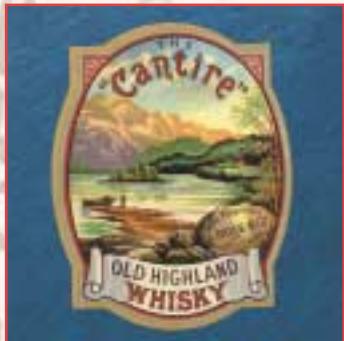


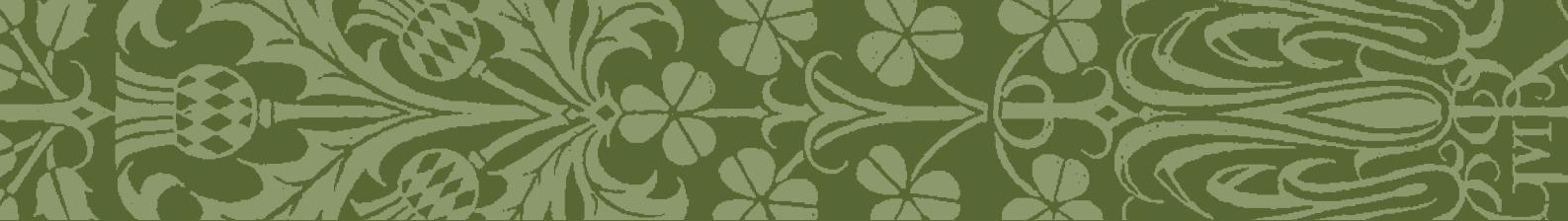


# Annual Report

of the Keeper of the Records of Scotland

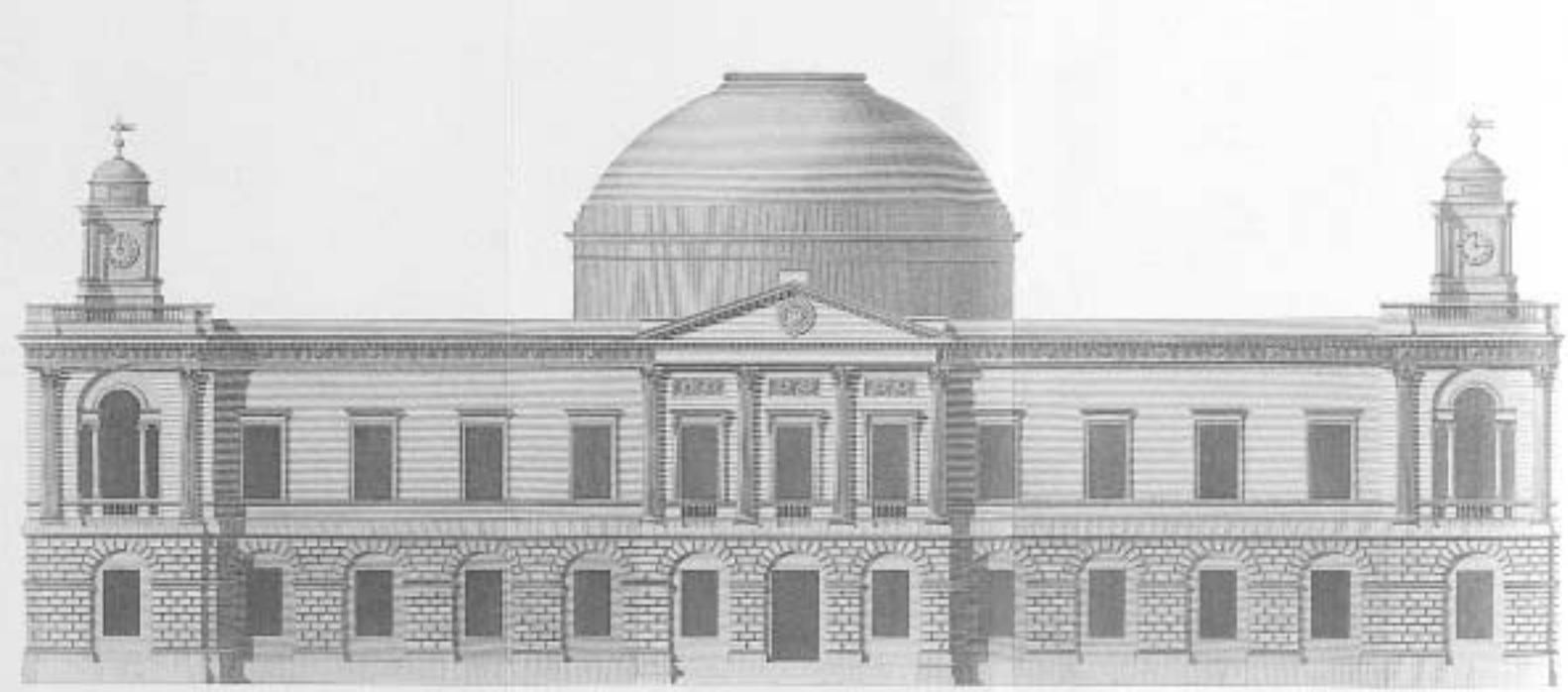


The NATIONAL  
ARCHIVES  
of SCOTLAND  
2001-2002



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Managing Director

Rob Mildren





## 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 2001 to 31 March 2002. You will find a summary of the significant events and successes in the Summary of the Year on page 4, while the subsequent sections give details of all aspects of our varied work.

The Review of the Year characterises the past year as one of challenge and change. Much of this has been based around access – access to information in the records, access to information about the records, and the public's right of access to information. Our work with colleagues in the Executive to support Freedom of Information, (which crucially depends on good records and good record keeping), our eCat project to convert our paper catalogues to electronic form and put them on the Internet, and our participation in the Scottish Archive Network or SCAN project, which now allows users to download images of the wills of their ancestors, are all examples of how access permeates our activities.

The challenge for the future is how to increase access, to broaden it and to extend it, so that more and more varied people can use and enjoy the priceless heritage contained in the nation's records.



George P MacKenzie  
Keeper of the Records of Scotland



## SUMMARY OF THE YEAR 2001-2002

This was a year of challenge and change. Challenges ranged from the familiar pressure of incoming records, to the new Freedom of Information legislation. To meet them we continued a programme of change, aimed both at our own organisation, and the ways in which our customers can get access to the nation's records. Meanwhile behind the scenes, our technical experts carried out new and fascinating work.

The pressure of incoming records remains our major challenge. Most of the public records that will come to the NAS in the next 20 years are already in existence and are on paper. We therefore developed a detailed business case for our accommodation needs to 2025, which was presented to ministers in April 2002. We are combining this with more stringent selection of records, so that we keep only what is most valuable and useful. Our preferred option is to develop on the Thomas Thomson House site, and surrender the lease on West Register House, concentrating city centre public access in General Register House. This may be the last major building expansion, since the digital revolution will in future replace the physical challenge of storage with the intellectual challenge of arrangement and access.

The new Freedom of Information legislation is not only a challenge, but also an opportunity to draw attention to the importance of records and how they are managed. Government Records Branch worked with our colleagues in the Scottish Executive drawing up the code of practice on records management required under section 61 of the Act and a final draft was submitted to the Justice 1 Committee of the Parliament in February. We continued to advise public bodies on the records implications of the legislation. In collaboration with CoSLA an awareness-raising event was held in May 2001 and in August we held two seminars, one for our own staff and one for Scottish archivists and records managers. We plan to follow these up once the implementation plans for the Act are clear.

To meet the challenges, we developed our Strategic Plan priorities – finding out what our customers want, being more selective about the records we take, extending our catalogues, and developing educational materials – into a corporate plan for 2002-2003. We created a new Corporate Services division and brought in a new deputy keeper to head it, and we set up a new branch, External Relations, to develop our links with organisations that hold records but do not deposit them with us.

A number of developments this year used new technology to advance access to archives. First was the launch of our electronic catalogue or *eCat* project. This will convert our existing paper catalogues into digital form, allowing searches across a vast array of information. It will also replace our existing software with a more powerful and user friendly package. The system went live for NAS staff in April 2002, and a public version will be made available in our search rooms in the autumn and across the Internet early in 2003.

In the second access development, the SCAN project digitised the one millionth image from Scottish wills in January. SCAN has broken new ground, with our partners in the Genealogical Society of Utah, scanning from original archive documents. A new site, [www.scottishdocuments.com](http://www.scottishdocuments.com), was launched as part of the Tartan Day celebrations on Ellis Island, New York in April 2002. An index to over 350,000 wills before 1875 is linked to digital images of the documents, which are available to download as a paying service. SCAN provides extensive on-line reference services and will make catalogue information from most Scottish archives available from the autumn of 2002.





Her Royal Highness The Princess Royal with (centre) George MacKenzie, Keeper of the Records of Scotland and (left) Graeme Munro, Director of Historic Scotland in the Great Hall of Stirling Castle at the opening of *The Thistle and the Rose* exhibition, 20 March 2002.



George MacKenzie, Keeper of the Records of Scotland (right) presenting Graeme Munro, Director of Historic Scotland, with a framed copy of a limited edition Declaration of Arbroath print, April 2002, at Arbroath Abbey. The print was made from the original plate engraved c. 1815 by William Home Lizars, and will hang in the new Arbroath Abbey visitor centre.



Court staff and researchers benefited from the third access development, a new database of 20th-century criminal trials. This is particularly valuable because it also links Crown Office precognitions (reports of pre-trial investigations) over 75 years old, and criminal appeals. The database proved its worth in Lord Bonomy's investigation of High Court operation and procedure, providing information about indictments, court sittings and changes in the types of crime tried during the 20th century. Work has now begun on the 19th century and is due to be finished in 2004.

This year's major exhibition in Stirling Castle, *The Thistle and the Rose*, was access of a more conventional kind, and showed archives as art. Alongside exquisite books of hours were exhibited the two richly illuminated copies of the Treaty of Perpetual Peace between Scotland and England, ratified in 1502. Commemorating the marriage of James IV and Margaret Tudor, the exhibition was a joint effort with Historic Scotland. It attracted major sponsorship from Scottish Widows and brought together documents from Scotland, England and Austria. Falling in the year of the Queen's Jubilee, we were delighted as well as honoured to have the Princess Royal perform the opening ceremony.

Behind the public face, NAS carried out some important technical work during the year. Our conservation staff spend most of their time slowing down the ageing process in documents, but this year they took part in a project investigating ageing in human and animal skin. Their role was to select samples of parchment of different periods, for minute analysis and testing. The project, which NAS is helping to fund, is directed by Dr Tim Wess of the Centre for Extracellular Matrix Studies at the University of Stirling. It uses X-ray diffraction and biochemical methods to measure changes in the surface of the parchment, and is helping us determine the effects of conservation treatments.

Conservation staff also assisted police with their inquiries into a decomposed diary found on a body which had been buried for a number of years. Using the same painstaking techniques as for historical material, they were able to restore the individual leaves and recover text which helped significantly in the subsequent murder trial.

As part of a study into fire detection and suppression, our building manager commissioned live experiments using old shelving and records earmarked for destruction. Sensors placed at different heights detected the spread of smoke and heat, while CCTV cameras provided a visual record. We gathered important data about how archive fires develop, how sensors work, and how effective suppression systems are.

The expertise of our staff is our biggest asset and this, together with the changes we have begun this year, will help us to continue to meet the challenges of the coming years.





## 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, 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.



Senior management awayday held in May 2001 to discuss the future direction of the NAS. L-R Peter Anderson, Margaret McBryde, Bob Phillips, Bruno Longmore, David Brown.

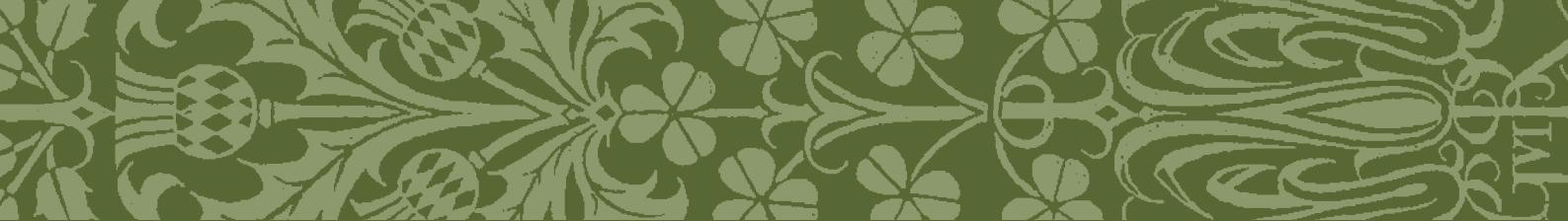
# PERFORMANCE MEASURES

No	Measures	Target 2001-02	Performance 2001-02	Performance 2000-01
<b>Financial</b>				
1	Balance of service to administrative costs: service costs as % of total <sup>1</sup>	82	81.4	79
<b>Output</b>				
2	Number of items conserved	45000	85223	36211
3	Number of publications titles produced	24	24	23
4	Productions per staff member <sup>2</sup>	12000	13319	11869
5	New entries in public e-Catalogue	25000	49110	22027
<b>Quality</b>				
6/1	Speed of productions to readers from same building: % within 30 minutes <sup>3</sup>	92.5	met	met
6/2	Speed of productions to readers from another building: % within 2 days	100	met	met
7/1	Speed of producing extracts: % within 4 days <sup>4</sup>	90	92.8	met
7/2	Speed of producing quick copies: % within 24 hours	92.5	86.7	72.1
8/1	Speed of replies to correspondence: % within 15 days <sup>5</sup>	60	91.75	67.3
8/2	Speed of replies to correspondence: % within 25 days	90	98.5	74

Footnotes:

1. Whilst the year's outcome narrowly fell short of the target, this has had no material impact on the service provided by the administrative group. The Keeper has reviewed the format of this target and further discussions will develop the measurement and effectiveness of a financial target.
2. This target is designed to ensure that the correct number of staff is working on this task. The overachievement of this year's target was due to the staff rising to the challenge of the greatly increased business in the Legal Search Room.
3. This target represents a central part of our public service and customer relations.
4. The failure to meet this target was due to problems in recruiting trained reprographic staff. By the start of the third quarter, these difficulties had largely been resolved and thereafter 100% of copying was done within 24 hours.
5. These figures confirm the success of the new working practices introduced in 2000/2001.





# THE NATION'S ARCHIVES



## COURT AND LEGAL RECORDS

### High Court of Justiciary

Court and Legal Records branch has completed a database of the records of High Court criminal (or solemn) trials (JC) in the 20th century. It provides a comprehensive finding aid for some 38,000 individual entries for criminal trials, 1900-1990. This 'solemn database' was extended to include Crown Office precognitions over 75 years old (AD15) and criminal appeals (JC34), taking it beyond the level of a simple finding-aid for a single group of records. This investment in cataloguing has paid immediate dividends. Staff and researchers can identify trial papers more easily, and we are able to respond more quickly to the Court's requests for retransmissions of case papers, as well as to enquiries from the Scottish Criminal Case Review Commission concerning miscarriages of justice.

The solemn database has also proved vital in furthering the efficient administration of justice by assisting in two important initiatives. In October 2001 new Human Rights legislation passed by the Scottish Parliament came into force, permitting a person serving a life sentence in Scotland to have a fixed sentence imposed by the Court according to the circumstances of their case. In anticipation, the Crown Office and the High Court undertook a review of cases of prisoners still under life sentence, most of which involved murder, for which a life sentence was mandatory. Using the database, NAS was able to identify relevant case and trial papers speedily. We also contributed to Lord Bonymy's investigation of High Court operation and procedure, which required information about indictments, court sittings and changes to the types of crime tried during the 20th century, which was, surprisingly, not readily available elsewhere. From the database we provided a range of statistical data for trends in criminal trials over a 90-year period. Both initiatives resulted in many more retransmissions of papers to the High Court (see table).

### Court and legal records: retransmissions

	2001-2002	2000-01	1999-2000	1998-1999
AD	52	42	35	57
CS	339	194	345	343
JC	308	126	170	52

With the completion of the 20th-century database, attention switched to building an equivalent 19th century criminal trial database, linked to related precognitions (AD14). By the end of March 2002, six months into the project, the new database contained over 17,000 entries with 46 years of records partially indexed. We are on target to complete this database during 2003-2004.

### Court of Session

We received a transmission of extracted and unextracted processes for 1995, for the first time deposited as part of a unified series, but without a suitable finding-aid to distinguish between these hitherto separate series. The Register of Acts and Decrees (CS45) has now become the principal means of tracing extracted processes, and this may affect our retransmission service

to the Court. At our request the Court supplied missing indexes for records already transmitted: Divorces, 1992, Lord Advocates' cases and Petitions, 1993, Petitions, 1994, and has undertaken to provide further missing indexes to the General series and Lord Advocate's cases for 1994.

We reassessed our database of Scottish sequestrations, 1838-1913, which was about 70% complete. Comparisons with a copy of the sequestration index compiled by Glasgow University in the early 1980s revealed some 4,000 differences, so a comprehensive revision of the NAS data is in hand to prepare it for public use.

#### Sheriff Courts

Lack of storage space remains a problem for many sheriff courts. An NAS-inspired survey, issued through the Scottish Court Service (SCS), identified severe storage problems in the short term, exacerbated by the refurbishment of older court buildings, which results in further pressure on NAS to accept transmissions of records. Storage provision and standards, irregular transmissions and records management procedures in courts, have all been raised with SCS.

The main emphasis this year was on the consolidation of NAS's existing sheriff court holdings, the review of problematic catalogues, especially catalogues in electronic form, and the review and updating of sheriff court entries for preservation processes from previous years' weeding exercises. Transmissions from courts saw an uplift of records from the main sample court, Linlithgow (SC41), including its out-store at Peebles, and an island court, Stornoway (SC33), neither of whose records are subject to weeding. We also took in records from Peterhead (SC4), and Falkirk (SC66) sheriff courts.



'The Five B-Ps': Lord and Lady Baden-Powell with their three children, Heather, Arthur and Betty, taken by Mary Clementine Lindsay on the first Scouters' and Guiders' Cruise, 1933.  
(Lindsay of Dowhill papers, GD254/1302, reproduced with the permission of Sir Ronald Lindsay of Dowhill, Bt.)



We held discussions with SCS about their pioneering project to convert post-1984 microfilms of commissary records to digital images. Initial proposals focussed on converting all the existing microfilms, 1984-2001, which in some cases are of poor quality. However, the scope of the project was eventually reduced by SCS to capturing films dating from 1 January 2000 only. The Keeper formally authorised SCS to proceed with this change of medium, as required under paragraph 2(2A) of the Act of Sederunt (Commissary Court Books) (Amendment) 1996. This confirmed that NAS would accept the deposit of these records in the new image format as the sole archive copy for all Commissary records generated after 1 January 2000. Commissary records between 1984-1999 will remain on microfilm and NAS will have to investigate suitable methods of presentation for public use during 2002.

#### **Summer Weeding Programme**

The annual weeding programme examined civil processes from the sheriff courts of Peterhead, Kilmarnock, Haddington, and Falkirk. A total of 40 metres of processes were reviewed, of which 35.5 metres were destroyed (89%), 1.6 metres (4%) preserved permanently, and 2.9 metres (7%) placed in limbo. The programme also dealt with sheriff court limbo processes over 75 years old, an exercise that had fallen into arrears. The programme continued beyond the summer with the recruitment in October of a casual member of staff, and by March 2002 44.5 metres of records had been weeded, of which 13.2 metres (30%) were preserved. The weeders also sorted and listed the sample court records, and assisted with the Solemn Database project, indexing criminal trials for 1986 and 1990 (1,898 entries), listing High Court appeals for the year 1990, and integrating the appeals data for earlier years.

#### **Church Records**

Responsibility for church records formally passed to Private Records Branch on 1 October 2001. Between April and September 2001, a general audit of CH master lists was completed to compare them against NAS search room copies, as a result of which necessary updating has



(L-R) Martin Lindsay, J M Scott and A Stephenson, members of the British Arctic Air-Route Expedition of 1930-1931. Taken by Andrew Croft. Image copyright the Estate of the late Andrew Croft/Trustees of the Andrew Croft Memorial Fund and reproduced with their permission. (Lindsay of Dowhill papers, GD254/1260/8)

been carried out. We also finalised a database of church records transferred to local archives under charge and superintendence. From October work began on addressing data protection issues concerning modern church records. Arrangements for the preservation of church records held in electronic form, in particular the proceedings of the General Assembly of the Church of Scotland from 1995, were also under discussion.

One of the more important deposits of records this year was that from St Nicholas parish church, Lanark, formerly Lanark Old (CH2/1529), dating from 1699 and including very early registers of discipline and kirk session minute books; perhaps a timely reminder that there are still a number of older records retained by parishes. Also of interest was a deposit of records from Glenlyon parish church (CH2/1449) which included surviving census enumerators' notebooks for census years 1821 and 1831, and individual householders' schedules for the 1841 census. Few householders' records survived after their details were transcribed into the official census enumerators' books. Arrangements were made to transfer these records to the General Register Office for Scotland, as they more suitably augment their holdings.

#### Other Issues

We consolidated and reviewed court catalogues for the *eCat* project. Phase 1 of catalogue identification was successfully completed by the end of February 2002, resulting in the successful transfer of 15,000 catalogue pages to the *eCat* (CALM) team. Our *eCat* preparations continue with a review of the very large numbers of Court and Legal Branch name indexes for phase 2 of this conversion operation.

Discussions were held with the Accountant in Bankruptcy to digitise new sequestrations, and reduce the amount of paper generated by these records. Unfortunately the agreed project has been postponed, with the result that NAS will have to continue to take this material in paper format, with consequent pressure on storage space.



#### GOVERNMENT RECORDS

##### Scottish Parliament

NAS staff have met regularly with the Scottish Parliament's records manager throughout the year, discussing a range of topics from the preservation of information on Parliament's website, through electronic records management systems and disaster recovery plans, to the implications of Scottish Freedom of Information legislation. Staff also visited various parts of the Scottish Parliamentary Corporate Body to look at the kinds of record being produced and advise on which should eventually be passed to the NAS. By the end of the year, a draft service level agreement covering matters of mutual concern and regulating the transfer of material to NAS was being drawn up, and the first administrative files were about to be passed to NAS.



## Scottish Executive

NAS continued to make a substantial contribution towards the development of the Scottish Executive's Freedom of Information (Scotland) Bill, preparing a first draft of a Code of Practice on Records Management for the Freedom of Information Unit and supplying advice and further support during its development. A final draft was submitted to the Justice 1 Committee of the Scottish Parliament in February, as part of its scrutiny of the bill during its passage through the Parliament.

Last year's report welcomed the appointment of a dedicated reviewing team within the Scottish Executive. A year on, the impact of this can be seen in the numbers of files examined, preserved and destroyed by the NAS file inspection team, all of which have increased to reflect the greater throughput of work from the Executive review team, and the increased consistency in reviewing decisions as the team builds up its expertise.

Files passed to NAS may be recalled by the creating branch at any time; nearly 600 files were retransmitted to Scottish Office/Executive and other government organisations in the course of the year.

### Scottish Office files reviewed during 2001-2002

	2001-2002	2000-2001	1999-2000
Files examined	174,310	156,116	153,040
Files sent for review	57,577	64,955	63,901
Files transmitted for preservation	3,347	2,667	2,004
Files destroyed (metres)	2,025	1,497	964

### Government records: retransmissions

	2001-2002	2000-2001	1999-2000	1998-99
SO/SE	357	400	319	392
other	228	210	138	207

NAS staff have begun making follow-up visits to areas of the Scottish Executive holding datasets of potential historical significance and have also met with the Scottish Executive and the National Library of Scotland for preliminary discussions about the preservation of websites. As a first step in this direction, the team has accessioned a demonstration version of the Suckler Cow Premium Scheme website, which is significant because it was one of the first to allow interaction between the Executive and the public – in this case farmers. The demonstration version shows how the site looked and worked, but does not contain any personal data from those who used the ‘real’ site.

Procedures for accessioning, checking and validating datasets brought into NAS have also been developed and progress has been made towards obtaining large-scale digital archival storage which should allow for the automation of most ongoing housekeeping tasks associated with the long-term preservation of electronic records. One member of the electronic records team spent four weeks on secondment at the United Kingdom Digital Archive of Datasets (UK NDAD) learning their procedures for accessioning and cataloguing datasets. This secondment was funded by a Sharing Museum Skills Millennium Award, for which NAS is most grateful.

NAS's involvement with issues relating to electronic records management has been maintained during the year. The Scottish Executive has pressed ahead with its electronic records management project and NAS provided advice and information on this matter when requested. NAS is represented on a PRO working group developing an electronic records management metadata standard which will be compatible with other government standards and the PRO's revised functional requirements for Electronic Records Management (ERM) systems. In January, we also delivered a talk on managing e-mail to a Society of Archivists, Scotland training event on ‘Managing Information in the Modern Workplace’.

