cabinet paper submitted by the Scottish Secretary in 1917 on the subject of potato shortages is preceded by a paper on liquor restrictions and followed by a transcript of a telegram outlining the situation in Russia following the revolution of February/March that year³.

Even a brief survey of some of the titles of series within the Cabinet Office records reveals subject matter as diverse as the Washington Disarmament Conference 1921-1922⁴, Committees on Oil Policy⁵ and Commonwealth and International Conferences and Ministerial Visits to and from the UK 1945-1965⁶.

As mentioned above, this set of Cabinet Office records is a duplicate of those records held at the Public Record Office and it is, in places, an incomplete duplicate. Some entire series, for example the War Cabinet Telegrams, 1941-1948⁷, have not been transmitted to NAS. In other cases series have been transferred, but with considerable gaps. An example of this would be the Cabinet Memoranda from 1945⁸ where approximately 65% of the series is marked in the NAS catalogue as 'wanting'. There are occasions where individual papers within a series are retained by the Cabinet Office, and not transmitted either to the Public Record Office or to the National Archives of Scotland; where papers were 'borrowed' for use within Cabinet Office and never replaced; or there simply is no duplicate available to be transmitted to NAS.

Despite some difficulties with completeness, the Cabinet Office records have been a very welcome addition to the holdings of the National Archives of Scotland. The records are now more accessible to researchers in Scotland than they have ever been before. The Scottish material in these records complements the information already held by NAS within the records of the Scottish Office and its predecessors. The fact that both Cabinet Office and Scottish Office records are available in the same search room at West Register House means that both records be seen at the same location rather than having to visit both NAS and the Public Record Office. The wide range of subjects covered in these records means that they could be used not only to research Scottish history but also to support research in all aspects of British domestic and foreign policy. This diversity of subject matter strengthens the NAS's holdings, from both official and private sources, which are available for the study of late nineteenth and twentieth century political history.

The Cabinet Office records are currently held at Thomas Thomson House and require to be ordered at least two working days in advance for consultation in the search room at West Register House.

1. *Report of the Committee on Departmental Records, 1954* (Griggs Report), 147 (Cmd 9163)
2. Ian Levitt, 'Scottish papers Submitted to the Cabinet, 1917-1945: A Guide to Records Held at the Public Record Office and National Archives of Scotland', *Scottish Economic and Social History* (Vol 19, Pt 1: 1999). See also 'Scottish Papers Presented to the British Cabinet, 1917-66: Their Archival and Historical Significance', *Scottish Archives* (Vol 6, 2000).
3. CAB24/8 GT 219, GT 220 and GT 221
4. CAB30
5. CAB77
6. CAB133
7. CAB105
8. CAB129

Jane Brown
Government Records



REPORT OF THE SCOTTISH RECORDS ADVISORY COUNCIL



Professor M A Crowther, Chair of the Scottish Records Advisory Council.

The Council met on two occasions in 2000-2001.

Membership

Members of the Council for 2000/2001 were Dr M Barfoot, Professor M A Crowther (Chairman), Mr P Daniels, Dr D Ditchburn, the Earl of Dundonald, the Rt. Hon. Lord Kingarth, Mr J McGonigle, Professor H MacQueen, Mr F Rankin, Mr W W Scott, Sheriff D Smith and Mrs J Webster. Invited members representing the Society of Archivists in Scotland were Mr A Cameron and Mr A Jackson.

Following the October meeting, Lord Dundonald, Mr Scott and Mrs Webster retired from the Council, and the new members are Dr R Davidson and Mr J Hamill. There is still one vacancy on the Council, as new procedures for appointing to public bodies are under discussion.

From September 2001, Professor MacQueen will take over as Chairman of the Council.

1 Administrative

Council meetings are attended by the Keeper of the Records of Scotland, the Registrar General for Scotland, and Dr Peter Anderson of the National Archives of Scotland. The Council expressed its best wishes to Mr Patrick Cadell on his retirement from the post of Keeper, and welcomed his successor, Mr George MacKenzie.

Dr Alison Rosie of the National Archives of Scotland acts as Secretary to the Council. During the course of the year, the Council's link with the Scottish Executive has ceased to be via the Justice Department, and has been moved to the Executive Secretariat. The Council would wish to express its thanks to the staff of both departments for the assistance and advice it has received.

Although the Council meets formally only twice a year, the expertise of its members is called upon regularly in correspondence. Dr Rosie acts as a centre for electronic communications, which have been particularly useful in this year as the Council has been called on to comment on a number of initiatives of the Scottish Executive.

2 Freedom of Information

Following its original response to the White Paper, the Council has been particularly concerned with framing a response to the draft Freedom of Information Bill. The Council was pleased to see that the importance of effective records management, leading into efficient management of historical archives, was recognised in the Bill. It also welcomed the role of the Keeper as a consultant to the Commissioner for Freedom of Information (FOI), and the statutory recognition given to its own role in advising on historical archives.

The Council's response to the Bill was extremely positive, but it pointed out a number of areas which required clarification, and particularly that there were misapprehensions in the draft Bill about current practices of closure of certain documents, such as court records, and clinical records from the NHS Trusts. The time-period of closure envisaged in the Bill, following English practices, would have the effect of making certain records less accessible than they are at present in Scotland. It is hoped that the final version of the Bill will remedy this.

The Council also noted that, although the Bill would undoubtedly have a beneficial effect on the records management practices of public bodies, it did not lay down specific obligations concerning preservation of, and access to, public records. While the code of practice, to be agreed by the Commissioner in consultation with the Keeper, was a major advance, the Commissioner's powers to impose compliance with the code seemed to have significant limitations.

The Council has provided a detailed commentary on the areas of the draft Bill which affect archives and records management.

The Council stresses that many of the issues addressed in the draft Bill would be clarified if supported by separate legislation for the protection of Scottish archives. This possibility was raised in the White Paper. Issues affecting archives, such as the role of the Keeper, and the obligations of public bodies in relation to records management, have not been entirely resolved in FOI legislation as currently proposed.

3. Public Bodies

The Council was also asked to comment on the discussion paper on the Review of Public Bodies, and hence to justify its own existence. It has replied by defining its own expertise and activities. The preservation and management of the records of Scotland is a task requiring professional expertise, which is of strong cultural interest, but which will also have increasing prominence under the new FOI regime. The Council believes that the monitoring services it provides freely at present would be highly expensive under a market-oriented system. However, it also reiterates its opinion that its work would be more effectively conducted under a new, and more proactive, Scottish Archives Council.

In the interests of transparency, accounts of the Council's own activities are available both via its annual report, published in the *Annual Report* of the Keeper, and via its minutes, which are on the website of the NAS.

The Council was gratified that it was not amongst those public bodies due to be terminated under the Public Bodies Review. It will welcome further assessment of its membership, procedures and remit.

4. Data Protection

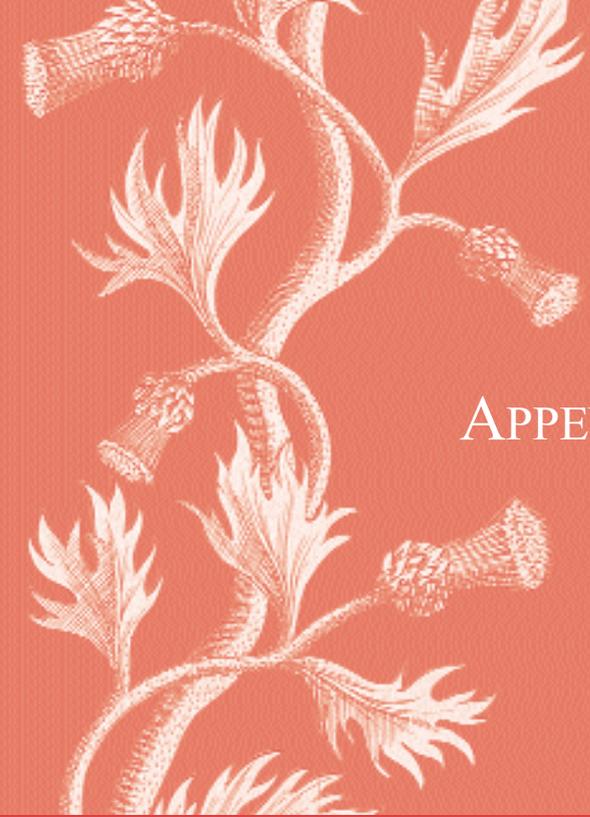
The Council has received some disquieting reports of confusion concerning the implications of the Data Protection Act for the archives of public bodies, and notes a possible contradiction between the principles of Data Protection and the principles of FOI. A number of archivists both in local government and the health sector have indicated their anxiety over their responsibilities under this Act. The Council is extremely concerned lest the Data Protection Act should unintentionally result in material in Scottish archives becoming less available than at present, and it foresees some difficulties in reconciling the main principles of Data Protection with those of Freedom of Information. If archivists and other records managers are not adequately informed on the principles of Data Protection, they may err in the direction of such excessive caution that legitimate research into more recent records, whether for historical or clinical purposes, may be impeded. The Council welcomes initiatives by the Public Record Office and the Society of Archivists in Scotland to draw up guidelines.

It stresses that such guidelines should be clear and suitable for the everyday needs of archivists and records managers. The Council will continue to monitor this issue.

The Council believes that there is an urgent need to clarify the principles of Data Protection as they relate to the archives of public bodies.

Professor M A Crowther
Chair, on behalf of the Members





APPENDIX 1

ADDITIONS TO THE ARCHIVES

REGISTERS OF SCOTLAND

Chancery

C29	Services of Heirs, warrants of decrees	1999	6 pieces
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Diligence Registers

DI9	General Register of Inhibitions and Adjudications	2000	84 pieces
DI11	General Register of Inhibitions and Adjudications	1997-2000	14 pieces

Register of Deeds

RD5	Register of Deeds	1999-2000	6025 fiche
RD10	Presentment books, sasine writs	1992-1994	1 piece
RD15	Warrants of deeds	2000-2001	47151 pieces
RD23	Register of English and Irish Judgements	1999-2000	20 pieces
RD25	Certificates of judgements	1999-2000	2504 pieces

Register of Sasines

RS	Duplicate plans	1999-2000	52 pieces
RS88-122	Register of Sasines	1999-2000	23370 fiche
RS193-227	Presentment books	1999	36 pieces

COURT OF SESSION

CS17	Register of Decrees in Consistorial Causes	1996	1 piece
CS318	Concluded sequestration processes	2000-2001	2884 pieces

HIGH COURT OF JUSTICIARY

JC26	Processes, main series	1987-1989	2479 pieces
JC31	Justiciary appeals processes	1987-1989	6385 pieces
JC34	Criminal appeals processes	1987-1989	2108 pieces

SCOTTISH LAND COURT

LC1	Annual reports of Crofters' Commission and Land Courts	1992-2000	6 pieces
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SHERIFF COURTS

SC7	Kilmarnock Sheriff Court Adoptions, 1967-1975; other civil records, 1898-1985; commissary records, 1982-1990; criminal records, 1967-1975	1898-1990	176 pieces
SC40	Haddington Sheriff Court Adoptions, 1965-1975; other civil records, 1840-1977; commissary records, 1956-1984; criminal records, 1963-1975; register of deeds, 1855-1966	1840-1984	110 pieces
SC42	Peebles Sheriff Court Poll tax returns for Innerleithen parish	1694	1 piece
SC50	Campbeltown Sheriff Court Adoptions, 1949-1975; other civil records, 1836-1979; criminal records, 1949-1979	1836-1979	155 pieces
SC65	Dumbarton Sheriff Court Adoptions, 1967-1974; other civil records, 1958-1977; commissary records, 1982-1989; criminal records, 1958-1974	1958-1989	594 pieces

JUSTICES OF THE PEACE COURTS

JP10 ¹	Moray JP Court records Includes licensing court applications and, testimonials, some relating to military road licences, 1794-1871; petitions, complaints and processes, 1712-1860	1712-1975	167 pieces
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UNITED KINGDOM DEPARTMENTS**Cabinet Office**

CAB134 ²	Cabinet Committees: General Series from 1945 Minutes and papers relating to meetings of committees of ministers and of officials	1945-1967	2578 pieces
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Customs and Excise

CE60 ³	Greenock and Port Glasgow outport records	1785-1906	59 pieces
CE71 ⁴	Irvine outport records	1824-1947	9 pieces
CE72 ⁵	Troon outport records	1857-1960	10 pieces
CE73 ⁶	Rothesay outport records	1811-1827	3 pieces
CE76	Ayr outport records	1837-1987	7 pieces
CE114 ⁷	Ardrossan outport records	1859-1979	10 pieces

Crown Estate Office

CR7	Leases and deeds	1956-2000	66 pieces
CR10 ⁸	Sea salmon fishings	1848-1999	732 pieces

1 Re-transmitted from Moray Council Heritage Centre.

2 Many items wanting or retained by Department.

3 Items CE60/11/34-38, 44-45, 55, 57, 59, 60, 68 wanting. Surveyed 1995, missing 2000.

4 On charge and superintendence at Ayrshire Archives. CE71/3/02 missing at Greenock.

5 On charge and superintendence at Ayrshire Archives.

6 On charge and superintendence at Ayrshire Archives.

7 On charge and superintendence at Ayrshire Archives.

8 CR10/1361, 1425 wanting.

Inland Revenue (Scotland)

