



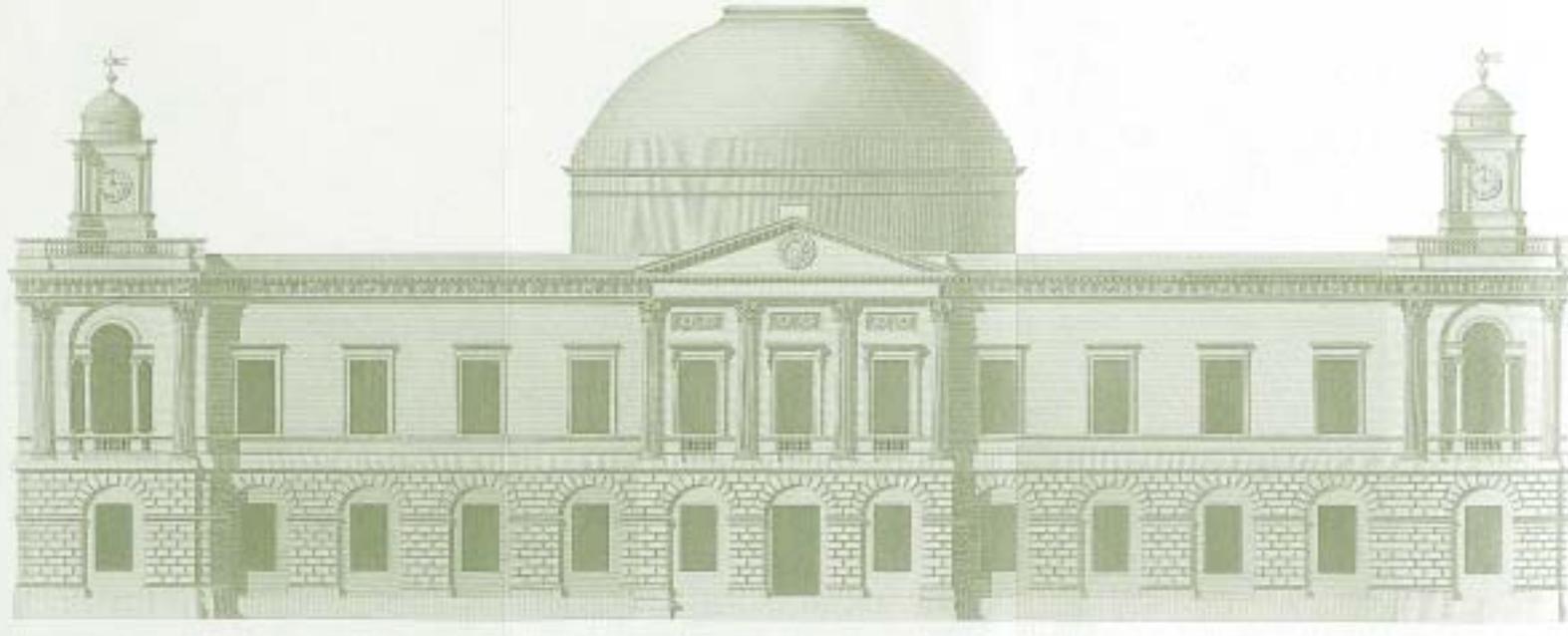
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Government Records	Laura M Mitchell BA MAA (to October 2004) Jane Brown MA MArAd (from October 2004)
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Corporate Services Division (reporting to David Brownlee)

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FOREWORD AND SUMMARY OF THE YEAR 2004-2005



George MacKenzie
Keeper of the Records of Scotland

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

I am once again delighted to present the work of the National Archives of Scotland in the year 2004-2005, some of which I was able to show to our Minister, Margaret Curran MSP, when she visited on 24 January 2005. It has been a year in which we have developed our strategic partnerships and extended co-operation with other bodies in order to improve the services we provide to Ministers, the people of Scotland and an international public.

Archives are mainly about access and we have continued to see an increase in remote, electronic access to our services. The number of visitors to our websites has increased and is now well over 1.4 million, while use of the main NAS site, www.nas.gov.uk, went up by over 30% in the year under review. This was partly the result of putting our main catalogue of over 2.7 million records on line. Despite some early software problems, the system now offers anyone, anywhere, access to highly detailed information about our holdings, which can be used to carry out research, to plan visits, and to order copies. We have also been working with other archive organisations, including our colleagues at The National Archives in London, on a UK-wide project, Archives UK, to open up access to catalogues, implementing one of the recommendations of the Archives Task Force.

We have also continued to digitise original record material, to make it available on line in our search rooms and, later, on the Internet. Our major project with the Genealogical Society of Utah to digitise church records continues and, using the technology developed for this project, we began to convert our photocopyers to digital cameras. This offers the prospect in future of producing digital images of records we hold on demand, as well as or even instead of producing them in our search rooms.

Partnerships remain central to our work. Together with the Registrar General and the Lord Lyon we are creating a joint family history service, under the brand name ScotlandsPeople. The project made good progress during the year, and the joint Internet service, adding pre-1901 wills to the birth, death and marriage records, and extending the reference and help facilities, was launched in June 2005. Meanwhile, work continues behind the scenes to set up the new centre in the Register House campus, which is scheduled to open at the end of 2006. This will provide state of the art facilities for family history research in the magnificent surroundings of two of Edinburgh's finest buildings, and is likely to be a major attraction for UK and international visitors.

A related joint project with Registers of Scotland, to convert the Register of Sasines to digital format, began during the year. Although the Sasine Register is being steadily replaced by the new Land Register, it is still consulted regularly in connection with property sales. Rather than maintaining a dwindling physical search room for many years, we aim to make the recent register digital and add it to the Registers Direct service operated by RoS. This will release space in Register House for the ScotlandsPeople centre, while in the longer term the digital version will be a major asset for historians.

Co-operation with SE Education Department and Learning and Teaching Scotland on the Scottish Archives for Schools (SAfS) project continued, and three further learning packs, on *Victorian Scotland*, *Scotland 1901-38* and *World War II: the Scottish Home Front*, were launched in February 2005 by James Boyle, chair of the Cultural Commission. These joined the two earlier units on *Scotland in the 16th century* and *The Jacobites*, launched by Euan Robson MSP in May 2004. We were proud and delighted when these two units won second place and received a special commendation in the annual educational publishing competition sponsored by the Saltire Society and TES Scotland.

NAS has also been working with the Getty Conservation Institute in California and the Department of Mechanical and Chemical Engineering at Heriot-Watt University to design and build a case for our most treasured document, the letter of 1320 from the Barons of Scotland to the Pope, popularly known as the Declaration of Arbroath. The case provides an anoxic, or oxygen-free, environment which helps maintain the document in a stable condition and allows it to be exhibited for short periods. The document and case formed the centrepiece of an exhibition at the Scottish Parliament in September 2005 to commemorate the 700th anniversary of the death of William Wallace.

One of our preoccupations is to manage the growing bulk of the records coming to us, particularly from the courts. This is nothing new; in 1807 my predecessor, Thomas Thomson, was warning that 'the enormous and unwieldy bulk' of court records was threatening to fill up the recently completed Register House. Following the issue of the new retention schedule for Sheriff Court records last year, we published guidance for Sheriff Clerks on our website, which aims to simplify and speed up the procedures for transfers. We also continued the policy of employing law students to weed ephemeral material from Sheriff Court papers, which achieved a reduction of around 80% in volume.

Archives are not just about historical research; they provide the documentary evidence which is one of the foundations of good governance. This was clearly illustrated during the year when the NAS database of 20th-century criminal records was extensively used by Scottish police forces investigating unsolved crimes in Operation Trinity. It was shown again when the NAS electronic catalogue of Scottish Office files was used in the Scottish Information Commissioner's investigation into the management of records on children's homes and residential schools where child abuse may have occurred. Most vividly, it was seen a little after the year in review in the media frenzy when further records of the Dunblane Inquiry were released in NAS search rooms.





The Freedom of Information (Scotland) Act came into force in January 2005. Just under 6000 files closed under the old 30 year rule were reviewed by Scottish Executive Records Management colleagues between November 2004 and September 2005 and the vast majority opened to public access. Staff in our Government Records branch continue to assist Scottish Executive departments and agencies in answering FOI requests, as well as dealing with a modest level of requests received by the NAS itself.

The success we have enjoyed in the past year is, as always, due to the expertise, dedication and effort of NAS staff, who continue to make the difference in what we do and what we achieve. I invite you to read more about them and our work in this report.

NAS AIMS AND FUNCTIONS

The mission of the National Archives of Scotland is to select, preserve and make available the national archives of Scotland in whatever medium, to the highest standards; to promote the growth and maintenance of proper archive provision throughout the country; and to lead the development of archival practice in Scotland.

The principal users of the NAS are the Scottish 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 increase access to the records through electronic means, the use of copies, and by producing catalogues, exhibitions and publications;

to provide advice, guidance and support to owners and custodians of records held outwith the NAS, especially local authorities and other Scottish public authorities, and to 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.



A group of students from the new Information Management and Preservation course at Glasgow University, who visited to learn about NAS holdings, our public services and our future plans.

PERFORMANCE MEASURES

No.	Measure	Annual Target 2004-2005	Performance	
			2004-2005	2003-2004
1	Unit cost of selecting and preserving public records per metre (£ per metre)	93.50	91.3	92.2
2	Number of website visits	300,000	395,793	268,650
3	New catalogue entries created	65,500	60,463	772,580
4	Unit cost of appraisal of Scottish Executive files (£ per metre)	7.50	5.93	7.35
5	Speed of productions to readers from same building: % within 30 minutes	92.5	Target met	Target met
6	Speed of productions to readers from another building: % within 24 hours	95	Target met	Target met
7	Speed of producing extracts: % within 3 days	92.5	94	97.3
8	Speed of producing quick copies: % within 24 hours building: % within 30 minutes	100	99.5	100
9	Speed of replies to correspondence: % within 15 days	87.5	94.6	86.5
10	Speed of replies to correspondence: % within 25 days	95	99	94
11	Number of items conserved	50,000	83,307	63,067



A close-up of the fine stone carving which ornaments the pediment of General Register House.



THE ELECTRONIC CATALOGUING (eCat) PROJECT

The programme to 'clean up' the data imported to the CALM electronic catalogue, described in the last *Annual Report*, took longer than anticipated, the principal work concluding only in February 2005. By that stage the worst errors and anomalies discovered during the conversion of the printed catalogue had been identified and corrected. An equally intense effort had been put into simplifying those catalogues identified during the conversion process as being confusing or over-complicated. Some work still remains but this is less critical and will be covered gradually in years to come.

The prototype internet catalogue, available online since August 2003, continued to be popular with users. Between April and mid-December 2004 it fielded an average of 56,000 searches each month, with a July low of 39,000 and an August peak of 64,000. Unfortunately the reliability problems noted last year continued, with numerous complaints following overnight or weekend service failures. In mid-December the manufacturers agreed to host the catalogue from their own premises and thereafter the service ran quite smoothly. If the actual catalogue content was well regarded by our users, we were conscious that the public face of the system was less so. The search screens are not visually appealing, nor do they comply with best practice to facilitate disabled users. The search mechanism itself, although perfectly adequate, could be more sophisticated. Throughout the year, NAS were in discussions both with the manufacturers and with other archives to see what improvements might be made. Late in 2004, a thoroughly revised version was delivered by the manufacturers. This has the potential for significant enhancements and it is now undergoing further development. We hope that it will become publicly available later in 2005.

Beyond our walls, the opportunities presented by electronic cataloguing and the capacity to reach wider audiences through the internet have much exercised the world of archives. In particular, the idea of being able to link up the cataloguing systems of numerous separate archives so that an enquirer could make a single search across them all (known as 'interoperability') is now seen as a realisable objective. It was the prime aim of the proposed 'Linking Arms' project, led by The National Archives at Kew and this was a focus of attention for UK archivists for much of 2003 and 2004. Although it did not in the end secure funding, it is likely to be succeeded by a new project, 'Archive UK' (aUK), with a similar objective.