#### **NAS Records Management Unit**

A significant development was the setting up in December 2001 of a new unit to deal with NAS's own administrative records. Staff in this small unit are charged with overhauling NAS's existing paper filing system and developing procedures to manage these and electronic records in the future. In their first three months, they have already weeded out 26m of redundant files; developed a new office-wide file plan; drafted a data protection policy for the office; and updated the paperwork necessary for the issue of reader's tickets.

#### **Cataloguing**

Improvements in the arrangements for transferring electronic information about files from the Executive to NAS have also helped to speed up the rate at which entries can be added to the electronic catalogue. Nearly 12,000 government files were added this year, the total number now being well over 100,000 entries. By the end of the year, the mapping of data elements from STATUS to NAS's new cataloguing system, CALM, had been completed. This will enable the transfer of all 100,000 entries into the new system in late spring 2002. 11,500 paper catalogue pages were also assembled for conversion to CALM.





'The Frozen Sea, West Greenland.' Taken by Andrew Croft while a member of the British Arctic Air-Route Expedition of 1930-1931. Image copyright the Estate of the late Andrew Croft/Trustees of the Andrew Croft Memorial Fund and reproduced with their permission. (Lindsay of Dowhill papers, GD254/1265/25)



'After a blizzard. Reindeer skin sleeping mats drying on top of the tent.' Taken by Andrew Croft while a member of the British Arctic Air-Route Expedition of 1930-1931. Image copyright the Estate of the late Andrew Croft/Trustees of the Andrew Croft Memorial Fund and reproduced with their permission. (Lindsay of Dowhill papers, GD254/1265/27)



## PRIVATE RECORDS

For some years now our intake of private records has been modest. In considering private papers for accession, we have had to think very seriously about the scarce resources needed to look after them, particularly in cataloguing and storing them. We also have to work through a legacy of uncatalogued material and are cautious therefore about accepting large new deposits of private papers requiring substantial cataloguing. In consequence we set high standards in accepting records as gifts or deposits – following criteria described in last year's *Annual Report* (page 12) – but without being too stringent in assessing either very small sets of papers or additions to collections we already hold.

In dealing with the legacy of uncatalogued private papers, cataloguing was completed on copies of letters, 1900-1901 (with photos, maps and press cuttings) written by Jack Wedderburn while serving as a private in the Lothian and Borders Yeomanry during the Boer War (GD1/1296). Work is in progress on the papers of Sir Arthur Mitchell (1826-1909), Scottish Commissioner in Lunacy, topographer, antiquarian and pioneer ethnologist, including papers and photographs pertaining to his study of Highland life. Among the latter are St Kilda photographs, c.1860s. The collection (GD492) also includes papers of Sir Arthur's son Sydney (1856-1930), a leading Edinburgh architect. Work is also in progress on Wardlaw-Ramsay of Whitehill and Tillicoultry papers (GD143). An addition to this important collection mainly concerns East Lothian, but also contains papers on trade between Scotland and the Netherlands in the mid-17th century and a few items relating to the American War of Independence. During the current year we received a fine set of papers and photographs of British Transport Hotels in Scotland, 1919-85 (BR/HOT/4/76-199). The trust accounts, 1873-1891, of James Methven, fish curer in Leith (GD1/1297), were a surprisingly interesting small accession. They provide information on Methven's fleet of eight fishing vessels and his properties including yards and stores at Wick, Lossiemouth and Stonehaven.

This year another fine addition was made to the Lindsay of Dowhill papers (GD254). It includes further papers of Sir Martin Lindsay, 1st Baronet (1905-1981), among them a collection of his published articles; speeches by him in the House of Commons, 1951-64; and photographs and press cuttings relating to the British Arctic Air-Route Expedition, 1930-31, and the British expedition over Greenland's ice cap, 1934. A scrapbook compiled in 1934 by Mary Clementine Lindsay (1910-1936), contains a record of the first and second Scouters' and Guiders' cruises under the leadership of Lord and Lady Baden-Powell. There is family correspondence of William Lindsay (1801-1857; killed at Cawnpore), and correspondence, mainly 19th century, of the Hutton family of Beetham, Cumbria, including letters and papers of the Wake and Sitwell families. There are delightful sketches by Richard Frederick Robert Wake (mortally wounded near Suakin, Sudan, 1888); and papers relating to Herwald Wake at Arrah during the Indian Mutiny. Also among the additional records deposited by Sir Ronald Lindsay is an album of photographs (albumen prints), c.1869-81, including views of canal construction in Amsterdam, 1869, and group photographs of K Battery of A Brigade, Lucknow.



# ACCESS



## SEARCH ROOMS



BBC *Timewatch* film crew in the Historical Search Room filming an inventory of Mary, Queen of Scots, ref E35/3, for *The Queen and Her Lover*, broadcast 15 February 2002. L-R: Catrine Clay, producer; John Goodyer, director of photography; Dr Saul David, presenter; Tony Wormum, sound recordist.

### Historical and West Search Rooms

After the disruption to public services caused by the refurbishment of the Historical Search Room between May and July of 2000, the year to April 2002 provided a period of relative calm for staff and readers before the projected resumption of building work in the summer of 2002. Our overall business recovered after the slump of the previous year and the totals of productions and daily attendances returned to the levels of 1999-2000.

The building work at General Register House had led to many records being out-housed at Thomas Thomson House. This has inevitably led to inconvenience for our many visitors who live outside Edinburgh. While our readers have been very tolerant, the likelihood that no great quantity of records would return to the city centre storage before 2004 led us to a reconsideration of the means by which out-housed documents are brought to the public. At the start of the year, we guaranteed to produce such records to the search rooms within 48 hours. During the year, successive reorganisations of the timetable for the inter-office van, together with changes to work practices, led to a major reduction in these delays. The current production delay is now almost down to 24 hours and we hope further alterations will allow us to reach this milestone later in 2002.

The total of letters and e-mails sent to both search rooms fell by 6% from the previous year. This, combined with stable staff levels, the new correspondence policy and the operations of the auto-response system, all described in last year's report, meant that the targets for answering correspondence were exceeded. Indeed, for parts of the year there were no backlogs at all and for the first time in several years staff were enabled to give some attention to work on finding aids and catalogues.

Looking to the future, some time was spent planning a comprehensive postal survey of our readers' views on our services, to take place in July 2002. The results will be used to inform the future development of our facilities. While there were piecemeal improvements in facilities through the year – for instance, both search rooms received new microfilm readers – much attention was focused on the impending building work at General Register House. This is now in the advanced planning stages and will entail a fundamental restructuring of the reader reception area and the electronic catalogue room, together with a complete refurnishing of the Historical Search Room. In the short term, this will cause renewed inconvenience to staff and public alike. In the medium term, we believe that these alterations, combined with developments described elsewhere in this report, will provide a public search facility fully appropriate to a national archive at the beginning of the 21st century.



A reader checking a reference  
in the Catalogue Room,  
General Register House.



Readers' Daily attendances	2001-2002	2000-2001	1991-1992
Historical	9,477	8,882	8,354
West	3,140	3,241	2,520
Total	12,617	12,123	10,874
Postal and e-mail enquiries			
Historical	3,107	3,359	2,427
West	987	994	884
Total	4,094	4,353	3,311
Photocopies (pages)			
Historical	28,339	21,692	27,392
West	14,846	19,091	15,434
Total	43,185	40,783	42,826
Productions			
Historical	32,048	28,516	31,189
West	16,248	14,707	12,981
Total	48,296	43,223	44,170



## LEGAL SEARCH ROOM

The business of the Legal Search Room grew enormously during the year, with an 18% increase in the annual number of productions. This was partly due to a buoyant Scottish property market and to the consequences of re-mortgaging business. A major additional factor, however, was the transfer of Midlothian into the Registration of Title system. These county transfers, part of the progressive expansion of the Land Register since 1983, have previously led to rises in sasine activity, usually for two or so years after the first transfer. Aware that Midlothian has the highest density of owner-occupiers in Scotland, NAS had, in common with our customers, anticipated a business rise of 10%. While the actual rise was consequently a surprise, our search room and repository staff rose to the challenge and met the higher levels of demand with no serious inconvenience to the public. The customers in the Legal Search Room have also benefited from the adjustments to the NAS van timetable described above. The problems in recruiting reprographics staff, highlighted in the two previous reports as responsible for delays in copy production, were largely solved by mid-year. Consequently, while the overall annual target for speed of copying was missed, the output from mid-year consistently exceeded the target.

This year we instituted formal regular meetings with representatives from the six legal search firms using our services. Initially monthly, latterly quarterly, these have been a forum for discussing issues of common concern in our public services, for canvassing ideas and resolving problems. It has proved to be a positive and useful experience for all parties.

We have been criticized in recent years for the lack of privacy afforded to readers wishing to view their adoption papers. This has now been addressed by the appointment of a dedicated adoptions officer and the provision of a separate room at General Register House where adopted persons can, by appointment, see their processes away from the public search room.

Photocopies (pages)	2001-2002	2000-2001	1991-1992
(excludes Registration of Title and self service)	1,281,674	703,452	868,968
<b>Productions</b>			
Legal Business	140,575	118,856	102,294
Registration of Title	23,286	24,246	n/a
Total	163,861	143,102	102,294



## EXHIBITIONS

A major exhibition to mark the 500th anniversary of the Treaty of Perpetual Peace was opened by The Princess Royal in Stirling Castle on 20 March 2002. *The Thistle and the Rose* is a joint project between NAS and Historic Scotland, with sponsorship by Scottish Widows. The Treaty, which promised perpetual peace between Scotland and England, was part of the marriage arrangements between James IV and Margaret Tudor.

As well as the English and Scottish copies of the treaty, reunited for the first time in 500 years, the exhibition brought together the book of hours commissioned by James IV and now in Vienna, and the book of hours given to Margaret by her father Henry VII on her departure for Scotland, now at Chatsworth. Among the other artefacts loaned to the exhibition were the Flodden Banner, believed to have been flown by the Keith family at the battle in 1513, a sword hilt found on the battlefield some centuries later and portraits of James IV and his father-in-law, Henry VII.

The exhibition was designed by Scotarch, who also compiled an accompanying booklet using material supplied by Dr Alison Rosie of NAS. NAS Conservation section assisted in the preparation for and mounting of the exhibition. The launch received excellent press, TV and radio coverage. The exhibition was also the subject of articles in SCOTS, an Australian magazine and *British Heritage*, a North American magazine. Scottish Widows funded a Christmas card featuring Stirling Castle and the exhibition which was distributed as the official NAS Christmas card.

An exhibition to mark the centenary of the West Highland Line extension to Mallaig was mounted in General Register House from April to October 2001. *Mountain Moor and Loch: The West Highland Line* used material from the Scottish Railway Archive, Scottish Office files and the NAS plans collection to tell the story of the building of the line and the effects on the surrounding communities. The accompanying booklet and poster proved popular with visitors. Material from the exhibition was used in SCAN's *North by Northwest* virtual exhibition.





George MacKenzie, Keeper of the Records of Scotland, speaking at the opening of *The Thistle and the Rose* in Stirling Castle, March 2002.



NAS Education Officer, Margaret McBryde, by the NAS stall at Fife Family History Fair, September 2001.

By special request from a reader, the *Darien Adventure* travelling exhibition was in the Mitchell Library in Glasgow during May 2001. While there it was the subject of a complimentary letter to *The Herald*. As the Declaration of Arbroath was displayed twice during 2000, for its anniversary in April and again in December for the first two weeks of the *Treasures* exhibition, it was decided to display facsimiles of the document rather than the original in General Register House and West Register House for the April 2001 anniversary.



## OUTREACH

We were very pleased to be able to open General Register House for Doors Open Day on 29 September 2001. The occasion was a great success with 1,503 visitors. As well as the *Mountain, Moor and Loch* exhibition, visitors were able to see displays on the work of Conservation and Reprographic, and material on the history of the building. We also ran a document advice centre and an education corner, which proved as popular with adults as with children. Outreach staff manned stalls at the Scottish Local History Forum conference on emigration in Stirling on 19 May 2001 and at the Fife Family History Fair in Kirkcaldy on 1 September 2001. The latter was a joint participation with the General Register Office for Scotland, a link which proved valuable in dealing with family and local history topics relevant to both offices.



Viewed from the Search Room Gallery above the Historical Search Room: some of the 1,503 visitors who took advantage of Doors Open Day to find out more about the National Archives of Scotland.



Signing the register: one of the activities on offer at Doors Open Day.



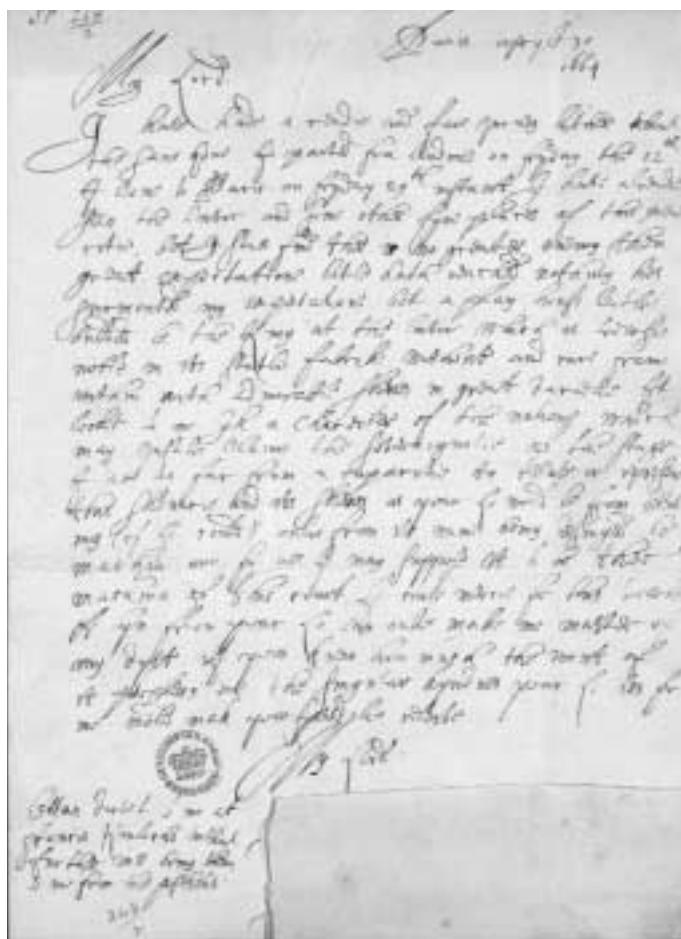
HMS *Terrible* in the finishing dock at Clydebank, c.1895 (UCS1/116/1/38). One of over a thousand documents and images being digitised for Resources for Learning in Scotland (RLS) by NAS Reprographic section.



## WEBSITE

The past year has been one of consolidation of our website following its launch on 30 November 2000. Teething problems were ironed out in the first few months of the year and some work done to modify the layout of the education section. Additions to the site during 2001-02 included a new educational resource on the West Highland Line. This was developed from the *Mountain Moor and Loch* exhibition to support the Environmental Studies part of the 5-14 curriculum. A special feature on the Scots tongue was compiled for St Andrew's Day. As a result of discussions with the Scottish Executive's website group on links between NAS and SE websites, we agreed to provide a 'Document of the Month' for the Executive's website, starting with the Declaration of Arbroath.

In the past year the website saw a total number of 202,206 web accesses (2,022,064 page requests). The busiest months were April 2001 and January 2002, with the lowest number of page requests (117,717) in December 2001. The most visited section of the website is the set of factsheets, giving information on our most popular series of records, with 'Before You Visit' being the second most consulted section.



A letter of 1664 to the Earl of Argyll in which James Dalrymple describes the sights of Paris including the 'Luvir' (Louvre): one of the documents included in 'The Scots Tongue', added to the NAS website 30 November 2001 to mark St Andrew's Day (GD1/520/2).



## TALKS ON NAS

This year 785 people attended talks given by NAS staff. Outreach and search room staff spoke to a wide variety of groups visiting General Register House, including the Scottish Archives Training School; the State Archives of Cyprus; archive students from several countries; a group from Slovakia visiting the Scottish Executive; representatives of the Scottish Parliament; the Ulster Historical Foundation; the Humanities Advanced Technology and Information Institute, University of Glasgow; history students from the University of the Highlands and Islands; the British Institute of Genealogy and Historical Research at Stamford University, Alabama; American textile historians; and Historic Scotland buildings' inspectors. NAS staff also spoke at various conferences and organisations outside the office, including the Civil Service Departmental Records Officers' annual conference in Stratford-upon-Avon; the Kilmarnock Local History Society; the Churches of Scotland Project conference and students from Heriot-Watt University's Department of Building and Engineering.



## EDUCATION SERVICES

Throughout the year we have been working with Learning and Teaching Scotland (LTS) and the Scottish Executive Education Department (SEED) on a proposal to second a teacher to NAS. The aim of the project is to have a teacher working with Outreach staff to produce teachers' packs and web resources for schools. An initial suggestion for the project, to be known as Scottish Archives for Schools (SAfS), was favourably received and the project initiation document was submitted in March 2002. If funding can be secured it will allow us to carry forward our plans to make the holdings of the NAS more widely available for educational and lifelong learning purposes.

NAS links with educational bodies continue to develop through our contacts with Learning and Teaching Scotland, the Scottish Association for Teachers of History, the Archives in Education Committee of the Society of Archivists and Exploring Routes into History, a group of education officers from resource providers in the Edinburgh area. We were very pleased to host a meeting of the group in General Register House during the year.



## PUBLICATIONS

We were pleased to participate with the National Library of Scotland, National Museums of Scotland, National Galleries of Scotland, Historic Scotland, the Royal Botanic Garden, the Royal Fine Art Commission for Scotland and the Royal Commission on the Ancient and Historic Monuments of Scotland in the production of a booklet describing the national collections of Scotland. The text of the exhibition *Mountain, Moor and Loch: the West Highland Railway* was published in April 2001. Some progress was made on revising the *Jacobites* education pack, but further work was postponed pending the outcome of proposals for a teacher secondment.

A new information leaflet on the Declaration of Arbroath was published in March 2002 and has been supplied to Historic Scotland for use in Arbroath Abbey. Three leaflets were revised during the year: *Using Our Archives*, *Using Archives in School Projects* and the Search Room regulations. In light of reader comments and the advent of the website we are looking at the information leaflet series with a view to standardising the information provided to readers on using collections in NAS.

Through the Scottish Publishers Association we advertised the *Treasures of the NAS* book in the Scottish Books Direct scheme, sold NAS publications at the Edinburgh International Book Festival and had our publications catalogues mailed to 115 educational contacts.



NAS publications displayed at the Edinburgh International Book Festival, August 2001.





## PRESS AND PUBLICITY

Media interest in Scottish history and NAS collections continues at a high level. In total, 52 press and media enquiries were dealt with this year. Thomas Thomson House featured in the Channel 5 series *Buildings of the Future*. An episode entitled *Supersheds*, broadcast in September 2001, included Thomas Thomson House as a building housing Scotland's written heritage. Channel 4 filmed two stories for the series *Revealing Secrets*: one concerned commissary court papers on the Elgin divorce case of 1808. The BBC filmed household inventories of Mary, Queen of Scots for a *Timewatch* episode broadcast in February 2002.

Images and information were supplied to TV companies for programmes on an eclectic range of subjects, including the Scottish contribution to the British Empire; allotments; Robert the Bruce; school dinners; the Tartan Pimpernel; the Braemar Highland Games; the bothy fire at Kirkintilloch in 1937; the Massacre of Glencoe and HMS *Hood*. The Declaration of Arbroath remains our most requested image.

The NAS and its holdings featured in several magazine articles during the year. In May 2001 the *Evening News* carried an article on family history which included interviews with NAS staff and featured our website and *Tracing Your Scottish Ancestors*, the NAS guide to ancestry research. A general article on NAS appeared in the November 2001 issue of *The Scots Magazine*. An Australian magazine on Scottish heritage, SCOTS, carried an article on the Treaty of Perpetual Peace using information supplied by Alison Rosie in the October 2001 issue and the January 2002 issue had an article on the Declaration of Arbroath written by Rosemary Gibson. A Japanese magazine *Esquire* highlighted the exchequer roll containing the earliest record of whisky in an article on the history of whisky.

We have developed a successful relationship with *BBC History Magazine*, supplying them with information and images for each issue on a variety of topics for the 'On the Record' and 'Around the Archives' features.



## LIBRARY

We were able to employ a professional librarian from January 2002 on a year's casual contract to carry out several projects, including the transfer of the library catalogue to CALM. By taking on a summer student some progress was made in transferring sections of the library back catalogue to computer. Two hundred and seventy-five items were added to the library during the year, of which 139 were gifts. Once again we are grateful to authors who donate books to the library.



## JOINT IMAGING PROJECTS



### JOINT IMAGING PROJECTS

The consortium of Scottish libraries and archives known as Resources for Learning in Scotland (RLS) was successful in its bid to the New Opportunities Fund for funds to digitise resources for educational use. £4 million has been awarded and the project was officially launched on 2 July 2001. The NAS contribution to the project will be 1,667 records from a variety of sources, including Forfeited Estates, Highland roads and bridges, former exhibitions and proclamations. Photographs of the Forth Bridge and shipbuilding on the Clyde will also be included. A caption writer was appointed in October 2001, a conservator was dedicated to working on the selected records in January 2002 and an administrative support officer began in March 2002. The digitised resources will be made available at [www.rls.org.uk](http://www.rls.org.uk) by the Scottish Cultural Resource Access Network (SCRAN). Discussions are being held on technical standards and issues such as multi-page documents.

NAS is working closely with another partner in RLS, the Scottish East Coast Fisheries Project (website at [www.historyshelf.org](http://www.historyshelf.org)). This aims to digitise 6,500 images related to fishing on the East Coast of Scotland from several Scottish archives, libraries and museums. During the year work began in NAS on helping the project researchers identify appropriate sources, to enable a selection of 500-600 images to be made from our holdings.

The National Register of Archives for Scotland acted as intermediary in a feasibility study for a project proposed by the Department of Geography at Edinburgh University. *The e-State of Scotland: rural estate plans of Scotland, 1740-1870*, proposes the creation of a website of digital images of estate maps in private collections, a successor to the *Charting the Nation* project which goes on line in May 2002. The NRAS approached a number of survey owners and arranged on-site visits to assess the quantity, content, condition and size of their estate plans. As a result, some previously unsurveyed plans were located.

NAS was part of a consortium involving the Public Record Office, British Library, University of Durham and National Library of Wales that sought Heritage Lottery funding for the digitisation and specialised cataloguing of up to 20,000 medieval seals for dissemination over the web to students and lifelong learners. Despite various meetings and attempts to garner support through publicity, *Medieval Seals On-Line* did not prove attractive to the HLF and is currently stalled.

NAS continues to act as a partner in a number of other digitising projects, including *Charting the Nation*, a digital imaging and cataloguing project that seeks to widen access to the maps of Scotland and their associated texts dating from period 1550 to 1740 ([www.chartingthenation.lib.ed.ac.uk](http://www.chartingthenation.lib.ed.ac.uk)). We are also involved in a similar project, *The Drawn Evidence*, which aims to make architectural plans of Scottish buildings, 1780-2000, available to researchers at [www.drawnevidence.ac.uk](http://www.drawnevidence.ac.uk). Material from NAS holdings features on both websites.



Along with Scottish universities and the Edinburgh and Glasgow Royal Colleges, NAS is also contributing to *The Clinical Notes Project*. Supported by the Research Support Libraries Programme (RSLP), this aims to stimulate intellectual access to personal health records in Scotland, 1660-1994, through the creation of an on-line finding-aid, [www.clinicalnotes.ac.uk](http://www.clinicalnotes.ac.uk). NAS holds a variety of older personal health records in its gifted and deposited collections, and these provide a valuable complement to later material. As a further service to researchers, and as mentioned in the previous *Annual Report*, NAS is involved with making the *Statistical Accounts of Scotland* available online ([www.edina.ac.uk/StatAcc](http://www.edina.ac.uk/StatAcc)).



Clive Bimie, caption writer for the RLS project, sorting through some of the visual material in NAS.



# PRESERVATION SERVICES



## CONSERVATION

The staffing problems of previous years have been alleviated by the recruitment of two conservators at the end of 2001, returning Conservation to a total of nine permanent staff.