IRS20	Death duty files	1913-2000	20 pieces
IRS26	Estate Duty Office, establishment files	1913-1917	4 pieces
IRS27	Estate Duty Office, remission of death duty for individuals killed on war service	1914-1948	4 pieces
IRS28	Board of Inland Revenue (Scotland), annual reports	1857-1863	1 piece
IRS29	Board of Inland Revenue (Scotland), administrative records	1783-1926	5 pieces

SCOTTISH DEPARTMENTS**Lord Advocate's Department**

AD15	Crown Office precognitions	1925-1925	95 pieces
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The Scottish Office Agriculture and Fisheries Department

AF8	Fisheries legislation, miscellaneous acts and orders papers	1775-1984	29 pieces
AF44	Land drainage files	1968-1979	4 pieces
AF45	Land utilisation, tenure and improvement files	1957-1989	27 pieces
AF46	Livestock products and agricultural marketing files	1967-1993	50 pieces
AF47	Crop files	1969-1983	9 pieces
AF58	Harbours, piers and ferries files	1966-1987	25 pieces
AF59	Agricultural labour, safety and wages files	1969-1995	17 pieces
AF60	Seed and plant health files	1969-1997	40 pieces
AF62	Fisheries files (main series)	1955-1997	520 pieces
AF70	Education, research and intelligence files	1963-1995	122 pieces
AF71	Agricultural credit (subsidies, grants etc) files	1961-1991	23 pieces
AF72	Animal health files	1938-1993	56 pieces
AF74	Pests files	1954-1993	9 pieces
AF77	Livestock improvement and animal welfare files	1973-1987	7 pieces
AF79	Afforestation files	1959-1991	38 pieces
AF80	Economics and statistics files	1957-1992	11 pieces
AF81	Crofting development files	1955-1988	37 pieces
AF86	Emergencies planning files	1965-1992	8 pieces
AF89	European Economic Community files	1970-1990	17 pieces
AF94	Foods Standards files	1985-1995	4 pieces

The Scottish Office Environment Department

DD1	Establishment files, general	1975-1978	1 piece
DD4	Roads and bridges files	1963-1993	74 pieces
DD5	Local government files	1963-1991	45 pieces
DD6	Housing files	1935-1995	197 pieces
DD9	Industrial pollution files	1961-1996	37 pieces
DD10	Regional development files	1970-1973	3 pieces
DD12	Planning files	1953-1995	337 pieces
DD13	Environmental services and pollution files	1940-1996	200 pieces
DD16	Rural and community development files	1964-1988	15 pieces
DD17 ⁹	Transport files	1966-1990	148 pieces
DD20	Royal Fine Art Commission for Scotland files	1968-1971	2 pieces
DD23	Historic buildings and tree preservation files	1961-1988	5 pieces
DD27	Ancient monument files	1972-1992	4 pieces
DD28	Urban Renewal Unit files	1969-1993	22 pieces
DD29	Ancient monuments policy files	1973-1983	1 piece
DD30	Ancient Monuments Board for Scotland records	1980-1982	1 piece
DD32	Historic Buildings Council for Scotland files	1953-1981	2 pieces
DD35	Research service files	1964-1987	29 pieces
DD37	Rural Environment and Nature Conservation files	1975-1996	72 pieces

⁹ DD17/1748-1754, 1756-1757 open.

The Scottish Office Education Department

ED3	Museums and galleries files	1965-1994	12 pieces
ED11	Child care files	1968-1994	12 pieces
ED20	Probation service files	1970-1983	4 pieces
ED26	Higher and formal further education files	1953-1998	59 pieces
ED27	Informal further education files	1963-1990	27 pieces
ED28	Special education files	1958-1998	55 pieces
ED29	Broadcasting, television and film files	1972-1997	5 pieces
ED31	Educational building files	1968-1989	9 pieces
ED32	Registration and inspection reports, independent and grant-aided schools	1957-1993	33 pieces
ED33	Miscellaneous records	1970-1991	2 pieces
ED35	Educational research files	1969-1994	7 pieces
ED39	Social and community services files	1960-1999	160 pieces
ED45	School Inspectorate files	1981-1997	60 pieces
ED47	Student award files	1961-1987	4 pieces
ED48	Primary and secondary education files	1966-1994	68 pieces
ED51	Training and supply of teachers files	1960-1991	134 pieces
ED52	School meals service files	1969-1977	10 pieces
ED53	Teachers' salaries and conditions of service files	1953-1986	10 pieces
ED54	Local government files	1971-1984	3 pieces
ED55	Scottish educational statistics	1966-1993	4 pieces
ED61	Arts files	1968-1975	10 pieces
ED62	Sport, leisure and recreation files	1970-1989	15 pieces
ED64	Printed Annual School Inspection reports	1983-2000	1974 pieces

General Register Office, Scotland

GRO1	Registration Service: miscellaneous records	1964-1995	16 pieces
GRO3	Registration Districts and Registrars files	1907-1978	37 pieces
GRO4	Establishment Branch files	1956-1989	32 pieces
GRO5	Registration Branch files	1912-1989	7 pieces
GRO6	Census Branch files	1910-1982	3 pieces
GRO7	National Registration Act files	1915-1943	13 pieces
GRO8	Statistics and Computer Services Branches files	1961-1978	7 pieces

The Scottish Office Home and Health Department

HH41	Legal and general files	1966-1995	110 pieces
HH43	Licensing files	1965-1979	10 pieces
HH51	Civil defence files	1972-1975	2 pieces
HH54	Fire services general files	1959-1995	31 pieces
HH55	Police services general files	1959-1994	47 pieces
HH56	Civil emergencies files	1971-1993	5 pieces
HH57	Prisons and borstal services general files	1955-1995	58 pieces
HH59	Mental health files	1972-1989	18 pieces
HH60	Criminal justice and procedure files	1966-1995	179 pieces
HH61	Local authority health services (health and welfare) files	1968-1993	16 pieces
HH64	Local authority health services (food and drugs) files	1963-1989	26 pieces
HH74	State hospital patients' files	1922-1999	30 pieces
HH82	Boundary Commission for Scotland	1959-1987	10 pieces
HH91	Royal files	1970-1976	2 pieces
HH92	Health Policy and Public Health Directorate files	1989-1998	5 pieces
HH93	National Health Service, Management Executive files	1988-1997	23 pieces
HH97	Chief Scientist Organisation files	1969-1989	14 pieces
HH98	Scottish Health Service Planning Council secretariat files	1970-1996	126 pieces
HH99	Scottish Health Service Planning Unit files	1974-1990	10 pieces
HH101 ¹⁰	National Health Service, administrative files	1961-1995	254 pieces

¹⁰ Special closures: HH101/4407-4412, 4417-4419 early release.

HH102	National Health Service, services files	1968-1994	157 pieces
HH103	National Health Service, staff files	1959-1995	107 pieces
HH104	National Health Service, specific diseases files	1958-1993	51 pieces
HH105	National Health Service, finance files	1966-1975	28 pieces
HH109	Scottish Health Services Council files	1966-1990	35 pieces

Scottish Courts Administration

SCA2	Management, organisation and personnel files	1967-1987	1 piece
SCA5	Sheriff Courts organisation and personnel files	1975-1990	4 pieces

Scottish Executive Rural Affairs Department

SE/RAD/4/3	Agricultural arbiters' awards	1999-2000	2 pieces
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The Scottish Office Industry Department

SEP1	North Sea oil policy files	1973-1995	14 pieces
SEP2	Exports files	1967-1994	53 pieces
SEP4	Regional industrial promotion and development file	1947-1995	689 pieces
SEP5	Transport service files	1965-1985	18 pieces
SEP7	Training files	1983-1995	100 pieces
SEP8	Enterprise and Employment files	1959-1993	59 pieces
SEP10	Economics and statistics files	1967-1998	127 pieces
SEP11	Scottish Transport Group files (Highlands and Islands)	1972-1972	1 piece
SEP12	Highland development files	1965-1995	44 pieces
SEP13	Rural development files	1966-1972	4 pieces
SEP14	Energy files	1951-1991	55 pieces
SEP15	New towns files	1962-1995	49 pieces
SEP20	European Community files	1989-1992	41 pieces

The Scottish Office Central Services

SOE1	Manpower and organisation files	1961-1995	62 pieces
SOE2	Personnel management files	1971-1994	13 pieces
SOE3	Personnel services files	1955-1987	12 pieces
SOE4	Office services files	1971-1984	2 pieces
SOE5	Computer services files	1974-1993	12 pieces
SOE6	Finance files	1961-1993	72 pieces
SOE7	Scottish Office Training Unit files	1975-1988	3 pieces
SOE9	Devolution Division files	1969-1979	288 pieces
SOE12	Scottish Information Office records	1967-1991	13 pieces
SOE16	Scottish Office Management Group files	1952-1992	55 pieces

Scottish Record Office

SRO4	Register House, building and housekeeping records	1904-1907	2 pieces
SRO5	Accession, storage and transmission records	1909-1909	1 piece
SRO9	Staffing records	1853-1931	2 pieces
SRO10	Records on preparation of publications	1999-2001	10 pieces
SRO16	Historical search permits and readers' applications	1998-1999	12 pieces
SRO17	Registers of historical searches	1995-1999	5 pieces
SRO20	Scottish Records Advisory Council records	1946-1947	4 pieces
SRO21	Photographs	1989-1999	52 pieces
SRO23	Obsolete Inventories and indexes	1882-1954	6 pieces
SRO27	Registers of Searches, West Search Room	1998-1999	1 piece
SRO28	Papers on Accommodation	1972-1972	3 pieces
SRO31	Audiovisual material	1993-1993	2 pieces

NON-DEPARTMENTAL PUBLIC BODIES

Commissioners for Local Administration in Scotland

CLA1	Annual reports	1999-2000	1 piece
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Council on Tribunals (Scottish Committee)

CT2	Council minutes of meetings	1993-1994	1 piece
CT5	Scottish Committee minutes of meetings	1991-1992	1 piece
CT8	Scottish Committee general files	1958-1989	9 pieces
CT9	Scottish Committee annual reports	1997-2000	2 pieces

Forestry Commission

FC4	General files	1929-1973	7 pieces
FC10	Annual Reports of Forestry Commission, Forestry Commission (Scotland) and Scottish Conservancies	1999-2000	1 piece
FC13	Leaflets and publications	1999-2000	1 piece

Highlands and Islands Enterprise

HIE1	Annual reports	2000	1 piece
HIE9	Publications	2000-2001	5 pieces

Law Society of Scotland

LS1	Council and committee minute books	1999-2000	11 pieces
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National Board for Nursing, Midwifery and Health Visiting for Scotland

NMH2	Board and committees, minutes of meetings	1999-2000	17 pieces
NMH3	Board papers	1999-2000	12 pieces

Red Deer Commission

RDC3	Applications for Out of Season Authorisations	1965-1988	4 pieces
RDC4	Returns of deer killed	1989-1993	6 pieces

Royal Fine Art Commission for Scotland

RF3	Minutes of meetings	2000	10 pieces
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Scottish Enterprise

SEN1	Annual reports and accounts	1992-1994	3 pieces
SEN2	Publications and reports	1993-1994	3 pieces

Sea Fish Industry Authority

SFI1	Annual reports and accounts	1997-1998	1 piece
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The Scottish Higher Education Funding Council

SHF1	Annual reports	1998-2002	2 pieces
SHF6	Circular letters	1999	6 pieces
SHF7	Information for Institutions	1999	1 piece
SHF8	Agendas, minutes and papers for Council meetings	1999	8 pieces
SHF9	Finance and Central Services Directorate	1991-1993	5 pieces
SHF10	Funding Directorate	1991-1993	4 pieces
SHF11	Teaching and Learning Directorate	1992-1993	5 pieces
SHF13	Minutes of meetings	1999-1999	8 pieces
SHF14	Letters	1999-1999	1 piece
SHF15	Consultation papers	1999-1999	1 piece
SHF16	Publications	1999-1999	1 piece
SHF17	Minutes of meetings	1999-1999	1 piece

Scottish Natural Heritage

SNH3	Nature Conservancy Council, Scottish Advisory Committee Minutes	1982-1983	1 piece
SNH11	Research files	1967-1999	72 pieces
SNH12	Scottish Natural Heritage, National Strategy, Policy files	1974-1999	51 pieces

BRITISH RAILWAYS BOARD**British Rail (Scotland)**

BR/BCS	Border Counties Railway records	1860-1860	1 piece
BR/MT(S)	Ministry of Transport records	1954-1957	4 pieces
BR/PER(S)	Periodicals	1998-2000	161 pieces
RHP120000-124930	Railway plans, various counties	1837-1947	4931 pieces

OTHER NATIONALISED UNDERTAKINGS**Electricity Consultative Councils**

ECL1	North of Scotland Electricity Consultative Council	1978-1988	9 pieces
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VALUATION AUTHORITIES**Council Tax registers**