Now that we have a fully electronic catalogue, NAS is well able to participate in such ventures and we have kept in close touch with the various bodies involved. England and Wales have long benefited from A2A, a lottery funded project that has helped numerous archives to convert their catalogues into electronic form. Together with the Scottish Council on Archives, NAS aspires to establish a similar Scottish project, provisionally entitled 'Mac2A' and exploratory meetings were held during the year to this end. More immediately, and to explore the issues involved with interoperability as part of our participation in Linking Arms, NAS took a lead role in the Scottish Interoperability Pilot (SIP). In co-operation with several Scottish archives and the Cheshire Systems team at the University of Liverpool Special Collection and Archives division, this aimed to introduce a test archival network using Scottish catalogues and Cheshire software. Cheshire Systems maintain the Archives Hub, the application through which many British universities make



their catalogues publicly accessible. Two seminars were held at the NAS in June 2004 at which eight archives agreed to participate. Sample NAS collections were loaded to the SIP site and were later joined by catalogues from the Universities of Dundee and Glasgow (already on the Archives Hub) and from several local authorities.

The SIP had modest objectives. First, it aimed to encourage archives to prepare data in an interoperable format and to identify problem areas. Second, it wanted to use Archives Hub software to show that interoperability was feasible. Last, it sought to explore possibilities in hosting mini-sites for participants. The Cheshire team kindly agreed to host the pilot on their website at <http://sca.lib.liv.ac.uk/~cheshire/sip/> and undertook further development of their system in the light of their SIP experience. The project has also identified ways in which the CALM cataloguing system handles electronic fields for interoperability, and these changes will find their way into the next version of CALM. The SIP has also given some local authority archives the opportunity to gain further experience of EAD, the archival exchange format. The project will conclude in autumn 2005 with an assessment and evaluation of what has been learned. So far it has confirmed that interoperability using catalogues taken from different Scottish archives is perfectly feasible, and the evaluation phase of the pilot should provide a useful foundation to further developments.



COURT AND LEGAL RECORDS

The year saw a strong emphasis upon managing the ever-increasing volume of paper records submitted by the courts, and the need to swiftly update NAS catalogues to handle that increase. Despite the introduction of a new Sheriff Court schedule in January 2004, we saw no decrease in the quantity of paper records received, nor any transfer of format to electronic equivalents. Discussions were held with the Scottish Court Service regarding problems of current and future record storage in the courts. These identified that a large percentage of court records (some 80%) are of no long-term interest to either organisation. We agreed to set up a joint working group to improve the longer term management of the records, including records generated electronically, and assist the movement away from the storage of paper.

We continued to review and rationalise our own storage as part of improved cataloguing and weeding procedures, but any resulting space saving was far outstripped by the new intakes of records. Significant improvements were made towards opening up court records for public use with the addition of over 57,000 new electronic catalogue entries, and a further 40,000 separate index entries.

High Court of Justiciary and Crown Office

Justiciary Court trials and appeals for the year 1993 were transmitted in April 2004, to be catalogued and integrated into the 20th century (solemn) database of criminal trials. This database now contains over 46,000 data entries, and a copy of the updated dataset was sent to the High Court for staff use.

The value of the database was demonstrated when staff in Court and Legal Records assisted a major police investigation. *Operation Trinity* was conducted by the Scottish Police Service to investigate a number of unsolved murders where the victims were female. As part of the enquiry, all Scottish police forces were tasked with investigating older records for female murders in

Scotland dating back to 1968. One of the most infamous was the 1977 abduction and murder of two teenage girls in central Edinburgh, known as 'The World's End' murders. Police teams, consisting of officers primarily from Lothian and Borders and Strathclyde Police forces, worked for several weeks at Thomas Thomson House, re-investigating Crown Office precognitions and High Court papers for cases between 1968 and 1993. NAS staff helped the investigation, the speed of which was assisted greatly by information held in the High Court solemn database. Though a trial remains pending, in April 2005 a 59-year-old man was charged with 'The World's End' murders.

Cataloguing centred on 19th century High Court trials, in particular the 'case' or 'sitting' papers, with a further 31 years of trials being completed (1800, 1840-1869). Part of this work involved re-cataloguing the papers of the 1857 murder trial of Madeleine Smith, the alleged poisoner (JC26/1857/374, formerly referenced JC26/1031/2), and in particular the integration of her personal letters which had been used as productions at the trial. These had been recovered from The Mitchell Library in Glasgow some years previously. We also revised the relevant Crown Office precognitions (AD14/57/255) for the trial, adding a total of 525 separate items to the NAS electronic catalogue for this trial alone.

The transmission of a further two years of closed Crown Office precognitions, for 1992 and 1993, saw the completion of a 'catch-up' programme to align Crown Office and High Court papers. A new year of closed precognitions (1929) was catalogued and released for public inspection on 1 January 2005, along with victim information for 1904 High Court trials.

Court of Session

We accepted a total of 104 metres of Court of Session processes for the year 1998 (4,884 processes), occupying 121 metres of shelf space. Electronic indexes from the Court were successfully loaded directly onto the NAS electronic catalogue by July 2004, enabling speedy identification and access to these records.

Progress on converting the vast backlog of Court of Session finding aids, many of which are still held as manuscript indexes, was maintained with a concerted programme to catalogue Fifth Series extracted processes (CS46). The ultimate aim is to achieve a consolidated electronic catalogue for both extracted and unextracted Court of Session processes from 1913 to 1998. This will also permit the removal of redundant card indexes in West Register House. By the end of March 2005, catalogue entries to the year 1929 had been captured on the electronic catalogue (16,185 entries), and a significant run of redundant card indexes destroyed, which has helped to improve the amenity of the West Search Room for researchers.

Further discussions regarding a revised destruction schedule were held with staff of the Accountant of Court. They evaluated the previous schedule, dating from 1955, and a draft revision was submitted. This has still to be embodied in a formally-agreed document, but it is hoped that a revised schedule will form the basis for all future deposits, with emphasis placed on the Accountant's staff managing their own records and minimising the quantity of paper transferred to NAS.



Sheriff Courts

To improve our Sheriff Court transmission programme and the information we supply to courts, we published detailed records guidance for the use of sheriff clerks on the NAS website. This included contact details and a pre-inspection survey form, to speed identification and streamline our transfer procedures. These documents were published as part of a new *Record Keeping* section on the website. We also successfully revised the timetable for court transmissions and our internal guidelines for weeding Sheriff Court records, though neither document has yet been published on line.

We received five Sheriff Court transmissions this year: from Ayr (39 metres), Kilmarnock (32 metres), Kirkcaldy (23.8 metres), Rothesay (7.8 metres) and Dornoch (10.7 metres). The latter court had not been visited for over 20 years. The transmission from Kilmarnock included 13 metres of additional sheriffs' notebooks, since Kilmarnock is the sample court for these records. The inspection of records at Ayr was undertaken in March 2005, but uplift had to be delayed until April owing to the absence of a letter of authority from the Sheriff Principal, due to illness. Without this document the Lord President's authority cannot be sought, displaying one aspect of the frustrations of operating under antiquated public records legislation.

The annual summer weeding round commenced on 21 June and concluded on 17 September 2004. Civil processes from the Sheriff Courts of Edinburgh, Oban, Perth, Rothesay and Kirkcaldy were successfully weeded, as was an extensive backlog of earlier 'limbo' processes from 11 courts, which attracted a higher saving ratio. Overall space savings from new transmissions were 79.5% (64.49 metres) and for limbo processes 84.6%.

We successfully maintained the programme of cataloguing post-1860 Second Series civil processes by converting the outstanding backlogs of process slips and unlisted processes. The Second Series from 41 sheriff courts was converted and the new entries added to the electronic catalogue, totalling 5,135 new catalogue entries.

To meet public demand for information about fatal accident inquiries (FAIs), we made excellent progress on cataloguing FAI processes, with the completion of Glasgow Sheriff Court from 1922. The total number of Glasgow FAI entries now numbers 4,082 covering the years 1900-1977. Inquiries of note include the tragic fire at the bonded warehouse of Arbuckle Smith & Co Ltd, 76-118 Cheapside Street, Glasgow, on 28 March 1960 (SC36/30/1960/28). During the fire an explosion caused the walls to collapse killing 14 firemen and 5 salvage corps workers. It was Scotland's worst recorded fatality of fire-crews since the Second World War. Another inquiry involved the accident which occurred at Ibrox stadium, Glasgow, during the Rangers v Celtic football match held on 2 January 1971 (SC36/30/1971/1). The accident occurred when steel crush barriers collapsed under pressure from the crowd as thousands of fans made their way out of the stadium. A total of 66 fans died and the accident became known as the Ibrox Disaster. It remains the worst accident in the history of Scottish football.



Folded scrap of paper which contained arsenic, allegedly purchased by Madeleine Smith to murder her lover Pierre L'Angelier in 1857. It was produced as part of the Crown's evidence against her, although the verdict of the court was 'Not Proven' (JC26/1857/374/6/210).



Photograph from a Fatal Accident Inquiry into a fire at a bonded warehouse in Glasgow in 1960, which killed 19 men (HH54/469).

Commissary Office: Soldiers' Wills

An ambitious project was set up to create an electronic catalogue of Scottish soldiers' wills, 1857-1966, which form part of the records of the Edinburgh Commissary Office (SC70/8). The aim is to provide a full catalogue of about 31,000 soldiers' wills, the majority of which date from the First World War, for which no detailed catalogue currently exists. The project is being conducted in partnership with the Scottish National War Memorial (SNWM) and involved matching data from the memorial rolls with the surviving wills in our care. By the end of March 2005, data about all soldiers' wills from both conflicts had been captured and, where possible, matched.

By Armistice Day 2005 we aim to have achieved the transfer of this new catalogue to the NAS electronic catalogue, returned a copy of the matched dataset for use by the SNWM, and digitised



the majority of Second World War soldiers' wills (c.4,700 wills). It is hoped to launch the new products by means of both on-line and traditional exhibitions to coincide with the 60th anniversary of the end of the Second World War.

For more detailed information about this project see Paper 1 in this *Annual Report*.

Registers of Scotland

In February 2004, RoS deposited the last in the series of the Register of Tailzies, bringing to an end a register which was first established by an Act of 1685. A tailzie, or entail, is a deed whereby a heritable estate may descend to a series of heirs or substitutes specified by the maker of the tailzie, though the heirs may not be in legal line of succession. The first entail was recorded on 31 July 1688 by Alexander Irvine of Drum, an Aberdeenshire laird. The register was discontinued in 2004 following the abolition of feudal tenure in Scotland.



Gavin Peterkin of Registers of Scotland handing over the last of the Register of Tailzies to Bruno Longmore, Head of NAS Court and Legal Records branch, bringing to a close a record series which spans four centuries.



GOVERNMENT RECORDS

Scottish Parliament

Government Records Branch staff continued to meet regularly with the Scottish Parliament's records manager. The Memorandum of Understanding between NAS and the Scottish Parliamentary Corporate Body in relation to records management (referred to in last year's Annual Report as a service level agreement) has been finalised and its text is available on the NAS website.

Scottish Executive

The number of Scottish Executive files examined this year has stabilised at a level comparable to numbers for 2003-2004. We are confident that this is a readjustment to more normal levels of reviewing after higher than average figures. The higher figures, especially in 2002-2003, can be attributed to a temporary increase in reviewing as Scottish Executive Records Management Team brought retention periods for files into line with records schedules.



Scottish Office files reviewed during 2004-2005	2004-2005	2003-2004	2002-2003
Files examined	137,104	146,039	188,038
Files sent for review	57,145	55,620	64,555
Files transmitted for preservation	691	966	2,304
Files destroyed (metres)	1,239	1,473	2,251

One of NAS' statutory responsibilities is to provide a facility for the temporary retransmission of records to record creators for consultation. Government Records Branch operates this service for NAS. The total number of retransmissions in 2004-2005 was 2,672. The majority of these (1,293) were court and legal records, consisting of Land Court (740), Court of Session (389) and High Court of Justiciary (164). Rather unusually the number of Scottish Office/Executive records retransmitted (1,099) increased dramatically this year. This can be accounted for by the requirements of an exercise carried out by the Scottish Executive Education Department on records relating to Children's Homes and Residential Schools, and by a general increase in retransmissions to enable departments to respond to Freedom of Information (FOI) requests.