Over 91,000 records were conserved this year, and 510 volumes bound by NAS Conservation section. No work on Old Parochial Registers (OPRs) was undertaken for the General Register Office for Scotland (GROS) during the year and it is unlikely we will be doing further work on these records for the foreseeable future. The usual small amount of binding work was carried out on Adoption Registers for the GROS. The Conservation section also carried out survey work and preparatory treatments on 976 plans from the RHP collections which were eventually selected for submission to *The Drawn Evidence* project. As last year's *Annual Report* noted, NAS now casts the Great Seal on behalf of Registers of Scotland (ROS), and during the year 25 letters patent were sealed; these included the appointment of Jack McConnell as Scotland's First Minister, and the granting of city status to Stirling.

As a result of the ongoing refurbishment programme at General Register House, transfer of material from there to West Register House has allowed preservation initiatives to be undertaken on several collections including Parliamentary and Exchequer series. The series of Melrose Abbey charters, GD55, has been surveyed and repackaged.

After an intensive tendering exercise it has been possible to replace all records transportation trolleys throughout NAS. The new trolleys meet European Union Health and Safety standards whilst incorporating better accommodation for records whilst in transit. They are also, to the delight of all staff and readers, much quieter to use.

As in previous years, Conservation hosted a student placement on the Society of Archivists in-service Conservation Training Scheme: NAS is a recognised training institution for the preparatory introduction week before students embark on the scheme proper. Trainee conservator Lisa Bell is on the staff of Jersey Record Office and was sponsored by her employers to undertake this professional training.

As from October 2001, and part funded by NAS for three years, the Conservation department has embarked on a collaboration with Dr Tim Wess of the Centre for Extracellular Matrix Studies in the Department of Biological Sciences of Stirling University. The project focuses on a number of representative parchment samples sourced from within NAS holdings and is making detailed analysis of their state of deterioration using non-destructive testing methods such as X-ray diffraction and complementary biochemical methods. The original state of the parchment is assessed and monitored after conservation procedures to determine if these have a long or short-term benefit to the maintenance of the structural integrity and longevity of historical documents. In connection with this, a number of conservators visited the Liverpool Conservation Centre to investigate the uses of lasers as a method for cleaning of parchment. The ensuing samples are to be evaluated by Dr Wess and his colleagues at Stirling University.

In May 2001 the Conservation Section assisted a regional police force in the treatment and stabilisation of a diary found with a murder victim. NAS expertise in the dismantling and preservation of the notebook found with the skeletal remains proved invaluable to the investigation.



Technical advice was given to the General Register Office for Scotland on standards for permanent paper, and to the National Trust for Scotland regarding the papers of the architect Hew Lorimer, held at Kellie Castle in Fife. Conservation assistance and preservation advice were given to Ayrshire Archives on material held under Charge and Superintendence agreements.

In June 2001 NAS responded to an article in the *Daily Telegraph* by Dr Jean Ristaino, of the Department of Plant Pathology, North Carolina University, concerning research into the Irish (and later Scottish) potato famine of the 1840s. After consulting the Keeper, it was agreed that NAS would supply Dr Ristaino with a sample for research from a sample of diseased potato tuber contained within the Objects Collection, RH19/99. Pathogen DNA from these have been amplified by Dr Ristaino using molecular tools which have only recently become available. Her research is still continuing, but her work suggests the historical belief that the potato blight originated in Mexico may need to be revised.

The application form for the NAS Conservation Grant was put onto our website this year and whilst this produced several enquiries about the Grant, disappointingly only one of these resulted in a formal application for funding. This came from the Stornoway Pier and Harbour Commission, who applied for funding to help with the conservation of three volumes of the Commission's cashbooks covering the years 1864 to 1909. An award of £700 was made to the Commission for this work.

The Keeper presented a print of the Declaration of Arbroath to Graeme Munro, Director of Historic Scotland; the framed print will be hung in the new Visitor Centre at Arbroath Abbey. The print, number 3 of 100 copies produced, was made from a plate engraved c.1815 by William Home Lizar of Edinburgh (SRO25/9/11). To date, 35 prints from this limited edition have been sold to finance the printing.

	2001-2002	2000-2001	1999-2000
Total Volumes Bound	510	434	568
Records conserved	91,056	46,477	38,168
Exhibition preparation (hours)	273.5	1,567.75	1,394.65
Miscellaneous (hours)	444.75	0	120
Joint Imaging Projects	1197 hours		
SCAN: hours	1500 hours	3.5	129.5



## REPROGRAPHIC SECTION

The section's high specification Hasselblad camera with PhaseOne Powerphase digital back was involved in a number of in-house and external projects this year. We strengthened existing relationships with organisations such as the University of Edinburgh, to whose *Charting the Nation* digital project we continued to lend support; and created new partnerships such as that with Dundee University Archives on their *Drawn Evidence* project. This required NAS Reprographic section to image over 600 plans and associated documents relating to the architectural history of Scotland for a web-based project to be administered by Dundee University. Currently, our digital officers are involved in a Resources for Learning in Scotland (RLS) project which again requires a significant number of maps, plans and associated documentation to be imaged for *Highland Roads and Bridges*, a web-based project administered by SCRAN. Digital imaging is becoming more central to the work of the Reprographic Section and this trend will undoubtedly increase in the future. Consequently, we have set procedures in motion for increasing our digital imaging staff from two to three.

The digital camera continued to provide NAS with a valuable preservation tool for dealing with exhibition requests. Photographic-quality size-for-size prints were supplied to potential borrowers, which averted the need to consider all loan requests, especially where conservation or logistical concerns existed. Other demands met by the section's digital facility came from internal customers such as Outreach and Education branch, who requested digital images for web-based projects and exhibitions. The images currently stored on CD are soon to be incorporated into the newly acquired CALM cataloguing and viewing system which will make the images available widely to NAS staff and readers.

As well as the digital camera, Reprographic section now has two overhead digital book scanners. These machines have been invaluable in helping Preservation Services branch develop the office's commitment to preservation and best practice methods. They have allowed us to end the time consuming and resource-wasteful procedure of producing paper copies from microfilm and consequently increased our speed of service to the Legal Search Room. They have also increased the number of rotational duties performed by the section's A2 staff, making their job more diverse and interesting. A further development would see the scan-to-print method of operation currently in use upgraded to a scan-to-file process. This will add a further digital preservation tool to the number already available to Reprographic section.

Preservation Services branch's commitment to preservation microfilm was reaffirmed this year and we are currently in the process of increasing the micrographic staff from two to three officers. Not only will this increase in capacity protect the microfilm service from periods of inactivity when microfilm officers (A3) are required to cover for their A2 colleagues in the main photocopying area during periods of staff shortages, it will allow the system of camera work, processing and duplication of film to be undertaken in a workflow process rather than the current stop-start process as two officers attempt to perform all these duties whilst fulfilling their duty to provide photocopying cover. A continuous microfilm service will allow us to deal with all Search Room enquiries and embark on a programme of in-house preservation microfilming. Despite the staff shortages of this past year, the microfilm staff managed to meet our commitment to produce miscellaneous microfilm requests for the Search Rooms. Much more impressive was the Section's ability to meet the requirements of a very large and complicated job to microfilm papers from the Grant of Ballindalloch collection for the Library of Congress. There was no hard-and-fast deadline for



the completion of this task, but with careful management of resources and the commitment of the officers involved, the filming was completed by April 2002.

A review of the microform readers in the Historical, Legal and West Search Rooms, led to a large-scale replacement programme. All the old microfiche and microfilm readers were replaced with new equipment and additional readers were provided. An additional microfiche reader/printer was added to the two already in the Legal Search Room to help increase efficiency and improve the public service. One other reader/printer was purchased for the West Search Room.

Paper copies	2001-2002		2000-2001	
	External	Internal	External	Internal
A4 size	835,932	469,554	780,605	488,716
Large sizes	368	0	5661	0
Prints from microfiche	16,204	0	11,450	0
Prints from Aperture cards	0	0	88	0
Colour copies	8,712	2,202	6,410	919
Self service copies (A4)	153,748 <sup>1</sup>	0	155,554 <sup>2</sup>	0
SCAN colour copies	0	0	0	45
SCAN Q/copies	0	0	0	2998
Total	1,014,964	471,756	959,768	492,678
<b>Microfilm 35mm (metres)</b>				
Negative	3477	0	693	0
Duplicates (positive and negative)	11,483	0	7360	0
Total	14,960	0	8053	0
<b>Microfilm 16mm (metres)</b>				
Negative	521	30	0	0
Duplicates (positive and negative)	0	0	0	0
TOTAL	521	30	0	0
<b>Microfiche</b>				
Duplicate	0	15,296	0	22,002
<b>Oce plan copier (metres)</b>				
	3,380	0	3378	0
<b>Digital images</b>		Captures	Hard Copies	Captures
		1700	291	521
				122

Footnotes:

1. Historical and legal searchrooms
2. Legal search room only



Dr Tim Wess (left) and Craig Kennedy, post-graduate student, who are to analyse NAS parchment samples as part of a three-year programme part-funded by NAS.

Inside *The Thistle and the Rose* exhibition at Stirling Castle, one of the projects which Conservation worked on this year.





David Ghani of NAS Reprographics staff operating the large-format microfilm camera.



New digital book copier with adjustable book cradle to support varying sizes of books during copying process.



## BUILDINGS AND RECORD STORAGE

Last year's refurbishment of General Register House involved removal of the wet heating system and improvements to the electrical services at basement and ground floor levels. The basement archive stores were fully air conditioned to comply with British Standard 5454. Funding of the next phase of the refurbishment was approved and we continued with the preparation of final designs and specifications to allow tenders for the next contract to be invited with a view to starting work early in the new financial year. Further information on the refurbishment is given in Paper 1.

We continue to monitor and, where appropriate, repair the external stonework of West Register House. This is a regime that we have always practised to ensure the safety of our visitors, staff and passers-by.

The original architects and the contractor are still investigating problems with water penetrating the flat roof of Thomas Thomson House. It is anticipated that this problem will finally be resolved in the coming year. We continue to assist the Heriot-Watt University with research that they are conducting on syphonic drainage systems. Work continues in the preparation of the business case to allow additional archive accommodation to be constructed within the confines of the TTH site.

At the beginning of the year we took a short-term lease of a small portion of offices at Ladywell House in Corstorphine. The available office space allows for a total of approximately 20 staff. This accommodation was required to allow for the organisation and completion of the necessary work on the CALM project.

We have been conducting specialised investigations into fire suppression systems. A warehouse was hired and in conjunction with our fire consultant and two specialist companies experiments were conducted. The disused warehouse was equipped with old shelving, material to allow us to simulate a fire within an archive store and necessary monitoring equipment. This enabled us to study the effect of the fire and to ascertain how effective the chosen water mist fire suppression system would be. A video to enable us to share our experience with other institutions was produced.

During the year work continued in putting together a 'Business Case for Accommodating the Nation's Records' which was delivered to ministers in March 2002. This was designed to provide a solution to the twin problems of an increasingly acute space shortage and the growing need to refurbish services at West Register House. The preferred option was to construct a phased extension to Thomas Thomson House by capital funding and abandon the lease on West Register House. It seems likely that in the coming year further investigations will have to be conducted into the details of this, in particular the questions of the method of funding for the project, the nature of the public facilities to be provided, and the shortcomings of public transport in the area of Thomas Thomson House.





NAS Archive Attendant Roger Cann by the new mobile microfiche cabinets installed as part of refurbishment work at General Register House. These will provide ample storage facilities, to archival standards, for future Registers of Scotland records on fiche.



The purchase of a third wooden cabinet for the entrance hall at General Register House has provided more display space for NAS publications.



## CORPORATE SERVICES

Corporate Services division was established during the year, with a new deputy keeper, Dave Brownlee, recruited to head it. The new division has responsibility for reader services, finance and administration, accommodation services, conservation and preservation, and information and communications technology (ICT).

One of the first tasks of the new division was to prepare a Corporate Plan for the Department. The Corporate Plan sets out the main objectives, tasks and priorities of the Department over the period covered by the Spending Review 2002, as well as establishing specific objectives for year 2002-03. The Plan will serve as a programme for the day-to-day management of the NAS. It will be used to justify the resources allocated to us by the Scottish Parliament and will form the basis for judging our performance. The Plan contains useful background information on NAS and the framework in which we operate. It can be accessed on our website, [www.nas.gov.uk](http://www.nas.gov.uk).

As information technology increasingly underpins the main businesses of NAS, we moved to strengthen our ICT resources, with a new IT Infrastructure Manager, Keith Dargie, being appointed in March 2003. A number of initiatives have been set in train, which we are confident will, in time, give a better service to both our internal and external customers. These include: the introduction of a Help Desk Service service to deal with all ICT-related problems; improved contingency planning, review and redevelopment of our Intranet and new arrangements for managing our website.

We also took steps to improve the quality of our training and staff development. This will be achieved by joint working with the General Register Office for Scotland (GROS). There is a close match in many of the functions undertaken by both departments, and therefore in the skill sets needed by staff to carry out these functions efficiently and effectively. NAS staff will have access to the well-established Development Centre in GROS. In return, GROS will use the services of our professional accommodation manager, Bob Phillips, who will advise them on accommodation-related matters. We believe this arrangement will work to the mutual benefit of both Departments and will prove to be a good deal for the taxpayer.

In financial year 2001-02, the gross expenditure of NAS was approximately £6.3 million. To offset this, we generated income, mainly from fees and charges, of about £912,000. The main items of expenditure were on salaries (c.£3 million) and accommodation costs (c.£1.7 million).

Accommodation costs include expenditure on the General Register House refurbishment programme, which is ongoing and scheduled for completion in 2005. The NAS Accounts for 2001-02 will be audited by an external private sector company, PricewaterhouseCoopers, under an arrangement with Audit Scotland. The Accounts will be laid before the Scottish Parliament, and a copy placed on our website.





All parts of the SCAN project reached full capacity during the year and some very significant progress was made. We have built a mass of information from the participating archives, expanded the knowledge base on the website and moved close to completion of the digital imaging program. We are now turning our attention to access issues and marketing of this data. April 2002 will see the launch of [www.scottishdocuments.com](http://www.scottishdocuments.com) to provide remote access to the testaments and later in the year we will be providing web access to all the catalogue material accumulated from the participating archives. All this is to be done in the last full year of the project but we remain confident of completing the original remit of SCAN within budget.

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. We were delighted that by end October we were at last at full strength again after about 15 months of being at least one team member short, and the new staff were increasingly making their presence felt by the end of March 2002. By the end of the year there remained only one couple of the original team of volunteers provided by our project partners the Genealogical Society of Utah (GSU), and a new supervisor, Stephen Jackson, was in post. Despite the changes, the digitising, quality control and index/image linking of testaments continued without interruption – a tribute to the commitment and hard work of the volunteers.

A total of 1,110,335 requests were made for 437,666 SCAN web pages during the year.



## ONLINE CATALOGUE

Contact was maintained with the participating archives during the year, and a small number of archives were visited for the first time in conjunction with the start of collection description work. This work had started at 31 of the archives by the end of March 2002, and of those 19 had reached the stage where the initial draft was completed.

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 was more or less complete by the end of March 2002.

A very important part of the project's work is the introduction of a database of collection descriptions. During the year it became evident that our expectation of being able to use a Swedish-designed product called ARKIS II would not be fulfilled. Throughout the year we maintained contact with the National Archives of Scotland, who began a tender process for a new archive management system. During their evaluation of the competing systems it was established that the CALM system would be satisfactory and manageable for both NAS and SCAN, and it was decided that this would be the better option for us to pursue. The system was in the process of being tested within NAS by the end of March 2002.

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. Team members participated fully in the planning and implementation of the National Archive Networks User Research Group programme website evaluation sessions at the end of 2001.



## INTERNET RESOURCES

June 2001 saw the launch of two new exhibitions on the SCAN website – 'By Firth and Flow' and 'Highland Railways' – prepared in conjunction with photographers from the National Railway Museum. A new exhibition on Mearnskirk Hospital, created by the Royal College of Physicians and Surgeons in Glasgow, was added to the SCAN site in September 2001.

Several entries were added to the 'Virtual Vault' on the SCAN website during the year including entries on emigration (comprising a searchable database of NAS HD4/5), tax and lighthouse records. Three new 'Virtual Tours' of participating archives were added. Twelve new publications were added to the 'Bookshop'. A total of 695 Knowledge Base entries were added to the website during the year. Three new microsites were hosted by SCAN with a further two under construction.



Much of the team's effort in March 2002 was concentrated on the completion and launch of [www.scottishdocuments.com](http://www.scottishdocuments.com), the new portal website for Scottish Wills & Testaments, in conjunction with the SCAN Testaments team and the IT staff. The Internet Resources team also created over 1500 web pages during March and April 2002 for addition to the 'Virtual Vault' to mark Local History Week scheduled for 4-12 May 2002.

Robin Urquhart was involved in arranging the SCAN/Scottish Records Association palaeography day school held in April 2001 which looked specifically at the palaeography of testaments.

An entry in the Stirling Commissary Court register by Alexander Shirray, 1704, one of the clerks employed to record wills and testaments. The entry in part reads:

'This testament book contains four quaires of paper written partly by John Adame and partly by Alexander Shirray writer hereof upon the first day of August one thousand seven hundred and four years, and the saids John Adam & Alexander Shirray doth write this that so longe as this book lests, all generationes may read it' (CC21/5/11, p 303).

This is one of more than 2,000 testaments' registers digitised for the launch of [www.scottishdocuments.com](http://www.scottishdocuments.com).



At the beginning of the year Hazel Anderson and Joanna Baird visited Washington DC for USA Tartan Day, with the aim of raising the profile of SCAN in the Scottish American community.

Joanna Baird began attending meetings of VisitScotland's Genealogy Steering Group in May 2001. The group are involved in developing the website [www.ancestralscotland.com](http://www.ancestralscotland.com) which aims to provide one portal for potential genealogy tourists to Scotland. The website was officially launched in Glasgow on 24 January 2002 and will continue to develop throughout the year.

Joanna Baird and Robin Urquhart assisted with the development of the National Archive Network User Research Group (NANURG) questionnaire in November and attended NANURG evaluation sessions in December 2001.

Joanna Baird and Stuart Low drafted a marketing report on commercial opportunities for SCAN post-project.

The new digital camera for the Internet Resources team arrived early in April 2001. Work began on the digitisation of glass plate negatives as an imaging project with the long term aim of making this collection more accessible. SCAN also digitised two early volumes (PA5/1 and PA5/2) from the Parliamentary series held by the NAS on behalf of the Stair Society. These were mounted on the Internet in November 2001. February to March 2002 saw the digitisation of material contributed by twelve of SCAN's local authority participating archives in preparation for the Local History Week project.



## TESTAMENTS

In August 2001 three more cameras and book cradles were installed, bringing the total complement of camera stations up to six, and by the end of that month all cameras were in full production. Initially, there were some problems with colour balance, but modifications to the software developed by our project partners, the Genealogical Society of Utah (GSU), soon eliminated these. Production levels increased to 40,000 images per month and the millionth page of the testaments was captured on Monday 14 January. The accumulation of so many images necessitated doubling the capacity of the server. An article about SCAN appeared in the Business Section of *Scotland on Sunday* on 27 January.

The conservation programme was affected by long-term sick leave. The Keeper decided accordingly to dovetail SCAN and NAS conservation, and from January NAS conservators began work on the remaining Commissary Court registers and the Aberdeen warrants (CC1/6). This enabled the two cameras dedicated to the digitising of pre-1800 testaments to sustain full production. By the end of the year there remained approximately 150 pre-1875 Sheriff Court registers and 30 Commissary Court registers to digitise. Digitising of the 26,000 Aberdeen Warrants (CC1/6) started in November and continued steadily as they were conserved.

The GSU team finished indexing and paginating the 1823-1875 Sheriff Court registers in July. This was a major task and resulted in an index with 195,000 entries, which was then combined by the SCAN IT staff into a combined Testaments index of 355,000 entries. The team then began the task of linking the index entries to the relevant images, checking the accuracy of each index entry as they did so. By the end of the year they had linked all the digitised registers for Aberdeen and Edinburgh Sheriff Courts (CC1/36 & 37 and SC70/1 & 4). The curatorial team

completed linking of the St Andrews Commissary Court Testaments Registers (CC20/4) and the first 20 bundles of the Aberdeen Warrants (CC1/6).

In the last quarter of the year the major objective of the curatorial team was to produce content for the new Testaments website – [www.scottishdocuments.com](http://www.scottishdocuments.com) – in collaboration with the SCAN Internet Resources team and the IT staff. The contract for the web design was awarded to MMI, who had designed the SCAN website. In addition to work on the index, frequently asked questions, transcripts of wills of famous Scots, lists of occupations and surname variants, as well as features on conservation and the digitising process, were compiled.

The team continued the work of dissemination by showing visitors round the project and giving talks, workshops and presentations on the testaments and on digitising. Visitors included Karl-Magnus Drake, head of digital imaging in the National Archives of Sweden; Robin Blair, Lord Lyon; David Chinn, Production Manager for Record Copying, Public Record Office; and staff from the National Library of Scotland and the National Galleries and from the National Archives of Canada.





## PROFESSIONAL DEVELOPMENT



### THE SCOTTISH POSTGRADUATE ARCHIVES TRAINING PROJECT

The project originated in a meeting of representatives from the archives and records sector in Scotland in late 1999 and was commissioned by the Scottish Postgraduate Archives Training Project Working Group of the Society of Archivists, Scotland. Funded by the National Archives of Scotland and the University of Glasgow with additional support from the Society of Archivists Research Fund, the research was conducted by the Archivist of South Lanarkshire Council on secondment.

The starting point was the assertion in *An Archival Account of Scotland*<sup>1</sup> that, 'it is likely that Scottish based graduates are inhibited in various ways from pursuing archives as their chosen career because of the inadequate nature of postgraduate opportunities available to them', and in the *Scottish National Archives Policy*<sup>2</sup> that 'There should be adequate access to training at postgraduate level in Scotland.'

At present, there are full-time postgraduate courses for archivists and records managers in London, Liverpool, Aberystwyth and Dublin and relatively new distance learning courses from three of the universities.

Consultation with professionals, students, employers, educators and other stakeholders was conducted through questionnaire, interview, correspondence and seminars. There was an overwhelmingly positive response from the profession and from other stakeholders to a potential course based in Scotland. The principal reservation expressed was the risk of isolation if all future Scottish-resident archivists and records managers were to attend a Scottish-based course.

There was evidence of significant demand from potential students and from graduates of existing courses who would have attended a Scottish course, given the choice. There were respondents who had not pursued an archives qualification but who would have considered it had a course been available. A significant proportion of postgraduate library studies students at Strathclyde, for example, seek out archival placements and stated they would have been interested in a Scottish archival course. The existing archival schools in the UK and Ireland are still over-subscribed (although not as heavily as previously) and do not have additional capacity to meet the upturn in demand for archivists.

Archival employers have reported difficulty and often failure in recruiting archivists and particularly records managers in Scotland. These problems are now clear throughout the UK as demand for qualified professionals outstrips supply: the University of Wales at Aberystwyth has estimated a current shortfall of 40 qualified archivists and records managers per year.

Archives sector job advertisements in Scotland have increased three-fold in five years. Although the future of grant-funded projects is impossible to predict accurately, further dramatic growth is expected in records management employment due to Freedom of Information, Data Protection and other legislative regimes.

There is also evidence of considerable demand for university-delivered Continuing Professional Development (CPD) modules in Scotland and an interest from mid-career professionals in embarking on research degrees. An important role as a focus for advocacy and awareness-raising was also envisaged for any Scottish-based course.

A number of universities have stated a willingness to contribute to a programme, although there has been a divergence of opinion on the best means of delivery. One group favoured a modern core programme developed by a small consortium (providing the option for students to complete the course in one year at a single site) with other Higher Education Institutes (HEIs) contributing further modules as and when possible. Another group favoured a wholly dispersed model from the outset, with a peripatetic course director and a traditional curriculum with different modules taught in different HEIs.

Another more minimal option is to develop distance learning options – based on one of the existing providers – by creating Scottish content and providing supported environments for distance learning. This solution would meet a need, but would not deliver the opportunities of a full-time course with a collegiate atmosphere for students, a focus for research and CPD within Scotland, or the advocacy role for the sector provided by full-time archival educators.

However a course is delivered, flexibility was seen as a key requirement. It could be fully modular so that a postgraduate qualification can be achieved on a part-time or day-release basis with modules available stand-alone for CPD. Developing options for distance learning, exploiting the potential of Information and Communication Technology (ICT) and portability of qualifications are all vital issues.

Many relevant areas are already being taught at Scottish universities and offer potential for incorporation in a full programme: e.g. Glasgow, Dundee, St Andrews and Edinburgh all teach palaeography. Dundee is developing a Scottish Administrative History and Records Module. Glasgow already has accredited records management and Scottish records courses and an MPhil programme in Digital Preservation. The library schools teach information environment and policy courses with broad usefulness.