CTA11	Ayrshire Valuation Joint Board	2000-2001	3 pieces
CTA13	Central Scotland Valuation Joint Board	2000-2001	9 pieces
CTA14	Dumbarton and Argyll and Bute Valuation Joint Board	2000-2001	3 pieces
CTA15	Dumfries and Galloway Valuation Board	2000-2001	1 piece
CTA16	Fife Valuation Board	2000-2001	72 fiche
CTA18	Grampian Valuation Joint Board	2000-2001	11 pieces
CTA20	Lanarkshire Valuation Joint Board	2000-2001	20 pieces
CTA21	Lothian Valuation Joint Board	2000-2001	3 pieces
CTA22	Orkney and Shetland Valuation Joint Board	2000-2001	2 pieces
CTA23	Renfrewshire Valuation Joint Board	2000-2001	3 pieces
CTA24	Tayside Valuation Joint Board	2000-2001	29 pieces

Valuation rolls

VR135	Ayrshire Valuation Joint Board	2000-2001	8 pieces
VR137	Central Scotland Valuation Joint Board	2000-2001	12 pieces
VR138	Dumbartonshire and Argyll and Bute Valuation Joint Board	2000-2001	7 pieces
VR139	Dumfries and Galloway Valuation Board	2000-2001	5 pieces
VR140	Fife Valuation Board	2000-2001	7 pieces
VR142	Grampian Valuation Joint Board	2000-2001	11 pieces
VR144	Lanarkshire Valuation Joint Board	2000-2001	12 pieces
VR145	Lothian Valuation Joint Board	2000-2001	12 pieces
VR146	Orkney and Shetland Valuation Joint Board	2000-2001	2 pieces
VR147	Renfrewshire Valuation Joint Board	2000-2001	4 pieces
VR148	Tayside Valuation Joint Board	2000-2001	100 pieces

CHURCH RECORDS

CH1	Church of Scotland General Assembly	1921-1999	21 pieces
CH2 ¹¹	Synod, presbytery and kirk session records Including: Boharm and Dundurcas kirk session, 1679-1948; Edinburgh St. Giles kirk session, 1608-1749; Elgin kirk session, 1707-1981; Essil (Speymouth) kirk session, 1834-1958; Kincardine O'Neil kirk session, 1710-1735; Kinloss kirk session, 1775-1948; Knockando kirk session, 1760-1970; Lochcraig kirk session, 1843-1976	1608-2000	785 pieces
CH3 ¹²	Former Secession and Free Church records Boharm Free, UF, C of S, 1834-1948; Botriphnie Free UF, C of S, 1841-1930; Dunfermline, St. Margaret's, United Secession, UP, UF, C of S, 1825-1964; Saltcoats Erskine, Burgher, UP, Free and C of S, 1790-1968; Saltcoats Trinity, Relief, UP, UF, and C of S, 1833-1966	1790-2000	834 pieces

OTHER TRANSMISSIONS

Committees and Commissions

COM20	Law Courts Commission, 1815	1815-1821	9 pieces
COM21 ¹³	Dunblane Public Inquiry Transcripts, submissions, correspondence, petitions, productions, etc.	1968-1996	685 pieces
COM26	Law Courts Commission, 1833	1833-1839	4 pieces

GIFTS AND DEPOSITS

GD1/464	Carnegie Trust for the Universities of Scotland records, 1991-1998 (2). D. Minutes.
GD1/885	Letters to Andrew Russell, merchant, Rotterdam, 1681-1692 (4). P.
GD1/905	McLagan railway collection, 1950-1980 (7). G. Rulebooks and miscellaneous circulars and publications.
GD1/1160	Personal correspondence and genealogical notes of George Graham, civil engineer, [c.1857-c.1889] (127). D.
GD1/1200	Papers of Dr J J Galbraith, 1541-1962 (43). G. Genealogical notes relating to the families of Sutherland of Uppat, Baillie of Dochfour and Mackay of Bighouse; miscellaneous items relating to the family of Forbes of Culloden; reports, statistical and financial accounts of India, jails; and items relating to Dr Galbraith himself.
GD1/1215	Covenant to secure a Scottish Parliament, 1949 (2). G
GD1/1232	North British Railway photographs, 1900-1907 (5). G.
GD1/1234	Edinburgh writs and items relating to the Jacobite Rising, 1717 (5). G.
GD1/1235	Inventory of deeds belonging to John Pitriken, merchant in Haddington, 1681-1799 (1). G.
GD1/1236	Overtures for settling the peace of the Church, 1694 (1). G. Includes appointment of a Select Committee to continue after the recess of the General Assembly.
GD1/1237	Miscellaneous correspondence, 1837-1838 (3). G. Letters from Cumming Fenton and Co, Riga, Latvia, regarding flax; from John M Nicoll relating to farm prices and rent; and memorandum of the Duke of Montrose to Lord Townshend.
GD1/1238 ¹⁴	Records of Glen and Henderson, solicitors, Linlithgow, 1863-1867 (2). D.
GD1/1239	Letter from Gideon Murray to 5th Lord Elibank, 1736 (1). G.
GD1/1241	Legal correspondence relating to the Lord Advocate of Scotland, 1866-1876 (10). G.
GD1/1242	Letters relating to Kelly family of Glenochil, Menstrie, 1898-1912 (7). D. Letters from the father of the Kelly family of Menstrie to his children and in particular Annie who was educated at a convent school called Dowanhill.

¹¹ Some re-transmitted from Moray Council Heritage Centre.

¹² Some re-transmitted from Moray Council Heritage Centre.

¹³ COM21/4 closed for 100 years, COM21/5 open to public.

¹⁴ Legal status of GD1/1238 uncertain.

- GD1/1243 Miscellaneous papers belonging to Major Murray M Telford, 1753-[1820s] (3). G.
Tuition bond, 1715; a manuscript poem Eulogium to Wallace by Thomas R Stewart; and a folder of engravings by William Alexander, London, [1820s].
- GD1/1245 Instructions of the Commissary of Aberdeen, 1575 (1). G.
- GD1/1248 Notebook of Robert Butchart, Arbirlot, Angus, [early 19th cent] (1). G.
Includes notes and diagrams on surveying techniques; table for converting Scots acres into English and vice versa; a copy of the Roll of the Valued Rent of the Shire of Forfar, 1682; and catalogue list of Arbirlot Parish Library holdings.
- GD1/1249 Patent for sugar crushing, 1811 (1). G.
- GD1/1253 Patent specification for "Improvements in gas meters" by William Cowen, 1863 (1). G.
- GD1/1254 Picture of Cornbank House, Kent, designed by Robert Adam, [20th cent] (1). G.
- GD1/1255 Miscellaneous papers, 1675-1883 (6). P.
Certificates of title of William Banks to piece of land in city of Melbourne; and power of attorney and duties of and information for nurse care for three young children.
- GD1/1257 Kirknewton Estate title deeds, 1748-1972 (26). D.
Relate mainly to the estates of Kirknewton and Hillhouse in parish of Kirknewton; a few items relate to Sir William Cullen, a famous Edinburgh physician, 1778-1784.
- GD1/1258 Union of Post Office Workers records, 1971-1993 (5). G.
Journal of the Edinburgh Head Post Office, 1985-1990; annual reports for the Edinburgh Outdoor Branch, 1988 and 1990; magazine of the Edinburgh Counter and Clerical Staff, 1986; and a report book for the Scottish region, 1971.
- GD1/1264 Scottish Gas Board records and miscellaneous items, 1959-1964 (6). D.
Graduate trainee logbook and training programme; survey of the domestic market for gas in Glasgow; pamphlets about Hunterston Nuclear Power Station; and Unilever educational booklets.
- GD1/1265 World War One letters and other related records, 1905-1961 (9). D.
Letters written from a husband to his wife during his service in WW1; and ration books, field service postcards, photographs of individuals, an embroidered birthday card and two red cloth poppies.
- GD1/1266 Diploma from the College of Surgeons, 1816 (1). D.
Diploma certifying James McNaughton in anatomy, surgery and pharmacy.
- GD1/1268 Chartulary relating to Carnwath, Lanarkshire, [c.1753] (1). P.
- GD1/1271 Timber Growers Association Ltd records, 1913-1983 (25). G.
Minutes and reports of Landowners Co-operative Forestry Society Ltd and its successors, 1913-1983; photographs of Royal visit to Highland Show, 1960
- GD1/1272 Letter book of John Elder, WS, Edinburgh, 1887-1888 (1). G.
- GD1/1275 Papers relating to Arthur Woodburn, MP (1890-1978), 1941-1945 (59). G.
Concerning Woodburn's chairmanship of House of Commons Select Committee on national expenditure.
- GD1/1277 Copy of photograph of Prestonpans railway station, [c.1981] (1).G.
- GD99 Vans Agnew of Barnbarroch muniments, 1797 (1). P.
Letter from Sir G Colebrook to Robert Vans Agnew regarding the revolutionary government in France.
- GD281¹⁵ Carnegie (United Kingdom) Trust records, 1953-1999 (7). D. Annual reports
- GD335 Scottish Rights of Way Society records, 1999 (1). D. Annual report
- GD389 Scottish Hockey Association, 2000 (1). D.
Publication, *One Hundred Years of Scottish Hockey*.
- GD457 Morton, Fraser and Milligan, WS, collection, [c.1715]-1983 (78). D.
Papers relating to various commercial concerns and family trusts.
- GD475 Railtrack Scotland records, 1998 (140). D.
Photographic records of redundant signal boxes.
- GD483 Papers of Rev Dr P H R MacKay, 1708-1984 (32).G.
Papers concerning Torphichen, 1708-1760; correspondence and papers relating to the Sprot and MacKay families, 1758-1984.

¹⁵ GD281/2/40-41, 81-83 present; others apparently wanting in this transmission.

LOCAL COURT RECORDS

RH11 Minutes and transcript of minutes of baron court of Creechan and Currochtrie, 1743-1758 (2). G.

DONORS AND DEPOSITORS

The following gifts and deposits of records are gratefully acknowledged.

Mr Ian B Aitken, gas records (GD1/1264)
 Mr J Birch, land surveyor's notebook (GD1/1248)
 Centre for Kentish Studies, inventory of Haddington writs (GD1/1235)
 Dr Susan Cole, Coptic manuscript (GD1/1470)
 Dr Susan Cole, John D Hume DSC, correspondence (GD486)
 Communication Workers Union, Post Office union records (GD1/1258)
 Mrs Jacqueline Cromarty, James Bertram & Son Ltd papers (GD284 add.)
 Mrs A Ferguson, James Boswell papers (GD1/1278)
 Mr John Gibson, photo of Prestonpans Station (GD1/1277)
 Mr A S Gordon, Lord Advocate's correspondence (GD1/1241)
 Ian Hamilton QC, Covenant for a Scottish Parliament (GD1/1215)
 Henderson Boyd Jackson WS, estate records (GD1/1257)
 Institute of Chartered Accountants of Scotland, records (GD470 add.)
 Mr T Kelly, family correspondence (GD1/1242)
 Mr Robert Lawson, Papers of Arthur Woodburn MP (GD1/1275)
 Mrs W McGookin, UPW handbook (GD1/1269)
 Mr and Mrs J Mclwain, Galbraith papers (GD1/1200)
 Mrs J S Mackay, family records (GD483 add.)
 Mr William McLagan, railway records (GD1/905 add.)
 Morton Fraser WS, miscellaneous commercial and family papers (GD457 add.)
 Sheriff Principal Gordon Nicholson, meetings of Sheriffs of Scotland, records (GD1/1276)
 Peebles Electric Ltd, Bruce Peebles papers (GD349 add.)
 Railtrack Scotland, photographs of signal boxes (GD475 add.)
 Royal Bank of Scotland, miscellaneous papers (GD1/1234)
 Mrs Agnes Russell, railway books (GD482)
 Executors of Mrs J K M Scott, railway photographs (GD1/1232)
 Signet Library, John Elder WS letter book (GD1/1272)
 Mr and Mrs A Softley, Word War I letters (GD1/1265)
 Mrs D Telford, papers (GD1/1243)
 Timber Growers Association Ltd, minutes (GD1/1271)
 Mrs Sarah Tolley, Wardlaw Ramsay of Whitehill (GD143 add.)
 Turcan Connell WS, East Lothian writs (GD1/1273)
 Mr W Turner, patent specification (GD1/1253)
 Mr K Walker, Charles Steuart WS papers (GD1/1256)
 Mrs E Wall, Scottish Hockey Union history (GD386 add.)
 Mr J S Wilkinson, St Giles Cathedral document (GD1274)

APPENDIX 2

Statistics of readers issued with permits for literary and historical searches in the Historical and West Search Rooms during 2000/2001 and their subjects of research, with figures for 1999/2000 in brackets.