Government records: retransmissions	2004-2005	2003-2004	2002-2003
Scottish Office/Scottish Executive	1,099	264	297
Others	1,573	1,229	1,273

Following discussions between the Scottish Executive, the Office of the Scottish Information Commissioner and NAS a programme was put in place to review, in the light of FOI, the 27,000 Scottish Office and Scottish Executive records which were closed for 30 years. This review work is being undertaken by the Scottish Executive's Records Management Team and by the end of March 2005 staff had completed the review of 2443 files, with 99% of these being opened to the public.

NAS is also a Scottish public authority and as such we have to ensure that we comply with the requirements of the FOI legislation. As part of our internal preparations for the introduction of FOI, a staff manual was compiled setting out policy on how to handle FOI requests and all staff attended FOI awareness briefings. Up to the end of March 2005 NAS had received 13 FOI requests and an additional 5 requests had to be passed to other Scottish public authorities to make a decision on access to records which NAS holds on their behalf.



Members of the Scottish Executive's Records Management Team at work on some of the Scottish Office/Scottish Executive's 27,000 closed files which are being reviewed in the light of Freedom of Information legislation.

NAS Records Management Unit

After the success of the first full year of operation the Records Management Unit continued its progress throughout 2004 and 2005. During the year the unit handled 2,923 requests for NAS files, just over 11 files a day. Of these, 98% were processed and delivered within four hours of receipt. The NAS file plan has now been in operation for a full two years and staff have added a further 1,300 files in this past year. Work continues on reviewing and destroying files, and nearly 300 files were destroyed in line with our retention schedule during the year.

The Unit will be moving forward with planning for Electronic Document and Records Management (EDRM) in forthcoming years and next year will see the initiation of a project to extend the NAS file plan into the digital environment.

Cataloguing

A total of 2,694 new catalogue entries was created for government records this year. This figure reflects the reduced staff time we could make available for cataloguing during the year.

In addition to cataloguing regular accessions from the Scottish Executive and HM Inspectorate of Education, we expanded the catalogue descriptions for the criminal case files relating to Oscar Slater (HH16/111-112) to complement the work carried out by colleagues in Court and Legal Records Branch in previous years. We have also been able to make progress on the cataloguing of Scottish Exchequer records with the assistance of Dr Athol Murray, a former Keeper of the Records of Scotland.

Electronic Records and the DDA Project

The NAS Digital Data Archive project was relaunched in August 2004. Progress to the end of March 2005 has focussed on identifying system requirements mainly through analysis of relevant international and other standards.

Government Records Branch also took the lead in developing a digital preservation strategy for NAS.



PRIVATE RECORDS BRANCH

As described above, much branch time was occupied during the year in 'cleaning' data loaded into the electronic catalogue. Significant progress was also made in new cataloguing of private and corporate records, with over 9,000 pieces listed during the year. Of these almost 1,000 were church records. As well as a variety of Kirk session records from different congregations, these included the records of the General Assembly's Committee on Ecumenical Relations, 1962-1996 (CH1/49). Work continued on sorting and cataloguing the Scottish records of the former British Rail received from Buchanan Street in 1993 (BR). These cover all aspects of the industry in the period 1840 to 1994 and include much material from the pre-nationalisation era. We have continued to make significant progress in cataloguing the archives of the pre-privatisation Coal Board (CB99-550). We also sorted and catalogued a small deposit of the records of the Coal Industry Social Welfare Organisation, 1953-1991 (GD512). This charitable organisation is responsible for promoting the health, living conditions and social well-being of the mining community.

There were several major accessions to our collection of private archives during the year. Lord Glenconner very generously gifted his family archive, the papers of the Tennant family of the Glen, Peeblesshire (GD510), to the nation. A few early items show the origins of the family fortunes in the Scottish chemical industry but the collection is dominated by an exceptionally rich body of correspondence relating to the Liberal Party in British domestic and imperial politics from the closing years of the nineteenth century to the end of the First World War. Many of the great politicians and personalities of the age are represented, including Margot and Herbert Asquith, Sir Edward Grey and A. J. Balfour. The collection was formerly surveyed by the National Register of Archives for Scotland (survey 1369). Significant additions were made to the records of the Carnegie UK Trust already held by us (GD281). We received and catalogued a large group of estate papers relating to the Earl of Balfour's properties at Whittingehame in East Lothian and Strathconan in Ross-shire (GD433/3). Covering the years 1810-1953, they have been added to the family papers already on deposit here.

The NAS has a small annual fund for buying records that complement our holdings. This year, in partnership with the Royal Commission on The Ancient and Historical Monuments of Scotland, we purchased at auction a collection of drawings and photographs taken during the construction of the Forth Railway Bridge, 1884-85 (GD1/1346). The photographer has not been identified, although he was apparently working for one of the contractors. Several of his pictures were previously unknown and the collection will be the subject of a small public exhibition at General Register House later in the year. On a related theme, the Royal Fine Art Commission for Scotland deposited a group of papers regarding the public inquiry into the design and planning of the Skye Bridge, 1975-1994 (RF8).



As noted elsewhere, several lists will require overhauling before they can be fed into the electronic catalogue. Work continued on converting an 18th century list of the Duke of Montrose's mediaeval and early-modern charters (GD220/1) into a more reader-friendly form. This task is expected to conclude in 2005. Similarly, the opportunity was taken completely to re-catalogue the records deposited in 1969 by Messrs. Haldane, Brown and Company, Chartered Accountants, Edinburgh (GD255). The collection included legal papers of the Mackenzies of Kilmuir and Easter Sligo, 1564-1824, as well as industrial records relating to the Broxburn Oil Company, 1903-1962 and the Garpel Haematite Company, 1844-1859. The papers of the Paterson family of Castle Huntly, Perthshire, previously a part of this grouping, were re-arranged as a separate collection (GD508). As well as having much interesting estate and military material, they were found to include important correspondence on mid 18th century India. Elsewhere in our backlog of records, significant progress was made in listing the early medieval charters of Coldstream Priory, part of the Maitland Thomson papers (GD212/2). Cataloguing work was largely completed on the papers of the Sprot family of Haystoun (GD504). While the bulk of the archive concerns the family's Peeblesshire estate and concerns, there is important material on the court of King Charles I and on trade and society in the 17th century West Indies.



Forth Bridge Works. No. 1 Caisson, looking north, September 1884. One of the many striking images from a set of newly-acquired photographic albums showing the construction of the Forth Rail Bridge (GD1/1346/1/4).



HISTORICAL AND WEST SEARCH ROOMS

The overall number of daily attendances in the Historical and West Search Rooms this year was 11,762, the lowest it has been for the last six years. It is also the first time since 1999-2000 that the figure has fallen below the 12,000 mark. Since figures peaked at 12,617 in 2001-2002, attendances have gradually been dropping but interestingly, this downturn has only taken place in the Historical Search Room. During this same period, attendance figures in the West Search Room have continued to rise, reaching an all-time high of 3,927 this year.

The reason for these contradictory trends appears to be twofold, the first being the availability of indexes to, and digital images of, wills and testaments (1514-1901) on the Scottish Documents website. Wills and testaments are the most heavily used group of records in the Historical Search Room and with the programme to digitise them and make them available online now completed, there has been a direct correlation with the falling number of photocopy orders and attendance figures in the Historical Search Room. Second, the development and growing use of the NAS on-line public access catalogue (OPAC) and the index to certain criminal cases have opened up access to, and use of, the most heavily-used records in the West Search Room. These include court records, maps and plans and British Rail records.

Whilst there was a marginal drop in attendance figures (2.4%), the correspondence remained at almost the same level as the previous year. We are noticing, however, that a growing percentage of enquires, whether in writing or in person, are more complex, requiring more staff time and a greater depth of knowledge to answer. This trend seems to be indicative of a growing knowledge of genealogy and of our records amongst our users. This is supported by more information becoming available about archives generally and genealogy in particular through television programmes, publications and websites. This increased awareness of archives has in turn been underpinned by the launch of our electronic catalogue and has resulted in a substantial increase (21%) in the number of records that were ordered and produced in the search room. It is quite likely that this trend will continue as more catalogues are added to the OPAC and more record series are indexed.

It was also a very challenging year for both search rooms with regard to staff changes. Four of the seven professional staff were either newly appointed or transferred into the branch. The West Search Room in particular suffered from delays in the recruitment of the new staff (due to problems in the Scottish Executive's Human Resources Section) and the loss of the Assistant Plans Officer post. A direct consequence of the loss of this post was that approximately half the number of plans that had been projected were listed (796 instead of 1500). The Plans Officer spent considerable time looking into Geographical Information Systems (GIS) and investigating their potential use and possible benefits for NAS. An extensive preliminary report was produced but as these are very sophisticated tools, further work will be required to identify just how exactly GIS could best be utilised and what resources it would require.

Last year, considerable effort was put into improving services and facilities in the search rooms which had been highlighted in the 2002 Users' Survey as needing to be improved or developed. Happily, this programme of improvements continued this year. From October, readers were able to print out colour prints up to A3 copies from the digitised records accessed via 'Virtual Volumes' in the Robertson Wing and a computerised index to the post-1984 testaments was introduced in the



Historical Search Room; the latter will shortly be available in all three search rooms. A 'whitelist', which provides easy access to designated internet sites, became available from May and readers are encouraged to suggest additions to the list. All of these facilities have been very well received by our readers and are being heavily used. Finally, a prototype electronic ordering system was introduced in the Historical Search Room in December. This is currently only being used by the Archive Attendants but the aim is that a fuller and more developed system will be introduced throughout the NAS and will be used by all staff and readers. We also made a number of improvements to the West Search Room in the course of the year, including installing a new workbench to house additional terminals for OPAC. By the end of the year we were beginning to look at plans for improving the layout of the West Search Room. It is hoped that this work will be completed by December 2005.

With the Freedom of Information Act due to come into effect in January, Reader Services staff spent considerable time working with colleagues in Government Records branch to develop guidelines for handling requests for information received under the act. We also worked with ICT staff to develop an online logging system for all enquiries received, including FOI and Data Protection ones. As well as being able to provide statistics required under the act, including performance targets, this has also proved to be an extremely useful tool for monitoring workflow and progress with all enquiries throughout the branch and for analysing many aspects of our correspondence, such as types and source of requests. It was difficult to predict the potential response to the act but as it has turned out, Reader Services branch has not been inundated with FOI requests as was originally feared.

Readers' daily attendances	2004-2005	2003-2004	1994-1995
Historical	7,835	8,637	8,130
West	3,927	3,378	2,489
Total	11,762	12,051	10,619
Postal and e-mail enquiries	2004-2005	2003-2004	1994-1995
Historical	2,126	2,100	2,486
West	1,217	1,289	721
Total	3,397	3,389	3,207
Photocopies	2004-2005	2003-2004	1994-1995
Historical	16,235	17,478	27,348
West	18,359	18,529	14,796
Total	34,594	36,007	42,144
Productions	2004-2005	2003-2004	1994-1995
Historical	34,019	27,163	34,608
West	16,759	14,760	14,796
Total	50,778	41,923	49,404



LEGAL SEARCH ROOM

The sasines continued to be our most heavily use records. Despite the anticipated fall in their use, due to the impact of Registration of Title, production figures fell by only a marginal 0.4% on the previous year's figures, to 131,433. While there are some indications that the numbers will show a more significant drop next year, a project that will have an even greater impact on the work of the Legal Search Room is the plan to digitise the sasine registers (see Paper 2 for more on this). By the end of the year, staff were involved in various aspects of this major project including development of the electronic abridgements and associated finding aids.

We also began looking at the Legal Search Room in the light of another project – the Scottish Family History Service (SFHS) – and its associated building work. This project will have a major impact on the Legal Search Room – and on the Historical Search Room – and we have been carrying out contingency planning for various scenarios over the next two years. At present we are facing too many unknowns to commit to one particular way forward, but we are considering the impact of various options and hope soon to be able to respond appropriately.

The number of written enquiries received from the public and solicitors had risen steeply last year by 78% to 841 but this figure more than quadrupled this year to 4,441. This unusually high figure was primarily due to requests for information relating to miners' confirmations in connection with claims for compensation for respiratory and vibration diseases.

The rise in adoption enquiries noted last year also continued and on average, we had at least two such enquires per day and one interview with an adoptee to access their adoption papers. This certainly stems from greater general awareness in the public about the rights of adoptees.

Photocopies (pages)	2004-2005	2003-2004	1994-1995
	912,155	913,343	1,134,715
Productions	2004-2005	2003-2004	1994-1995
	131,433	131,985	155,864





EXHIBITIONS AND PUBLICATIONS



The Dome above the Legal Search Room.