Current archival educators and the Society of Archivists accreditation criteria maintain that a course would require at least one full-time director/lecturer who had a background as a practitioner in the sector, and more staff would be very desirable. A number of Scottish-based archival professionals stated a strong interest in supporting the programme as extra-mural lecturers. Accreditation by the Society of Archivists would be an important pre-requisite. There is a precedent for the Society giving provisional recognition to a new course for the first three years, subject to review.



In terms of content, almost all respondents argued that any course should be an integrated archives and records management course. In addition, consideration should be given to the potential for offering a framework for the education of conservators. The required core professional areas are clearly set out in the Society of Archivists accreditation criteria. In addition the following areas for development were identified by recent students, mid-career professionals and employers and other stakeholders:

- Scottish administrative history and records
- Scottish law, palaeography and diplomatic
- applied records management
- wider management training – especially budgeting, project management and other transferable skills
- general ICT skills and awareness, as well as archives-specific applications
- digital preservation
- electronic records management
- information policy and cross-sectoral awareness
- leadership
- cultural diversity and social inclusion
- advocacy, publicity and fund-raising

Most respondents felt that the specific Scottish content of the course should not be compulsory, in order to keep the course attractive and relevant to international and other-UK students.

In the current financial climate, making a successful business case to the host HEI(s) would be a considerable challenge, but possible benefits would include tuition fees, research income, CPD income and consultancy and potential contribution to other teaching and research. Student funding will be also vital – both in the attitude of the Students Awards Agency for Scotland towards a new course and continuing support for existing courses, and in the attitude of other UK funding bodies towards supporting English, Welsh and Irish students attending a Scottish course.

There is a limited window of opportunity for the sector in Scotland to develop a course. Ultimately, the main thrust has to come from the universities, but the active support and lobbying of the whole archival constituency will be crucial to improving the position of archival education in Scotland.

Frank Rankin  
Project Officer, Scottish Postgraduate Archives Training Project

#### Footnotes

1. Archive Services in Scotland Mapping Project Board, *An Archival Account of Scotland – Public and Private Sector Archive Services in Scotland: Funding Opportunities and Development Needs*, 2000
2. SNAP Working Group, *Scottish National Archives Policy*, 1998

## SERVICES TO RECORD CREATORS, OWNERS AND CUSTODIANS

NAS is receiving an increasing number of requests for advice on electronic records issues and continues to visit record creators to advise on these and more general records management matters. Record creators visited this year included Highlands and Islands Enterprise, the Maritime Coastguard Agency, SEPA, Scottish Enterprise, the General Teaching Council for Scotland, the Scottish Social Services Council and Communities Scotland.

NAS has also been actively involved in advising record creators on the records management implications of Scottish Freedom of Information legislation. In collaboration with CoSLA, an awareness-raising event was held in May, and in August NAS held two additional half-day seminars on the subject – one for its own staff and one for Scottish archivists and records managers. NAS intends to host similar seminars once the timetable for implementing the legislation has been determined.



Susan Healy, Head of Information Legislation Unit at the Public Records Office, addresses Scottish archivists on the subject of Freedom of Information at a seminar held in General Register House in August 2001.

Government Records Branch contains the NAS retransmissions unit, which sends material back to record creators for temporary consultation when required. The total number of retransmissions for the year was 1,738. The greatest number of these, 699, was of court and legal records. The Scottish Land Court requested the retransmission of 391 items, while Scottish Office/Executive files (357) and files belonging to government organisations (228) made up the majority of the remainder.

The core aims of NAS include providing advice and support to owners and custodians of records held outwith NAS, and taking a lead in the development of archival practice in Scotland. In support of these aims and following on from a review of NAS structure and activities, a new branch, External Relations, came into being on 1 October 2002. Its formal remit is to deal with all the organisations that do not deposit records with NAS, in particular local authorities, health boards and universities. Functionally, it has a specific responsibility for charge and superintendence matters (see below), for the National Register of Archives for Scotland, for the special projects in which the office is involved and for relations with local authority archives, particularly for matters where the Keeper's statutory responsibilities are involved.



## CHARGE AND SUPERINTENDENCE

Charge and superintendence is the name given to the procedure under which the Keeper places records of predominantly local interest in approved local repositories. External Relations branch is now centralising information about records held on charge and superintendence. Part one of a planned survey will concentrate on collating internal NAS information about charge and superintendence and transferring the details, where applicable, to a database.

There is also a fundamental need to review the effectiveness of charge and superintendence arrangements which have been in existence for a quarter of a century. A start was made by contacting the Scottish Executive Solicitor's Office, to query whether the Keeper had powers under the Public Records (Scotland) Act 1937 to authorise outright transfers of public records to local record offices. At the time of writing, the matter was still under review.

The General Register Office for Scotland approached NAS to see whether the Keeper was willing to accept their duplicate sets of post-1966 registers of vital statistics under charge and superintendence, in order to transfer these to interested local parties. The offer had to be declined because of the likely impact on NAS conservation resources.

Customised archival folders were provided in May 2001 by NAS Conservation department to protect parchment burgh records held on charge and superintendence by Ayr Archives Service.

Unitary Local Authorities	Production Statistics							
	2001-2002				2000-2001			
	C&S Productions	Total Productions	C&S as % of Total Productions	Copies of C&S material	C&S Productions	Total Productions	C&S as % of Total Productions	Copies of C&S Material
<i>Unitary Local Authorities</i>								
Aberdeen City Archives	97	3727	2.6%	152	17	2251	0.8%	n/av
Ayrshire Archives	555	3516	16%	55	348	4057	8.6%	n/a
Dumfries and Galloway Archives	218	4686	4.6%	10	273	3654	7.5%	NIL
Dundee City Archives	1056	6371	16.6%	516	455	5929	7.7%	278
East Dunbartonshire Council	1	?	?	NIL	3	342	0.9%	NIL
Glasgow City Archives	1366	29150	4.7%	Not available	NIL RETURN			
Highland Council (North Highland Archive)	77	2411	3.2%	NIL	50	NIL RETURN	?	3
Orkney Archives	644	4656	13.8%	Not available	493	4130	11.9%	Not available
Perth & Kinross Archives	543	7229	7.5%	66	692	6885	10.1%	Not available
Renfrewshire Council (Paisley Central Library)	566	3249	17.4%	23	632	Not available	?	Not available



Production Statistics									
	2001-2002			2000-2001					
	C&S Productions	Total Productions	C&S as % of Total Productions	Copies of C&S material	C&S Productions	Total Productions	C&S as % of Total Productions	Copies of C&S Material	
<i>Unitary Local Authorities</i>									
Shetland Archives	325	3121	11.9%	Not available	373	3121	11.9%	Not available	
Stirling Archives	449	7707	5.8%	Not available	399	7070	5.6%	Not available	
<i>Universities</i>									
Glasgow University	852	9294	9.2%	Not available	783	9165	8.5%	Not available	
St Andrews University	628	3481	18%	89	NIL RETURN				
<i>Other Institutions</i>									
RCAHMS	18	3162	0.6%	2	NIL RETURN				



## LOCAL AUTHORITIES

Much of our contact with local authorities involves responding to changes in the way that a council proposes to run its archive service, proposals about which the Keeper needs to be consulted under the Local Government (Scotland) Act 1994. A proposal by Argyll and Bute Council to introduce charges for the use of the archivist's time eventually came to naught. However, the principal theme that emerged this year was the growing number of local authorities actively considering electronic initiatives, from Falkirk Council's proposal to retrospectively scan their documents through to the City of Edinburgh's strategic initiative for electronic service delivery via the 'Smart City' programme. The role of NAS is primarily one of persuasion, in particular to emphasise the need for corporate and electronic records management as essential components of the Modernising Government initiative if sustainable electronic service development is to be achieved.

A disproportionate amount of time was taken up by affairs of the Scottish Commission for the Regulation of Care, which came into being on 1 April 2002 to inspect and regulate care services in Scotland. Unfortunately the enabling legislation, the Regulation of Care (Scotland) Act 2001, is silent on the subject of records, leaving local authorities, health boards, the Commission, and NAS as honest broker in the position of having to devise impromptu access and storage arrangements for local authority and health board records which the Commission wishes to consult or have retained but does not own.

On a more positive note, discussions were held with East Lothian Council about the benefits of appointing an archivist and an exhibition of East Lothian documents was prepared to highlight





George MacKenzie, Keeper of the Records of Scotland, with a group from London Metropolitan Archives who visited General Register House in March 2002 to exchange information about public service provision.

the wealth of such records currently held by NAS. Discussions were also held with Scottish Borders Council about the design of the Tower Mill conversion project at Hawick, which includes proposals for customised archive facilities. Disappointingly, Scottish Borders has not yet replaced its archivist, though the commitment to do so remains in place. More generally, a paper setting out ‘Guidance to Local Authorities on Best Practice in Archives’ was drafted for the Scottish Executive’s Cultural Heritage Group.



## THE NATIONAL REGISTER OF ARCHIVES FOR SCOTLAND

The NRAS is responsible for compiling a record of papers of historical significance in private hands in Scotland (including business records) as well as surveys of private papers deposited in local authority archives, universities, museums, specialist repositories and other institutions, and acts as a clearing house of information on these collections. The NRAS also advises owners on the care and management of their papers, including advice on deposit. Although nowadays the NRAS undertakes less surveying work out in the field, the staff is very much involved in keeping information on the register and the current location of historic papers surveyed up to date. Owners are contacted on a five-year cycle; 120 have been contacted this year. Business records are particularly vulnerable to loss and dispersal and although the NRAS monitors the newspapers and the *Edinburgh Gazette* for news of business closures, and alerts the Business Archives Council for Scotland, these records are still disappearing.

Sixty-two surveys were added to the Register. Fewer than usual of these were undertaken by NRAS staff as both a new Registrar and Assistant Registrar took up their posts in the course of the year. Nearly 400 enquiries were received from researchers and owners covering the usual wide range of subjects, including the artist G F Watts and his wife, trumpet makers in Scotland in the 17th century, the 'Douglas Cause' and the Scottish glass industry.

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





## INTERNATIONAL DEVELOPMENTS

In early April 2001 Peter Anderson, Deputy Keeper, represented the Keeper at a meeting of the national archivists of EU member, candidate and associated states at Lund, Sweden. This meeting was intended to improve co-operation between the national archives of these states and the European Union, and among its future plans was a revision of the report *Archives in the European Union* (also called the 'Black Book'), to which Dr Anderson has been asked to contribute the section on archive buildings. NAS former keeper, Patrick Cadell, who has been acting as a representative of the national archivists in their dealings with the EU, will take the lead in bringing the various sections of the report together. The meeting was followed on the next two days by a conference on 'Access to Official Documents and Archives' in which Dr Anderson chaired a session on 'Development of Administrations in the ICT Age'. Dr Anderson also represented the Keeper at the CITRA (Round Table) on archives in Reykjavik, Iceland, in September 2001, the theme of which was the acquisition and appraisal of the archives of contemporary society.

# PAPER 1: REFURBISHMENT OF GENERAL REGISTER HOUSE

## Refurbishment of General Register House

General Register House is one of the most significant buildings within Edinburgh's New Town. It was designed by Robert Adam specifically to house the records of the government and administration of Scotland and is the oldest purpose-built repository in the United Kingdom.

It was recognised there was a requirement to provide suitable accommodation in the mid-eighteenth century. James, Earl of Morton, Lord Clerk Register 1760-1768, and his successor Lord Frederick Campbell, Lord Clerk Register 1768-1816, can be credited with achieving a proper repository. In 1769, after several unsuccessful attempts at finding a suitable site, the trustees finally chose the site upon which General Register House now stands. It is the first building in the New Town, reached via North Bridge, and just a few minutes' walk from the law courts on the High Street so that lawyers and their clerks would have easy access to the records. Robert and James Adam were appointed architects to draw up the plans of the building, and Lord Frederick Campbell laid the foundation stone in 1774. As today, funds were tight and building operations were suspended between 1774 and 1785 due to a shortage of money. By 1789 the records finally moved to their new home.

Robert Reid completed the north side of Register House in the 1820s (he also designed St George's Church in Charlotte Square, which now houses West Register House). Reid added a large room to house the oldest and most significant national records. In 1847 Reid's record room was set aside for historical and literary searches. Now the Historical Search Room, Reid's record room has been sensitively and carefully restored and modernised to accommodate today's technology. The original stone and slate floor is still preserved under the carpeting of the Historical Search Room.

In 1991, when Patrick Cadell became Keeper, he inherited a building which, over many years, had received numerous additions and alterations; examples of this include the myriad of pipes which formed the antiquated heating system and the various electrical circuits. He, along with the Branch Heads, was responsible for looking in detail at the building and its various functions to determine what was required to bring the building up to date and allow it to continue its original function housing Scotland's national archives.

In 1994 consultants were commissioned to survey General Register House with a view to identifying its defects and to report on what was needed to bring it up to the standards required. They found that Reprographics section occupied sub-standard accommodation within the basement. Electrical and heating services were in a very poor condition and could not be added to. Wet heating pipes had been placed within archive stores, meaning that there was a risk to the records should the pipes deteriorate further. A number of pipes were clad in asbestos. Although computer cabling had been installed this had necessarily to be placed where it could be easily fitted, generally along skirting or corridor walls, with no consideration to the historic nature of the building. The roofs and external stonework were also in poor condition.





The refurbished Historical Search Room, viewed from the Search Room Gallery.



After the detailed report was accepted by the Keeper and Treasury Ministers and the appropriate funds allocated, work started in 1998. The project has progressed slowly in order to ensure that the building was restored and upgraded sensitively, and that continued public access to the records was maintained. Limited space was available within our other buildings to accommodate the records which had to be decanted. Out of necessity some urgent external stonework and roofing repairs had to be carried out. The most recent phases of the project concentrated on upgrading the electrical, mechanical and heating services as well as ensuring both archival and staff accommodation within the basement and ground floor rooms was modernised to the desired standard.

The contract starting in May 2002 will:

- convert the Robertson Wing to provide better accommodation for readers and improved facilities for Outreach and Education Branch
- upgrade the first floor archive storage to comply with the requirements of the relevant British Standard
- complete the restoration of the roofs and stonework
- redecorate the Adam Dome

It is anticipated that all this work will take approximately two years, reaching completion during 2004.

The final phase of the work, which will begin towards the end of 2004 and which we anticipate will take at least a year, will involve the restoration and upgrading of the rear dome which currently houses a considerable quantity of sasine records.

Robert R D Phillips  
Accommodation





Historic Scotland staff visited NAS to take paint scrapings in General Register House prior to refurbishment.

Their work has revealed more than a dozen shades of paint underneath the present layer.



## PAPER 2: DATABASES OF HIGH COURT TRIALS

### The High Court of Justiciary Criminal (Solemn) Trials Databases (The Solemn Databases)

The High Court of Justiciary is the supreme criminal court in Scotland. It sits permanently in Edinburgh, and also travels on circuit to sit in other principal towns and cities. Cases over which it has exclusive jurisdiction include murder, rape and treason. Generally, the court hears cases where, in the opinion of the prosecutor (the Crown), a sentence in excess of three years' imprisonment would be merited, either because of the gravity of the crime or the previous convictions or history of the accused. It also acts as a court of appeal, both in appeals from other courts and against verdicts in its own trials.

High Court records were first deposited in the National Archives of Scotland in 1934. For years, staff and researchers who used the records have been frustrated by a lack of appropriate finding aids. They were heavily dependent on either manuscript indexes, many compiled by the court at time of trial (the Diet books), or were reduced to trawling through the main series of records that recorded the court's daily business (the Books of Adjournal, minute books and case papers), where only the most dedicated of researchers dared to venture. These records contain a wealth of information about contemporary Scottish society, criminal legal procedure and record information about many people who, owing to their lowly social status, are unlikely to appear in other record groups.

### The Solemn Databases

During 2001-02 staff of the National Archives of Scotland worked on two projects to open up these records and release their potential to researchers. We developed separate databases for records of High Court criminal (or solemn) trials held during the 19th and 20th centuries.

The projects involved the systematic entering onto databases of case details about individuals, information abstracted mainly from High Court papers.

The databases contain composite entries, or amalgamations of record information, mainly about accused persons, that have been abstracted from at least three distinct record groups. The result has been to create a unique cross-group finding aid, which reflects the process of justice as it unfolds. Information about individuals is abstracted from each stage in a case, as it progresses from initial investigation by the Crown to eventual trial, sentencing and possible appeal in the High Court. This takes the databases far beyond the level of a simple archive finding aid for a single record group.

Almost 38,000 entries have been recorded onto the 20th-century solemn database covering the years 1900-1990. These contain information abstracted from the following record groups:-

- Crown Office precognitions, or pre-trial investigations, that are open to public inspection, 1900-1926 (AD14 and AD15)
- High Court (Edinburgh) and Circuit Court Books of Adjournal (JC4 and JC11)
- High Court (Edinburgh) and Circuit Court minute books (JC8, JC11, JC12 and JC13)
- Copies of lists of High Court cases held by the NAS – the Diet books (the original volumes are presumed to be held by the Court)
- High Court sitting papers or case papers (JC26)
- Criminal Appeals (JC34)



Once completed, the information held about individuals will contain:-

#### **Accused persons**

- 1900-1926 Personal details as recorded in trial records or Crown Office precognitions, date and place of trial, verdict and sentencing details, and previous convictions.
- 1927-1990 Trial records only – Personal details limited to name only, crime(s) of which he or she is accused, date and place of trial, verdict and sentencing details. Cases cross-referenced to criminal appeals. No Crown Office precognition information.

#### **Victims**

Personal details as recorded on trial records or precognitions.

To ensure confidentiality of both accused persons and the victims of crime, as under-pinned by the Data Protection Act, 1998, and Rehabilitation of Offenders Act 1974, certain restrictions were applied to the data. Personal details about accused persons such as age, address, origin, occupation or previous convictions are not abstracted until 75 years have elapsed from date of trial. The case papers themselves remain open to public inspection in NAS search rooms under the ‘open court’ principle. Cases not called to court remain closed for 75 years. Information about victims is included only after 100 years have elapsed, to safeguard the privacy of those directly affected by crime.

This significant investment in cataloguing has paid immediate dividends. Staff and researchers can identify trial papers more easily, and we are able to respond more quickly to the Court’s requests for retransmissions of case papers, as well as to enquiries from the Scottish Criminal Case Review Commission concerning miscarriages of justice.

#### **Searching the Databases**

Searching can be done in a number of ways, the simplest being to search using the surname of either the victim or the accused. A summary of the record is then given to help users identify the correct entry. Alternatively, a ‘General Search’ form allows you to enter values (or ranges) in any field or fields, and you will then be shown the records that correspond to these values.

An example retrieved from the 20th-century database is shown below. A search for the surname ‘Edmonstone’ for the year 1909 identifies the following entry. It confirms the details of a trial for a murder that occurred in East Wemyss in Fife on 19th February 1909.

Police issued a ‘Wanted’ poster with a £100 reward for information, and as they suspected that Edmonstone had fled abroad, an advert was placed in the USA magazine *The Detective*. The Crown Office precognition papers (AD15/09/166) contain copies of the poster, the journal, photographs and a plan of the locus of the murder (RHP140027), all of which were removed for conservation treatment, separate listing and best storage. The details are incorporated into the database entry enabling researchers to re-establish the original provenance. Alexander Edmonstone was arrested in Manchester, tried and convicted on 8 June 1909 at the High Court Perth Circuit and executed at Perth Prison on 6 July 1909.



### Statistical Information

The solemn databases also provide valuable statistical information about the Court records, which has proved vital when assisting important Justice initiatives. We provided Lord Bonomy's Review of High Court operation and procedure with a range of statistical data about the changing pattern of crimes tried by the Court over the 20th century. Surprisingly, this information was not readily available elsewhere. The figures for the earlier decade are based upon trial records and precognitions, those for the 1980s on trial records alone. (See table.)

### Future Developments

With the 20th-century database substantially completed, we switched our attention to building an equivalent database for the 19th century, also linked to related Crown Office precognitions. By the end of March 2002, six months into this project, the new database contained over 17,000 entries with 46 years of records partially indexed. We are on target to complete it during 2003-04. This will speed up our ability to respond to the increasing number of genealogical enquiries we receive from the descendants of persons who were sentenced to transportation to Australia by the Court. Work on the 20th century will continue as the 75 and 100 year closure periods progressively lapse and cases fall open to public inspection. We are also designing an equivalent 18th-century solemn database, that will function in much the same way, but which is likely to differ slightly in the fields offered.

As yet the solemn databases are not available for general public use, but much of the data they contain will be transferred onto the new NAS electronic catalogue (CALM), soon to be placed on the Internet. This long-term investment in cataloguing will prove to be of immense value to genealogists and researchers of criminal legal history in the future, as we extend further the range of years that these databases cover.

Bruno B W Longmore  
Court & Legal Records



# £100 REWARD



Alex Edmonstone

## MURDER AND ROBBERY.



### WANTED,

on Sheriff's Warrant, charged with having about noon on Friday,

19th February, 1909, murdered Michael Swinton Brown,  
Clerk, 16 years of age, in a Public Lavatory in East Wemyss,

County of Fife, Scotland, and Robbed him of a Bag containing—

25 One Pound Notes of the Royal Bank of Scotland, No. unknown,

40 Half-Sovereigns,

£40 in Silver, made up in canvas bags of £5 each, with small brass rings round the neck;

Also White Metal Keyless Watch, white dial, black hands and numerals; white metal chain—

### Alexander Edmonstone,

23 years of age, Miner or Carter, 5 feet 9 inches or thereby in height, slender build, auburn or reddish-brown hair, dark eyes, full ruddy face, hitherto clean shaved, wanted three teeth in front of upper jaw, A. E. tattooed on right forearm, Scotch accent, native of Edinburgh.

(1) Photograph taken in 1906.

(2) Photograph taken in November, 1908, in carter's attire (holding horse).

(3) Signature.

Both Photographs are said by his companions to be like him. No. 1 shows the head well up, and the nose consequently appears shorter than in No. 2.

Edmonstone purchased the following new clothing:—Rebille yellow brown tweed jacket suit; dark grey "Showerproof" Coat, single-breasted, turned-over collar, black lace buttons, sleeve lining black blue and white stripes, quilted round sleeves, usual pockets, side pockets slanting; dark grey, single-peaked "Grosvenor" Cap, size 2 or 2½. "The Bushel" wrapped inside black or yellow lining; dark green silk. Buffet, white leather; pattern: many grey and brown striped bag Tie. May be wearing this or part of it, or may have bought a fresh outfit and new boots, his old ones being well worn and shabby. A coat suit of clothing and interlocking belonging in his has been recovered at a boarding house in Glasgow.

May continue to shave or may not, may acquire artificial teeth, may dye his hair, or may otherwise change his personal appearance. Will probably endeavour to leave the country.

The above Reward will be paid by the Subscriber to any person furnishing such information as shall lead to the apprehension and conviction of the person or persons who committed said crime.

J. TENNANT GORDON,

Chief Constable of Fife.

Printed by J. & W. Johnston, 48 High Street,  
Dundee, February 1909.

©, Johnston & Son, Dundee, April 1909.