Readers

Total permits issued, 1835 (1857)

Domicile

Scotland 1177 (1068); rest of United Kingdom, 323 (351): England 308 (336), Northern Ireland 6 (8), Wales 9 (7).
Other countries, 335 (336): including, United States of America, 119 (148); Australia 75 (79); Canada 36 (61);
New Zealand 18 (23)

Analysis of Research Subjects								
	To 1500	1501- 1700	1701- 1800	1801- 1900	1900-	Unspecified	Total	1999/ 2000
Politics and Administration	4	15	13	6	12	4	54	82
Economic and Social	3	16	38	43	45	38	183	179
Local History	10	19	41	57	38	92	257	273
Geographical Studies	1	0	3	1	1	12	18	14
Church History	2	13	8	18	13	13	67	57
Education	0	0	1	1	2	2	6	7
Communications	0	0	1	15	17	18	51	41
Legal Studies	1	2	0	6	5	6	20	19
Military and Naval	0	2	5	7	2	9	25	19
Literary Studies	1	4	3	6	0	0	14	11
Art	0	1	1	5	0	3	10	39
Architecture	1	5	10	19	11	24	70	55
Biography	1	5	11	19	6	11	53	45
Genealogy	5	53	140	434	113	197	942	970
Foreign and Overseas	0	0	0	2	0	1	3	1
Other Topics	0	4	5	9	17	27	62	45
Total	29	139	280	648	282	457	1835	
1999/2000	24	176	310	719	284	340		1857

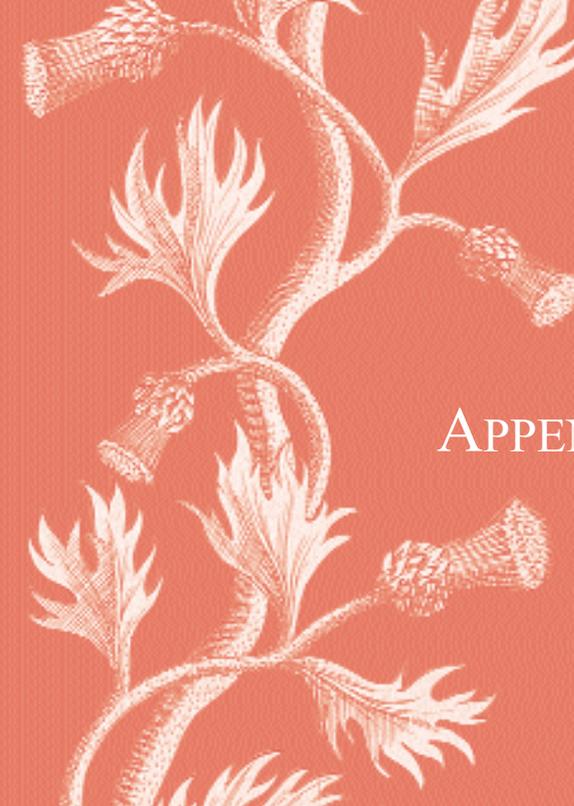
APPENDIX 3

Search Room Productions					
Record group	Ref	HSR	WSR	LSR	Total
Admiralty Court	AC	1	81	0	82
Lord Advocate	AD	6	529	0	535
Agriculture & Fisheries	AF	14	472	0	486
Assessor of Public Undertakings	APU	0	1	0	1
Burgh records	B	651	18	1984	2653
British Railways	BR	43	977	0	1020
Board of Trade	BT	1	219	276	496
British Waterways	BW	0	3	0	3
Chancery	C	84	286	50	420
Cabinet Office	CAB	0	30	0	30
British Coal	CB	1	65	0	66
Commissary Courts	CC	981	39	0	1020
Customs & Excise	CE	118	177	0	295
Church Records	CH	4436	22	0	4458
Commissioner for Local Administration	CLA	0	2	0	2
Central Midwives' Board for Scotland	CMB	0	11	0	11
County Councils	CO	1	30	0	31
Crown Estates	CR	0	87	0	87
Court of Session	CS	61	1579	23	1663
Development Department	DD	22	366	0	388
Diligence	DI	117	49	172	338
Exchequer	E	930	722	0	1652
Education Department	ED	6	157	0	163
Forestry Commission	FC	3	17	0	20
Friendly Societies	FS	2	147	0	149
British Gas	GB	0	2	0	2

Gifts and Deposits ¹	GD	7789	616	0	8405
General Medical Council	GMC	0	5	0	5
General Nursing Council	GNC	0	2	0	2
General Register Office	GRO	0	62	0	62
Highland Destitution	HD	2	24	0	26
Highlands and Islands Development Board	HDB	0	16	0	16
Home & Health Department	HH	21	878	0	899
Herring Industry Board	HIB	0	3	0	3
Heritors	HR	242	1	0	243
Inland Revenue	IRS	11	225	0	236
Justiciary Court	JC	126	889	0	1015
Justices of the Peace	JP	2	23	0	25
Land Court	LC	0	342	0	342
Limbo files	L	0	17	0	17
Mental Welfare Commission	MC	7	39	0	46
Ministry of Defence	MD	0	49	0	49
Ministry of Health	MH	0	2	0	2
Ministry of Works	MW	0	215	0	215
National Galleries	NG	2	145	0	147
Northern Lighthouse Commission	NLC	12	133	0	145
Notarial Records	NP	74	0	0	74
National Savings Committee	NSC	0	6	0	6
North of Scotland Hydro-Electric Board	NSE	0	1	0	1
Parliament	PA	24	107	0	131
Privy Council	PC	17	48	0	65
Peers' Elections	PE	1	0	0	1
Post Office	PO	0	7	0	7
Privy Seal	PS	4	29	0	33
Pensions Appeal Tribunal (Scotland)	PT	0	1	0	1
Rail Users' Consultative Committee for Scotland	RCC	0	2	0	2
Register of Deeds	RD	1197	303	5888	7388
Red Deer Commission	RDC	0	1	0	1
Register House Series	RH	956	224	0	1180
Register House Plans	RHP	292	2213	0	2505
Register of Sasines	RS	2351	0	108732	111083
Register of Tailzies	RT	46	4	0	50
Sheriff Courts	SC	6785	1574	1301	9660
Scottish Development Agency	SDA	0	7	0	7
Industry Department	SEP	6	80	0	86
Signet Office	SIG	37	3	0	40
Scottish Natural Heritage	SNH	0	2	0	2
Scottish Office Central Services	SOE	9	28	0	37
State Papers	SP	25	4	0	29
Scottish Record Office	SRO	82	3	0	85
South of Scotland Electricity Board	SSE	0	2	0	2

¹Including Miscellaneous Collections (GD1), 628; Buccleuch (GD224), 350; Gordon Castle (GD44), 347; Seafield (GD248), 336; Hamilton (GD406), 269; Eglinton (GD3), 250; Mar and Kellie (GD124), 249; Breadalbane (GD112), 231; Clerk of Penicuik (GD18), 230; Montrose (GD220), 214; Macdonald of Clanranald (GD201), 195; Seaforth (GD46), 189; Henderson of Fordell (GD172), 171; Marquess of Ailsa (GD25), 161; British Fisheries Society (GD9), 130; Carron Company (GD58), 123.

British Steel	STE	0	4	0	4
Scottish Transport Group	STG	0	3	0	3
Teind Court	TE	24	0	0	24
Upper Clyde Shipbuilders	UCS	0	1	0	1
Valuation Rolls	VR	894	7	430	1331
Temporary Deposits	TD	0	269	0	269
Sub Total:		28516	14707	118856	162079
Registration of Title		0	0	24246	24246
Total		28516	14707	143102	186325
(1999/2000)		35110	13619	143203	191932



APPENDIX 4

CATALOGUES AND INDEXES

CATALOGUES COMPLETED OR IN PROGRESS

The majority of the small gifts and deposits (GD1s) listed in Appendix 1 were catalogued during the year. The following more substantial or important collections accessioned this year or already in our holdings were also catalogued; and cataloguing of the papers of the Institute of Chartered Accountants of Scotland (GD470) was in progress.

Boswell of Auchinleck and other papers (GD1/1278)

The papers in this small miscellaneous collection cover the period 1542-1925. The greater part of the collection consists of estate papers of the Boswells of Auchinleck, 1765-1794. There are several items written or signed by James Boswell (1740-1795), including a letter of 12 November 1788 referring to Ayrshire politics: 'If Mr McDowal [William McDowall of Castle Semple] has a majority at the Election it will be no honour to him, but a disgrace to the County.' (GD1/1278/2). Also in the collection is the journal, 29 April to 11 June 1763, of the advocate Alexander Murray (later Lord Henderland) in France on Douglas Cause business (GD1/1278/17). The earliest papers are barony of Blantyre writs (3), 1542-1563 (GD1/1278/20).

Scottish Horticultural Research Institute (GD449)

This collection consists of the papers, 1917-1984, of the Scottish Horticultural Research Institute and its predecessors. The Institute had its origins in the Scottish Society for Plant Breeding – a research organisation set up during World War I and sponsored by the Highland and Agricultural Society and proactive market gardeners and landowners. In 1928 the work of the Society was continued by a government grant. In 1946 a Horticultural Research Committee appointed by the Department of Agriculture for Scotland recommended that horticultural research be funded and managed on a more formal basis and as a result the Scottish Horticultural Research Institute commenced operation on 170 acres of farmland at Mylnefield, Invergowrie. On 1 April 1953 the Institute became legally established as a self-governing grant-aided research centre, officially opened on 16 June 1956. Its first director, Dr Thomas Swarbrick (1900-1965) was an eminent pomologist who carried out pioneering investigations into diseases and genetics of raspberries and strawberries. The collection is open except for some staff records that are subject to 75 year closure. The Scottish Horticultural Research Institute's successor is the Scottish Crop Research Institute. The latter was formed in 1981 by the amalgamation of the SHRI with the Scottish Plant Breeding Station at Pentlandsfield, Edinburgh in 1981.

Papers of Sir John Stewart-Clark (GD460)

Sir John Stewart-Clark of Dundas Castle, Bt (1864-1924) was eldest son of Stewart Clark (1830-1907) who had made a fortune from the Paisley thread factory founded by his father John Clark (1791-1894). Although John Stewart-Clark numbered shooting, golf and motoring among his interests, much of his time was taken up with charitable causes including the Red Cross and the restoration of Paisley Abbey. Between 1913 and 1916 his donations to charity amounted to over £55,000. The collection consists of personal, financial and miscellaneous estate correspondence, 1826-1935, correspondence of P Macgregor Chalmers about building alterations at Paisley Abbey, 1916, and correspondence about motor cars, 1927-1935.

David J R Fraser railway collection (GD482)

David J R Fraser came from a railway family, his father Douglas being foreman at Dalmuir Station in 1930. In 1933 David Fraser started work with the London and North Eastern Railway. By 1938 he was working at Niddrie West, and in 1954 was head shunter at Craigentenny. In the 1970s he worked as a guard on the East Coast main line Edinburgh to King's Cross passenger service. In his spare time he was a keen railway enthusiast and amassed a collection of locomotive photographs taken by himself and others. The collection consists of photographs and press cuttings, 1930-1987, and miscellaneous publications and ephemera.

Papers of John D Hume (1896-1916), Royal Naval Air Service (GD486)

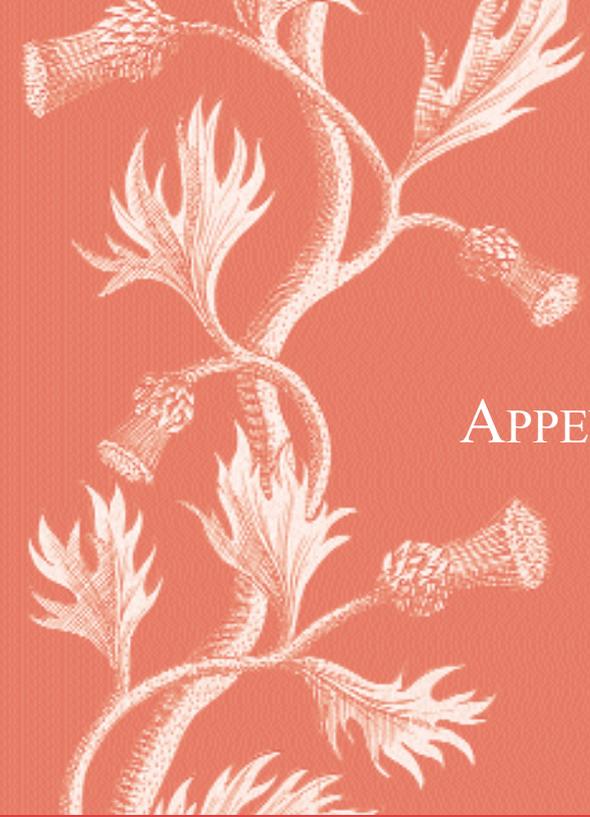
At the outbreak of World War I, John Douglas Hume, son of the Rev. David Rose Hume (1865-1946), minister of Buckhaven Muiredge United Free Church of Scotland, was a mechanical engineering apprentice in Kirkcaldy. In 1915 he joined the Royal Naval Air Service and in 1916 served with distinction in Mesopotamia. On 10 Dec. 1916 he was killed by friendly fire at the mouth of the Thames. The collection includes correspondence, photographs and personal memorabilia of Hume, 1915-1916. The papers provide information about his flying training, social life and aircraft. Most of the letters are from Hume to his mother.

Court of Session

Entries in the database of sequestrations concluded in Scotland between 1838 and 1913 were continued for surnames down to the letter 'O'. The database is approximately 70% complete.

Justiciary Court

Work began on constructing a database of the twentieth-century JC26 papers. The period down to 1941 had been completed by the end of April 2001. The database is approximately 20% complete.