A small exhibition, based around facsimiles of NAS treasures, was mounted in the display area of General Register House for the first part of the year. This was replaced in November 2004 with *Faces from St Kilda*, which included some very early portrait photographs of St Kilda's inhabitants dating from the 1860s. The albums containing these are held on deposit from the Signet Library, to which we extend thanks for giving permission for the images to be displayed. The exhibition formed NAS' contribution to the national Archives Awareness Campaign 2004, which this year had the theme of *Routes to Roots*. This exhibition was replaced at the end of January with a display of some of the original material incorporated into the Scottish Archives for Schools publications. *Faces from St Kilda* has been recreated as a travelling exhibition at the request of the National Trust for Scotland, which plans to send it round several West Coast venues over the summer of 2005.

A considerable amount of work was undertaken in preparation for two exhibitions due to take place next year. We have been approached by HM Ambassador to Panama, Jim Malcolm OBE, to co-operate on an exhibition on the Scottish colony at Darien to be shown at the Museo del Canal Interoceánico de Panamá in August 2005. We have also reached agreement with the Presiding Officer of the Scottish Parliament to display the Declaration of Arbroath as part of an exhibition entitled *For Freedom Alone*, also to take place in August 2005.

An updated version of the third edition of *Tracing your Scottish Ancestors* was published by Mercat Press in December 2004, incorporating a number of minor changes contributed by NAS Staff. Two editions of the *NAS Newsletter* were published this year, incorporating the previously separate *Education News*.

Website

In April 2004, the Online Resources Team began a review of all the NAS websites: the NAS website itself (www.nas.gov.uk) and the 3 websites which had been created by the Scottish Archive Network (SCAN) project: SCAN: www.scan.org.uk; Scottish Documents: www.scottishdocuments.com and Scottish Handwriting: www.scottishhandwriting.com.

The purposes of the review were to provide information about the current state of the NAS websites; to begin discussion as to the purposes of the websites; to establish a planning process for future website development; and to create a technical and editorial design brief for website construction and design work.

In November 2004, it was agreed that the NAS website would be redesigned in-house during 2005-2006 so that it would meet government accessibility guidelines and have improved site navigation and search engine ratings. The other websites would have minor changes made to their accessibility until resources were available for fuller redesign work to be carried out. Little was to be done to the Scottish Documents website as the content was due to be transferred to the ScotlandsPeople site early in 2005. One of the notable additions to the SCAN website during 2004-2005 was the *Weights and Measures Guide*, which lists old Scots terms for the weight and measurement of materials. In April 2004, the Scottish Handwriting website was launched and saw a steady increase in usage throughout the year. Each week a new handwriting tip and poser were added to the site to assist those interested in improving their palaeography and to encourage visitors to return.

Over the year usage of all 4 websites increased, some of which was attributed to the interest in archive websites stimulated by the BBC television genealogy programme *Who do you think you are?* The following number of website visits and unique visitors were recorded for each of our sites:

Website statistics 2004-2005		
Website	Visits	Unique visitors
NAS	400,830	146,985
SCAN	430,594	115,912
Scottish Documents	572,648	220,007
Scottish Handwriting	23,529	10,240
Total	1,427,601	493,144



Main Street, St Kilda, in 1913: one of the photographs which featured in the *Faces from St Kilda* exhibition (GD1/713/1a).

Talks and visits

This year NAS staff spoke to over 450 people who visited to hear about the work of NAS and the records we preserve. Visitors included the family history societies of North Perthshire, Milngavie, Aberdeen, Central Scotland, Dumfries and Galloway and Standard Life. Other societies to visit were the Society of Authors in Scotland and the Scientific Archivists Group. Edinburgh University students from the departments of Geography and Scottish History, and the Faculty of Law, also visited with their tutors to learn of resources relevant to their particular subjects. Several NAS staff were involved in the November visit of a group of students from the new Information Management and Preservation course at Glasgow University, who visited to learn about our holdings, our public services and our future plans.

At the end of 2004 Senior Management considered a proposal put forward jointly by Outreach and Education Branch and staff of the Historical Search Room to run a series of introductory talks, aimed at the general public, on the first Tuesday of every month. This proposal was accepted and a 12 month trial was agreed, commencing in February 2005. The talks are free, with a maximum of 15 places on each. Groups or individuals are welcome to apply. These talks are proving to be extremely popular and are already booking up well into 2005.

Staff travelled outwith the office to give presentations on NAS collections to the Lanarkshire Family History Society and Central Scotland Family History Society. NAS staff also attended the Scottish Association of Family History Societies Annual Conference in Stirling in April.

Education Services

The Education Officer devoted most of her time this year to the Scottish Archives for Schools (SAfS) project, a joint venture with the Scottish Executive Education Department and Learning and Teaching Scotland to produce resources for schools based on NAS holdings. On 25 May 2004, Euan Robson, the Deputy Minister for Education and Young People and Professor Tom Wilson, Chairman of Learning and Teaching Scotland, launched the first two packs in the series, *Scotland in the 16th Century* and *The Jacobites* in General Register House.

Work continued throughout the year on completing the remaining three titles, *Victorian Scotland*, *Scotland 1901-1938* and *World War II: the Scottish Home Front* and in creating the accompanying CD-ROM with Screenmedia. These were launched in GRH on 3 February 2005 by James Boyle, the Chair of the Cultural Commission. Mr Boyle also opened a corresponding exhibition which ran in the front hall of GRH until 29 April 2005. Both launches were a great success, due in particular to presentations given by pupils from P6 and P7 from New Stevenston Primary School in North Lanarkshire who outlined their experience of working with the resources in the classroom.

NAS entered the first three titles in the series to the Saltire Society/TES Scotland 2004 Award for Educational Publishing. On 18 March 2005, at the award ceremony at Jordanhill Campus in Glasgow, we were delighted to come second equal out of a total of 33 entries and to receive a commendation.

NAS would like to offer special thanks to Marion Cuthbertson, on secondment from North Lanarkshire Council Education Department to produce the resources, and to our project partners, for their support in this successful education project. A free set of the packs and the accompanying CD-ROM were distributed to all Scottish schools.

The NAS Education Officer has begun a series of presentations to upper primary and lower secondary school teachers across Scotland to promote the use of the resources. So far she has visited Education Centres in Inveraray and Livingston. She will undertake a full evaluation programme with schools during the 2005-2006 school session.

NAS continues to participate in the Heritage Education Officers Group (HEOG). This year's emphasis was on delivering several training events to Cultural Coordinators to help them make the best use of the expertise and diverse resources available within the heritage sector. Four workshops took place in venues across the country in March 2005 which were followed up in September with the opportunity for Cultural Coordinators to spend three days working in Edinburgh with a variety of HEOG education staff, including the NAS.

The Education Officer gave a joint presentation with London Metropolitan Archives on behalf of the Archives for Education and Learning Group at the Society of Archivists Annual Conference held at the University of Strathclyde in September 2004. Addressing the conference theme, *Citizenship for all*, the workshop offered practical advice on using archives to support the teaching of citizenship in schools.





The first group to visit NAS following the introduction of a regular programme of talks: 1 February 2005.



Guests at the launch in May 2004 of the first two *Scottish Archives for Schools* titles.

(L-R): 'Sir James Balfour of Pittendreich' and 'Mary, Queen of Scots' (members of Linlithgow Players); Euan Robson, MSP; Professor Tom Wilson, Chairman of Learning and Teaching Scotland and George MacKenzie, Keeper of the Records of Scotland.



Euan Robson, MSP, at the launch May 2004 of the first two *Scottish Archives for Schools* titles, with Marion Cuthbertson, Project Development Officer; June Kennedy, Deputy Head of New Stevenson Primary School and pupils.



The NAS Education Officer, Margaret McBryde, presenting a workshop on *Citizenship for all* at the Society of Archivists Annual Conference, September 2004.

Media use of the archives

A major BBC TV series on family history entitled *Who Do You Think You Are?* was aired in autumn 2004 and gave many viewers their first insight into the fascination of genealogy. NAS staff provided the programme's researchers with information on the Scottish forebears of Ian Hislop, the editor of *Private Eye*. BBC Scotland filmed pages from a 1760s letter book of Alexander Oliphant and Company, wine merchants in Ayr, for a news feature about The Vaults in Ayr.

Library

NAS entered into a service level agreement with the General Register Office for Scotland (GROS) for library services from April 2004 and the GROS Librarian now works two mornings per week for NAS. Of the 317 new additions to the Library in the course of the year 210 were gifts, including *Shipfinder, 2003-2004*, an electronic index to Lloyd's Register of ships currently afloat. This forms a useful resource for West Search Room enquiries as it also includes data on ships' former names. A major purchase this year was the 60 volume set of the new *Oxford Dictionary of National Biography*, including a year's free subscription to the online edition. This is being made available to readers via the Internet section on the OPAC.

Further progress was made with the conversion of the library catalogue to computer with 1440 records added. The following library classes are now available on the electronic catalogue: archives (A), biography (BIOG), ecclesiastical history (ECC), economic and social history (ES), family history (F), heraldry (H), military history (MIL), Scottish history (SH) and topography (T).



JOINT PROJECTS

The Scottish Family History Centre Project

The most significant joint project on which NAS is working at present is the Scottish Family History Centre. Along with the Court of the Lord Lyon (CLL) and the General Register Office for Scotland (GROS), NAS aims to create a 'joined-up' service for those tracing their Scottish ancestry. A detailed brief for the new Centre has been agreed and five contractors were invited to tender for the construction work on the new campus. The successful contractor will be chosen in May 2005. Work on site will commence in July 2005.



A brand for the new service has been created and registered as a trademark with the Patent Office. The new brand features the name 'ScotlandsPeople' and bears the tagline, 'Connecting Generations'. The brand is flexible and can be made to work with a variety of different images – including historical and modern photographic portraits. Visual identity guidelines governing the use of the brand have been created and agreed and the brand will officially be launched together with the new joined-up Internet service in June 2005. The internal use of the brand will be 'rolled out' later in 2005, or early in 2006.

A charging model for the new family history campus was jointly agreed in principle in November 2004. This model would see free basic access to the combined electronic genealogy resources of the GROS and NAS. It is likely that this basic access will be time-limited and will be restricted to a certain number of seats only. Additional, value-added services will be charged for.

During June and July 2004, NAS and GROS customers were surveyed in order to find out which services they would value most in the development of the Scottish Family History Service. The highest priorities were given as follows:

- One-to-one help with genealogy
- High quality printouts
- Orientation tours
- Handwriting help

Some of these services were already available in some shape or form in either or both organisations. Subsequent to this survey, the Services Working Group (which includes representatives from the GROS, NAS and CLL) has been researching comparable organisations and services across the UK and a pilot of one-to-one customer assistance was carried out in January 2005. This should help us to define the service offered, the quantity of staff required to provide the services and the probable charges for one-to-one assistance. Although we have an idea of the services the new Centre will offer and how these services will be staffed, there is as yet

no detailed implementation plan for the services. We will be able to produce and circulate a plan once we have a clear plan of the phasing of the accommodation works.

Work is continuing on the detailed specification of the new services. Analysis of the requirements is proceeding with three main functions having been identified: an online seat booking system, the search facilities and a financial application. Although separate in their functions these applications will have many interconnecting features. We are working with Scotland on Line to produce a common look and feel for the public interface. Contractors have been appointed to provide IT consultancy on all aspects of the project. Consultations have begun with an aim of defining, obtaining and installing the appropriate hardware.

In autumn 2003 agreement was reached with Scotland on Line, the providers of the GROS's www.scotlandsppeople.gov.uk (which includes birth, marriage, death and census records) to add to it the contents of the National Archives of Scotland website www.scottishdocuments.com (which provides access to historical wills and testaments) to create a unified search system for all of these sources. The development work on the joint site is nearly complete and testing has begun. The new, re-branded website will launch in June 2005.

Work is underway to create an information website for the project at www.scotlandsppeoplehub.gov.uk. This will keep staff and the general public alike in touch with project developments. A User Group for the Scottish Family History Service was formed and met for the first time in February 2005. There are 7 members, including representatives from the Association of Scottish Genealogists and Researchers in Archives, the Scottish Association of Family History Societies, and the Society of Genealogists. The Group will specifically look at the provision of services and the development of the IT system within the new Campus.