Wanted poster issued by the Chief Constable of Fife and offering a reward of £100 for the capture and conviction of Alexander Edmonstone, 1909 (AD15/9/166)

Crimes tried at High Court reflecting main indictment – persons tried (percentages by decade)

Main Crime	Total	Overall %	1901-1910 %	1911-1920 %	1921-1930 %	1931-1940 %	1941-1950 %	1951-1960 %	1961-1970 %	1971-1980 %	1981-1990 %
Murder	2096	10.39%	10.28%	10.42%	11.45%	12.30%	14.29%	7.33%	11.15%	13.45%	8.41%
Culpable homicide	737	3.65%	4.16%	1.99%	4.30%	11.98%	9.38%	5.43%	4.75%	2.97%	2.28%
Attempted murder	1897	9.40%	1.57%	2.45%	5.84%	3.19%	3.61%	1.54%	7.10%	14.16%	12.63%
Terrorism, etc.	20	0.10%		0.18%	0.77%					0.14%	0.07%
Shooting	19	0.09%	0.86%	0.63%	0.11%						
Defence of the Realm											
Regulations	39	0.19%		1.90%			2.45%			0.04%	
Mobbing and rioting	77	0.38%	0.08%	0.63%	0.33%	0.48%			0.57%	0.59%	0.33%
Rape	1751	8.68%	6.12%	9.51%	7.71%	4.31%	6.64%	3.45%	6.01%	9.99%	10.65%
Attempted rape	587	2.91%	1.57%	5.43%	6.72%	1.92%	1.44%	1.54%	1.52%	2.23%	3.56%
Abduction	69	0.34%	0.08%						0.13%	0.40%	0.62%
Incest	652	3.23%	1.10%	4.62%	8.04%	6.23%	5.05%	5.35%	3.88%	3.04%	1.95%
Sodomy	267	1.32%		2.08%	3.85%	4.47%	3.90%	2.42%	1.22%	0.52%	0.92%
Bestiality	18	0.09%	0.08%	1.09%	0.44%	0.16%					
Other sexual offences	398	1.97%		1.45%	10.46%	4.31%	2.45%	1.83%	0.96%	0.78%	2.12%
Bigamy	17	0.08%	0.16%	0.63%	0.11%	0.16%	0.72%	0.07%			
Procuring abortion	123	0.61%	0.31%	0.72%	2.86%	7.19%	3.46%	0.37%	0.35%		0.04%
Firearms offences	266	1.32%			0.11%	0.29%	0.15%	0.39%	0.95%	2.76%	
Firearms & explosives	21	0.10%			0.77%			0.13%	0.19%	0.04%	
Explosive											
Substances Act	52	0.26%			0.77%	0.48%	0.14%	0.22%	0.39%	0.38%	0.11%
Aggravated assault and robbery	38	0.19%								0.49%	
Aggravated assault	439	2.18%	0.08%							5.69%	
Assault to severe injury, etc.	1883	9.34%	1.18%	1.00%	1.21%	1.92%	0.58%	14.88%	22.08%	16.47%	5.54%



Crimes tried at High Court reflecting main indictment – persons tried (percentages by decade)

Main Crime	Total	Overall %	1901-1910 %	1911-1920 %	1921-1930 %	1931-1940 %	1941-1950 %	1951-1960 %	1961-1970 %	1971-1980 %	1981-1990 %
Assault and robbery	1858	9.21%	9.50%	3.80%	1.87%	2.56%	3.61%	4.77%	6.97%	11.63%	11.99%
Assault	970	4.81%	6.59%	4.26%	4.41%	3.19%	6.93%	9.16%	5.71%	4.27%	3.84%
Sheepstealing	4	0.02%	0.24%	0.09%							
Post Office Act	17	0.08%	0.16%	0.09%							
Robbery	74	0.37%	1.65%	0.36%	0.11%						
Theft of motor vehicle	36	0.18%									
Theft by housebreaking	1219	6.04%	21.74%	16.21%	10.57%	7.35%	11.98%	12.54%	6.93%	2.85%	1.14%
Theft by opening lockfast place	524	2.60%	0.39%	1.36%	0.77%	4.31%	7.07%	11.44%	5.75%	2.04%	0.61%
Theft	734	3.64%	20.96%	18.30%	4.74%	2.88%	3.75%	3.67%	1.79%	1.16%	0.49%
Attempt to steal	33	0.16%	1.73%	0.72%	0.33%	0.22%	0.16%	0.43%	0.15%	0.09%	
Reset	37	0.18%	0.47%	0.54%							
Misuse of drugs	1133	5.62%									
Fire-raising	168	0.83%	0.55%	1.00%	1.21%	0.96%	0.58%	0.15%	0.57%	0.30%	0.10%
Fraud	874	4.33%	4.87%	6.79%	5.73%	9.27%	6.35%	7.11%	4.53%	0.71%	14.25%
Embezzlement	218	1.08%	1.33%	0.63%	1.43%	3.83%	1.59%	2.93%	1.44%	0.85%	0.48%
Financial/Business	10	0.05%									
Customs and Excise	15	0.07%									
Corruption	27	0.13%									
Forgery	126	0.62%	1.88%	1.09%	1.87%	3.67%	1.30%	0.59%	0.44%	0.19%	0.20%
Road traffic offences	279	1.38%									
Extortion	37	0.18%	0.16%								
Prison breaking	16	0.08%									
Breach of the peace	29	0.14%	0.08%								
Contravention of bail	20	0.10%									
Perjury	137	0.68%	0.08%								
Attempt to pervert the course of justice	90	0.45%									
Conspiracy	20	0.10%									

## PAPER 3: THE NAS ELECTRONIC CATALOGUE (*eCat*) PROJECT

NAS has had an electronic cataloguing capacity since the mid-1980s, starting with STAIRS, an application operated through the Scottish Office mainframe computer. This was used solely for listing government files. In 1992 it was replaced by STATUS, a commercial product which, in its guise as CLIO, was also used to list private records, maps and plans and NRAS surveys. From 2001, NAS conducted experiments with 'Archie', an Access database loosely based on the ARKIS system used by the Swedish national archives. Although we decided not to follow this path, Archie did generate a useful summary catalogue of NAS holdings.

By 2001, it was felt that for a variety of reasons STATUS/CLIO no longer met NAS's needs. In discussion with colleagues, and incorporating requirements identified over the two previous years, IT staff drafted a specification for an electronic system to be used for all NAS cataloguing. In May 2001, a team was assembled to refine this specification and to carry the project (*eCat*) forward. Crucially any system had to be reader and staff friendly, able to cope with NAS's existing electronic and paper lists, be compatible with modern cataloguing practices and be able to support remote usage through the Internet.

It was quickly decided that it was impractical for NAS to think of building its own bespoke system. A preliminary advertisement in *The Official Journal of the European Community*, elicited 12 expressions of interest from potential commercial suppliers of turnkey and bespoke cataloguing packages. These were narrowed to three who were invited to tender for the contract. Over the summer and autumn of 2001, a sub-group of the *eCat* team visited archives across the UK, to see demonstrations of the three systems offered to NAS and, just as importantly, to meet and talk with fellow professionals operating them. Following these visits, two of the companies were invited to visit Edinburgh to demonstrate their products to wider groups of NAS staff.

The outcome of this process was that in October NAS decided to purchase the software for CALM, produced by a company called DS. CALM had started life as a library cataloguing package but in recent years has been extended to encompass archival listing. It is already used in several UK archives, has a very good, user-friendly cataloguing interface and the company has a strategy of regular upgrades through constant dialogue with its users. It is able to support our catalogue and through another package, DServe, will allow our catalogues to appear on the Internet. CALM is a fully integrated archival management system and will enable NAS to automate most of its functions relating to cataloguing, including accession and conservation.

Following the decision to purchase CALM, a separate team was assembled in January 2002 to oversee its implementation and to retro-convert as much as possible of NAS's non-computerised paper lists to the new system. Overall project-management lay with Steve Bordwell of the NAS IT staff, and a team of six curatorialists was seconded to oversee professional aspects of the catalogue conversion. They started work at General Register House, transferring to rooms at Ladywell House in Corstorphine in February.

The team's first task was to devise a plan by which copies of the NAS's existing paper catalogues (c.100,000 pages) could be colour coded. This coding, together with some minimal editing, would then allow commercial data-keyers to understand how to retype the information preparatory to its being fed into CALM. A coding plan, modelled on that used by the English A2A project, was agreed by late February and was successfully tested. The second, simultaneous task was to copy as much as possible of the paper catalogue to be used for this coding exercise. This involved identifying the 'best version' of each list and where necessary



effecting 'emergency repairs' on those catalogues that could not be expected to transfer comfortably to a digital format. Inevitably, given that they demonstrate the different styles of cataloguing done in NAS over 200 years, some lists have proved unsuitable for coding at present. This work of selection and identification required enormous support from the four cataloguing branches, with whom there was close co-operation. The copying began in late February and was completed in June.

The process of identifying a company to key the catalogues once they were colour coded also began in January. A tender document was drawn up based on the coding plan and our projected requirements. The subsequent tendering process, again through the *European Journal*, produced 27 expressions of interest. These were narrowed to six potential suppliers and visits by three of them in March confirmed that our coding plan was viable and so likely to be acceptable to all. The six were invited both to tender for the contract and to key a test sample of coded catalogue. Their bids and samples were evaluated in late April and a clear winner had emerged, SPI Ltd, whose holding company is the Philippines-based company SPI Inc.

The project requires a team to collate the copying and do the actual coding work. These have been hired through the agency which supplies casual staff to the Scottish Executive. By late April there were seven coders at work, with a planned full complement of eight.

Quite separately, existing NAS electronic catalogues STATUS/CLIO had to be transferred into CALM. This did not prove to be easy, although the difficulties were anticipated. There were several attempts to transfer the old catalogues, each attempt ('load') finding (or adding) problems of its own and each requiring extensive checking by the team and the long-suffering listing branches. There were some disappointments. Not all the electronic entries for maps could be transferred and these will require to be reworked. Similarly, there were severe problems in transferring the NRAS surveys and these will now be keyed from paper catalogues. Because it is importing some shortcomings from the STATUS/CLIO data, the new catalogue will require extensive 'data cleaning' work. Staff will deal with the removal of these anomalies over a period of several years. The 10th load, available to staff from 20 May 2002, was as near final as we could reasonably hope for and the system went 'live' for cataloguing that same day. The suppliers, DS, had already provided CALM training for 50 NAS staff in March and April.

The immediate tasks for the project are clear. From May 2002, the *eCat* team's coding and keying work started to run in tandem. All being well, this will conclude in March 2003, by which time the great bulk of our paper catalogues will be converted into the new system. As this proceeds, we shall simultaneously be developing an On-line Public Access Catalogue (OPAC). Initially this will be available in our search rooms, hopefully by the early autumn of 2002. It will be devised with regard to current best practice and we will also consult with some of our regular, experienced readers. We intend that an Internet version will be in operation by the year's end, although initially this will probably not display all the data available in the in-house version. In the longer term, of course, we shall progressively develop the style and format of the OPAC to match developing technology, professional standards and the expectations of our readership.

David Brown  
Reader Services



The coding team from the *eCat* project at work in Ladywell House.

## PAPER 4: THE TREATY OF PERPETUAL PEACE, 1502-2002

*The Thistle and the Rose* exhibition was organised jointly by Historic Scotland and the National Archives of Scotland at Stirling Castle to celebrate the 500th anniversary of the peace treaty between England and Scotland. It united documents, paintings, artefacts and two splendid books of hours connected with the treaty of 1502 and the marriage of James IV and Margaret Tudor which cemented it the following year. The exhibition was a rare opportunity for visitors to see items connected with one of the most colourful episodes in Scottish medieval history and included one of the most striking illuminated documents in the National Archives of Scotland, the Treaty of Perpetual Peace.

### The Background to the Treaty

In the late 1490s Henry VII's position on the English throne seemed less than secure. In Scotland James IV had recently taken over the reins of government from his advisers and through his military support of the pretender to the English throne, Perkin Warbeck, was threatening stability in the north of England. Warfare was an expensive business and by 1497 both countries were war weary. Henry, a frugal king, realised that a marriage alliance with James was a cheaper means of cementing a peace between the two countries and, moreover, a marriage to an established royal dynasty might bolster his shaky claim to the English throne. In September Henry sent his commissioners to treat for peace with the Scots.

Diplomacy in the 16th century was a long-drawn-out process and the discussions begun that September finally came to fruition in the exchange of treaties at Edinburgh in December 1502 and the final approval of the treaty and marriage by Pope Alexander VI in May 1503. The treaty provided for a 'true, sincere, whole and unbroken peace, friendship, league and alliance' between the two countries and was to be cemented by the marriage of the 35-year-old king to the 12 year old Margaret Tudor. Elaborate rules were established to help perpetuate the peace: all future Scottish and English monarchs were to renew the Treaty within six months of their accession; if the Treaty was broken, the guilty party would be excommunicated. There were to be reciprocal arrangements for dealing with disorder in the Borders, or breaches of the Treaty on land and sea.

### The Treaty

Although we talk of the Treaty of Perpetual Peace in the singular, the phrase actually encompasses a series of documents which recorded the various stages and agreements resulting from the complex negotiations. On 24 January 1502 the English and Scottish commissioners signed three documents at Richmond Palace: the first set contained the terms for a perpetual peace between Scotland and England, the second agreed to the marriage and included the agreement that Henry VII was to pay 30,000 gold nobles as Margaret's dowry, while the third dealt with the extradition of murderers and robbers from the Scottish-English border. In December 1502, James ratified the treaty of peace concluded by his ambassadors the previous January (PRO E39/58) and confirmed the articles of peace (PRO E39/59) and the treaty detailing the terms of his marriage to Margaret (PRO E39/81). These three illuminated documents were probably the work of Thomas Galbraith who was paid 59 Scots shillings on 9 December 1502 for his expenses for going to Edinburgh to buy gold and other colours to 'illumyn the trewis' (*Accounts of the Lord High Treasurer of Scotland*, vol II, p350).

The ratification of the marriage contract, loaned by the Public Record Office to the exhibition, was illuminated in gold and decorated with the royal shield of Scotland supported by two collared unicorns. Galbraith used the borders of the document to depict James' emblem, the thistle, alongside the Tudor rose of England and the marguerite, symbolising James' future bride. Recent research on the document has revealed the high quality of the pigments used by Galbraith: the vermillion for the red and the azurite for the blues were costly pigments sourced on the continent.



We might suppose that the counterparts signed by Henry VII were similarly illuminated, though only one survives in the Scottish archives. This is the document commonly known as 'The Treaty of Perpetual Peace' (NAS SP6/31). The Treaty, which begins with the English royal coat of arms illuminated in the initial letter 'h', for 'Henricus,' is signed at the foot in the spiky italic hand of the king. Little research has been carried out on the illumination of this document and the identity of the artist remains unknown.

### Conservation and Research

A full photographic record and pre-exhibition condition reports were undertaken for all the documents from the NAS collections before display, and customised book cradles for the bound manuscripts and mounts were manufactured by conservation staff. New exhibition cases which fully meet standards recommended by the British Standard Organisation were researched and sourced.

Previously background research had been undertaken on the English Treaty, SP6/31, held by NAS, and micrometer-sized samples of pigment were taken for analysis from sites which had already suffered physical damage, to inform future treatments and knowledge about the treaty. All samples were analysed using polarising microscopy and cross-checked with the Chelsea filter and binocular microscope. The document was also viewed under ultra-violet light. The reds and pinks in the highly decorative rose border are vermillion and an unidentified organic pigment; the blues are azurite and indigo; the greens are malachite and an unidentified organic pigment; lead tin yellow was present and chalk used as a white ground under the gold. The black used for the delicate foliage tracery and outline was carbon black but, perhaps most interestingly, the blackened centre of one of the roses was proven by analysis to be oxidised silver. When originally illuminated the treaty, and its counterpart, must have been spectacular.

The treaty, which is on calfskin parchment and measures 668 x 942 mm, has suffered physical damage over the years including a loss of text from the central portion of the document. Old repairs have been made to the verso causing distortions. It was hoped to reconserv the parchment for *The Thistle and the Rose* exhibition and the possibility of laser cleaning was investigated on test samples by conservation staff at the Liverpool Conservation Centre and evaluated by Centre for Extracellular Matrix Studies at the University of Stirling. It was decided that due to the complexity of treatment required it would not be possible to undertake this work before the exhibition but it is planned to document and publish the results when this work is completed.

The Scottish Treaty, PRO E39/81, was also examined with permission from the Public Record Office for comparison and information. The reds used were again vermillion and an organic lake, the blues were azurite, the greens malachite, and lead tin yellow and shell gold were all present. Unlike the English Treaty, this document still has the Great Seal of James IV attached. The red yarn of the cord which links the parchment document to the royal seal is made of wild silk which analysis undertaken in Brussels by Dr Jan Wouters of the Royal Institute for Cultural Heritage confirmed was sourced from India. The cord is dyed with madder, indigo and fustic (yellow core of the gold thread) probably from Italy or France.

Alison Rosie  
National Register of Archives for Scotland

Linda Ramsay  
Conservation





Saho Arawaka-Dyson, of NAS Conservation staff, examining the Treaty of Perpetual Peace, SP6/31



Detail from the Treaty of Perpetual Peace (SP6/31).

*The Thistle and the Rose* exhibition in Stirling Castle.



# REPORT OF THE SCOTTISH RECORDS ADVISORY COUNCIL

The Council met on two occasions in this year. Although the Council meets formally only twice per year, the expertise of its members continues to be called upon regularly in correspondence. Its Secretary acts as a centre for electronic communications. This is very useful in enabling the Council to respond timeously where appropriate to consultations by the Scottish Executive, the Scottish Parliament and other bodies.



## MEMBERSHIP

Members of the Council for 2001-02 were Dr L Abrams, Dr M Barfoot, Mr P Daniels, Dr R Davidson, Dr D Ditchburn, Mr J Hamill, the Rt Hon Lord Kingarth, Mr J McGonigle, Professor H MacQueen (Chairman), Mr F Rankin, and Sheriff D Smith. Invited members representing the Society of Archivists in Scotland were Ms M Stewart (archivist, Dumfries and Galloway Archives) and Ms V Wilkinson (archivist, Royal Bank of Scotland). There is still one vacancy on the Council. The new procedures for appointing to public bodies, under which person and role specifications for membership of the Council were finalised during the year, have yet to identify an appropriate representative of private archive holders, and work on this is ongoing at the time of writing. Traditionally the emphasis on court and legal records has led to a significant judicial representation on the Council, but the Council will need to consider whether this remains appropriate. Further, the Council has agreed that it should also try and attract to the Council, where possible, more women, members from a wider geographical area and a greater age range.



## 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. Dr Alison Rosie of the National Archives of Scotland acts as Secretary to the Council. The Council would wish to express its thanks to these individuals for the assistance and advice which they provide. In the interests of transparency, accounts of the Council's own activities are available both via its annual report, published in the annual report of the Keeper, and via its minutes, which are on the website of the NAS.



## PUBLIC BODIES

The Scottish Executive review of non-departmental public bodies, which included the Council within its remit, concluded that the Council continued to serve a useful function and should therefore remain in existence. The review did indicate that the question would be kept open for the future, but the Council holds the view that the increasing importance of public archives in the light of legislation such as the Freedom of Information Act makes its own role all the more important and relevant.





## FREEDOM OF INFORMATION

The Council was pleased to see that its comments made last year on the draft Freedom of Information (Scotland) Bill by and large found their way into the eventual Act, which was passed by the Scottish Parliament in April 2002. The functions of the Council have been extended under the Act to include advice to the Scottish Ministers on the application of the Act to information contained in records held by the Keeper. The Council raised the question of UK public records held in Scotland and was advised that such records would most likely be considered held by the National Archives of Scotland on behalf of the Keeper of the Public Records.

The 2002 Act does not lay down specific obligations concerning preservation of, and access to, public records, although there will be a code of practice, to be agreed by the Commissioner in consultation with the Keeper. The Council remains of the view, expressed in earlier reports, that a specifically Scottish Archives or Public Records Act, along the lines which it did itself suggest in 1999/2000, would be of considerable value in the modernisation and further development of public records policy. The current legislation, dating from 1937, is far behind present needs, practice and policy.



## DATA PROTECTION

The Council expressed concern in its previous annual report about possible confusion concerning the implications of the Data Protection Act 1998 for the archives of public bodies, and possible contradiction between the principles of Data Protection and the principles of Freedom of Information. The Council in conjunction with NAS decided that the issues involved might best be addressed by a conference at which such issues might be addressed. The Justice Minister and the Information Commissioner accepted invitations to be the principal speakers, and a number of other speakers representing both archive holder and archive user interests also agreed to take part. The conference, which attracted a great deal of interest from archivists, was originally scheduled for 22 April 2002, but a postponement to 30 September 2002 was agreed after it became apparent that the Freedom of Information Bill would complete its parliamentary passage on 24 April. It is anticipated that this conference will throw helpful light on the interaction of data protection and freedom of information from the perspective of both archivists and archive users.



## ACCOMMODATION

The Council has given its attention to the future development of Thomas Thomson House and the possibility of including user facilities there. It has noted that difficulties may arise should the development be funded by means of a public-private partnership arrangement, and that should user facilities be developed, then the availability of adequate public transport to the area will become a significant issue.



## OTHER USER ISSUES

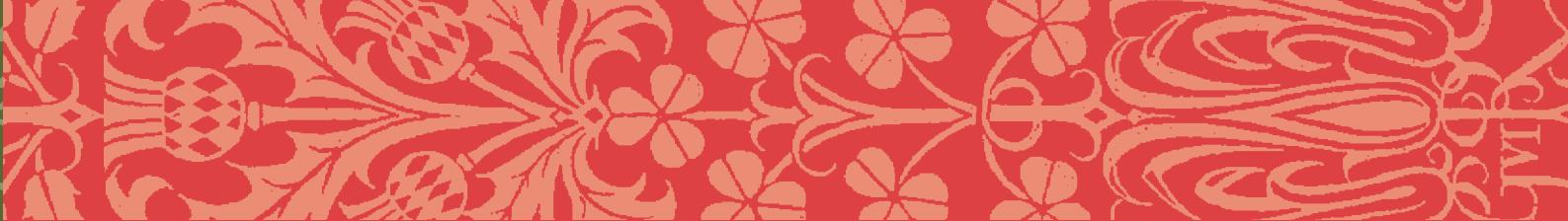
The Council continues to monitor and comment upon a number of issues of concern to users of Scottish archives. It has pressed the Keeper to engage in greater dialogue with users over the disposal and destruction of records, and has noted that this is also an issue with local authority archives (where these exist). It has also commented on the rather uncomfortable conditions for users working in West Register House. Opening hours have also been the subject of comment. The Council has welcomed a Readers Survey to be conducted in July 2002, and will look at the results with interest. It is recognised, from both the activities of the Registrar General and the Scottish Archives Network project, that digitisation of records has important implications with regard to policy in this area.

Professor H L MacQueen  
On behalf of the Member



Members of the SRAC assembled outside General Register House, October 2001. Front row, L-R: Professor Hector MacQueen, Chair of the SRAC; Hamish Hamill, former civil servant; Dr Roger Davidson, Edinburgh University; George MacKenzie, Keeper of the Records of Scotland. Above, L-R: Dr David Ditchburn, Aberdeen University; Peter Daniels, Chief Executive, East Renfrewshire Council; Sheriff David Smith; Dr Alison Rosie, Secretary of the SRAC; John Randall, Registrar General; Dr Peter Anderson, Deputy Keeper. Missing from photograph: Dr Lynn Abrams, Glasgow University; Dr Michael Barfoot, archivist, Lothian Health Services; Frank Rankin, archivist, South Lanarkshire Council.





## APPENDIX 1: ADDITIONS TO THE NATIONAL ARCHIVES

### REGISTERS OF SCOTLAND

*Annual and statutory transmissions of records. All classes inventoried.*

#### Chancery

C29	Services of Heirs, warrants of decrees	2000 – 2001	23 pieces
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#### Department of the Registers of Scotland

DRS1	Letter books	1888 – 1928	11 pieces
DRS2	Administrative files	1888 – 1978	211 pieces

#### Diligence Registers

DI9	General Register of Inhibitions and Adjudications	2001	85 pieces
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#### Register of Deeds

RD5	Register of Deeds	2000 – 2002	7966 fiche
RD15	Warrants of Deeds	2001 – 2002	38133 pieces
RD23	Register of English and Irish Judgments	2000	8 pieces
RD25	Certificates of Judgments	2000	1012 pieces

#### Register of Sasines

RS	Duplicate plans	1998 – 2001	29 pieces
RS88-122	Register of Sasines	2000 – 2001	9999 fiche

### COURT OF SESSION<sup>1</sup>

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

CS46	Extracted processes	1992 – 1994	4154 pieces
CS258	Unextracted processes	1992 – 1994	17797 pieces
CS258	Simplified procedure divorces	1992 – 1994	1024 pieces
CS318	Accountant of Court, concluded sequestration processes under 1856 Bankruptcy (Scotland) Act and later statutes	2001 – 2002	3051 pieces
CS348 <sup>2</sup>	Extracted and unextracted processes	1995	5461 pieces
CS348	Simplified procedure divorces	1995	255 pieces

<sup>1</sup> Previous years transmissions 1992-1994 are accounted for here following the merging of extracted and unextracted process series by the Court in 1995.

<sup>2</sup> New series created to reflect merged series of extracted and unextracted processes. Formerly CS46 and CS258.