APPENDIX 5

REPRESENTATION

During 2000-2001 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 in Temperate Climates (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

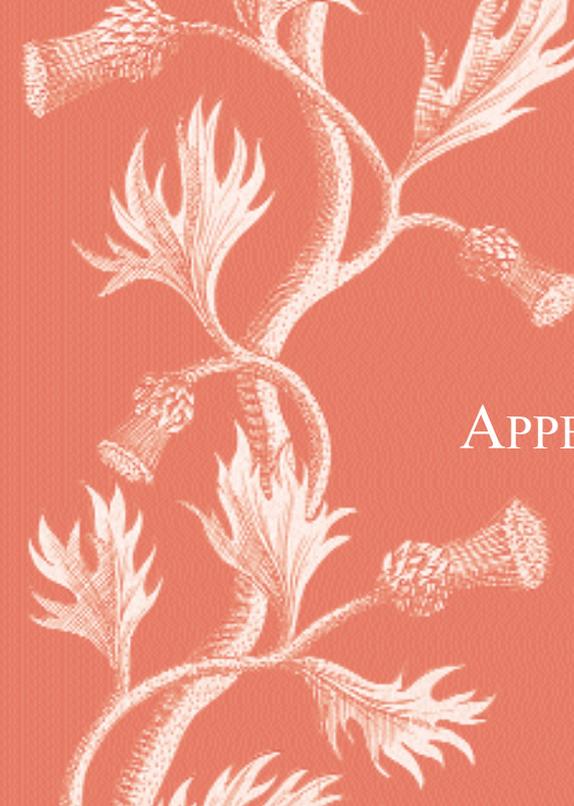
United Kingdom

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; International Affairs Sub-Committee; Membership Services Board; Preservation and Conservation Group Membership and Registration Panel; Professional Development; Membership Services Panel Working Group; Scottish Region Training Group; Reviews Editor, *Journal of the Society of Archivists*; 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)
Public Record Office Working Group on Procedures for Electronic Records Management: Implementation Resources Toolkit

Scottish

Business Archives Council of Scotland
Charting the Nation, 1590-1740 (Project Board)
The Drawn Evidence, 1780-2000 (Project Board)
Lothian Health Services Archive Steering Group and Advisory Committee
Railway Heritage Scottish Sub-committee
Resources for Learning in Scotland (Project Board)
Royal Incorporation of Architects in Scotland: Architectural Drawings Working Group
Scottish Architects' Papers Preservation Project (Advisory and Management Groups)
Scottish Archive Forum
Scottish Cultural Heritage Forum
Scottish History Society (Council)
Scottish Industrial Archaeology Panel
Scottish Executive Steering Group for review of future systems for document storage and retrieval
Scottish Oral History Group (Vice-Convener and Secretary)
Scottish Record Society (Council)
Scottish Records Association (Membership Secretary and Council)
Scottish Society for Conservation and Restoration (Executive Committee)
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 2000 to March 2001. 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

3916. Aberdeen City Archives. Congregational churches in Aberdeen. Records of various Congregational churches, many of which have now merged. St Nicholas: magazines and cuttings, 1967-95. George Street Chapel (The Loch Kirk): minutes 1797-1865; financial records, 1798-1865. St Andrew Street: minutes, 1848-1938; roll books, 1846-1916; financial records, 1846-1957; seat lettings books, 1848-93. Albion and St Paul's: minutes, 1938-66; roll book, 1878-1940; financial records, 1915-48. Belmont Street: minutes, 1865-1966; roll books, 1817-1982; financial records, 1865-1966; photographs of ministers, 1865-1947. *Partly replaces Survey 2571. (Archivist, Aberdeen City.) 29 pages.*

3917. North Lanarkshire Council Archives. Motherwell Medical Insurance Committee. Minutes, 1912-30. Motherwell Medical Society: constitutions, c.1930. *(Archivist, North Lanarkshire.) 2 pages.*

3918. North Lanarkshire Council Archives. Airdrie Weavers' Society. Minutes, 1800-1968; members' roll books, 1792-1966; accounts, 1782-1933; constitution, articles and regulations, 1781-1963; AGM circulars, 1905-64; annual dinner programmes, 1906-63; miscellaneous items, 1759-1970, including petitions and apprentice indentures. *Replaces Survey 3575. (Archivist, North Lanarkshire.) 18 pages.*

3919. North Lanarkshire Council Archives. Hutton family, Coatbridge, Lanarkshire. Family photographs, as well as some photographs of the Coatbridge Co-operative Society, c.1902-39. *(Archivist, North Lanarkshire.) 3 pages.*

3920. North Lanarkshire Council Archives. Airdrie 'Greenhouse' Lodge of Free Gardeners, North Lanarkshire. Minutes, 1812-89; roll books, 1867-84; accounts, 1842-90. *(Archivist, North Lanarkshire.) 4 pages.*

3921. North Lanarkshire Council Archives. Scottish Old Age Pensions Association (Coatbridge Branch), North Lanarkshire. Minutes, 1982-93. *(Archivist, North Lanarkshire.) 2 pages.*

- 3922. North Lanarkshire Council Archives.** Glenboig Union Fireclay Co Ltd & subsidiaries, Glenboig, North Lanarkshire. Glenboig Union Fireclay Co Ltd: share registers, 1883-1936; production figures and costs, 1910-63. Castlecary Fireclay Co Ltd: share registers etc, 1919-36; accounts, 1927-38. Faskine and Palacerigg Bricks and Coal Ltd: share registers etc, 1919-38; minutes, 1919-39. George Turnbull & Co Ltd: share registers etc, 1919-38; accounts, 1920-38. (*Archivist, North Lanarkshire.*) 5 pages.
- 3923. Dumfries & Galloway Council Archives.** Robison family, of Pearmount, Troqueer, Kirkcudbrightshire. Legal papers relating to dispute over inheritance to the property of Adam Robison of Pearmount and his wife Margaret Sinclair after the death of their only surviving grandchild, 1791-1859. (*Archivist, Dumfries & Galloway.*) 8 pages.
- 3924. Argyll & Bute Council Archives.** Helensburgh Amateur Swimming Club, Dunbartonshire. Minutes, 1897-1971. (*Archivist, Argyll & Bute.*) 1 page.
- 3925. Argyll & Bute Council Archives.** Helensburgh Amateur Dramatic Society, Dunbartonshire. Minutes, 1920-34; press-cuttings, cash statements and ephemera, 1920-29; list of members, 1920-34. (*Archivist, Argyll & Bute.*) 1 page.
- 3926. Argyll & Bute Council Archives.** Helensburgh Highland Association, Dunbartonshire. Minutes, 1907-22. (*Archivist, Argyll & Bute.*) 1 page.
- 3927. Argyll & Bute Council Archives.** Helensburgh Highland Games Committee, Dunbartonshire. Minutes, 1948-53. (*Archivist, Argyll & Bute.*) 1 page.
- 3928. Argyll & Bute Council Archives.** Women's Voluntary Service for Civil Defence, Helensburgh District Committee, Dunbartonshire. Minutes, 1940-46. (*Archivist, Argyll & Bute.*) 1 page.
- 3929. Argyll & Bute Council Archives.** League of Nations, Helensburgh Branch, Dunbartonshire. Minutes, 1933-1946. (*Archivist, Argyll & Bute.*) 1 page.
- 3930. Argyll & Bute Council Archives.** Helensburgh Lecture Association, Dunbartonshire. Minutes, 1921-47; accounts and list of subscribers, 1895-1910; printed programme and handbills, 1926-38. (*Archivist, Argyll & Bute.*) 1 page.
- 3931. Argyll & Bute Council Archives.** Helensburgh Burns Club, Dunbartonshire. Presscuttings, 1911-28. (*Archivist, Argyll & Bute.*) 1 page.
- 3932. Argyll & Bute Council Archives.** Helensburgh Toastmistress Club, Dunbartonshire. Minutes, 1964-72. (*Archivist, Argyll & Bute.*) 1 page.
- 3933. Argyll & Bute Council Archives.** Eunice Guthrie Murray (b.1879), JP; suffragette, author and politician. Presscuttings, 1918. (*Archivist, Argyll & Bute.*) 1 page.
- 3934. Edinburgh City Archives.** Edinburgh Militia. General defence registers, 1798; exemption returns, 1802-31; lists, c.1802-31; assessment records, 1808-38; accounts, 1808-26; desertion papers, 1803-84; correspondence, 1803-84; local militia records, 1803-31; lieutenantancy records, 1803-94; circulars, 1872-82. (*Archivist, Edinburgh City.*) 23 pages.
- 3935. Edinburgh City Archives.** Army attestation registers, Edinburgh. Muster rolls of men recruited into army service in Edinburgh, 1794-1887. Replaces Survey 3440. (*Archivist, Edinburgh City.*) 2 pages
- 3936. J & D McGeorge, knitwear manufacturers, Hawick, Scottish Borders.** Records of shareholdings, 1950-96. Replaces Survey 2164. (*Dawson International plc.*) 1 page.
- 3937. Stirling University Library.** Professor Sam Black (1915-99), professor of public relations, Stirling University. Correspondence, lectures and articles, 1956-98. Correspondence, articles, programmes and interviews concerning Dr Edward L Bernays (1891-1995), 'the father of public relations', 1923-1998. (*Arts Librarian, Stirling University.*) 6 pages.
- 3938. Stirling University Library.** Airthrey Estate, Logie, Stirling. Estate papers, including: title deeds and related papers 1792-1945; tacks, rentals and valuations, 1886-1941; financial papers, 1796-1947; inventories of moveable contents of Airthrey Castle, 1922-41; estate map, 1889. (*Arts Librarian, Stirling University.*) 20 pages.

- 3939. Stirling University Library.** Professor (Hector) Alastair Hetherington (1919-1999), research professor in media studies, Stirling University. Intelligence reports, 1944-63; correspondence and articles on Vietnam war, 1966-68; correspondence and notes relating to Hetherington's editorship at *The Guardian*, 1954-75; correspondence, notes and articles relating to Hetherington's controllership of BBC Scotland, 1975-78. (*Arts Librarian, Stirling University.*) 11 pages.
- 3940. United Distillers and Vintners Archives.** W P Lowrie & Co, whisky producers, Glasgow. Articles of association, 1916-74; minute books, 1896-1992; reports, 1919-1989; photographs of workforce and processes, 1887-1973; share certificate book of The Fine Tea Supply Association, 1917-90. *Replaces Survey 2423.* (*Archivist, United Distillers and Vintners.*) 2 pages.
- 3941. Edinburgh City Archives.** Volunteer regiments, Edinburgh. City of Edinburgh Rifle Volunteers: returns of enrolled men, 1861-92; returns of officers, 1859-70; correspondence, 1859-81. City of Edinburgh Artillery Volunteers: returns of enrolled men, 1860-92; returns of officers, 1859-70; correspondence, 1860-81. City of Edinburgh Rifle and Artillery Volunteer Corps: correspondence, 1859-90. 4th Volunteer Battalion Royal Scots: returns of enrolled men, 1888-92. Medical Staff Corps: returns of enrolled men, 1886-92. 1st City of Edinburgh Engineer Volunteer Corps: returns of enrolled men, 1861-64; correspondence, 1860-65. War Office correspondence, 1859-80. Clerk of Lieutenancy letter books, 1872-96. Volunteer Review: correspondence, 1860. (*Archivist, Edinburgh City.*) 38 pages.
- 3942. Argyll & Bute Council Archives.** Ceilidh nan Gaidheal an Oban [Highlanders' Ceilidh in Oban]. Minutes [in Gaelic], 1922-31. (*Archivist, Argyll and Bute.*) 1 page.
- 3943. North Lanarkshire Archives.** Mary Fanning postcard collection. Postcard views of Scotland, England, Ireland, Middle East and New Zealand, 1911-44. (*Archivist, North Lanarkshire.*) 8 pages.
- 3944. North Lanarkshire Archives.** R Maguire, solicitor, Glasgow. Photographs of industrial scenes, mostly factory interiors, gathered as evidence in industrial injury cases, 1950-78. (*Archivist, North Lanarkshire.*) 7 pages.
- 3945. North Lanarkshire Archives.** Neil Kidd photographic collection, Chryston, Lanarkshire. Copy photographs of the Chryston, Muirhead and Moodiesburn areas, 1897-1992. (*Archivist, North Lanarkshire.*) 11 pages.
- 3946. Highland Council Archive.** Innes and Mackay, solicitors, Inverness. Dr John Simpson's Trust: records, 1790-1947. Chisholm family, of Chisholm: legal papers, 1790-1938; estate papers, 1802-1938. Fraser family, Lords Lovat: estate papers, 1767-1923. *Partly replaces Survey 194.* (*Archivist, Highland Council.*) 9 pages.
- 3947. Highland Council Archive.** Anderson Shaw and Gilbert, solicitors, Inverness. Duncan Shaw, WS, executry and trust papers, 20th century. Ness District Fishery Board papers, 20th century. Inverness Guildry minutes and financial papers, 20th century. Inverness Tweed Mill 19th century and 20th century. Ness Bank church minutes and financial records, century. Leckmeln Estate papers, 19th century and 20th century. Rose Street Foundry papers, 20th century. Kintail Estate papers, 1920-1946. Caledonian Power Scheme papers, 20th century. Lovat executry and family papers, including estate chartulary, 19th century and 20th century. Glendoe Estate: farm cash books, 1950s. *Partly replaces Survey 1109.* (*Archivist, Highland Council.*) 2 pages.
- 3948. Highland Council Archive.** Frederick A Black (fl.1902-32), solicitor, Inverness. Business and personal papers, including some published works. (*Archivist, Highland Council.*) 1 page.
- 3949. Argyll & Bute Council Archives.** The Anne and Jane Forbes Memorial Trust for the Relief of Distress at Campbeltown. Trustees' minute books, 1918-99. (*Archivist, Argyll and Bute.*) 1 page.
- 3950. The Scottish Council (Development and Industry).** Minutes, 1931-96; papers and minutes of executive, finance, crofter wood, tourism, chairman and policy and transport committees, 1940-95; correspondence, 1942-49, including two files relating to Prestwick Airport, 1945-46; annual reports, 1947-93; financial records, 1932-96; administrative files on a variety of subjects, 1948-95, including Scottish Ports Authority, Films of Scotland Project, Manpower Services Commission, the Channel Tunnel, and the steel industry; reports, 1933-92, including war-time food production and post-war industry; publicity and publications, 1948-95. Scottish Council Research Institute, 1973-92: working papers, input-output project papers and Lothian Region export survey papers. *Replaces Survey 3536.* (*Surveying Officer, Business Archives Council of Scotland.*) 46 pages.