The Project underwent an OGC Gateway Review in October 2005 – a type of external check on Project progress and procedures. The results of the Review were very favourable and a further review will take place in autumn 2005.

The Registers and Archives Conversion Project

This year saw the setting up of an exciting new joint venture between the National Archives of Scotland (NAS) and Registers of Scotland (RoS). The new project is known as the Registers Archives Conversion (RAC) project and will convert land records and information held exclusively on paper or microfiche into digital images, or into other electronic formats, for the benefit of users. The NAS interest centres on conversion of the Register of Sasines, held in thousands of bound paper volumes, or microfiche, and its associated abridgement finding aids. Electronic indexes of persons and places will be created in a format compatible with the electronic index that already exists from 1993, to enable access to the new images. The project will take many years to complete, but the conversion process has already begun for what will become an immensely valuable product in the future. A fuller account of the RAC project will be found at Paper 2 in this *Annual Report*.

The Statistical Accounts of Scotland web service

NAS continued to sit on both the editorial and main boards of the Statistical Accounts of Scotland service (<http://edina.ac.uk/statacc/>). A transcript of the original and more extensive parish return



for Stow compiled in 1791 and contained in the Innes of Stow collection (GD113/5/278, no. 42) was produced for the subscription service, together with a list of sources in NAS relating to the parish.

The South Uist and Barra Estate's *Prodigia* project to which NAS had supplied advice on a number of fronts subsequently received a small Heritage Lottery Fund grant to catalogue and selectively digitise the holdings of the estate. Advice was also supplied to a variety of project proposals including the digitisation of the Holyrood charters in the Dalhousie collection and a proposal to compile an imaged archive of Highland Clearance material.

CONSERVATION AND PRESERVATION

A trained member of conservation staff from the National Archives of the Czech Republic has joined Conservation Services branch on inward secondment. During her year with us, Johana Langerova will be concentrating on the conservation of books and the bound form. A further two members of staff are currently undergoing assessment to achieve professional accredited status. Unfortunately, Conservation staff no longer have access to part-time administrative assistance.

Although NAS Conservation service is essentially driven by public demand, additional work is also undertaken to meet internal staff requirements. This year conservation staff have worked closely with archivists on research priorities and to ensure that collection and public demands are supported. All work continues to be documented on the electronic catalogue; all referrals from readers and staff are recorded there and conservation staff direct their work to target these requests. In addition, a certain amount of dedicated staff time has been allocated to preparing records for exhibition and digitising.

Considerable resources continue to be diverted to Court and Legal Records branch. An ongoing performance target is the preservation and secure housing of sensitive court photographic productions. Significant progress has been made on the intensive treatment of Orkney Suit Rolls (SC11/86), a request made under charge and superintendence by Orkney Archives and Record Centre. Conservation staff have also provided a customised box to house the Claim of Right and have worked with NAS Digital Imaging and Micrographics Unit to create a high quality surrogate.

For two months over the summer, supervised project conservators worked on the re-housing of the collection of Upper Clyde Shipbuilders photographic glass plates. This has allowed significant improvements to be made and we have achieved high density storage in special metal storage cabinets within the photographic store in Thomas Thomson House. It is anticipated the project will be completed by 2006. Additions to the Balfour of Whittinghame family papers (GD433) required Conservation assistance to progress cataloguing and storage. Cleaning and packaging assistance was provided to the NAS Plans Officer to promote efficient access to this resource. Conservation Services Branch and Maps and Plans staff have also begun collaboration on collecting data to inform a report on environmental conditions and storage relating to maps and plans collections held by NAS.

Dedicated Conservation resources have been channelled to assist and support the digitising of Church of Scotland records, in order to provide material for the Scottish Family History Centre. As part of this project, Conservation staff are assisting with a review of collections housed with Scottish archives under charge and superintendence agreements.

Conservation staff assisted Royal Botanic Garden Edinburgh in the conservation of an early map of the gardens. This required a resolution of complex treatment and storage problems to achieve a successful solution. Support and preservation advice were provided to private owners in association with NRAS staff.

Preparation and planning work continued on the provision of an anoxic storage case to house the Declaration of Arbroath. This work is being carried out in association with Dr Shin Maekawa of the Getty Conservation Institute and Professor R L Reuben of the Advanced Manufacturing Unit at Heriot Watt University. Conservation staff assisted Outreach and Education branch in the preparation of the exhibition *Faces from St Kilda*, and supervised the display of the first volume of the Register of Sasines at Edinburgh Castle on 24 November 2004 to mark the end of the feudal system in Scotland.



NAS continues to collaborate with Professor Tim Wess and Craig Kennedy of the School of Optometry, Cardiff University on research into the deterioration of collagen or parchment. This research is directly relevant to key documents held in the National Archives of Scotland.

Two members of Conservation Services branch, Donald Campbell and James Thorburn, each created fine bindings for visitor books presented by NAS to the Scottish Parliament. At the Official Opening of the Scottish Parliament on 9 October 2004, Her Majesty The Queen signed one of these commemorative books, which were then made available for all visitors to sign.

A total of 14 Letters Patent were sealed on behalf of the Registers of Scotland.



James Thorburn and Donald Campbell of NAS Conservation holding the two visitors' books created for the Scottish Parliament. The volume signed by Her Majesty The Queen is on the right.

BUILDINGS AND RECORD STORAGE

General Register House

The long-running refurbishment of General Register House was completed early this year, and the scaffolding surrounding the building finally removed. The reaction from staff and readers has been very positive, with many favourable comments on the work that has been undertaken to repair and refurbish the building.

A Depute Accommodation Manager was appointed to assist the Head of Accommodation Branch, and to assume day to day responsibility for the new Family History Centre project. Considerable time was spent ensuring that its design and the subsequent contract documentation complied fully with NAS requirements. Detailed cost plans and programmes have been prepared, and a very extensive tendering exercise has been completed. The Procurement Manager for GROS assisted with the tendering process. The contract was awarded to a local building contractor, Peter Walker and Co. Ltd, whose headquarters are at Loanhead.

In anticipation of the start of building work for the Family History Centre, approximately 125,000 sasine volumes were moved from the rear dome to refurbished storage rooms in General Register House. The former reprographic working area on the ground floor of the Robertson Wing has been converted to a digital imaging studio, and space provided for the servers required to store the increasing quantity of digital images which will be produced.

In response to a request from Historic Scotland, the Victorian lamps at the front of General Register House were removed. They were replaced by lamps created from original period moulds by the Sugg's Lighting Company.

West Register House

Some of the stonework inspected as part of a regular health and safety programme was found to have deteriorated so badly that there was no alternative but to carry out urgent repairs. Over the last nine months extensive restoration work has been carried out to ensure that the stone remains in a safe and stable condition.

Thomas Thomson House

Statutory and routine maintenance has continued. Some staff and visitors may feel they are working in or visiting a wild life sanctuary as we have regular visits from a kestrel. There are also a vast number of rabbits which unfortunately are becoming a nuisance. Recently foxes have been seen around the building, presumably attracted there by the abundance of rabbits. We will monitor the situation and decide if action needs to be taken to deter their presence. Accommodation Branch continues to consult staff and develop ideas on how the extension to Thomas Thomson House might look when it is eventually commissioned and built, we hope within the next 5 to 10 years.



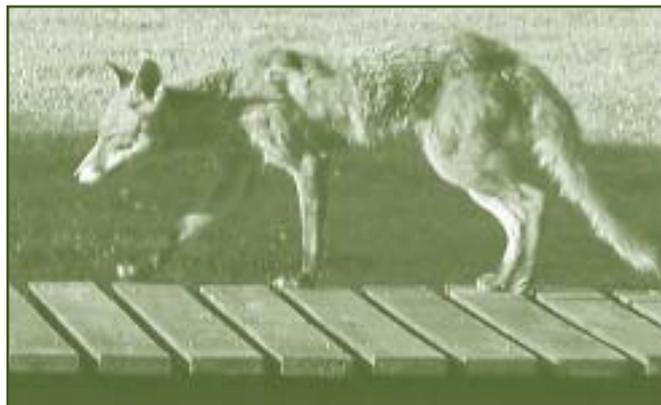


The new lamps recently installed by the entrance to General Register House, cast from original period mouldings.



Looking from the roof of West Register House at dusk towards Edinburgh Castle.

One of the foxes which have recently been spotted in the grounds of Thomas Thomson House.



CORPORATE SERVICES

Corporate Services division has responsibility for reader services, finance and administration, accommodation services, conservation services, and information and communications technology. Corporate Services has overall responsibility for preparing the NAS Corporate Plan. This sets out the main objectives, tasks and priorities of the National Archives of Scotland for the next three years, as well as establishing specific objectives and targets for the current financial year. The Corporate Plan is used by the Management Board to measure the National Archives of Scotland's performance and progress and is a basis for justifying the resources allocated to us by the Scottish Parliament. The Plan also contains useful background information on NAS and the framework in which we operate. It can be accessed on our website, www.nas.gov.uk.

Finance

Finance and Administration Branch (FAB) provides support services for day to day office procedures. FAB also manages procurement processes across the office and acts as liaison with a wide range of external customers, suppliers and other divisions within the Scottish Executive. Payment performance has improved greatly over recent years and 100% of invoices are regularly paid on time.

In the financial year 2004-2005, the gross expenditure of NAS was approximately £8.7 million. To offset this, we generated income, mainly from fees and charges, of about £700,000. The main items of expenditure were on salaries (c.£4.1 million) and accommodation costs (c.£2.4 million). The bulk of accommodation costs were incurred on the on-going major refurbishment programme at General Register House. The NAS Accounts for the year 2004-2005 will be audited by PricewaterhouseCoopers, under a contractual arrangement with Audit Scotland. The Accounts will be laid before the Scottish Parliament and a copy placed on our website.

Information and Communications Technology (ICT)

The ICT branch, whose primary aim is to provide a secure, efficient and effective infrastructure for the NAS business needs, has had another busy and challenging year. It has contributed significantly to the development of the core business functions and services across all areas of the NAS and continues to improve and develop the internal infrastructure and IT systems.

The *ICT – Infrastructure and Applications Development* team successfully put in place the infrastructure necessary to enable high profile digitisation projects to get underway. This included installing new digital camera workstations and related data processing and storage solutions. The team is also playing a leading role in the design and implementation of wide ranging IT systems for use by the Scottish Family History Service (SFHS), a joint project by NAS, General Register Office for Scotland and the Court of the Lord Lyon to create a unified family history campus based in the centre of Edinburgh. While this service will not be launched officially until October 2006, the team has implemented a number of IT systems as part of the ongoing project programme. This team will be responsible for supporting the extensive IT infrastructure and facilities after the service is launched next year. Work to implement an Electronic Ordering System was also undertaken, with a prototype system made available for evaluation. This system, which will allow staff and customers to place orders electronically from within the various search rooms, will make it possible to introduce more efficient and effective ordering services to our customers. The programme to further enhance the administrative processes within the office continued with the release of several new on-line applications, including a system to manage enquiries made under the Freedom of Information (Fol) Act.



It has also been a busy year for the *ICT – Digital Information Services* team. A new Digital Imaging Unit was established to produce images in a more preservation friendly manner and to provide ‘digitisation on demand’ services to customers. In a joint working initiative with the Registers of Scotland, this unit is also using the new digital camera equipment to digitise the Scottish property registers, the Sasines. The team has also contributed to the technical aspects of various accessioning and electronic records policies and development initiatives, including initiating a project to put in place a digital data archive facility for the office. Further improvements to the IT systems providing access to the electronic catalogues were also undertaken.

To reflect the increasing importance of delivering information to our customers via the Internet and other electronic delivery mechanisms, a new *Online Resources Team* was established in April 2004. The primary function of this new team is to supervise and manage the content and development of the NAS’ and related websites. The team, in conjunction with the NAS branches, has undertaken a comprehensive review of the websites and produced a framework for the redevelopment and launch of our enhanced web resources in autumn 2005. Encouragingly, the number of visits to the current websites has risen steadily throughout the year, possibly due to the promotion of genealogy on recent television programmes. The team is also responsible for overseeing the work of a team from the Genealogical Society of Utah, who have been working with the NAS for some time to digitise wills and testaments (primarily as part of the SCAN project) and more recently the records of the Church of Scotland. Further work undertaken includes producing electronic indexes of the Kirk Session minutes with the help of remote volunteer indexers.