## HIGH COURT OF JUSTICIA

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

JC9	High Court, minute books, series F	1976	24 pieces
JC9A	High Court extra minute books, series F	1976 – 1988	23 pieces
JC9B	High Court second extra minute books	1976 – 1988	18 pieces
JC9C	High Court third extra minute books, series F	1980 – 1987	9 pieces
JC9D	High Court record index	1960 – 1968	1 piece
JC11	North Circuit minute books	1976 – 1987	19 pieces
JC11A	North Circuit extra minute books	1868 – 1989	15 pieces
JC11B	North Circuit second extra minute books	1982 – 1988	4 pieces
JC12	South Circuit minute books	1962 – 1974	14 pieces
JC12A	South Circuit extra minute books	1869 – 1985	3 pieces
JC13	West Circuit minute books	1976 – 1988	39 pieces
JC13A	West Circuit extra minute books	1973 – 1987	23 pieces
JC13B	West Circuit second extra minute books	1982 – 1988	13 pieces
JC13C	West Airdrie minute books	1983 – 1989	4 pieces
JC13D	West Airdrie extra minute books	1983 – 1987	3 pieces
JC14	Glasgow Second Court minute books	1976 – 1988	41 pieces
JC14A	Glasgow Second Court extra minute books	1976 – 1988	18 pieces
JC26	Processes, main series	1990	973 pieces
JC31	Justiciary appeals processes	1990	114 pieces
JC32	Criminal appeals procedure books	1989 – 1990	4 pieces
JC34	Criminal appeals processes	1989 - 1990	303 pieces

## SHERIFF COURTS

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

SC4	Peterhead Sheriff Court civil processes, 1909-1976; adoption processes, 1966-1975; commissary records, 1939-1984; criminal records, 1960-1978	1909 – 1984	67 pieces
SC33	Stornoway Sheriff Court civil processes, 1955-1975; adoption processes, 1968-1975; criminal records 1957-1974; miscellaneous records, 1944-1970	1944 – 1975	74 pieces
SC41 <sup>3</sup>	Linlithgow Sheriff Court civil processes, 1957-1975; adoption processes, 1971-1976; criminal records, 1969-1975; miscellaneous records, 1917-1975	1917 – 1975	248 pieces

<sup>3</sup> Sample court – civil processes not subject to weeding.



SC66	Falkirk Sheriff Court civil processes, 1911-1982; adoption processes 1973-1975; commissary records, 1975-1990; criminal records, 1962-1975	1911 – 1990	180 pieces
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### UNITED KINGDOM DEPARTMENTS

*Transmissions under Public Records (Scotland) Act, 1937, section 5(1) and Public Records Act, 1958, section 3(8). Except where otherwise stated, records prior to 1 January 1972 are open to public inspection. All classes inventoried.*

#### Cabinet Office

CAB128 <sup>4</sup>	Cabinet Minutes (CM and CC Series)	1945 – 1967	48 pieces
CAB129 <sup>5</sup>	Cabinet Memoranda (CP and C Series)	1945 – 1967	129 pieces
CAB130 <sup>6</sup>	Cabinet Miscellaneous Committees: Minutes and Papers (Gen Misc. and Ref. Series)	1945 – 1966	305 pieces
CAB131	Cabinet: Defence Committee: Minutes and Papers (DOD and DC Series)	1946 – 1947	5 pieces
CAB132	Lord President's Committee and Sub-Committee	1945 – 1968	223 pieces
CAB133	Cabinet Office: Commonwealth and International Conference and Ministerial visits to and from the UK: Minutes and Papers (ABC and other series)	1945 – 1970	400 pieces
CAB148	Defence and Overseas Policy Committee	1964 – 1968	87 pieces

#### Crown Estate Commissioners

CR6	Glenlivet Estate Office records	1914 – 1980	9 pieces
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#### Customs and Excise

CE59	Glasgow outport records	1899	1 piece
CE60	Greenock and Port Glasgow outport records	1707 – 1860	34 pieces
CE113	Wick outport and district records	1965 – 1978	1 piece

### SCOTTISH DEPARTMENTS

*The headings used in this section of the accessions list continue to be those by which Scottish Executive (formerly Scottish Office) departments were known between 1991 and the departmental reorganisation of 1995. Following the Scottish Office Senior Management review, which was implemented from October 1995, these titles were superseded and some responsibilities were transferred between departments as part of a general reorganisation. The Scottish Office became the Scottish Executive in 1999 after devolution. The names of previous or later departments and agencies carrying the general responsibilities outlined in each section are given in brackets. Details of the transfer of individual functions within and between departments are being added to NAS catalogues.*

<sup>4</sup> Many items wanting or retained by department.

<sup>5</sup> Many items wanting or retained by department.

<sup>6</sup> Many items wanting or retained by department.

*Transmissions under Public Records (Scotland) Act, 1937, section 5(1). Except where otherwise stated, records prior to 1 January 1972 are open to public inspection. All classes inventoried.*

#### **Lord Advocate's Department**

AD15 <sup>7</sup>	Crown Office precognitions	1926	102 pieces
AD15	Crown Office precognitions	1987-1988	181 pieces
AD98	Crown Office Committee on Alternative to Prosecution (Stewart Committee)	1977 – 1983	22 pieces
AD99	Committee on Criminal Procedure in Scotland (Thomson Committee)	1968 – 1977	98 pieces

#### **Scottish Office Agriculture and Fisheries Department**

(later the Scottish Office Agriculture, Environment and Fisheries Department, including some functions from the former Scottish Office Environment Department)

AF17	Stornoway Fishery Office records	1869 – 1987	67 pieces
AF45	Land utilisation, tenure and improvement files	1976 – 1977	2 pieces
AF46	Livestock products and agricultural marketing files	1983 – 1988	2 pieces
AF59	Agricultural labour, safety and wages files	1984 – 1988	3 pieces
AF62 <sup>8</sup>	Fisheries files (main series)	1967 – 1997	250 pieces
AF70 <sup>9</sup>	Education, research and intelligence files	1968 – 1996	35 pieces
AF71	Agricultural credit (subsidies, grants etc.) files	1976 – 1978	7 pieces
AF72 <sup>10</sup>	Animal health files	1970 – 1996	13 pieces
AF74	Pests files	1958 – 1987	5 pieces
AF79	Afforestation files	1970 – 1989	5 pieces
AF89	European Economic Community files	1981 – 1994	3 pieces
AF92	Rural Policy co-ordination files	1995 – 1997	4 pieces
AF94	Food Standards files	1996 – 1998	37 pieces

#### **Scottish Office Development Department**

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

DD4 <sup>11</sup>	Roads and bridges files	1964 – 1998	75 pieces
DD5 <sup>12</sup>	Local government files	1969 – 1991	44 pieces
DD6 <sup>13</sup>	Housing files	1935 – 1999	423 pieces
DD9	Industrial pollution files	1961 – 1995	13 pieces
DD10	Regional development files	1970 – 1973	3 pieces
DD12 <sup>14</sup>	Planning files	1962 – 1996	225 pieces
DD13	Environmental services and pollution files	1946 – 1999	68 pieces
DD17 <sup>15</sup>	Transport files	1968 – 1992	52 pieces
DD22	Local Government Boundary Commission		

<sup>7</sup> New listing following expiry of 75-year closure period.

<sup>8</sup> Early release: AF62/5687, 5691-5692, 5694-5696, 5717-5725, 5812-5818, 5823, 5832-5877, 5886-5887.

<sup>9</sup> Early release: AF70/1149-1151.

<sup>10</sup> Early release: AF72/440.

<sup>11</sup> Early release: DD4/5934, 6023-6035.

<sup>12</sup> Early release: DD5/2538-2545.

<sup>13</sup> Early release: DD6/4759-4761, 4820-4826, 4830-4833, 5023-5024, 5028-5030.

<sup>14</sup> Early release: DD12/3764-3783, 3786-3794, 3976-3982.

<sup>15</sup> Early release: DD17/1843-1848, 1865, 1881-1883.



	for Scotland records	1997 – 2001	23 pieces
DD23	Historic Buildings and tree preservation files	1974 – 1993	34 pieces
DD27	Ancient monuments case files	1958 – 1996	56 pieces
DD28 <sup>16</sup>	Urban Renewal Unit files	1954 – 1990	27 pieces
DD29	Ancient monuments policy files	1986 – 1990	1 piece
DD32	Historic Buildings Council for Scotland files	1970 – 1994	11 pieces
DD35	Research service files	1964 – 1993	31 pieces
DD37	Rural Environment and Nature Conservation files	1976 – 1999	63 pieces
DD38	Advisory Group on Sustainable Development in Scotland	1995 – 1999	3 pieces

#### Scottish Office Education Department

(later the Scottish Office Education and Industry Department with some functions passed to the Student Awards Agency for Scotland)

ED3	Museums and galleries files	1976 – 1982	6 pieces
ED4	Royal Scottish Museum files	1974 – 1980	1 piece
ED5	National camps files	1967 – 1968	1 piece
ED7	Secretariat files	1873 – 1884	2 pieces
ED11 <sup>17</sup>	Child care files	1970 – 1996	13 pieces
ED14	Legislation files	1970 – 1996	9 pieces
ED15 <sup>18</sup>	Approved schools and remand home files	1970 – 1987	9 pieces
ED26	Higher and formal further education files	1953 – 1998	64 pieces
ED27 <sup>19</sup>	Informal further education files	1964 – 1996	10 pieces
ED28 <sup>20</sup>	Special education files	1983 – 1996	10 pieces
ED29	Broadcasting, television and film files	1974 – 1991	6 pieces
ED31	Educational building files	1970 – 1984	9 pieces
ED32	Registration and inspection reports, independent and grant-aided schools	1970 – 1990	4 pieces
ED33	Miscellaneous records	1995 – 1996	6 pieces
ED35 <sup>21</sup>	Education and research files	1970 – 1995	7 pieces
ED39 <sup>22</sup>	Social and community service files	1967 – 1999	74 pieces
ED45	School Inspectorate files	1974 – 1997	10 pieces
ED48 <sup>23</sup>	Primary and secondary education files	1972 – 1997	114 pieces
ED51	Training and supply of teachers files	1905 – 1991	100 pieces
ED52	School meal service files	1975 – 1978	4 pieces
ED53	Teachers' salaries and conditions of service files	1970 – 1990	10 pieces
ED55	Scottish educational statistics	1995 – 1996	1 piece
ED61 <sup>24</sup>	Arts files	1971 – 1998	28 pieces
ED62	Sport, leisure and recreation files	1975 – 1987	32 pieces

<sup>16</sup> Early release: DD28/92, 104.

<sup>17</sup> Special closure: ED11/905.

<sup>18</sup> Early release: ED15/608. Special closure: ED15/609.

<sup>19</sup> Early release: ED27/529.

<sup>20</sup> Early release: ED28/480. (Open from 2001)

<sup>21</sup> Early release: ED35/164.

<sup>22</sup> Early release: ED39/932, 939-944, 950-952, 979-987.

<sup>23</sup> Early release: ED48/2401-2410 (Open from 2001)

<sup>24</sup> Early release: ED61/133 (Open from 2001)

ED64 <sup>25</sup>	Printed Annual School Inspection Reports	1983 – 2001	2625 pieces
ED65	Higher Still files	1989 – 2001	100 pieces

#### Scottish Office Home and Health Department

(later part of the Scottish Office Education and Industry Department)

HH41 <sup>26</sup>	Legal and general files	1965 – 1999	253 pieces
HH43	Licensing files	1975 – 1988	3 pieces
HH54	Fire services general files	1960 – 1997	32 pieces
HH55	Police services general files	1967 – 1996	65 pieces
HH57 <sup>27</sup>	Prisons and borstal services general files	1968 – 1996	13 pieces
HH58	Infectious diseases and public health files	1970 – 1980	2 pieces
HH59	Mental health files	1970 – 1998	26 pieces
HH60 <sup>28</sup>	Criminal justice and procedure files	1970 – 1996	97 pieces
HH61	Local authority health services (health and welfare) files	1963 – 1996	20 pieces
HH64 <sup>29</sup>	Local authority health services (food and drugs) files	1974 – 1989	5 pieces
HH74 <sup>30</sup>	State hospital patients files	1924 – 1995	8 pieces
HH78	Scottish Medical Practices Committee	1947 – 1995	28 pieces
HH91	Royal files	1954 – 1997	16 pieces
HH92	Health Policy and Public Health Directorate files	1988 – 2000	9 pieces
HH93	Nursing and midwifery education and training files	1995 – 1996	2 pieces
HH94	National Health Service: Management Executive	1989 – 1999	14 pieces
HH97 <sup>31</sup>	Chief Scientist Organisation files	1969 – 1997	19 pieces
HH98 <sup>32</sup>	Scottish Health Service Planning Unit files	1974 – 1996	33 pieces
HH99 <sup>33</sup>	Scottish Health Unit Planning files	1974 – 1990	9 pieces
HH101 <sup>34</sup>	National Health Service, administrative files	1967 – 1996	105 pieces
HH102	National Health Service, services files	1970 – 1998	136 pieces
HH103 <sup>35</sup>	National Health Service, staff files	1975 – 1991	9 pieces
HH104	National Health Service, specific diseases files	1980 – 1984	1 piece

#### Scottish Courts Administration

SCA4	Central Courts: organisation and personnel	1983 – 1994	3 pieces
SCA5	Sheriff Courts: organisation and personnel	1971 – 1996	5 pieces
SCA7	Civil and Criminal legal policy files	1970 – 1997	40 pieces
SCA8	Relations with outside bodies	1972 – 1994	28 pieces
SCA12	Computer Services files	1995 – 1996	1 piece

<sup>25</sup> No closure period.

<sup>26</sup> Early release: HH41/2790-2792.

<sup>27</sup> Special closures: HH57/2077, 2079-2080, 2086.

<sup>28</sup> Early release: HH60/1160-1165, 1168-1187, 1193-1201.

<sup>29</sup> Early release: HH64/417-421.

<sup>30</sup> Special closures: HH74/273-276.

<sup>31</sup> Early release: HH97/79.

<sup>32</sup> Early release: HH98/466, 511.

<sup>33</sup> Early release: HH99/138-140.

<sup>34</sup> Early release: HH101/4407-4412, 4417-4419, 4432.

<sup>35</sup> Early release: HH103/1006-1007, 1013-1017.



### Scottish Executive Corporate Services

SE/CS	Miscellaneous: Central Correspondence Unit	2000	1 piece
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### Scottish Executive Education Department

SE/ED/7	Early Education and Childcare Division	1998 – 1999	4 pieces
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### Scottish Office Industry Department

(later part of the Scottish Office Education and Industry Department)

SEP1	North Sea oil policy files	1973 – 1990	91 pieces
SEP2	Exports files	1982 – 1991	1 piece
SEP4	Regional industrial promotion and development files	1967 – 1997	149 pieces
SEP5	Transport service files	1968 – 1985	10 pieces
SEP6	Scottish Tourist Board files	1986 – 1995	11 pieces
SEP7 <sup>36</sup>	Training files	1974 – 1996	5 pieces
SEP8	Enterprise and Employment files	1989 – 1997	39 pieces
SEP10 <sup>37</sup>	Economics and statistics files	1970 – 1997	37 pieces
SEP12	Highland development files	1973 – 1997	37 pieces
SEP14	Energy files	1966 – 1996	33 pieces
SEP15	New towns files	1963 – 1997	14 pieces
SEP16	Scottish Economic Planning Council files	1973 – 1985	11 pieces
SEP17	Scottish Economic Planning Board files	1968 – 1975	35 pieces
SEP20	European Community files	1987 – 1997	23 pieces

### Scottish Office Central Services

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

SOE1 <sup>38</sup>	Manpower and organisation files	1975 – 1995	13 pieces
SOE2	Personnel management files	1975 – 1982	4 pieces
SOE6 <sup>39</sup>	Finance files	1974 – 1999	216 pieces
SOE9 <sup>40</sup>	Devolution Division files	1975 – 1979	271 pieces
SOE10 <sup>41</sup>	Solicitor's Office files	1989 – 1993	4 pieces
SOE11	Secretary of Commissions for Scotland files	1952 – 1985	4 pieces
SOE14	Secretary of State for Scotland, office files, Dover House series	1984 – 1995	23 pieces
SOE16	Scottish Office Management Group files	1965 – 1986	1 piece
SOE19	Scottish Office Efficiency Unit Reports	1986 – 1991	81 pieces
SOE20	Scottish Office Consultation Papers and Responses	1986 – 1993	556 pieces
SOE22	Constitution Group files	1997	1 piece
SOE23	Central Statistics Unit	1989 – 1995	5 pieces
SOE24	Directorate of Telecommunications files	1984 – 1992	2 pieces

<sup>36</sup>Early release: SEP7/8/5. (Open from 2001).

<sup>37</sup>Early release: SEP10/571-574. (Open from 2001).

<sup>38</sup>Early release: SOE1/364-370.

<sup>39</sup>Early release: soe6/1/1350-1353, 1388-9, 1457-1466, 1468-1478, 1491-1549.

<sup>40</sup>Early release: SOE9/641-642. (Open from 2004).

<sup>41</sup>Special closure: SOE10/128.

**Scottish Record Office**  
(now the National Archives of Scotland)

SRO3	Reports on the records	1999 – 2001	2 pieces
SRO10	Records on preparation of publications	1990 – 2001	9 pieces
SRO15	Miscellaneous records	2001	1 piece
SRO17	Registers of historical searches	1999	1 piece
SRO21	Photographs	1997 – 1999	130 pieces
SRO27	Registers of searches, West Search Room	1996 – 1998	1 piece

**NON-DEPARTMENTAL PUBLIC BODIES**

*Transmissions as per Scottish Departments.*

**Civil Aviation Authority**

CAA2	General files	1966 – 1997	50 pieces
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**Highlands and Islands Enterprise**

HIE9	Publications	2001 – 2002	6 pieces
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**Scottish Agricultural Wages Board**

AWB1	Minutes of meetings	1938 – 1990	4 pieces
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**Scottish Council for Research in Education**

CRE1	Minutes of meetings	1999	1 piece
CRE2	Annual reports	1999 – 2000	1 piece
CRE3	Publications (SCRE)	1999 – 2001	3 pieces

**BRITISH RAILWAYS BOARD (SCOTLAND)**

*British Rail (Scotland)*

BR/CAL/3	Caledonian Railway	1857 – 1922	14 pieces
BR/EGR/23	Edinburgh and Glasgow Railway	1837	1 piece
BR/NBR/3	North British Railway – Deeds, Agreements, Contracts, etc.	1860 – 1929	22 pieces
BR/RSR/1	British Railways (Scottish Region) minutes and reports	1953 – 1991	58 pieces

**VALUATION AUTHORITIES**

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



### Council Tax Valuation Lists

CTA11	Ayrshire Valuation Joint Board	2001 – 2002	22 fiche
CTA12	Borders Valuation Board	2001 – 2002	4 pieces
CTA13	Central Scotland Valuation Joint Board	2001 – 2002	9 pieces
CTA15	Dumfries and Galloway Valuation Board	2001 – 2002	15 fiche
CTA16	Fife Valuation Board	2001	72 fiche
CTA18	Grampian Valuation Joint Board	2001 – 2002	11 pieces
CTA20	Lanarkshire Valuation Joint Board	2001 – 2002	20 pieces
CTA21	Lothian Valuation Joint Board	2001 – 2002	87 fiche
CTA23	Renfrewshire Valuation Joint Board	2001 – 2002	8 fiche

### Valuation Rolls

VR135	Ayrshire Valuation Joint Board	2001 – 2002	8 pieces
VR136	Borders Valuation Board	2001 – 2002	4 pieces
VR139	Dumfries and Galloway Valuation Board	2001 – 2002	5 pieces
VR140	Fife Valuation Board	2001 – 2002	19 pieces
VR142	Grampian Valuation Joint board	2001 – 2002	11 pieces
VR143	Highland and Western Isles Valuation Joint Board	2001 – 2002	13 fiche
VR144	Lanarkshire Valuation Joint Board	2001 – 2002	12 pieces
VR145	Lothian Valuation Joint Board	2001 – 2002	68 pieces
VR146	Orkney and Shetland Valuation Joint board	2001 – 2002	2 pieces
VR147	Renfrewshire Valuation Joint Board	2001 – 2002	9 pieces

### CHURCH RECORDS

CH1	Church of Scotland General Assembly: committee minutes, various, 1964-1971; Priority areas fund committee, minutes, 2000	1964 – 2000	8 pieces
CH2	Church of Scotand synod, presbytery and kirk session records, including: Aberdeen, Holburn Central kirk session, minutes 1867- 1977, baptism registers 1863-1928, marriage register 1876-1913, subscribers', managers', trustees' and congregational board minutes 1836-1982, miscellaneous records 1831-1984; Aberlemno kirk session, baptism register 1855- 1945, proclamation roll 1892-1967, communion roll 1948-1957; Biggar Presbytery records 1740-1938; Bothwell kirk session, minutes 1947-1976, baptism register 1923-1976, miscellaneous documents 1882-1984; Colinton kirk session, minutes 1993-1996, communion roll 1997, 1999; Colliston kirk session, minutes 1875-1965, baptism register 1871-1921; Dean kirk session, communion rolls 1865-1947;	1699 – 2000	394 pieces

Craigrownie kirk session records, 1854-1864; Dunblane Cathedral, baptism register, 1881-1934, marriage register, 1855-1861, proclamation register, 1890-1928, communion roll, 1876-1951; Edinburgh, Lockhart Memorial kirk session, communion rolls 1949-1987; Fortingall and Glenlyon kirk session, minutes 1873-1980, communion roll 1888-1946, miscellaneous records 1838-1902; Girthon kirk session, minutes 1694-1948; Guthrie kirk session, minutes 1912-1952, baptism roll, 1856-1907, proclamations, 1857-1978, communion roll 1881-1959, cash books, 1919-1979; Keir kirk session, communion roll 1896-1922; Laggan kirk session, minutes 1827-1931, receipts 1961; Lanark Presbytery records 1690-1979; Lanark, St Nicholas, kirk session minutes 1699-1985, congregational board minutes 1930-1991, communion rolls 1862-1964, baptism registers 1872-1919, miscellaneous records 1906-1937; Linlithgow, St. Michael's kirk session, minutes 1992-1995, 1996-2000; Linwood kirk session records, 1956-1970; Longridge and Breich kirk session, minutes 1927-1999, baptism register 1936-1996, managers' and congregational board minutes 1887-2000, communion rolls, 1939-1999; Markinch kirk session records 1887-1969; Penpont kirk session, communion roll 1918-29, 1942-1959, seat letting book 1855-1856; Perth, St Andrews kirk session, communion rolls 1885-1979, cash books 1885-1964, misc. records and publications, 1886-1946; Portnahaven kirk session, minutes 1885-1983; Rescobie kirk session, minutes 1912-1952, communion roll, 1880-1961, proclamation and marriage register 1880-1968; Rosyth kirk session 1928-1989, congregational board records 1932-1984, Woman's Guild records 1949-1992, proclamation register 1932-1978; communion rolls 1932-1966, financial records 1939-1944; South Knapdale kirk session, stipend account book, 1793-1804; Torphichen kirk session, baptisms, mortcloth and marriage register 1673-1714, accounts and miscellaneous records, 1837-1910; Torthorwald kirk session, minutes, 1909-1955; Tynron kirk session,



communion roll 1876-1891; Wamphray kirk session records 1717-1986; Boquhanran Church, Clydebank, notes on history of church during World War II.

CH3 <sup>42</sup>	Former Secession and Free Church records, including: Ayton, UP, Jubilee scroll 1868, Bothwell Free Church minutes 1928-1976, baptism roll 1970-1976, miscellaneous records 1878 -1976, communion roll, 1967-1976; Bothwell Woodean Church (UF) miscellaneous receipts, 1914; Colliston Free Church, minutes, 1896-1929; Dunblane United Presbyterian Church; managers' minutes 1911-1930; Dunfermline Abbey, St Columba's, baptism roll 1928-1958, Deacon's Court minutes 1931-2001; Dunfermline, Free Church, St John's and St Paul's, minutes 1888-2001, baptism roll 1873-2000, communion roll 1848-1966, miscellaneous items, 1841-2001; Juniper Green, St Andrews Free Church, session minutes 1974-1990; Laggan South Free Church, minutes, 1892-1931; Leith Kirkgate (burgher) Church Catechism 1788-1824; Leith Wardie Church, Women's Guild minutes, 1941-1989; Perth, Original Secession Congregation, communion roll 1900-1948; Pitlochry East kirk session, minutes 1863-1981, baptism register 1907-1991; South Leith Women's Guild, minutes, 1977-1998, committee lists and syllabi, 1928-1998; St Ninian's Church, Corstorphine, Deacons' Court minute books, 1940-1991; Torphichen Free Church, accounts and correspondence, 1886-1921; Galashiels, St. Cuthbert's, managers' minutes 1954-1974; Denny Westpark, Church of Scotland 1793-1900.	1793 – 2001	156 pieces
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<sup>42</sup> CH3/1538/1-9 now referenced CH2/1262/2-10.