- 3951. Argyll and Bute Council Archives.** Campbeltown Post Office, sorting office diary, 1928-69. (*Archivist, Argyll and Bute.*) 1 page.
- 3952. Argyll and Bute Council Archives.** McConnell and McCarthy, drapers and outfitters, Rothesay, Bute. Financial records, 1917-32. (*Archivist, Argyll and Bute.*) 1 page.
- 3953. Edinburgh City Archives.** Registers of aliens' declarations made before the magistrates of Edinburgh, 1794-1825. (*Archivist, Edinburgh City.*) 3 pages.
- 3954. North Lanarkshire Archives.** Monklands area Episcopal churches. St John's Episcopal Church, Coatbridge: minutes, 1843-1992; registers of confirmations, 1879-1987; registers of baptisms, 1843-1992; registers of marriages, 1843-1989; registers of burials, 1852-1991. St Paul's Episcopal Church, Airdrie: minutes, 1893-1970; registers of confirmations, 1893-1988; registers of baptisms, 1893-99; registers of marriages, 1893-1982; registers of burials, 1893-1982. St Andrew's Episcopal Church, Gartcosh: minutes, 1896-94; registers of confirmations, 1897-1928; registers of baptisms, 1897-1928; registers of marriages, 1897-1984; registers of burials, 1897-1928. *Partly replaces Survey 2704.* (*Archivist, North Lanarkshire.*) 13 pages.
- 3955. Bruce family, Earls of Elgin and Kincardine.** Family and estate papers, largely concerned with Broomhall in Fife, 1586-1912, including: title deeds and related papers 1586-1841; tacks, rentals and valuations, 1720-99; financial papers, 1637-1894; correspondence, 1679-1912, including papers of Thomas Bruce (1766-1841), 7th Earl of Elgin, who acquired the Parthenon marbles while Ambassador at Constantinople; military papers, 1697-1722, including accounts of Bass Rock garrison, 1696. Correspondence and reports regarding the Carnegie Universities Trust, 1901-16. (*Private.*) 354 pages.
- 3957. Stewart family, Garstang, Lancashire, England.** Titles and legal papers relating to the lands of Gabrochill, Stewarton, Ayrshire, 1608-1917; legal accounts, executry and estate papers, 1692-1922; miscellaneous papers relating to family of Richard Morris, Glasgow, 1826-42; genealogical notes on the Stewart, Morris and related families, 19th-20th cent; legal instrument recording the lodging of the Scottish Regalia in the Crown Room of Edinburgh Castle, 18th cent. 15 pages.
- 3958. Mackenzie, Innes & Logan, WS, solicitors, Edinburgh.** Grant family, baronets, of Dalvey, Moray: executry papers of Sir Alexander Grant, 1657-1788, including plans of Dalvey estate, Dyke and Moy parish, Moray, c1775. Macpherson family, of Cluny: titles and legal papers relating to lands Inverness-shire and Banffshire, 1722-1867. Sinclair family, Earls of Caithness: writs of the earldom of Caithness, c1527-1790. Buchanan family, of Leny, Perthshire: titles of lands in Perthshire and Dunbartonshire, 1770-77. Lumsdaine family, of Innergellie, Fife: titles and legal papers relating to Innergellie estate, 1621-1940. Elliott family, baronets, of Stobs, Roxburghshire: titles and legal papers relating to lands in Roxburghshire, 1620-64. 12 pages.
- 3959. Shetland Archives.** L H Mathewson, Procurator Fiscal, Lerwick. Miscellaneous legal papers mainly concerning property in Shetland, 1667-1946, including papers (mostly printed) relating to division of scattalds or commonties, 1667-1880. Mathewson family papers and correspondence, 1832-1930, including papers relating to land valuation and letters from Laurence Williamson on subjects including Scandinavian literature, 1891-1908. *Replaces Survey 2180.* (*Archivist, Shetland Islands.*) 13 pages.
- 3960. Shetland Archives.** Hilda F M Clark, Lerwick. Collection of newscuttings and other printed material relating to Shetland, 1863-1987, many articles by William Fordyce Clark (1895-1938). (*Archivist, Shetland Islands.*) 28 pages.
- 3961. John White Automations Ltd (formerly John White Weighing Machines), Auchtermuchty, Fife.** Business records, mainly financial, c1834-1982, including: wage books, 1882-1982; cash ledgers, 1940-82; cash books, c1834-1952; Sales ledgers, 1833-1962; day books, 1888-1962; correspondence, 1921-59; order books, 1846-1970; photographs and postcards of machinery and men, n.d. *Replaces Survey 593.* (*Surveying Officer, Business Archives Council of Scotland.*) 12 pages.
- 3962. Heriot-Watt University Archives.** School of Arts, and Watt Institution and School of Arts. Directors' annual reports, 1821-84; directors' minute books, 1836-85; financial records, 1821-85; correspondence, 1851; calendars, 1875-86; photographs of staff, students and buildings, 1871-1938; Edinburgh School of Arts Friendly Society prospectus, 1828. *Replaces relevant portion of Survey 2572.* (*Archivist, Heriot-Watt University.*) 36 pages

3963. Heriot-Watt University Archives. Heriot-Watt College. Annual reports, 1927-63; governors' minutes and other administrative papers, 1887-1971; estate and building management papers, 1887-1971; financial papers, 1928-68; principals' notes and correspondence, 1900-67; departmental class registers and correspondence, 1904-89; library committee minutes and correspondence, 1938-67; calendars, 1886-1966; examination papers, 1921-65; students' course and project notebooks, 1901-63; minutes of staff association, 1923-65; minutes and membership records of student societies, 1872-1960; records of student representative bodies, 1913-66; photographs of college buildings, 1900-63; photographs of students and staff, 1886-1965; college publications, 1930-75. *Replaces relevant portion of Survey 2572. (Archivist, Heriot-Watt University.) 9 pages.*

3964. Heriot-Watt University Archives. James Watt Subscription Fund, Edinburgh. Minutes of committee of subscribers, 1828-46; minutes of general meetings of subscribers, 1840-42; minutes and papers of the joint committee of the Edinburgh Watt Monument subscribers and the Directors of the School of Arts, 1851-52; correspondence, 1824-41; list of subscriptions, 1824-25; letters of appeal, 1824-40. *Replaces relevant portion of Survey 2572. (Archivist, Heriot-Watt University.) 17 pages.*

3965. Heriot-Watt University Archives. The Watt Club, Edinburgh. Minutes, 1854-date; annual reports, 1936-88; correspondence, 1906, 1936-69; membership records, 1895-1910, 1936-85; financial records, 1908-10, 1936-65; addresses given to Watt Club, 1878, 1936-90; photographs of club members and events, 1884-1986. *Replaces relevant portion of Survey 2572. (Archivist, Heriot-Watt University.) 31 pages.*

3966. Heriot-Watt University Archives. Records relating to James Watt (1736-1819), engineer. Business papers, 1780-1854; correspondence, 1784, 1801-2; printed and published material, 1919-1974; prints, photographs and other illustrations, 1705-1990. *Replaces relevant portion of Survey 2572. (Archivist, Heriot-Watt University.) 16 pages.*

3967. Heriot-Watt University Archives. Records relating to James Brown (1790-1872), engineer and associate of James Watt. Diaries, 1817-18; correspondence, 1821-47; engineering drawings, 1812-63; photographs of partners and staff of Boulton and Watt, engineers, c1860. *(Archivist, Heriot-Watt University.) 7 pages.*

3968. Heriot-Watt University Archives. Leith Nautical College, Edinburgh. Governors' minutes, 1855-1988; committee minutes, 1974-87; annual reports, 1907-86; financial records, 1881-1988; personnel records, 1981-84; prospectuses, class registers and examination results, 1905-76; photographs of staff, students and buildings, 1900-86; records of *Dolphin* training ship, 1949-72. *(Archivist, Heriot-Watt University.) 39 pages.*

3969. Heriot-Watt University Archives. John Tweedie, local historian, Edinburgh. Research notes, cuttings and photographs relating to local history of Currie, Colinton Green, Balerno, Juniper Green; and Riccarton, 1970s-80s. *(Archivist, Heriot-Watt University.) 24 pages.*

3970. Heriot-Watt University Archives. Sir Robert Blair (1859-1935), knight, chief education officer, London. Personal notebooks, 1924-28; business papers, 1907-19; political papers of Blair as Honorary Secretary of the Liberal Advisory Education Committee, 1920-28; publications by and about Blair, 1908-28; lectures and addresses, 1906-34. *Replaces Survey 877. (Archivist, Heriot-Watt University.) 8 pages.*

3971. Heriot-Watt University Archives. Peter Anderson Ltd, woollen manufacturer, Galashiels, Selkirkshire. Pattern books, 1901-46; pattern ticket books, 1919-35; order book, 1874-99; sales brochure, n.d., advertisement brochures of other textile companies, 1950s-70s; printed literature relating to the textile industry, 1944-60s. *Replaces relevant portion of Survey 2975. (Archivist, Heriot-Watt University.) 17 pages.*

3972. Heriot-Watt University Archives. Blenkhorn Richardson & Co, Ltd, woollen manufacturers, Hawick, Roxburghshire. Directors' minutes, 1898-1925; annual reports, 1899-1974; annual returns, 1899-1954; secretary's letter books, 1898-1933; financial records, 1881-1955; staff records, 1929-67. *Replaces relevant portion of Survey 2975. (Archivist, Heriot-Watt University.) 17 pages.*

3973. Heriot-Watt University Archives. Brown Brothers, Ltd, woollen manufacturer, Galashiels, Selkirkshire. Pattern books and fabric samples, 1967-71. *Replaces relevant portion of Survey 2975. (Archivist, Heriot-Watt University.) 14 pages.*

3974. Heriot-Watt University Archives. Donald Brothers Ltd, furnishing textile manufacturers, Dundee. Pattern books, 1896-1972; sales material, c1980-84. *Replaces relevant portion of Survey 2975. (Archivist, Heriot-Watt University.) 23 pages.*

3975. **Heriot-Watt University Archives.** Gibson and Lumgair, woollen textile manufacturer, Selkirk, Selkirkshire. Financial records, 1964-68; pattern books, 1938-66; sales ledgers, 1954-66. *Replaces relevant portion of Survey 2975. (Archivist, Heriot-Watt University.) 4 pages.*
3976. **Heriot-Watt University Archives.** R & A Sanderson & Co Ltd, woollen manufacturers, Galashiels, Selkirkshire. Stock and order books, 1886-1955; pattern books, 1852-1956; sales material, 1933-46; staff records, 1862-1956. *Replaces relevant portion of Survey 2975. (Archivist, Heriot-Watt University.) 23 pages.*
3977. **Heriot-Watt University Archives.** Robert Stocks & Co Ltd, cloth merchants and manufacturers, Kirkcaldy, Fife. Financial records, 1823-1956; wage records, 1893-1958. *Replaces relevant portion of Survey 2975. (Archivist, Heriot-Watt University.) 2 pages.*
3978. **Heriot-Watt University Archives.** Gardiners of Selkirk, woollen manufacturers, Selkirk, Selkirkshire. Directors' minutes, 1948-78; secretary's records including weather book, 1965-79; pattern books, 1971-94; staff records, n.d. *Replaces Survey 1666. (Archivist, Heriot-Watt University.) 2 pages.*
3979. **Heriot-Watt University Archives.** Bernat Klein, textile designer and manufacturer, Galashiels, Selkirkshire. Sample and pattern books, 1966-74; publicity leaflets and catalogue, 1965-74; press cuttings, 1950-99. *Replaces relevant portion of Survey 2975. (Archivist, Heriot-Watt University.) 12 pages.*
3980. **Heriot-Watt University Archives.** Clayton Aniline Co Ltd, dye producers, Manchester and Glasgow. Catalogues, 1930-53. *Replaces relevant portion of Survey 2975. (Archivist, Heriot-Watt University.) 2 pages.*
3981. **Heriot-Watt University Archives.** Ebenezer Y Johnston Co Ltd, textile designer and manufacturer, Galashiels. Pattern books, 1960-70. *(Archivist, Heriot-Watt University.) 7 pages.*
3982. **Heriot-Watt University Archives.** Hopes of Stow, drapers, Stow, Selkirkshire. Financial records, 1918-66; photographs of shop and staff, c1930-70. *(Archivist, Heriot-Watt University.) 2 pages.*
3983. **Heriot-Watt University Archives.** Lewis Anderson Tartan Collection, Galashiels, Selkirkshire. Correspondence, notes, fabric samples and tartan ties, c1923-73. *(Archivist, Heriot-Watt University.) 3 pages.*
3984. **Heriot-Watt University Archives.** Roberts & Son, woollen textile manufacturer, Galashiels, Selkirkshire. Plans of Victoria Mill, c1853. *(Archivist, Heriot-Watt University.) 2 pages.*
3985. **Heriot-Watt University Archives.** Stone & Kemp, silk textile manufacturers, London. Pattern book, 1845-46. *(Archivist, Heriot-Watt University.) 2 pages.*
3986. **Heriot-Watt University Archives.** Walter Lumsden & Co Ltd, merchant and cloth manufacturer, Kirkcaldy, Fife. Tender books, 1956-71. *Replaces relevant portion of Survey 2975. (Archivist, Heriot-Watt University.) 2 pages.*
3987. **Heriot-Watt University Archives.** Galashiels Combined Technical School, Galashiels, Selkirkshire. Classes roll book, 1889-90; letter book 1898-1900. *(Archivist, Heriot-Watt University.) 2 pages.*
3988. **Heriot-Watt University Archives.** Scottish College of Textiles, Galashiels, Selkirkshire. Annual reports, administrative records, and photographs, 1965-98. *(Archivist, Heriot-Watt University.) 2 pages.*
3989. **Heriot-Watt University Archives.** Scottish Woollen Technical College, Galashiels, Selkirkshire. Records of governing body, administrative and academic records, and photographs, 1922-65. *(Archivist, Heriot-Watt University.) 3 pages.*
3990. **Heriot-Watt University Archives.** Scottish Woollen Technical College, Galashiels, Selkirkshire. Collection of newscuttings on the Scottish Woollen Trademark Association and the Scottish textile industry, 1921-63. *(Archivist, Heriot-Watt University.) 2 pages.*
3991. **Heriot-Watt University Archives.** South of Scotland Central Technical College, Galashiels, Selkirkshire. Building contracts, publications of college and staff, 1906-22. *(Archivist, Heriot-Watt University.) 2 pages.*