An example of the new digital camera workstations used to capture digital images.

One of the new server storage cabinets installed by *ICT – Infrastructure team*. In addition to the internal NAS network data, these servers are used to store millions of document images that have been digitised as part of our ongoing programme to make NAS records available electronically. A single server storage device holds the equivalent of around 20,000 volumes of original documents.



SERVICES TO RECORD CREATORS, OWNERS AND CUSTODIANS

A considerable amount of time during the year was given over to preparing for the full implementation of the Freedom of Information (Scotland) Act. We saw a considerable increase in the number of organisations coming to us for advice on records management, especially in the six months before 1 January 2005. The bodies assisted this year include:

Accountant in Bankruptcy	National Museums of Scotland
Audit Scotland	NHS Quality Improvement for Scotland
Christchurch City Council, New Zealand	Scotland Office
Communities Scotland	Scottish Agricultural Science Agency
Diagonal Solutions	Scottish Courts Administration
East Lothian Council	Scottish Law Commission
Fife Constabulary	SE Health Department
HM Inspectorate of Education	SE Justice Department
Learning and Teaching Scotland	University of Aberdeen Archive Services
Mental Welfare Commission	Western Isles NHS Board

In April, NAS hosted a Society of Archivists training event on Freedom of Information and staff from Government Records Branch were involved in giving presentations on the FOI Code of Practice.

There is a provision in the Freedom of Information (Scotland) Act which requires the Scottish Information Commissioner to consult with the Keeper of the Records of Scotland before giving a practice recommendation to a Scottish public authority in relation to their conformity with the Code of Practice on Records Management. We have concluded a Memorandum of Understanding with the Office of the Scottish Information Commissioner on the operation of the section 61 Code on records management and the co-operation required on the issuing of practice recommendations.

The Scottish Health Department's long-awaited advice on the Management, Disposal and Retention of Administrative (i.e. non-personal) Records – a development in which NAS was closely involved – was in the process of being issued at time of writing. It replaces Scottish Health Memorandum no. 60 of 1958 and supports compliance with the Freedom of Information (Scotland) Act 2002. In preparation for the winding-up at the end of March 2005 of the NHS area health councils which were established in 1978 to represent patients' interests, NAS also acted as broker in finding a home for the records of Argyll & Bute Health Council (Renfrewshire Archives), Forth Valley Health Council (Stirling Council Archive Service) and Tayside Health Council (Dundee University Archives).

To aid the digitisation of pre-1901 Church of Scotland records that will feature as part of the forthcoming Scottish Family History Service, a request was sent to every presbytery in Scotland, appealing for details of all surviving pre-1901 records that survive in the hands of presbyteries and



their sessions. A supporting article by Hazel Anderson and Ian Hill appeared in the March 2005 edition of *Life & Work*. The returns from the presbyteries are in the process of being collated. Discussions also began and are continuing with the Scottish Catholic Archives about the prospect of imaging the main series of parish registers down to 1900 for inclusion in the Scottish Family History Service.

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.

An agreement was finally concluded with Highland Archive to cover the deposit of the Cameron-Head of Inverailort collection (GD465). Agreements relating to the deposit of Aberdeen burgh, customs and JP records (B1, CE87 and JP27 respectively) were sent to Aberdeen City Archives for signature. A list of records for potential transfer was also supplied to East Lothian Council which has been actively developing plans for new archive accommodation in its area. Unfortunately, a request from North Highland Archive to transfer the relevant Church of Scotland records to Wick was declined pending improvements to the environmental conditions at the repository.

Production statistics	2004-2005			
	C & S productions	Total productions	C & S as % of total productions	Copies of C & S material
Unitary Local Authorities				
Aberdeen City Archives	65	1,248	5.2	Nil
Ayrshire Archives	191	5,984	3.2	Nil
Dumfries & Galloway Archives	216	2,193	9.8	20
Dundee City Archives	316	4,889	6.5	32
East Dunbartonshire Archives	4	754	0.5	Nil
Falkirk Council Archives	109	5094	2.1	2
Glasgow City Archives	1,869	28,000	6.7	N/A

Production statistics	2004-2005			
	C & S productions	Total productions	C & S as % of total productions	Copies of C & S material
Unitary Local Authorities				
Highland Council (North Highland Archive)	128	1,511	8.5	Nil
Orkney Archives	261	3,831	6.8	39
Perth & Kinross Council Archive	684	6,260	10.9	249
Renfrewshire Council (Paisley Central Library)	514	2,794 ¹	18.4	N/A
Shetland Archives	365	2606	14	N/A
Stirling Council Archive Service	208 ²	5,095	4.1	N/A
Universities				
Glasgow University	1,005	6,972	14.4	N/A
St Andrews Univeristy	522	9,575	5.45	N/A
Other Institutions				
RCAHMS	50 ³	2,597 ⁴	1.9	3

¹ No. of enquiries.

² The reduced total compared year 2003-2004 results from the transfer of all NAS B66 records into the permanent custody of Stirling Council.

³ Estimated total.

⁴ No. of visitors.



Local Authorities

The Keeper sought assurances from Angus Council about the relocation of its archive in September 2005 from Montrose Library to the Hunter Library at Restenneth by Forfar. A formal letter of support was sent to Argyll & Bute Council endorsing the proposal to develop Clock Lodge in Lochgilphead as a multi-purpose facility, principally consisting of an archive and genealogical centre. NAS also expressed its concern about the perilous state of Edinburgh City Archives and discussions were held with the Council about ways in which NAS staff might assist the general process of recovery. Discussions continued with Moray Council about the future of its archive service following the decision not to proceed with the redevelopment of Grant Lodge. Advice was also given to Scottish Borders Archive as part of a review of its opening hours while comments were made to Stirling Council Archive about features of the commendable new archive repository at Springkerse.

THE NATIONAL REGISTER OF ARCHIVES FOR SCOTLAND

One of the major user groups of the National Register of Archives for Scotland (NRAS) is the academic community. In recent years, however, it has become clear that students, postgraduates and academics sometimes have a sketchy knowledge of what the NRAS can do and the difficulties involved in planning research where private records are involved. Each year the NRAS is involved in the Postgraduate Training Visit to Edinburgh Repositories (PTVER) which targets new postgraduate students of history, but there are many other disciplines which use our services: geography, art history, architecture, English literature, politics, social and economic history. As part of our outreach activities this year the NRAS developed contacts with a number of Higher Education institutes. One of the first events resulting from this was a talk to the Research Institute in the Culture, History and Ethnology of Scotland (RICHES) seminar at the University of Edinburgh, an interdisciplinary seminar series.

During the year surveys undertaken by staff of the NRAS included estate papers and plans of the Earls of Cromartie (NRAS4156). The papers shed light on the Coigach riots of 1853 and the attempts of the Cromartie family to develop Strathpeffer Spa in the late nineteenth and early twentieth century. The larger part of this rich highland archive was purchased by the National Archives of Scotland in 1993 (NAS ref: GD305).

The level of enquiries to the Register remains buoyant. Nearly 400 enquiries were received, generating almost 700 letters and encompassing the usual wide range of subjects including: countermarked francs in the eighteenth century; the history of golf at Carnoustie; the artist and art dealer Gavin Hamilton; electric light fittings for ships; Scottish orchards and fruit varieties; and Princess Pauline Borghese.

Thirty surveys were added to the Register, a sharp downturn on previous years. This reflects the numerous changes in staff in local archives and their involvement in preparations in the run-up to the implementation of the Freedom of Information (Scotland) Act at the beginning of January.

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



Volumes awaiting sorting and surveying by staff from the National Register of Archives for Scotland.



BEYOND SCOTLAND

In May we received a visit from Ms Kann Sjoberg, the Education Officer at the Lund Archives in Sweden. With the assistance of the NAS Education Officer she compared educational approaches using archival material in the two countries.

In August we were contacted by HM Ambassador to Panama, Jim Malcolm OBE, himself a Scot, who was interested in the history of the unsuccessful Scottish settlement at Darien in Panama in the 1690s. He was anxious to bring to Panama the travelling exhibition on Darien, jointly organised by NAS, the National Library of Scotland and The Royal Bank of Scotland a number of years ago. Eventually it was decided that a Spanish version would reach a wider audience, and NAS supplied text and images from the original exhibition to be incorporated into the new display which will be hosted by the Museo del Canal Interoceánico de Panamá in August 2005.

The annual conference of the Society of Archivists was held in Glasgow in September 2004 and offered an opportunity for archivists across the UK and Ireland to discuss their profession. NAS Education Officer Margaret McBryde gave a joint presentation with Sally Bevan of London Metropolitan Archives on behalf of the Society's Archives for Education and Learning Group on 'Citizenship for all'. The final plenary talk, on *Reaching back, looking forward*, was given by George MacKenzie, Keeper of the Records of Scotland.

Also in September was a conference in The Hague jointly organised by the Dutch Ministries of Culture and of Foreign Affairs. The Keeper attended this and was a panel speaker at the session entitled *Towards a Continuum of Digital Heritage – Strategies for a European Area of Digital Cultural Resources*.

In December we welcomed the UK Joint Forum on museums, libraries and archives on a visit to NAS. This involves the three 'domains' and the four 'home countries' of the UK. NAS is not directly involved in this forum, as Scottish archives are represented by the SCA, but we agreed to host the meeting and the Keeper spoke about archives and cultural entitlements. A number of areas for possible closer co-operation arose from the meeting, both with the museums and libraries and with other parts of the UK, including training and workforce development, and joint approaches to the Cultural Commission review.

The Keeper's experience of working with archives under attack in unsettled parts of the world was distilled into an article on *Armed Conflict, International Law and Archives*, which will be published by the Society of American Archivists later in 2005.



Visit in December of the UK Joint Forum on museums, libraries and archives. [L-R] Valerie Adams, PRONI; Fran Hegyi, MLA; Linda Tomos, Cymal; Irene O'Brien, SCA; Jane Robinson, SMC; Joanne Orr, SMC; George MacKenzie, NAS; and Gina Lane, MLA.

PAPER 1: THE SCOTTISH SOLDIERS' WILLS CATALOGUING PROJECT

Among the least known records preserved in The National Archives of Scotland (NAS) are the wills made by Scottish soldiers which are held in a special series among the records of the Edinburgh Commissary Office (ref. SC70/8). Until recently, access to the 31,000 or so soldiers' wills was difficult, and they tended to be used by only the most dedicated of researchers. Recognising their importance, especially in the context of the increasing popularity of research into military records, we have worked in partnership with the Scottish National War Memorial Trust (SNWMT) to create a full catalogue of these records and open them up for public use.

Many Scottish soldiers, who died while serving their country during the period between the 1850s and the 1960s, left behind a will on a special army form. After processing these wills the military authorities passed the remnant to the Commissary Office in Edinburgh, which in turn transmitted them to the care of the Keeper of the Records of Scotland. Until 2003, the records were listed only by the years contained in each of the 120 boxes. In fact the stated dates were unreliable, there was no information provided concerning the context of the series, and little about its content. For years the documents remained more or less in the state in which they were received from the Commissary Office. Detailed lists of the wills formed a part of the records, but as these finding aids were neither adequately described nor readily available, they did little to encourage the prospective user.

In 2003 the advent of the NAS electronic catalogue and the opportunity to describe the wills in the third edition of the NAS guide *Tracing Your Scottish Ancestors* prompted a re-assessment of the series by Court and Legal Records Branch. The arrangement and contents of the entire series were checked, and it emerged that there were about 31,000 wills, of which approximately 26,000 dated from the First World War and 4,700 from the Second World War. Each will was given a unique reference, based on the batches sent by the War Office and the number ascribed to each will in the official list of each batch. Copies of the original War Office lists were marked up with the new NAS references, and made available as a temporary finding aid in the Historical Search Room. No official lists existed for the 290 wills sent before 1914, so these records were catalogued and the list made available likewise.

However, the limitations of these lists were obvious from the start. The wills are arranged in batches according to the conclusion of the official paperwork, and not by the date of the soldier's will or his death. Each First World War batch, for example, is arranged by the initial letter of the surname. We therefore seized the opportunity to re-catalogue the series by creating a database of the wills as a means of furthering intellectual control, improving access and opening up the wills to users. However, rather than enter the full details, such as name, rank, service number and unit from scratch, it was proposed to identify an existing dataset to act as a suitable foundation upon which to add details specific to each will, such as its reference and date.