## OTHER TRANSMISSIONS

### Gifts and Deposits

GD1/1281	Print of church in Brechin (G)	18th cent.	1 piece
GD1/1282 <sup>43</sup>	Reminiscences of Rev D D Mitchell, 1916 – 1990 (G) Reminiscences of Rev D D Mitchell of war service with Church of Scotland huts and canteens, 1941-1942, 1944-1945, (1980).	1980	1 piece
GD1/1283	Glasgow and South Western Railway Association (G) Glasgow and South Western Railway, drivers' time sheets.	1872	9 pieces
GD1/1284	<i>Aberdeen Journal</i> , 1798 <i>Aberdeen Journal</i> , 16 and 23 January 1798 (G).	1798	2 pieces
GD1/1285 <sup>44</sup>	Crichton – Miller family papers (G) Family histories and family trees, 1944 – 2001.	1944 – 2001	21 pieces
GD1/1288	Caw family papers (G) Legal documents, accounts, correspondence, etc. relating to the property and finance transactions of the Caw family in Crieff.	1692 – 1902	95 pieces
GD1/1291	Holocaust Memorial Day "Legacy Box" (G) Publicity material, programme, script and DVD of first Scottish Holocaust Memorial Day, 27 January 2001.	2001	7 pieces
GD1/1292	Craignish and Lagganlochan, Argyll, papers (G) Photographs, Campbell of Craignish genealogies and family papers.	1888-1927	21 pieces
GD1/1293	Photographs of Sir James Fergusson of Kilkerran and Lt. Gen. Sir William Macarthur.	c.1960	2 pieces
GD1/1294	Scottish postcards and photographs (G) Photographs of Burns Cottage, Ayr, Highland scenery, and comic postcards.	c.1885-1920	11 pieces
GD1/1295	Document anent George, second Earl of Seaforth (G) Letters of poinding and appraising against Seaforth.	1649	1 piece
GD1/1297	Culross Writs, 1658 – 1720 (G) Writs relating to land on eastside of yard called the Sea Yard, in Culross 1658 – 1720.	1658 – 1720	2 pieces
GD1/1298	Handbill advertising lecture on mesmerism by Mr Oliver at Renfrew town hall (G).	c1850	1 piece
GD1/1300	James Methven (d. 1873), fish curer, Leith (G) Trust accounts.	1873-1892	2 pieces

<sup>43</sup> Copyright also gifted to NAS.

<sup>44</sup> Copyright also gifted to NAS.



GD1/1301	Cramond Heritage Trust (G) Papers relating to Edinburgh Airport Extension enquiry.	1975-1978	20 pieces
GD143	Wardlaw-Ramsay of Whitehill and Tillicoultry, addit. (G)	17-19th cent.	
GD254	Lindsay of Dowhill, addit. (D)	19th cent. - 2001	
GD487	Wright of Foodie and other papers (G) Plans, correspondence, testaments and deeds relating to Foodie Estate and the Wright family.	1700 – 1843	28 pieces
GD488	Broun Papers (Rattray of Craighall) (G) Miscellaneous legal documents and family papers, 1557-1800.	1557 – 1800	31 pieces
GD489	Scottish Constitutional Convention (G) Records	1989-1996	
GD491	Fuller collection of railway photographs (G)	1960 – 1975	

#### MAPS AND PLANS

RHP98405-98415	Plans of Musselburgh and Inveresk	1763 – 1904	11 pieces
RHP98416	Architectural plan, elevation and section of houses to be built at Grenitote	1899	1 piece
RHP98417-98424	Architectural plans of houses and plans of land holdings for land settlement schemes	1899 – 1948	8 pieces
RHP98425	Architectural plan and elevation of crofter house	1904	1 piece
RHP98426	Architectural plans of house in Colinton	1936	1 piece
RHP98427-98430	Architectural plans of Kilbirnie church, manse, hall and glebe	1903 – 1935	4 pieces
RHP98431	Colour copy of tracing plan of Gullane Links defining position and extent of golfing grounds	1883	1 piece
RHP98432-98436	Colour copies of plans of Queenstonbank Farm, East Lothian	1808 – 1884	5 pieces
RHP98446	Plan of roads in Bo'ness and Carriden parish	1801	1 piece
RHP98447	Sketch plan of Eilean Chalmin Chille	1778	1 piece
RHP98448-98460	Architectural drawings for St Paul's Church, Lorne Street, Leith	1901 – 1910	13 pieces
RHP98461-98463	Architectural drawings for Canongate Church	1962 – 1991	3 pieces
RHP98464/1-98464/2	Architectural plan of temporary accommodation at St Andrew's Church, Clydebank	1981	1 piece
RHP98465	Architectural ground plan of St Mary's Church, Blairgowrie	1855	1 piece

## **PHOTOCOPIES AND TRANSCRIPTS**

RH1	Miscellaneous transcripts, etc., individual documents Photographs of marriage settlement between James II and Marie de Gueldres, 1449-50. Copy autograph Letter of John Knox to Sir William Cecil, 1569.	1449 – 1569	2 pieces
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## **LOCAL COURT RECORDS**

RH11	Local Court Records, including Lyon, Conservator, regality barony etc (other than sheriff courts) Regality of Kirriemuir, oaths of allegiance 1702-1711.	1702 – 1711	2 pieces
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## **OBJECTS**

RH19	Objects found in processes and elsewhere Assortment of badges and buttons from staff uniforms. Adjustable oak bookrest, formerly used in the Historical Search Room, General Register House.	c.1830-1950	18 pieces
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## **DONORS AND DEPOSITORS**

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

Mrs M H Brannan, Scottish Executive Justice Department (GD1/1291)  
Mr Andrew Broom (GD1/1293)  
Mr J Caw (GD1/1288)  
Cramond Heritage Trust GD1/1301)  
Mrs M A Forshaw (GD1/1300)  
Rev Colin Forster-Paton (GD1/1285)  
Mr Liam Fuller (GD491)  
Sir Ronald Lindsay, Bt. (GD254)  
Montana Historical Society (GD1/1294)  
Mr David J Mitchell (GD1/1282)  
Stuart Rankin, Glasgow and South Western Railway Association (GD1/1283)  
Mr Lachlan Rattray (GD488)  
J & RA Robertson WS (GD1/1292)  
Mrs J Ross (GD487)  
Secretary, Scottish Constitutional Convention (GD489)  
Mr Michael Spiller (GD1/1295)  
Strathern & Blair (RH19/158-159; ex GD314)  
Mrs E Hanbury Tenison (GD143)  
Turcan Connell Solicitors (GD1/1297)



## APPENDIX 2: SURVEYS ADDED TO THE REGISTER

### LIST OF SURVEYS

The following list, which is arranged in accession order, gives brief details of all surveys added to the Register from April 2001 to March 2002. 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

**3956. Mrs Isabel Lusk, Dunblane.** Lusk family, Dunblane. Correspondence: James Lusk, (1903-4); Mrs David Colville Lusk, (1916-17); Mrs Lusk, Dunavon, (1918); family letters, (1864-1921); Robert Lusk, (1871-73); David C Lusk, (1905); J N O Lusk, (1903); Robertson family, (1941-55); John Colville Lusk, (1913-42); Rev. David Colville Lusk, (1917-27); Rev. J C Lusk, RAF Chaplain, (1942-46); Andrew Ronald Lusk, (1942-48). Genealogy: Barr and Houston pedigree, (1806-48); family arms, (1903-7); genealogical enquiries, (1903-26); Kerrs of Kersland, (1903-5); Jane McJannet, (1897); Lusk and Colville, (1897-1950); Robertson family, (1941-55); Strathaven cemetery plot, (1958); MacLennan family, (1990-91); Greenlees and Lindsay pedigrees, (nd); Sir Andrew Lusk Bt, (1911). Certificates: Rev John Barr, (1813); Andrew Reid, (1835); David Colville Lusk, (1899-1900); John Colville Lusk, (1941). Church: United Presbyterian address of Sabbath School teachers, (1867); United Free Congregation, Inellan, (1911-14); Presbyterian Chapel in Oxford, (1907-14); Uphall North Parish church call, (1947); Foulden and Mordington Congregation call, (1968). Madras Christian College: D C Lusk, Professor of History, (1907-8); college magazine, (1910). Colville's Steel: Colville's Magazine, (1916-20), Colville's Steel brochure, (1954-56). Photographs, (1800-1994). 8 pages.

**4007. Vale of Leven Baptist Church, Alexandria, Dunbartonshire.** Church minutes, 1905-present; deacons' minutes, 1910-present. Replaces Survey 2735. (*Vale of Leven Baptist Church.*) 1 page.

**4008. Edinburgh City Archives.** Association of County Councils in Scotland. Minutes, 1910-75; manuals, 1890-1966. (*Archivist, Edinburgh City.*) 8 pages.

**4009. Shetland Archives.** Basil Ramsay Anderson (1861-1888), poet, Shetland. Manuscript and typescript writings and poems, 1881-88; letters, 1886-88. Replaces Survey 1718. (*Archivist, Shetland Islands.*) 5 pages.

**4010. Shetland Archives.** T A Robertson (1909-1974) ('Vagaland'), poet, Shetland. Scrapbooks, undated; manuscripts, 1950-60s; notebooks, 1974; letters to T A Robertson and Mrs Martha Robertson, 1952-83. (*Archivist, Shetland Islands.*) 17 pages.

**4011. Shetland Archives.** Shetland Folk Society. Letters by Iain Mackinnon, Perth, to Thomas Robertson, Lerwick, on attempt to construct a Shetland-Norn language, 1969-72; collection of Shetland riddles, 1954; letters and notes concerning Shetland rhymes, 1950s-70s; manuscript dramatic sketches in Shetland dialect, n.d.; poems in Shetland dialect, 19th-20th centuries; Shetland folk tales, n.d.; collection of Shetland 'medes' (sea markers), 1962-63; collection of obituaries of Shetlanders, 1932-72; correspondence and notes of E S Reid Tait, Lerwick, 1937-60; minutes of Ultima Thule Curling Club, 1875-1916; Shetland Music Festival programmes, 1959-67. Replaces Survey 3113. (*Archivist, Shetland Islands.*) 29 pages.

**4012. Shetland Archives.** Vaila Estate, Walls, Shetland. Deeds and titles, 1568-1815; deeds and agreements concerning the Cheyne and Sinclair families, 1548-1718; papers concerning teinds and schoolhouse of Walls, 1753-1815. *Replaces Survey 1936. (Archivist, Shetland Islands.)* 23 pages.

**4013. Glasgow University Archive Services.** Trustee Savings Bank, Scotland. Minutes, general ledgers, branch office depositors' records and other financial and administrative papers of the formerly independent savings banks and respective branch offices and associated penny banks of the four regional savings banks, 1815-1983. *Replaces Survey 2636. (Archivist, Glasgow University.)* 703 pages.

**4014. Glasgow University Archive Services.** Shaw and McInnes Ltd, iron founders, Glasgow. Sales books, 1938-59; purchase invoice books, 1938-66; sales ledgers, 1935-64; purchase ledgers, 1938-64; cash books, 1941-61, correspondence, 1947-67; minutes, 1997-99. *(Surveying Officer, Business Archives Council of Scotland.)* 3 pages.

**4015. Aberdeen University Library.** George Skene Keith (1752-1823), minister successively of Keith Hall, Aberdeenshire, and Tulliallan, Perthshire. Twelve letters to his patron Admiral Lord George Keith-Elphinstone (1747-1823), written mainly from Keith Hall, 1817-22. *(Archivist, Aberdeen University.)* 2 pages.

**4016. Aberdeen University Library.** Russell family, of Aden, Aberdeenshire, 1788-1909. Estate, legal and personal papers of: Alexander Russel of Montcoffer (d 1798), 1st Laird of Aden, 1788; Alexander Russel (d 1829), 2nd Laird of Aden, 1799-1840; James Russell (1797-1875), 4th Laird of Aden, 1832-79; James George Ferguson Russell (1836-1887), 5th Laird of Aden, 1856-91, including letters and commissions for diplomatic and military service, 1856-78; Francis Shirley Russell (1840-1912), 6th Laird of Aden, 1836-1909. *(Archivist, Aberdeen University.)* 31 pages.

**4017. Aberdeen University Library.** Aberdeen and District Milk Marketing Board. Aberdeen and District Milk Agency: minutes, 1932-59; Aberdeen and District Milk Marketing Board: minutes, 1934-92; financial papers, 1952-55. *(Archivist, Aberdeen University.)* 2 pages.

**4018. Dundee City Archives.** Morgan Tower Pharmacy, Dundee. Prescription books, 1905-91; registers of cocaine, heroin and morphine, 1921-48; formula books, 1905-23; reference works, 1890-1976. *Partly replaces Survey 1642. (Archivist, Dundee City.)* 4 pages.

**4019. Hawick Area Library.** Borders Regional Co-operative Society Limited. Hawick co-operative society limited: minutes, 1839-1970; membership lists, 1948-61. Jedburgh co-operative store company limited: minutes, 1956-68; report and balance sheet, 1942-66; rules 1961. Riccarton Junction co-operative industrial society: minutes, 1897-1942. *(Librarian, Hawick Area Library.)* 8 pages.

**4020. Argyll and Bute Council Archives.** Keil School, Dumbarton [originally Southend, Kintyre]. Keil School Magazine, 1929-2000; photographs of staff and students, c 1915-2000, including: portraits of headmasters, 1915-2000; the Rugby XV, 1928-99; Islay Kerr House, 1964-99. *(Archivist, Argyll and Bute.)* 8 pages.



**4021. Scottish Borders Archive & Local History Centre.** Miscellaneous local collections.

Includes: Berwickshire papers (possibly part of fragmented collection of James Watson, antiquarian, Duns): estate particulars of Whiterig and Burnsland, parish of Eccles, 1824, Maines, parish of Chirnside, Netherbyres, parish of Ayton and Whitechester and Kidcleugh, parishes of Longformacus and Duns, 1831, Fishwick Maines, parish of Hutton and Fishwick, 1831, estate valuation of Edrington, parish of Mordington, 1824, printed digests on various subjects, 1765-1840; Berwickshire, Peeblesshire, Roxburghshire and Selkirkshire gravestones: photographs, notes and descriptions; Berwickshire place names: list of place names and sheet of etymological notes included in a letter from Alexander Allan Carr, surgeon, Ayton, to John Blackadder, Blanerne, 1833; Walter Scott: Commonplace book containing poem in Walter Scott's hand, 1829; Drysdale Cairn on Damhead Hill, Innerleithen, Peeblesshire: photograph, 1937; Nether Howden, Channelkirk, Berwickshire: deeds, 1677 and 1699; Auchencrow School, Auchencrow, Borders: log books, 1864-1967; Galashiels, Selkirkshire, local history: typescript essays on local history, black and white photographs of Galashiels, family tree of the Cochrane family, Galashiels, showing intermarriage with other prominent Galashiels families; dispositions of seat in weavers' loft on the west end of the Kirk of Hawick, 1760 and 1773; James Muir 1894-1960, banker, Peeblesshire: volume of newspaper cuttings, including letters reminiscing about his school days, 1945-60, commemorative volume celebrating his award of the freedom of the Burgh of Peebles, 1952; Peebles Mixed Youth Club: minute book of Adult Management Committee, 1963-67; newspaper cuttings and photographic prints regarding Sir Walter Scott, c 1914-c 1932; Catherine Helen Spence, 1825-1910, Melrose, and Adelaide, Australia, writer and politician: photographs of the presentation of the plaque to celebrate her life, 1999; Emily Menzies, 1851-1908, Newcastle upon Tyne: recipe book, c 1905, household account book, n.d.; Melrose Yearly Friendly Society, Roxburghshire: minutes, 1944-76; Scottish Borders Council Tax Valuation Lists: four volumes, 1996; Railway plans, Hawick, Roxburghshire showing: a section of the route from Hawick station to just beyond Hummelknow and Little Whitlaw, c 1859, connection from Hawick by branch to Hawick Gas Works, 1886; George Scott (b 1832), Satchels, Roxburghshire, journal, 1854-1887; Waugh family of Ancrum Cross, Roxburghshire, Gordon and Longformacus, Berwickshire, Earle and Wooler, Northumberland and New South Wales, Australia, genealogical notes and family tree; Scotts v. Home Drummond & Herriot, report of the trial in the case regarding the status of roads near St. Abbs, Berwickshire, 1866; Roberts family, Selkirk, family tree; High Cross U.F. Church, Melrose: print of Rev. T. Williamson (d 1855), first minister, photographs of subsequent ministers, 1825-1984; Traquair Primary School, Traquair, Borders: log books, 1902-2000, admission registers, 1874-1999, weekly abstracts of attendances, 1984-87, daily registers, 1982-99, photographs of school pupils, special events etc, c 1990-c 1998; Calendars of Confirmations and Inventories, 1876-1936; G. Bethune, Jedburgh, letter to Eleanor Drinkwater, wife of Colonel Drinkwater, including details of her life in Jedburgh, 1835; International Exhibition: Certificate of Honourable Mention awarded to Messrs Brydone and Brown of England, Paris, 1878, Diploma of Highest Merit awarded to Thomas Craig-Brown of Selkirk, Turin, 1911; "Memoirs of the Ancient and Illustrious Family of Lauderdale", John Robertson, Hatton, 1758: manuscript volume with introduction dedicated to the Right Honourable the Countess of Lauderdale narrating the chronology of the succession of the Earls of Lauderdale; Selkirk postcard, 1943, Dryburgh Abbey postcard, c 1970; Fortune family, Glasgow and Kelloe, Edrom, Berwickshire, family trees of Robert McGregor Fortune, photographer, (b 1902) and of Robert Fortune, oriental traveller, botanist and author, (b 1812), letter regarding sources used to compile the genealogies, 2001. (*Archivist, Scottish Borders.*) 96 pages.

**4022. Scottish Borders Archive & Local History Centre.** Walter Ballantyne & Sons, grocers, St. Boswells, Roxburghshire. Typescript history covering 1836-1978; photocopy of a print showing the front of the shop, c 1897; photographs and slides of members of the Ballantyne family, staff of the shop (1943) and exterior and interior of the shop; various photographs of St. Boswells, c 1900-c 1945. (Archivist, *Scottish Borders*.) 3 pages.

**4023. Scottish Borders Archive & Local History Centre.** British Red Cross Society, Selkirkshire Branch. Newspaper cuttings and photographs of activities of the Selkirkshire Branch of the Red Cross, 1945-c 1977, including photograph of cadets at Ettrick Lodge, Selkirk, with names, 1945; cassette recording of Mrs Roberts' memories of working with the Red Cross, 1997. (Archivist, *Scottish Borders*.) 1 page.

**4024. Scottish Borders Archive & Local History Centre.** George O. Wood, Hawick, formerly 4th and 2nd Battalion, King's Own Scottish Borderers, 1935-89. Photograph album and scrap book illustrative of his career in the KOSB including: pictures of girls in traditional costume and of army life in India, c 1930s; views of India, 1937; views of Palestine, 1936; scenes from the relief of Datta Khel, including hanged men, Kashmir; battalion reunion memorabilia; papers regarding the liberation of Walcheren, province of Zeeland, Netherlands (1944-5), c 1982-c 1994. (Archivist, *Scottish Borders*.) 2 pages.

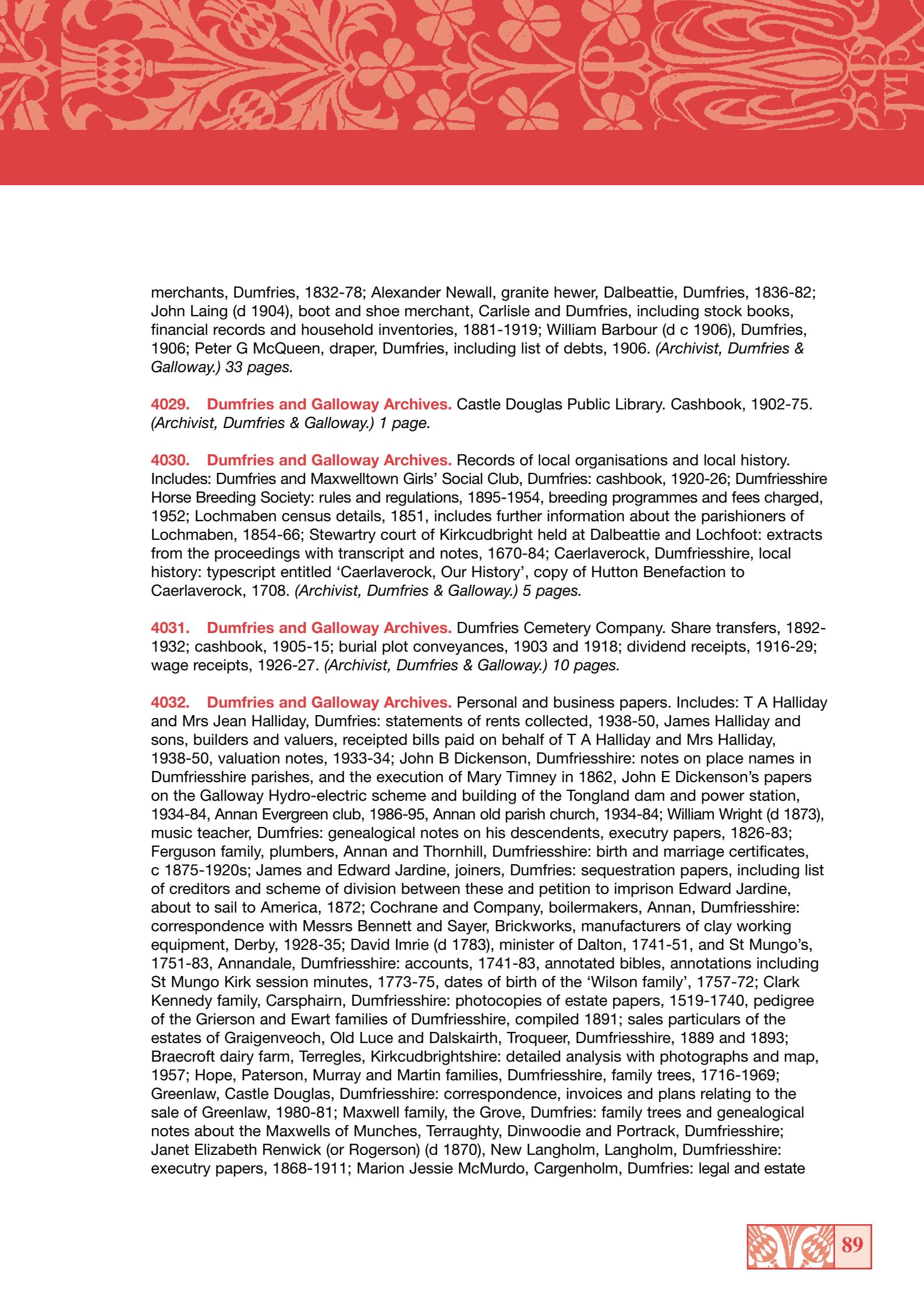
**4025. Scottish Borders Archive & Local History Centre.** Exacta Circuits (Viasystems), PCB manufacturers, Selkirk. Photographs and papers including prints, slides and negatives of the factory building, official visits, staff, publicity shots of PCBs and their manufacture, c 1962-c 1998; general register of young persons under 18, 1971-72. (Archivist, *Scottish Borders*.) 1 page.

**4026. Scottish Borders Archive & Local History Centre.** Earlston Women's War Work Party, the Civil Defence corps and WVS, 1939-63. Address books containing information on Earlston servicemen, including names, numbers, addresses, reported whereabouts etc, 1939-40; list of servicemen and women and Land Army, 1943; correspondence, 1939-59. Earlston Women's War Work Party: minutes, 1939-46; reports, 1941-45. WVS: minute book, 1956-59. Civil Defence Corps: certificates of enrolment, 1953-57; training register, 1958-59. (Archivist, *Scottish Borders*.) 6 pages.

**4027. Scottish Borders Archive & Local History Centre.** Edinburgh Peeblean Society. Minute books, 1782-1934. (Archivist, *Scottish Borders*.) 2 pages.

**4028. Dumfries and Galloway Archives.** Trust, execruty, business, sequestration and court papers of clients of Primrose and Gordon, solicitors, Dumfries. Including: Alexander Kerr Herries, auctioneer, Maxwelltown, 1894-95; John Tait, farmer, Shearington, 1849; John Moffat, tanner and currier, Annan, 1858-59; Robert Primrose, currier, Dumfries, 1847-60; Mr and Mrs Alexander Malcolm, Troqueer, 1900-05; Captain William Howat RN (d 1871), Dumfries, 1871-73; David Hill, mineral agent, Castle Douglas, 1876-81; William Maxwell (d 1891), coal agent, Dumfries, 1891-1909; Grierson family, Manchester and Dumfries, 1893-1946; Thomas Murray (d 1921), joiner, Kelton, 1921; David Rae (d 1927), British Linen Bank agent, Castle Douglas, 1926-29; Henderson and company, engineers and millwrights, Maxwelltown, 1935-36; Archibald Templeton (d 1935), farmer, Tinwald, Lochmaben, 1935-36; Robert Johnstone (d 1938), butcher, Annan, 1938; James Goldie (d 1860), farmer, Knockaughly, Glencairn, including bequests to his illegitimate children, 1857, leases, 1849; Thomas Kelly (d 1865) and John Kelly (d 1862), grain





merchants, Dumfries, 1832-78; Alexander Newall, granite hewer, Dalbeattie, Dumfries, 1836-82; John Laing (d 1904), boot and shoe merchant, Carlisle and Dumfries, including stock books, financial records and household inventories, 1881-1919; William Barbour (d c 1906), Dumfries, 1906; Peter G McQueen, draper, Dumfries, including list of debts, 1906. (*Archivist, Dumfries & Galloway.*) 33 pages.