3992. Falkirk Museums History Research Centre. Personal and family papers. Includes: Burns family, writers, Falkirk, private correspondence and business papers, 1789-1921; Dewar family, 1897-1952, mostly programmes etc concerning the musical career of Evelyn Margaret Dewar (1913-1990); Forbes family of Callendar, estate papers, 1665-1974; James Johnston, notebooks recording events in Falkirk, 1840-50s; Louden family, ephemera, 1834-1986; James Love, journalist, research notes and documents, 1679-1925; Mackay family, miscellaneous papers, c.1890-1939, including shipbuilding notes, c.1890-1907; Martin family, 1892-1987, including legal papers relating to Millfield Dairy, Polmont, and Bowtrees Farm; John Mackay, notebooks on china ingredients, early 20th century; Muiravonside Estate, estate papers, 1798-1967; Neilson family, photographs of Allan family, 1845, songs by William Neilson, 1887-88; Robert Porteous, local history collection, 1748-1973; Gerard Quail, notes, articles and document copies relating to history of pottery-making in Falkirk area, 1967-79; Sinclair family, seamen certificates and ephemera, 1858-1914. *Replaces Survey 3782. (Archivist, Falkirk Council.) 174 pages.*

3993. Falkirk Museums History Research Centre. Records of local organisations, churches, clubs and associations. Includes: Amalgamated Society of Engineers (Falkirk Branch): minutes, 1902-47, accounts, 1914-47; Amalgamated Engineering Union (Falkirk Branch): minutes 1920-46, accounts, 1931-39; Amalgamated Union of Foundry Workers: rules, 1954-59; Associated Iron Dressers of Scotland: membership roll, 1879-1906; Bo'ness and Grangemouth Archaeological Society: minute book, 1974-77, correspondence, 1974-77; Bo'ness Children's Fair Committee: correspondence and programmes, 1949-83; Denny and Dunipace and District Canine Club: minutes, 1927-30; Denny Leslie Park Curling Club: minutes, 1856-86; Falkirk and District Choral Union: programmes, 1915, 1927; Falkirk and District Licensed Grocers' Association: minutes, 1916-54; Falkirk and District Primary Schools Football Association: minutes, 1925-84; Falkirk and District Rose Society: minutes, 1919-38, programmes, 1920-39; Falkirk Burgh Merchants Association: minutes, 1915-30; press cuttings, 1894-55; Falkirk Curling Club: minutes, 1816-1978, accounts, 1886-1939; Falkirk Fishing Club: minutes, 1909-35; Falkirk High School Club: year books, 1898-1988, ephemera, 1910-86; Falkirk Horticultural Society: minutes, 1938-97, membership roll, 1964-96; Falkirk Natural History and Archaeological Society: minutes, 1903-85, correspondence, 1976-81; Falkirk Operatic Society: programmes, 1950-62; Falkirk Ski Club: minutes, 1959-77, correspondence, 1960-79; Falkirk Weavers' Society: minute book, 1793-1853; Falkirk Women's Citizens' Association: minutes, 1921-96; Falkirk YMCA: minutes, 1854-1952, accounts, 1980-83, correspondence, 1879-96; Institute of Petroleum (Scottish Branch): minutes, 1970-79, correspondence, 1963-87; Ironfounding Workers Association: accounts, 1908-87; National Union of Sheet Metal Workers and Braziers (Falkirk Branch): minutes, 1943-52, accounts, 1943-61; National Union of Dock Labourers and Riverside Workers: minutes, 1908-1910; Polmont Owner-Occupiers' Association: minutes, 1970-78, correspondence, 1970-80; Redding Disaster Relief Fund: minutes, 1923-66, accounts, 1923-66; Scottish Central Football League: minutes, 1909-21; Scottish Painters' Society (Falkirk Branch): minutes, 1936-53, accounts, 1940-48; Society of Chemical Industry, Stirlingshire & District Branch: minutes, 1951-72; Stirling County Women's Bowling Association, minutes, 1975-88, accounts, 1962-86; Stirlingshire & District Christian Union, minutes, 1920-87, annual reports, 1923-83; Westquarter & Polmont Curling Club: minutes, 1853-72. *Replaces Survey 3783. (Archivist, Falkirk Council.) 107 pages.*

3994. Falkirk Museums History Research Centre. Records of local businesses. Includes: W Alexander: financial records, 1932-89, correspondence, 1939-67; personnel records, 1924-57; Allied Ironfounders Ltd: catalogues, 1930s-60s; J Baird & Co (Falkirk) Ltd: day books, 1951-76, order books, 1950-77, financial records, 1934-76, wages books, 1955-78; A Ballantine & Sons, Ltd: price lists and catalogues, 1932-77; Bo'ness Industrial Pottery Society Ltd: letters, rules and registers, c.1797-1895; Bo'ness Iron Co: catalogues, 19th century-1970s; Bonnybridge Co-operative Society Ltd: financial records, 1879-1950; British Aluminium Co Ltd: leaflets, 1932-43, employees' handbook, 1955, works magazines, 1974-80; British Rail: Polmont Station log book, 1976-78, general coaching account, Polmont Station, 1955-64; newscuttings, 1958; Broomside Foundry (1922) Ltd, directors' minutes, 1922-49; C S & Co, Vale Board Mills Ltd: purchase ledger, c1916-28, sales ledger, 1916-28, cash book, 1925-29; Caley Motor Engineering Co Ltd: agenda book for meetings of directors, 1925-30; Camelon Co-operative Society Ltd: quarterly reports, 1914 and 1917; Caledonian Railway Co: reports and correspondence, 1888-97; Caledonian Railway Co Canal Dept: telegraph books, 1884-1896, work logs, 1885-88, dredger log books, 1878-96, returns of vessels using Grangemouth Harbour, 1908-34; Carron Company: technical drawings, 1918-54, staff records, 1823-1960, catalogues, 1872-1975, publications, 1928-78, staff newsletters, 1950-98; Christie & Co: letter book, 1915-25; M Cockburn & Co Ltd: catalogues, 1914-53, Alexander Couper & Co: production records, financial records and catalogues, nd; Cruikshank & Co, ironfounders: directors' minutes, 1901-44, financial records, 1900-74, correspondence, 1898-1980; Dempster, Moors & Co: cash books, 1876-1936; Denny and Dunipace Co-operative Society: ephemera, 1938-47; plans, 1927-45; Edinburgh and Glasgow Railway Co: public notices, 1830-49; Falkirk Corporation Gas: ledger, 1937-41; Falkirk Iron Co: catalogues, 1875-1979, souvenir programmes of staff excursions, 1911-69; Falkirk Temperance Café Trust: minutes, 1921-90, correspondence, 1923-91, financial records, 1921-90; Forth & Clyde Canal Co: public notices, 1830-37, log book of manager of Grangemouth docks, 1842-46;

Grahamston Iron Co: minutes, 1886-1991, directors' reports, 1970-90, financial records, 1880-1991; Grangemouth Co-operative Society: minutes, 1904-64, correspondence, 1948-58; Grangemouth Dockyard Co: staff records, 1889-96, correspondence, 1900-79, records of ships built, 1889-1970; ship plans, 1920-60, joinery department records, 1936-64; Grangemouth Gas Co: minutes, 1836-1907; P & M Hurl Ltd, staff records, 1951-78; financial records, 1967-74; Lane & Girvan Ltd: minutes, 1919-29, salary records, 1937-38; Thomas Laurie & Co: letter book, 1906-07, financial records, 1917-61; London & North Eastern Railway Co: harbour master's turn book, Grangemouth Docks, 1947-52; John Luke Jnr & Co: financial records, 1901-37; McDowall Steven & Co Ltd: staff records, Castlelaurie Foundry, 1884-1956; Rose of Grange Lodge of Free Gardeners Friendly Society: members roll and subscription book, 1905-08; James Ross & Co: letter book, 1882-85, document book, 1888-1925; Savoy & Moore: poisons register, 1936-84; Scottish Co-operative Wholesale Society Ltd: plans of proposed additions to Grangemouth Soap Works, 1908-26; Scottish Omnibuses Ltd: register of rented properties, 1956-70, general ledger, 1948-72, Dryburgh hotel cash books, 1952-78; Sharp & Sons Ltd: customer order books, 1890s-1921, correspondence, 1922, staff records, 1920-27; J & A Towers: financial records, 1870-1909, wage books, 1878-1904; United General Sea Box, Bo'ness: accounts, vouchers and receipts, 1634-1984; Vale Board Mills Ltd: purchase records, 1962-77, financial records, 1951-73; Vale Paper Co Ltd: financial records, 1887-1937, sales books, 1909-41; Alexander Young: financial records, 1915-57. *Replaces Survey 3784. (Archivist, Falkirk Council.) 316 pages.*

3995. Argyll and Bute Council Archives. An Comunn nan Coisir Ghaidhlig, The Gaelic Choirs Association. Minutes, 1949-77. *(Archivist, Argyll and Bute.) 1 page.*

3996. Highland Council Archive. Inverness Wesleyan Methodist Circuit, Inverness. Circuit minutes, 1863-1914; trustees' minutes, Inverness Methodist Chapel, 1868-1906; trustees' minutes, Inverness Wesleyan Chapel, 1907-23; trustees' minutes, Inverness Methodist Church, 1924-87; committees' minutes, 1889-1926; financial records, 1777-1999; members' rolls, 1838-1972; correspondence, 1916-72. *(Archivist, Highland Council.) 5 pages.*

3997. Highland Council Archive. W Halcrow, civil engineers, Inverness. Photographs of work carried out on hydro-electric schemes, 1960s, including Glen Moriston, Culligran and Strathfarrar: aerial photographs of Inverness, 1970s; plans of proposed North of Scotland Hydro-Electric schemes, 1945-67. *(Archivist, Highland Council.) 3 pages.*

3998. Highland Council Archive. MacDonald, Fraser & Co Ltd, auctioneers, Inverness. Financial records, 1922-80; sales catalogues, 1966-72; valuations, 1961-64. *(Archivist, Highland Council.) 3 pages.*

3999. Highland Council Archive. Inverness Junior Chamber of Commerce, Inverness. Minutes, 1971-2000; financial records, 1992-97; photographs of members and events, 1978-96; publications, 1974-96. *(Archivist, Highland Council.) 2 pages.*

4000. Highland Council Archive. Munro family of Novar, Alness, Ross and Cromarty. Correspondence, 1891-1948; financial records, 1885-1928; forestry records, 1882-1955; legal papers, 17th-19th centuries. *(Archivist, Highland Council.) 2 pages.*

4001. Highland Council Archive. Philip Durham, political activist, Ross and Cromarty. Highland Railway Users' Council minutes and reports, 1964-69; Scottish Vigilantes Association minutes and reports, 1963-65; memoranda and reports on future of rail transport in Highlands, 1964-65; reports and papers on Highlands and Islands Development Board, 1965-71; reports and papers on industrial development at Invergordon and Nigg, 1975-82; Easter Ross Local Plan, 1979-89; Kilmuir Easter and Logie Easter Community Association minutes, 1972-77. *(Archivist, Highland Council.) 5 pages.*

4002. Highland Council Archive. Patt Estate, Glenstrathfarar, Struy, Ross and Cromarty. Invoices and bills, 1909-30; photographs, c1902. *(Archivist, Highland Council.) 10 pages.*

4003. Highland Council Archive. Christopher James Harley, Ross and Cromarty County Council Development Officer, 1948-72. Personal and working papers, 1949-93; correspondence, 1970-75. *(Archivist, Highland Council.) 10 pages.*

4004. South Lanarkshire Council Museum Development Service. T B Seath & Co, shipbuilders, Rutherglen. Miscellaneous records relating to T B Seath & Co: engine drawings, 1905; ship plans, 1881; photographs of Seath family and vessels, 1860-1980. *(Museum Development Service, South Lanarkshire.) 10 pages*

4005. Highlaws Estate, Eyemouth, Berwickshire. Records of estate and house, including: title deeds, 1627-1901; maps and plans, 1845-99; photographs of house, 1881-2001. (*Archivist, Scottish Borders.*) 22 pages.