In response to our appeal, the Scottish National War Memorial Trust (SNWMT) generously made available their database of the Roll of Honour. This database contains the names of some 148,000 Scottish servicemen who died during the First World War, and 56,000 in the Second World War. Our partnership undertaking was to match the wills against the Roll, and on completion of our input, supply a reciprocal copy of our dataset for the Trust's use. We created a separate MSAccess database which allowed us to record any variant information such as name, service number or date of death in a separate section, and during 2003-2004 the lists of the First World War wills were matched against the Roll. Although the matching exercise yielded a set of relevant data on which to build the catalogue of the 26,000 wills, it proved hard work, and the number and nature of the variants and non-matches gave rise to further quality assurance work to resolve discrepancies.



The next phase involved numbering all documents and examining each will to extract its date (if given) and the War Office's reference numbers, the origins of which were initially unknown. As a result of our investigations, it became apparent that these references related to entries in the War Office's Effects Registers, relating to the deceased soldiers' financial affairs. The Effects Registers are preserved in the National Army Museum in London, and it was therefore considered worthwhile recording this additional reference information on the new Wills' database to facilitate further research in the records held there.

Another key element in the catalogue description is the type of will. Most are of the simplest kind, using one of the set forms of words as printed in the soldiers' pay book, but many are entered on other Army forms, or sometimes take the form of a separate document such as a letter. At first we made no distinction between the several kinds of documents which were officially accepted as wills, but this was later changed and the type of will has now been recorded. This process has improved the catalogue descriptions, increased our understanding of the administrative history of the records, and revealed for example, the existence of many poignant letters by soldiers or their families. In parallel with this phase, the 4,700 or so wills from the Second World War to the year 1966 were also tackled, matching them with the Roll of Honour data.

A project board has overseen the work and has monitored the achievement of targets during each stage. The board authorised the extension of the project beyond the original terminal date of March 2005, enabling improved quality assurance of the data, a process which is expected to be concluded during summer 2005. In addition to identifying simple errors of data capture, checks have highlighted unforeseen aspects of the way in which the records were administered. In many instances two or more wills, sometimes of two different types, are either preserved together or, less commonly, separately. Gaps have been discovered where wills were removed from the series, mostly for recording in the normal way in the commissary registers of the sheriff courts. Other wills were recorded and then returned to the series. All gaps in the original lists have had to be accounted for, or cross-references created as appropriate.

One benefit of the cataloguing project has been to establish the relationship between the soldiers' wills under discussion and the conventional recorded wills, which can only be located using the printed *Calendars of Confirmations*. Other notable features are that almost all the documents were written by men of other ranks (private soldiers and non-commissioned officers), and unlike the recorded wills, the documents are in the soldiers' own handwriting. Moreover, despite the formulaic nature of most of them, the series contains many examples of personal expression, especially in the letters containing the soldiers' thoughts of family and home, and of life on active service.

The project aims to produce catalogue descriptions of all wills for the NAS' online catalogue, to coincide with an exhibition about the wills to be held in HM General Register House from November 2005 until spring 2006. By then we will have digitised most of the Second World War wills, and linked them to the index database, a fitting memorial to mark the 60th anniversary of the end of the Second World War.

Tristram Clarke
Senior Court Officer
Court and Legal Records

Further reading: Tristram Clarke, 'Scottish soldiers' wills, 1857-1965', in *Scottish Archives* 10 (2004), pp.69-92.

WILL.

In the event of my
Death I give the
whole of my property
and effects to Mrs
R. - Dunsire 210
Denbeath. Methil. Fife

Robert Dunsire
Private 18274
Decy 13th Battn
The Royal Scots
5/4/15

Will of Private Robert Dunsire, 13th Royal Scots, VC, 1915. (SC70/8/192/17/2)



PAPER 2: THE REGISTERS ARCHIVE CONVERSION (RAC) PROJECT

The respective Keepers of National Archives of Scotland (NAS) and Registers of Scotland (RoS) first met on 31 May 2004 to consider the possibility of a joint project to digitise sasine records, with a view to achieving mutually beneficial objectives. Previous meetings of NAS and RoS officials had discussed the necessity for NAS to convert paper sasine records to electronic images with searchable online indexes in order to overcome space constraints in General Register House. A number of options were identified in a high level business case, and the Keepers elected to pursue three of these options:

- * The conversion of sasine records on paper and microfiche to digital images, indexed and made available for searching via the Registers Direct internet portal.
- * The conversion of Land Register Archive held on microfiche to digital images for the benefit of RoS production staff.
- * The creation of an index of Past Proprietors, taken from Land Register Archive, for the benefit of customers searching the records held by NAS.

Having agreed that NAS and RoS should collaborate to complete the RAC project as quickly as possible, the Keepers agreed that the project should be operated as a joint venture, owned by NAS and managed by RoS within the structure of their Business Change Programme. The Keepers were keen for both organisations to work together to achieve their long term objectives, as this is very much in line with the Efficient Government initiative. The relationship between NAS and RoS will be governed by a Service Level Agreement (SLA) between the respective Keepers.

The drivers for the project are:

- The desire to improve access to the sasine register during the final years of its active use for legal purposes.
- The need to make better use of accommodation in General Register House to allow NAS to press ahead with the Scottish Family History Service ('ScotlandsPeople') project.
- The pursuit of gains in efficiency and productivity in RoS production areas, enabling resources to be diverted to other activities.
- The desire to accelerate the sasine paper conversion process, in order to achieve benefit and to bring new services to market as early as possible.
- The facilitation of the introduction of electronic registration.

The digitisation of sasine records will help to enable NAS' long-term plans to establish the Scottish Family History Service in a refurbished General Register House. The project will enable the space previously used by legal customers to be used by customers undertaking genealogical research; these will include historians, professional genealogists and members of the public wishing to trace their family tree. The electronic sasine register and index will be of great long-term value to these researchers, adding to the digital resources already available for them to use. Legal search customers will benefit from faster access to Sasine records, extended service hours and the ability to operate from their own premises rather than being obliged to maintain a presence at General Register House.

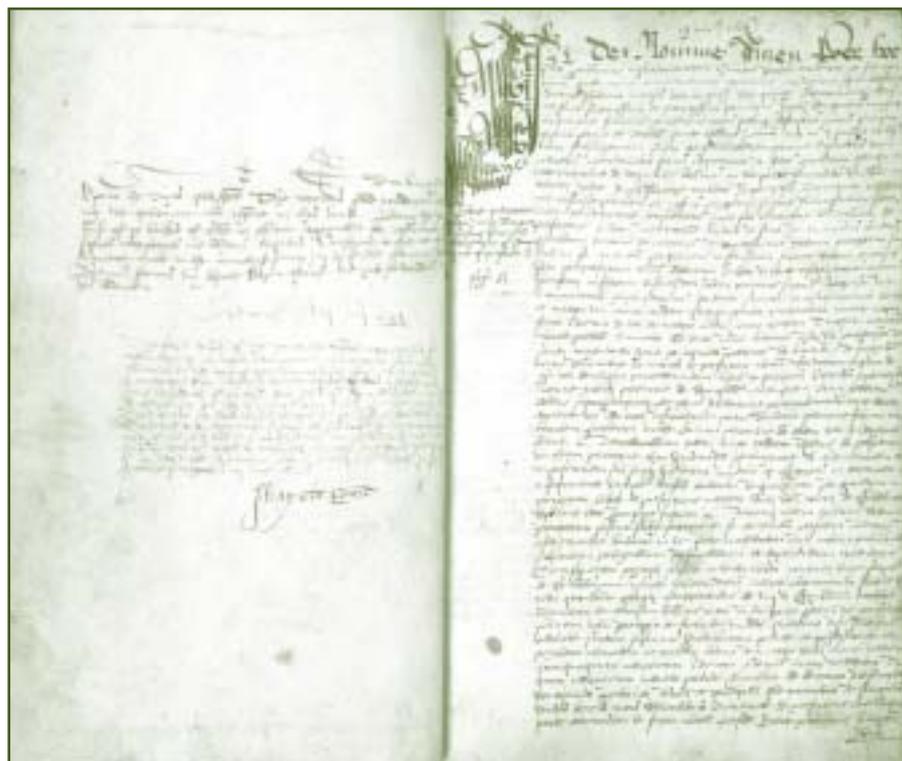
Conversion of sasine records to electronic form will reduce the space required for storing them, though it will also necessitate NAS having in place a system for long-term preservation of the electronic images.

In the first phase of the project, to get underway in August 2005, sasine abridgements and indexes will be digitised by a third party supplier. While some aspects of the project must be handled in-house for reasons of security, there are a number of tasks that can be contracted out. In order to simplify the procurement process, minimise risk and maximise value for money, the RAC project board decided that RoS' IT Partner, BT, should be contracted to carry out these tasks. BT will subcontract components of this work.

The images, once created, will be stored in NAS' repository in a format suitable for archival purposes and also in RoS' repository in a format suitable for access via the internet. An electronic search tool will be developed for use by staff and customers located in General Register House; which will allow them to identify the book and folio references of deeds of which they require a copy. They will order the copy deed in the usual way.

In subsequent phases of the project, paper sasine record volumes will be digitised in-house by NAS staff. A 'twilight' shift will be established at Thomas Thomson House to help push this forward. Sasine fiche will be digitised by the third party supplier. In both cases the images will be loaded into the organisations' respective repositories as described above.

David Brownlee
Deputy Keeper



The first page of the General Register of Sasines, which was started in 1617 [RS1/1, f1]



REPORT OF THE SCOTTISH RECORDS ADVISORY COUNCIL

The Council met formally on two occasions in this year, and also held a special meeting in January 2005 to discuss the Scottish Executive's Public Records Strategy. The Retention and Disposal sub-committee, established in 2004, held its second annual meeting in January 2005. In addition, in May 2005, members of the Council took part in a visit to the National Archives of Ireland at the invitation of the Irish National Archives Advisory Council.

The expertise of the Council continues to be called upon regularly in correspondence. Its Secretary acts as a centre for electronic communications, which enables 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 2004-2005 were Professor L Abrams, Dr M Barfoot, Mr P Daniels, Professor R Davidson, 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 Miss M Stewart (archivist, Dumfries and Galloway Archives) and Ms L Richmond (archivist, Glasgow University). Mr S Bruce of the Freedom of Information Unit Scottish Executive has continued to attend the meetings of Council, reporting to it on public records and Freedom of Information policy in the Executive. Vacancies still exist on the Council: Dr F Watson has not been replaced, while the vacancy for an appropriate representative of private archive holders also unfortunately remains. The one serving judge on the Council (Lord Kingarth) has intimated his resignation at the end of the year under report. The Council continues to be well served by the present group of members, but the formal requirements for appointments to public bodies continue to create difficulties in reinforcing the Council with new blood. Miss M Stewart leaves us at the end of this year, after much excellent service, but happily her replacement for the coming year has now been arranged with the Society of Archivists in Scotland.



Members of the Scottish Records Advisory Group. Standing, L-R: Peter Daniels, Stephen Bruce, Prof Roger Davidson, Hamish Hamill, Duncan Macniven. Seated, L-R: Dr Alison Rosie, Prof Hector MacQueen, George MacKenzie, Sheriff David Smith. Not in photograph: Prof Lynn Abrams, Dr Peter Anderson, Marion Stewart, Frank Rankin, Jim McGonigle, Dr Mike Barfoot.



ADMINISTRATIVE

Council meetings are attended by the Keeper of the Records of Scotland, the Registrar General for Scotland, and Dr Peter Anderson of the National Archives of Scotland (the Deputy Keeper). Dr Alison Rosie of the National Archives of Scotland acts as Secretary to the Council. The Council expresses its thanks to these individuals for the assistance and advice which they provide. In the interests of transparency, accounts of the Council's own activities are available both via its annual report, published in the *Annual Report* of the Keeper, and via its minutes, which are on its new website <http://www.nas.gov.uk/srac/index.asp>.