**4029. Dumfries and Galloway Archives.** Castle Douglas Public Library. Cashbook, 1902-75. (*Archivist, Dumfries & Galloway.*) 1 page.

**4030. Dumfries and Galloway Archives.** Records of local organisations and local history. Includes: Dumfries and Maxwelltown Girls' Social Club, Dumfries: cashbook, 1920-26; Dumfriesshire Horse Breeding Society: rules and regulations, 1895-1954, breeding programmes and fees charged, 1952; Lochmaben census details, 1851, includes further information about the parishioners of Lochmaben, 1854-66; Stewartry court of Kirkcudbright held at Dalbeattie and Lochfoot: extracts from the proceedings with transcript and notes, 1670-84; Caerlaverock, Dumfriesshire, local history: typescript entitled 'Caerlaverock, Our History', copy of Hutton Benefaction to Caerlaverock, 1708. (*Archivist, Dumfries & Galloway.*) 5 pages.

**4031. Dumfries and Galloway Archives.** Dumfries Cemetery Company. Share transfers, 1892-1932; cashbook, 1905-15; burial plot conveyances, 1903 and 1918; dividend receipts, 1916-29; wage receipts, 1926-27. (*Archivist, Dumfries & Galloway.*) 10 pages.

**4032. Dumfries and Galloway Archives.** Personal and business papers. Includes: T A Halliday and Mrs Jean Halliday, Dumfries: statements of rents collected, 1938-50, James Halliday and sons, builders and valuers, receipted bills paid on behalf of T A Halliday and Mrs Halliday, 1938-50, valuation notes, 1933-34; John B Dickenson, Dumfriesshire: notes on place names in Dumfriesshire parishes, and the execution of Mary Timney in 1862, John E Dickenson's papers on the Galloway Hydro-electric scheme and building of the Tongland dam and power station, 1934-84, Annan Evergreen club, 1986-95, Annan old parish church, 1934-84; William Wright (d 1873), music teacher, Dumfries: genealogical notes on his descendants, execrury papers, 1826-83; Ferguson family, plumbers, Annan and Thornhill, Dumfriesshire: birth and marriage certificates, c 1875-1920s; James and Edward Jardine, joiners, Dumfries: sequestration papers, including list of creditors and scheme of division between these and petition to imprison Edward Jardine, about to sail to America, 1872; Cochrane and Company, boilermakers, Annan, Dumfriesshire: correspondence with Messrs Bennett and Sayer, Brickworks, manufacturers of clay working equipment, Derby, 1928-35; David Imrie (d 1783), minister of Dalton, 1741-51, and St Mungo's, 1751-83, Annandale, Dumfriesshire: accounts, 1741-83, annotated bibles, annotations including St Mungo Kirk session minutes, 1773-75, dates of birth of the 'Wilson family', 1757-72; Clark Kennedy family, Carsphairn, Dumfriesshire: photocopies of estate papers, 1519-1740, pedigree of the Grierson and Ewart families of Dumfriesshire, compiled 1891; sales particulars of the estates of Graigenveoch, Old Luce and Dalskairth, Troqueer, Dumfriesshire, 1889 and 1893; Braecroft dairy farm, Terregles, Kirkcudbrightshire: detailed analysis with photographs and map, 1957; Hope, Paterson, Murray and Martin families, Dumfriesshire, family trees, 1716-1969; Greenlaw, Castle Douglas, Dumfriesshire: correspondence, invoices and plans relating to the sale of Greenlaw, 1980-81; Maxwell family, the Grove, Dumfries: family trees and genealogical notes about the Maxwells of Munches, Terraughty, Dinwoodie and Portrack, Dumfriesshire; Janet Elizabeth Renwick (or Rogerson) (d 1870), New Langholm, Langholm, Dumfriesshire: execrury papers, 1868-1911; Marion Jessie McMurdo, Cargenholm, Dumfries: legal and estate



papers, including McMurdo Trust papers, 1861-1910; Campbell family, Carsphairn, Kirkcudbrightshire: genealogical table relating to the family, letters to William Campbell, Carsphairn, from his son John, medical student, Edinburgh, 1814-16 and his son James, divinity student and tutor on a European tour, 1812-17; John Gillespie, minister and renowned agriculturalist Mouswald, Dumfries: illuminated testimonial, 1892. (*Archivist, Dumfries & Galloway.*) 29 pages.

**4033. Dundee City Archives.** Gourlay Brothers and Company, shipbuilders, Dundee, Angus. Registers of particulars of ships, ?1855-1904. (*Archivist, Dundee City.*) 1 page.

**4034. Free Church of Scotland: Argyllshire.** Lochgilphead Free Church: kirk session minutes, 1843-67; deacons' court minutes, 1844-1933; various committees' minutes, 1934-87; communicants roll books, 1869-96; register of births and baptisms, 1843-55; cash books, 1925-88. Kilmartin Free Church: finance committee minutes, 1972-88; cash book, 1940-90; statements, schedules etc, 1980-86. North Knapdale Free Church: Kirk session minute books, 1848-1988; cash books, 1963-88; financial statements, statistics etc, 1968-86. (West) Lochfyneside Free Church: kirk session minutes, 1864-1986; communicants roll book, 1865-1979. (*Archivist, Argyll and Bute.*) 4 pages.

**4035. Argyll and Bute Council Archives.** John McIntyre and Sons, timber merchants, joiners, saw millers, meal millers and farmers, Cardross, Dunbartonshire. Account book, 1873-1913; ledger, 1883-94; day books, 1897-1969; journals, 1893-1969; purchases books, 1914-69. (*Archivist, Argyll and Bute.*) 1 page.

**4036. Edinburgh City Archives.** Edinburgh Trained Bands. Convivial records of the society of trained bands, 1759-97; minutes of Society of Captains, 1676-1850; laws, regulations and minutes of the Society of Lieutenants, 1752-98. (*Archivist, Edinburgh City.*) 5 pages.

**4037. Edinburgh City Archives.** Edinburgh City Guards. Standing orders, 1772-1817; obligations of soldiers, including name, parish of origin, age and occupation, 1789-1815; pay book, 1805-17. (*Archivist, Edinburgh City.*) 5 pages.

**4038. Glasgow University Archive Services.** William Dixon Limited, coal and iron masters, Glasgow. Supply analysis books, 1882-1938; blast furnace reports, 1927-58; financial records, 1849-1957; output and sales books, 1866-1923; Govan colliery pay books, 1855-1924; papers of industrial federations and associations, 1951-59; plans and maps, c 1560-1962. Replaces Survey 1622. (*Archivist, Glasgow University.*) 26 pages.

**4039. Glasgow University Archive Services.** John Lean & Sons, muslin manufacturers, Glasgow. Accounting records, 1854-1955; indent books (India), Bombay, 1893-1926, Calcutta/Rangoon, 1895-1923; correspondence, 1852-1942; agents' letterbooks, (India), Bombay, 1899-1950, Calcutta, 1884-1951, Rangoon, 1880-1925; wage book, 1919-41. Replaces Survey 3723. (*Archivist, Glasgow University.*) 9 pages.

**4040. Glasgow University Archive Services.** William Denny & Brothers, ship builders, Dumbarton. Financial records, 1844-1952; contract books, 1880-1921; particulars of ships built, 1862-80; wages books, 1844-1940; press cuttings, 1884-1939 (with gaps); correspondence, 1854-63; photographic negatives and prints of ships, 1851-1957; drawings of engines, 1902-28; property deeds, 1902-7. Replaces Survey 1624. (*Archivist, Glasgow University.*) 80 pages.



- 4041. Glasgow University Archive Services.** Alexander Stephen & Sons Limited, shipbuilders, Glasgow. Correspondence, 1856-1932; diaries, 1859-99; minute books, 1892-1947; tender books, 1918-68; financial records, 1824-1952; photographs of ships, 1873-1960; plans of shipyard site, 1903-74, and engine parts; press cuttings, 1883-1965; family papers of the Stephen family, 1857-86. (*Archivist, Glasgow University.*) 16 pages.
- 4042. Edinburgh City Archives.** Muir Club, political club, Edinburgh. Minute book, 1848-49. (*Archivist, Edinburgh City.*) 2 pages.
- 4043. Aberdeen University Library.** William Shand (1776-1845), Jamaican estate owner, The Burn, Fettercairn and Straloch, Aberdeenshire. Correspondence mainly concerning estates in Jamaica, 1814-35; accounts 1816-33; charter parties, 1826-31; detailed slave lists, 1817-33. (*Archivist, Aberdeen University.*) 14 pages.
- 4044. Fife Council Archive Centre.** John Trotter (d 1870), schoolmaster, Ceres, Fife. Certificates and testimonials, 1844-70; diaries and notebooks, 1851-74; correspondence, 1868-97; ship accounts for the Wave of Montrose, 1869-72; Ceres church records, 1853-70. (*Archivist, Fife Council.*) 3 pages.
- 4045. Fife Council Archive Centre.** Largo Field Studies Society, Largo, Fife. Minutes, 1968-2001; correspondence, 1968-2001; membership records, 1968-98; publications, 1968-2000; accounts, 1968-2001; Largo Field Naturalists Society papers, 1863-91. (*Archivist, Fife Council.*) 3 pages.
- 4046. Fife Council Archive Centre.** Markinch Co-operative Society, Fife. Accounts, 1916-27, including wages book, 1916-17. (*Archivist, Fife Council.*) 1 page.
- 4047. Fife Council Archive Centre.** Fife Yoga Group. Minutes books, 1980-92. (*Archivist, Fife Council.*) 1 page.
- 4048. Grantown-on-Spey Baptist Church, Moray.** Church minutes, 1881-2001; roll of members, c 1827-1949, accounts, 1945-86; Sabbath School roll book, 1940-45; postcard views of church, nd; typescript of a history of the church, nd. Replaces Survey 2672. (*Grantown-on-Spey Baptist Church.*) 1 page.
- 4049. Glasgow University Archive Services.** Helen Rowan Stewart (fl 1924-1929), Glasgow University history student. Lecture notes, 1924-29. Replaces Survey 2830. (*Archivist, Glasgow University.*) 1 page.
- 4050. Crookwelcome Club, Selkirkshire.** Minute book, 1843-47. (*Surveying Officer, Business Archives Council of Scotland.*) 2 pages.
- 4051. Dumfries and Galloway Archives.** Penman Engineering Limited, motorcar manufacturers, Heathhall, Dumfries. Board records, 1920-57; annual accounts, 1928-66; annual returns, 1956-1969; A C Penman Limited: annual accounts, 1946-75; trading and profit and loss accounts, 1905-40; legal records including assignations, dispositions and discharges, 1834-1962. (*Surveying Officer, Business Archives Council of Scotland.*) 11 pages.

**4052. Tibbie Shiels Inn, guesthouse, Selkirkshire.** St Mary's Cottage visitors' books, 1848-1973. (Surveying Officer, Business Archives Council of Scotland.) 2 pages.

**4053. Argyll and Bute Council Archives.** J MacFarlane, general merchant, Main Street, Tobermory, Mull. Account books, 1927-61; ledger, 1937-40; grocery counter books, 1936-61; drapery counter books, 1947-61; note books, 1927-54; cash book, 1948-51. (Archivist, Argyll and Bute.) 2 pages.

**4054. Glasgow University Archive Services.** Glenfield and Kennedy Limited, ironfounders and hydraulic & sanitary engineers, Kilmarnock. Kennedy Patent Water Meter Company: minutes, 1865-1901. Glenfield Company Limited: minutes, 1865-1903; share registers, 1865-99; financial records, 1868-1908; memoranda, 1876-1921; order books, 1872-1900; tracings books, 1880-1900. Glenfield & Kennedy Limited: minutes, 1900-66; share registers, 1900-59; financial records, 1900-70; letter book, 1943-44; order books, 1929-70; pattern books, 1901-9; test results, 1925-62; tracings books, 1900-11; various indexes, 1900-52; published items (including catalogues, price lists and articles), 1872-1968; photographs, mainly undated; miscellaneous items, including files on films: *If it's Water and Harnessing the Waters*. Alley & MacLellan Limited: minutes, 1946-65; financial records, 1924-67. British Pitometer Company Limited: minutes, 1921-55; Admiralty contracts, 1937-67. Hydrautomat (1931) Limited: directorial records, 1924-66; minutes, 1924-67; financial records, 1931-53. Compagnie Française d'appareils Glenfield & Kennedy: minutes, 1901-12; financial records, 1906-12. British Iron and Steel Valve Makers' Association: minutes, 1919-27; accounts, 1919-22. Glenfield and Kennedy Holdings Limited: minutes, 1949-62; share register, 1951-66. Replaces Surveys 3576 & 396/TD500. (Archivist, Glasgow University.) 84 pages.

**4055. Glasgow University Archive Services.** Sir Alexander Murray Stephen (1892-1974), knight, chairman of Alexander Stephen & Sons Limited. Transport papers, including: annual reports and accounts of transportation companies including W Alexander and Sons Limited, Greenock Motor Services, Rothesay Tramways Company, 1947; London, Midland & Scottish Railway Company: reports, 1946-47, correspondence and proposals for and arguments against nationalisation, 1938-48. Electrical Papers, including: annual reports and accounts for electricity companies including Clyde Valley Power Company, Strathclyde Electricity Supply Company and Lanarkshire Hydro-Electric Power Company, 1929-48; correspondence, 1938-47. Typed notes on shipbuilding business, 1925-61. Partly replaces Survey 431. (Archivist, Glasgow University.) 3 pages.

**4056. Glasgow University Archive Services.** Glasgow University: Scottish Railways Collection. Administrative records, 1825-1911; legal records, 1825-1901; trade union and staff records, 1908-66; property records, 1825-1911; reports, accounts and printed papers on English and North American railways, 1844-1900; ledgers of railway business of Mitchells Johnston, WS, 1842-70; books of reference, 1844-98; railway schedules, 1845; parliamentary session books, 1945-66; railway acts, 1824-92; railway plans relating to the parish of Lesmahagow, 1898-1909. Partly replaces Survey 431. (Archivist, Glasgow University.) 33 pages.

**4057. Glasgow University Archive Services.** Dubs and Company, locomotive builders, Govanhill, Glasgow. Locomotive cost books, nd; cost books, c 1870-75; inventory books, 1865-1902; order books, 1870-91; salaries books, 1864-79. (Archivist, Glasgow University.) 6 pages.



**4058. Dundee Central Library.** Lamb Collection. Dundee shipping list, indexed by skipper and vessel, 1799. (*Archivist, Dundee City.*) 6 pages.

**4059. Aberdeen University Library.** George Keith (1693-1778), 10th Earl Marischal of Scotland. Letters, mostly to his great-nephew George Keith, Viscount Elphinstone, 1767-78; note of rents and bonds, 1764. (*Archivist, Aberdeen University.*) 6 pages.

**4060. Aberdeen University Library.** Papers relating to the Jacobite uprising, 1745. Transcript proclamation from Prince Charles Edward Stuart, c 1745; transcript letters regarding a call to arms of the people of Aberdeen, 1745. (*Archivist, Aberdeen University.*) 1 page.

**4061. Argyll & Bute Council Archives.** Bryant & May Ltd, match manufacturers, Ballochyle Estate, Dunoon. Workmen's time books, 1925-59; reports, 1946-66; cash book, 1966-76; executry papers of Konstanty Wira, forestry worker, 1974-76; sale plan of Ballochyle estate, c 1960. (*Archivist, Argyll & Bute.*) 1 page.

**4062. Dundee City Archives.** Murray Campbell Scarlett (fl 1927-1980), Chairman, South Mills (Textiles) Ltd, Dundee. Personal correspondence, 1927-8; business correspondence, 1950-80; records of Wm. Watson (Dundee) Ltd, dyers and finishers, Forebank Dye Works, Dundee, including Articles of Association, 1925-81; annual reports and accounts, 1972-74; personal investment accounts, 1926-43; private pilot's licence and log book, 1936-52; copies of Strathord shoot accounts, 1956-75; copies of Panmure Shooting Syndicate accounts, 1975-78; typescript copy of Essays on Flax-Spinning and Remarks on the Management of East Mill, Dundee by William Brown, Manager, 1819. (*Archivist, Dundee City.*) 2 pages.

**4063. Glasgow University Archive Services.** Murdoch & Murray, shipbuilders, Port Glasgow. Costs books, 1877-1925; costs sheets, 1901-23; records of payments, 1896-1921; specifications, 1899-1907; correspondence, 1925; miscellaneous (includes ships' notebooks), 1892-1910; employees of Ferguson Brothers (Port Glasgow) Ltd, 1919; Murdoch & Murray Ltd, and Clyde Shipbuilding and Engineering Company Limited; Clyde Shipbuilding and Engineering Company, costs books, 1918-22. (*Archivist, Glasgow University.*) 8 pages.

**4064. Glasgow University Archive Services.** Harrods Ltd, department store, Knightsbridge, London. Harrods Stores Founders Share Co Ltd, share registers, 1895-1918; Harrods Stores Ltd, ordinary share register series 1, 1890-1904, series 2 1897-1914 and index; preference share register, 1895-1915; Harrods (Buenos Aires) Ltd, press cuttings, c 1920. (*Archivist, Glasgow University.*) 5 pages.

**4065. Glasgow University Archive Services.** William Lind & Co Ltd, quarrymasters, Johnstone. Correspondence: Ullapool Radio Station/Morefield Quarry, 1969-71; new offices at Elderslie, 1969-71; photographs, nd. Coastline Shipping Co Ltd: presscuttings and photographs, nd. David W Henderson, Meadowside Yard: assorted menu and programme cards, 1901-20. Lobnitz & Co, Renfrew: photographs of ship engines, dredging buckets, conveyor mechanisms, paddle wheel gear etc, nd. Matthew Paul, Dumbarton: brochures and correspondence, 1925; plans, 1923-25. Papers of William Lind: family photograph albums, nd, shipping related photographs c 1950; miscellaneous including plans of William Lind's house, nd; ephemera including various copies of the magazine *The Corker*, 1900-02; photograph albums of Scotland, Germany, Great Britain and shipping, c 1895. (*Archivist, Glasgow University.*) 22 pages.

**4066. Dundee City Archives.** Shipbuilding & Allied Industries Management Association. Historical notes on formation and early years (1975-79), compiled by Paul Rhodes, first General Secretary, 2000. (*Archivist, Dundee City.*) 1 page.

**4067. Dundee City Archives.** Wilson family, butchers, Dundee. James P Wilson, senior: trade association certificates, 1896-1938; James P Wilson, junior: school certificates, 1920-22, photograph of staff and pupils of Morgan Academy, 1921-22, art work examples, 1921-22, draft apprenticeship indenture, 1922, trade association certificates, 1932-36. (*Archivist, Dundee City.*) 2 pages.

**4068. Dundee City Archives.** South Mills (Textiles) Ltd, textile manufacturers. Directors' minutes, 1929-50; directors' reports, 1946-1974; private ledger, 1911-29; correspondence, 1963-72; Memorandum and Articles of Association, 1966; notes on the company and its subsidiaries, 1971. (*Archivist, Dundee City.*) 1 page.

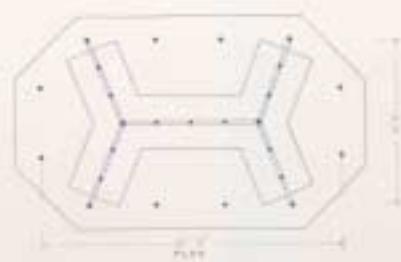
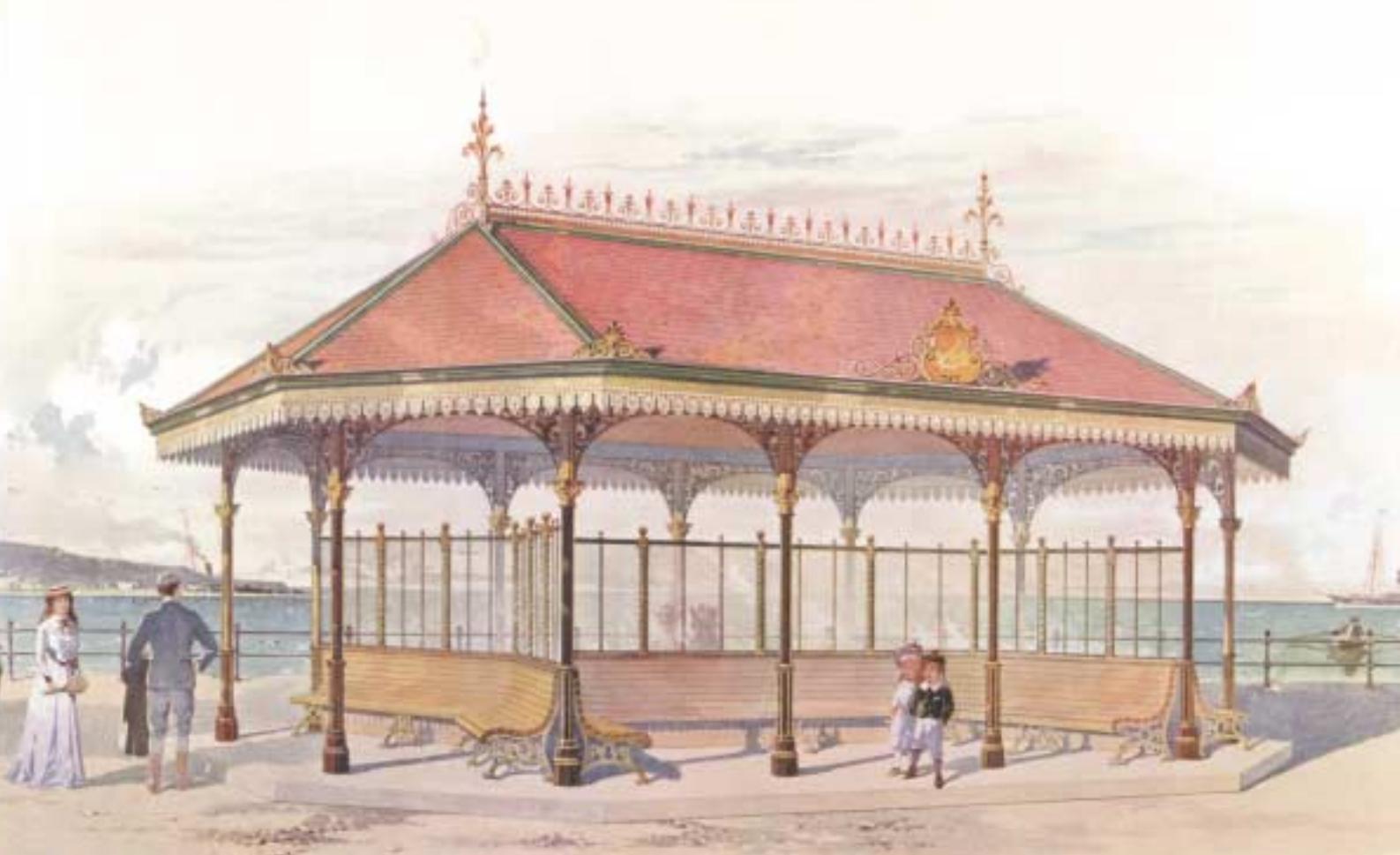
#### **ADDITIONS TO EXISTING SURVEYS**

**2446. Dick-Lauder family, baronets, of Fountainhall, Haddingtonshire.** Papers relating to claims by Sir William Dick (?1580-1655) for repayment of outstanding loans to the government, c 1648-1821. 2 pages.







**Front cover**

Top row: Dome of Legal Search Room, General Register House (centre) with detail from one of the ceiling medallions (left). Boxed charters, ref GD55, shelved in one of the store rooms at Thomas Thomson House (right).  
 Bottom row: Shaped bottle label for 'The Cantire' whisky, 19th century, CE57/4/50a (left). Detail of ceiling rose in Historical Search Room, General Register House (centre).  
 Background image: Initial P from an act of Robert III, 1400, PA5/6, f. 29v.

**Back cover image**

Architectural sketch of a design for a cast-iron seaside shelter manufactured by the Glasgow firm Walter Macfarlane and Co., RHP32728.

**Internal page motif**

Detail from souvenir programme marking the Coronation of King George VI and Queen Elizabeth, 1937, GD126/Box 19.

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