4006. Clackmannanshire Council Archives. Personal and business papers. Includes: Rev Dr R Crouther Gordon, Clackmannan: notes on Clackmannan, 20thc; Clackmannanshire Agricultural Society: minutes and accounts, 1886-1964; Amalgamated Society of Associated Carpenters and Joiners of Scotland, Alloa branch: minutes, 1864-1941, financial records, 1864-1918; Alloa Grain Market: ledgers, 1850-85; Hunter and Donaldson, Alva: financial records, 1877-1955, wages books, 1890-1946; Townhead Lunch and Tea Rooms, Alloa: financial records, 1933-68; T Ramsay, chemist, Alloa: drugs purchase registers, 1918-54; Order of Rechabites (Alloa Branch): minutes, 1911-37, financial records, 1911-24; British Women's Temperance Association (Clackmannan Branch): minutes, 1880-1947, financial records, 1914-57; Royal Order of Ancient Shepherds: minutes, 1945-51; Alloa Conservative Men's Club: minutes, 1939-63, cash book, 1901-63; Alloa Community Association: minutes, 1974-78, correspondences, 1970-80; Haig of Dollarfield: correspondence and legal papers, 1768-1839; Tullibody (Barony) Poors Fund: accounts and minutes, 1704-1963, register of recipients, 1868-1945; Clackmannan titles: instruments of sasines and other legal documents, 1777-1906; Alloa and District Business and Professional Women's Club: minutes, 1944-78; Alexander Forrester-Paton Memorial Housing Association Ltd: minutes, 1955-84; R N McEwan, painters and decorators, Alloa: financial records, 1907-46; The Lodge of Alloa (No. 69): minutes, 1757-83, financial records, 1827-1971, petition books, 1857-1979, attendance books, 1878-1985; Devon Valley Tribune: 1903-52; Glenochil Distillery: correspondence and deeds, 1858-1932; Alloa Bowling Club: minutes, 1880-1988; Alloa Parish Charity School: list of subscribers, 1838-47; W Henry Collection of photographs and films of Clackmannan area, 1950-75; Alloa Music Club: minutes, 1963-80; Bayne family, Chapelhill: legal papers, 1713-1992; Alloa Ragged and Industrial School: minutes, 1872-75; Alloa Industrial Home: minutes, 1880-83; Alloa Day Home: minutes, 1884-1944, financial records, 1888-1950; Alva Amateur Swimming Club: minutes, 1903-12, cash book, 1903-53; The Lady Norton Lodge (No. 667): minutes, 1893-98; Alloa Allotments Association: minutes, 1939-93, financial records, 1978-92; Harland Ski Club: minutes, 1967-83, correspondence, 1972-85; Clackmannanshire Local Militia: orderly book of 3rd (Captain Moubry's) Company, 1808-15; Sauchie District Public Hall: minutes, 1912-93, plans, 1937-61; Tillicountry Golf Club: minutes, 1899-1985, financial records, 1899-1987; British Order of Ancient Free Gardeners, Newtonshaw Thistle Lodge (No. 212): minutes, 1909-21, financial records, 1890-1925; British Order of Ancient Free Gardeners, Rose of Alva Glen Lodge: financial records, 1899-1920; British Order of Ancient Free Gardeners, Kirkcaldy District: financial records, 1904-21; Independent Order of Rechabites, Gem of Gartmorn Tent: minutes, 1901-13, financial records, 1901-07; Independent Order of Rechabites, Glasgow District: reports, 1931-33; Robert Melvin Ltd, engineers, Alloa: financial records, 1918-25; Alva Garden Guild: minutes, 1971-77, correspondence, 1956-76; Alva Glen Water Company: cash book, 1892-1917; Andrew L Mitchell, builder and joiner, Alloa: notebook containing names of those for whom he made coffins, 1844-94. *Replaces Surveys 1358, 1359, 1360, 2262, 2270, 2271, 2291, 2292 & 2301.* (*Archivist, Clackmannanshire Council.*) 103 pages.

ADDITIONS TO EXISTING SURVEYS

623. Glasgow City Archives. Mitchells Johnston, solicitors, Glasgow. Sederunt books, title deeds and papers of the Oswald family of Shieldhall and Auchencruive, 1583-1946; title deeds of the Calder family of Davidstoun, 1579-1861; Glasgow University lecture notes, 1817-23; executry papers of James Mitchell, 1864-99. (*Archivist, Glasgow City*) 11 pages.

776. Murray family, Earls of Mansfield and Mansfield, Perthshire. Accounts of Sir John Murray, tutor to David Murray (d.1731), 5th Viscount of Stormont, 1671-84; unidentified Protestant writings in Latin and Scots [? compiled by Sir David Murray (d.1631)], c.1600; accounts and correspondence of General John Ramsay, regarding the War of the Second Coalition against France, 1799-1802; historical and literary notes, and translations, by David Murray (1727-1796), 2nd Earl of Mansfield, diplomat and statesman, c.1750-c.1780s, including notes of House of Lords debates, 1786-87, and correspondence with Stanislaus II Augustus Poniatowski (1732-1798), King of Poland, 1766; record of officers' services, 2nd battalion Grenadier Guards, 1877-87; accounts of Lady Mabel Emily Murray (1866-1969), wife of Admiral Sir Herbert Goodenough King-Hall (d.1936), 1891-1901; accounts, 1928-74, leases, 1863-1940, and forestry reports, 1878-1964, Perthshire estates; factor's accounts, Annandale estates, 1786. 19 pages.

832. Maitland family, Earls of Lauderdale. Accounts, correspondence and leases, Lauderdale estates, Berwickshire, 1896-1936; prints of Maitland family portraits, c.1860; photocopies of letters to James Maitland (1718-1789), 7th Earl of Lauderdale, 1757-82. 7 pages.

1463. Dundee City Archives. Ballindean Estate, Inchtute, Perthshire. Correspondence, financial and legal papers, 1784-1968. (*Archivist, Dundee City*) 12 pages.

2177. Douglas-Hamilton family, Dukes of Hamilton and Brandon. Correspondence of Robert Brown, chamberlain to Alexander Hamilton (1767-1852), 10th Duke of Hamilton, on business matters and the administration of the Hamilton estates in Buteshire, Lanarkshire and West Lothian in Scotland, and Lancashire and Suffolk in England, 1811-51, including the building and decoration of Hamilton Palace and mausoleum, negotiations with William Beckford (1760-1844), building work at Brodick Castle, emigration from Arran to Canada, potato crop failures, local politics and the General Election of 1837, the financial affairs of the Murray family, earls of Dunmore, etc. Correspondence on the administration of the indebted Seaforth and Clanranald estates, 1797-1832. Correspondents include: Sheriff Archibald Alison (1792-1867); James Gillespie Graham (1776-1855), architect; Alexander Hamilton (1767-1852), 10th Duke of Hamilton; William Hamilton (1811-1863), 11th Duke of Hamilton; Patric Park (1811-1855), sculptor; Reginald George Macdonald (1788-1873) of Clanranald; James Alexander Stewart Mackenzie of Seaforth and Glasserton (1784-1843); Daniel Macnee (1806-1882), portrait painter; Charles Augustus Murray (1806-1895); Agnes Strickland (1796-1874), historian; Thomas Thomson (1762-1852), legal antiquary. 59 pages.

2194. Peebles Gutterbluids Society, Peebles, Scottish Borders. Minute books, 1902-1913. (*Peebles Gutterbluids Society*) 1 page.

2244. Primrose family, Earls of Rosebery, West Lothian. Factor's accounts for Dalmeny Park, West Lothian, 1814-67, including the building of Dalmeny House, 1815-26; gardener's accounts, 1815-32; agents' accounts, 1804-70; personal and household accounts of Archibald John Primrose (1783-1868), 4th Earl of Rosebery, 1832-68; Dalmeny estate papers, 1782-1869; rentals, accounts and legal papers for Norfolk estates, 1808-1870, including engravings and plans of Bixley Hall, 1781-1825; accounts of Warren Wood estate, Hatfield and Essendon, Hertfordshire, 1852-64; legal papers and accounts of Neil Primrose (1728-1814), 3rd Earl of Rosebery, 1771-1822, mostly executory, but including his admission as a Knight of The Thistle, c.1771; miscellaneous papers of Archibald John Primrose (1783-1868), 4th Earl of Rosebery, 1809-68; vouchers and accounts of election, household and personal expenditure of Archibald Primrose (1809-1851), Lord Dalmeny, MP for Stirling burghs, 1833-48; vouchers of accounts of personal and household expenditure of Archibald Philip Primrose (1847-1929), 5th Earl of Rosebery, 1866-72. 56 pages.

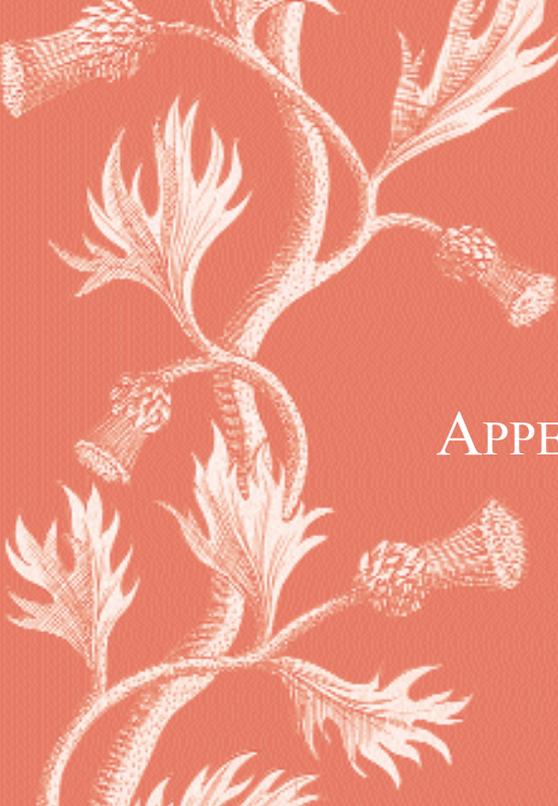
2245. McKerrow family, Edinburgh. Stereoscopic glass plates by James Arthur McKerrow (1884-1954), employee of Heilgers, Calcutta, c.1911, most of them taken when he was travelling in Burma. 7 pages.

2567. Robertson Aikman family, of The Ross, Lanarkshire. Estate papers relating to property in Scotland and England, 1770-1976; family and personal papers, 1888-1950; material relating to Hamilton Hospital, 1616-1948. (*Archivist, Glasgow University*) 10 pages.

2568. Scottish Canoe Association. Recreational Rivers sub-committee minutes, 1997-date; cash book, 1993-2000; historical texts on canoeing, n.d.; publications, 1983-2001. (*Scottish Canoe Association.*) 1 page.

3701. Dundee City Archives. Sir Garnet Wilson (1885-1975), Lord Provost of Dundee. Official correspondence, including discussion of need for BBC studio in Dundee and contact with various local defence forces: 1942-43 (*Archivist, Dundee City.*) 17 pages.

3881. Scottish Women's Rural Institute: Argyll Federation. Rashfield, Dunoon: minutes, 1926-90, accounts, 1940-90, press reports, 1966-75, membership records, 1983-86; Lochgilphead: minutes, 1929-84, annual reports, 1929-55. (*Archivist, Argyll and Bute.*) 2 pages.



APPENDIX 7

TALKS

Hazel Anderson	<p>"Introducing SCAN", Northern Conference of the Association for Historical and Fine Art Photography at the National Railway Museum, 24 May 2000</p> <p>"The SCAN Digitisation Project", Society of Archivists IT Forum on the Digitisation of Archives, London, 9 October 2000</p>
Dr Peter D Anderson	<p>"Thomas Thompson House – Five Years On", Radenci, Slovenia, March 2001</p>
Dr Alan Borthwick	<p>"The Electronic Search Room", Grampian Information Conference, November 2000</p>
George MacKenzie	<p>"Searching for Solutions: Electronic Record Problems Worldwide", ASLIB International Seminar, London, 11 April 2000</p> <p>"Globalisation in Archives", Association of Canadian Archivists, Edmonton, Canada, 23 June 2000</p> <p>"Confessions of a Justified Archivist", Association for Literary and Linguistic Computing/Association for Computing in the Humanities Conference, Glasgow, 23 July 2000</p> <p>"The International Council on Archives, 2000 and Beyond", Society of American Archivists, Denver, USA, 1 September 2000</p> <p>"Finding Aids Without Frontiers", Seminar at the Belgian National Archives, Brussels, 14 November 2000</p>
Laura Mitchell	<p>"Managing Email", Setting the Record Straight training day, Dundee City Council, 2 November 2001</p>
Dr Frances J Shaw	<p>"Will all Public Records be Electronic by 2004?", Setting the Record Straight training day, Dundee City Council, 2 November 2001</p>