FREEDOM OF INFORMATION

Freedom of Information (FOI) continued to be an important subject for the Council as the implementation date of 1 January 2005 came and went. Kevin Dunion, the Scottish Information Commissioner, attended a meeting of the Council in October 2004, and a useful exchange of information and views took place. Mr Bruce kept the Council fully informed on developments after 1 January 2005, and the Council's Retention and Disposal sub-committee also heard at its January 2005 meeting about some of the implications of FOI for retention and disposal work in the National Archives of Scotland. The Council was satisfied that there had been a professional and committed response to FOI in the National Archives of Scotland. However, one result of its Dublin visit in May 2005, during which there was considerable discussion of the equivalent and much longer Irish experience of FOI, was a clear sense that there is still much to learn from other countries in this area (although Scotland does have a good story to tell in return).



POSSIBLE ARCHIVES LEGISLATION: PUBLIC RECORDS STRATEGY

The Council has continued to be closely engaged with work towards a specifically Scottish Archives or Public Records Act, embodied in the Public Records Strategy of the Scottish Executive. The view expressed in last year's *Report*, that this would complete the picture which began with Freedom of Information legislation, remains one firmly held by the Council, as also the position that in an increasingly complex environment there is a need for a widely-based body playing the advisory role in the general public interest which the Council enjoys in relation to the Keeper and the Scottish Ministers. The Chairman set out what were in essence the views of the Council on the Public Records Strategy in a lecture given in Dublin in October 2004, subsequently published in the Winter 2004-2005 issue of *Irish Archives: Journal of the Irish Society of Archives*. Irish colleagues were impressed by the openness and thoroughness of the consultations on these issues in Scotland. At the time of writing, however, it was still unclear when the Scottish Executive would determine its next steps in the Strategy, and the Chairman wrote to the Minister for Parliamentary Business to express concern over the appearance of delay. The Minister's courteous reply did not indicate when more information might be forthcoming. The Council also noted with interest the Cultural Commission's consideration of the importance of archives for the national cultural strategy, and the Chairman held informal discussions on the matter with the Commission Chair, James Boyle.



The Council's main reasons for thinking that the time is now ripe for an Archives Act are as follows:

- The consultation process to date has produced substantial consensus about the need for action and the form it should take. It has also generated expectations that there will be action.
- The development of Freedom of Information and data protection legislation has helped lay some of the ground work with regard to proper records management in public authorities.
- The Scottish Information Commissioner advised the Council at its October 2004 meeting that national archives legislation was urgently needed to complement the Freedom of Information Act. Freedom of Information and data protection may discourage the recording and preservation of information, and this will be offset if there are also legal and enforceable obligations in relation to the creation and management of archives.
- As the Cultural Commission recognises, archives are significant for the people of Scotland, in terms not only of national but also of family and local history. We are beginning to realise their potential in attracting visitors to Scotland in large numbers. Business is also becoming more aware of the commercial value of much of the information held in public archives, and this will be reinforced when the Public Sector Information Directive is implemented across the UK from July 2005. The good management and governance of archives therefore have huge cultural and economic significance and potential.
- Over the last few years considerable strides have been made in the digitisation of archives, rendering them potentially more accessible to more people everywhere. If the possibilities that now exist are to be fully realised, however, systems of good management and governance must be in place, to ensure the widest possible dissemination of knowledge and best practice.



ACCOMMODATION

There has been little specific new development in this area during the year, and the comments made in previous reports, about user facilities at Thomas Thomson House and West Register House and the refurbishment of the General Register House, largely hold good. The Council noted with interest that the opening of a railway station (Edinburgh Park) close by Thomas Thomson House made the possibility of readers reaching that facility, should a reading room be created, rather easier than hitherto.



OTHER USER ISSUES

The Council continues to monitor and comment upon a number of issues of concern to users of Scottish archives, notably the extension of opening hours and the digitisation of archive material in order to make it more readily accessible to users not in the physical premises of the National Archives. It welcomed the establishment of the online Scottish Family History Service, linking the National Archives of Scotland with the Office of the Registrar General for Scotland.



LINKS

The Council is represented by the Chairman at the Scottish Council on Archives and on the Board of the Scottish Archives Network Ltd. The Council also receives reports at its own meetings from the Archivists of Scottish Local Authorities (ASLA, formerly Association of Scottish Local Authority Archivists Working Group (ASLAWG)).



MISCELLANEOUS

The Council was pleased to learn of the successful introduction of postgraduate archivist training programmes at Glasgow and Dundee, which should help to promote still further the high levels of professional skills needed to maintain and develop the crucial resource constituted by the country's archives.

Professor H L MacQueen
On behalf of the Members





Prof H L MacQueen
Chairman, Scottish Records Advisory Council

APPENDIX 1: ADDITIONS TO THE NATIONAL ARCHIVES OF SCOTLAND

REGISTERS OF SCOTLAND

Annual and statutory transmissions of records. All classes inventoried.

Chancery Records

C14/44	Quarter Seal Records	0.12 metres	2002-2003	Catalogued: Yes
C15/44	Quarter Seal Warrants	0.12 metres	2002-2003	Catalogued: Yes
C29/157	Service of Heirs	0.12 metres	2003	Catalogued: Yes

Diligence registers

DI9	Register of Inhibitions and Adjudications	7.00 metres	2004-2005	Catalogued: Yes
DI11/207-209	Minute Books of Inhibitions and Adjudications (unbound)	0.36 metres	2002-2004	Catalogued: Yes

Register of Deeds

RD5	Register of Deeds	6.37 metres	2004-2005	Catalogued: Yes
RD15	Warrants of Deeds	74.82 metres	2004-2005	Catalogued: Yes
RD23	Register of English and Irish Judgements	1.65 metres	2003-2004	Catalogued: Yes
RD25/261-278	Certificates of English and Irish Judgements	2.10 metres	2003-2004	Catalogued: Yes

Register of Sasines

RS88- RS122	Register of Sasines: Microfiche	4.82 metres	2003-2004	Catalogued: Yes
RS193- RS227	Register of Sasines: Presentment Books	2.20 metres	2003-2004	Catalogued: Yes

Register of Tailzies

RT1/247	Register of Tailzies	0.15 metres	1952-1960	Catalogued: Yes
RT2/9	Register of Tailzies: Minute Book	0.02 metres	1952-1989	Catalogued: Yes
RT4/62	Register of Tailzies: Warrants	0.02 metres	1982-1989	Catalogued: Yes
RT7/1-3	Register of Tailzies: Presentment book, administrative papers and style sheets	0.10 metres	19th-20th cents	Catalogued: Yes

COURT OF SESSION

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

CS312/ 1998/1-4	Court of Session Adoptions	0.50 metres	1998	Catalogued: Yes
CS318	Concluded Sequestration Processes: Sederunt Books	83.50 metres	2004-2005	Catalogued: Yes





CS348/1998/ 1-3778	Court of Session Ordinary Divorces: Extracted and Unextracted Processes	95.04 metres	1998	Catalogued: Yes
CS348/1998/ P1-P1105	Petitions	17.76 metres	1998	Catalogued: No
CS348/ 1998/SPD	Simplified Divorces	0.24 metres	1998	Catalogued: No
Unreferenced	Accountant of Court: Sheriff Court Factories	2.50 metres	c.1970-1988	Catalogued: No

HIGH COURT OF JUSTICIARY

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

JC5/197-205	Books of Adjournal, Series F	1.00 metre	1993	Catalogued: Yes
JC15A/1993/ 1-16	Circuit Books of Adjournal, unbound (Case nos. 1-1070)	2.04 metres	1993	Catalogued: Yes
JC26/1993/ 1-1369	Criminal processes, Main Series: sitting papers	27.72 metres	1993	Catalogued: Yes
JC31	Summary Appeals Processes	0.12 metres	1987	Catalogued: Yes
JC31/1993	Justiciary Appeals Processes	17.88 metres	1993	Catalogued: Yes
JC32/60-65	Criminal Appeals Procedure Books	0.50 metres	1992-1995	Catalogued: Yes
JC34/56/ 1-302	Criminal Appeals	27.12 metres	1991-1992	Catalogued: Yes
JC60/11	Diet Books: High Court indexes	0.05 metres	1983-1985	Catalogued: No
JC68/1-38	High Court Minute Books (Edinburgh)	2.00 metres	1988-1996	Catalogued: Yes
JC69/1-107	High Court Circuit Minute Books	5.60 metres	1988-1996	Catalogued: Yes

SCOTTISH LAND COURT

LC1/116/2- 117/1	Annual Reports	0.02 metres	2003-2004	Catalogued: Yes
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SHERIFF COURTS

SC23	Kirkcaldy Sheriff Court - Civil registers and processes, 1916-1978; Adoption records (closed for 100 years), 1972-1984; Small debt court books, 1947-1976; Summary removing court records, 1967-1976; Criminal court records, 1972-1978; Summary cause registers, 1976-1979	23.80 metres	1916-1984	Catalogued: Yes
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SC7	Kilmarnock Sheriff Court - Civil registers and processes, 1963-1969; Adoption records (closed for 100 years), 1975-1979; Small debt court books, 1975-1977; Summary removing court records, 1976; Criminal court records, 1975-1979; Summary cause registers, 1976-1979; Sheriffs' notebooks, 1980-2003	32.00 metres	1963-2003	Catalogued: Yes
SC8	Rothesay Sheriff Court - Civil registers and processes, 1953-1978; Adoption records (closed for 100 years), 1954-1978; Small debt court books, 1953-1976; Summary removing court records, 1969-1976; Commissary court records, 1970-1975; Criminal court records, 1934-1974; Miscellaneous records, 19th-20th century	7.87 metres	1934-1978	Catalogued: Yes
SC9	Dornoch Sheriff Court - Civil registers and processes, 1927-1978; Adoption records (closed for 100 years), 1954-1977; Small debt court books, 1969-1976; Commissary court records, 1971-1984; Criminal court records, 1958-1978; Summary cause registers, 1976-1979; Fiars' court records, 1930-1976; Miscellaneous records, 19th century	10.70 metres	19thc-1984	Catalogued: Yes

Commissary Office

SC70	Register of Testaments, duplicate series	1.57 metres	1994	Catalogued: Yes
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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).

Companies House

BT2	Dissolved Company Files for companies dissolved in 1983 and 1984.	2.00 metres	1983-1984	Catalogued: No
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Customs and Excise

CE	Records and Charts relating to Scottish Outports and Distilleries, 1792-1979; shipping ledger and papers for Port of Grangemouth.	3.24 metres	1926-1984	Catalogued: No
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Scotland Office

Dover House files: Private Legislation procedure files	0.20 metres	1936-1981	Catalogued: No
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SCOTTISH PARLIAMENT

SCP Letters Patent; Passage of Bills; Meetings of the Parliament; Written Answers; Business Bulletin; Minutes of Proceedings; Scottish Statutory Instruments; Bills and Acts, and accompanying documents: <i>What's Happening in the Scottish Parliament</i> ; Committee meetings and reports; Scottish Parliament annual report, 2003-2004; Website snapshots, 2004; Official signed copies of the Acts of the Scottish Parliament; Commemorative publication and welcome brochure for the opening of Holyrood, 2004; List of Scottish Parliamentary and Statutory Publications - July 2002 - March 2003	16.20 metres	2004-2005	Catalogued: No
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SCOTTISH DEPARTMENTS

Lord Advocate's Department

AD15	Crown Office precognitions	137 metres	1992-1993	Catalogued: No
AD15/88/ 183-184	Crown Office precognitions; Precognitions and stated cases (Summary Appeals)	0.40 metres	1987-1990	Catalogued: Yes
AD24/970	Crown Office Appeal	0.90 metres	1989-2004	Catalogued: Yes
AD27/136	Fatal Accident Enquiry: Death of Anthony Wilson	0.30 metres	1982	Catalogued: Yes

Exchequer

E	Comptroller and Auditor General files on embezzlement cases involving Sheriff Court staff	0.12 metres	1938-1947	Catalogued: No
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Crown Office, Queen's and Lord's Treasurer's Remembrancer

E861	Ultimus haeres files: case numbers 17414 - 17548	1.50 metres		Catalogued: No
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Scottish Office/Scottish Executive

AF; DD; ED; HH; SEP; SOE	Scottish Office/Scottish Executive files	21.75 metres		Catalogued: Yes
AF	Unregistered files on land drainage (Scotland) Act 1941 and Regional Schemes, with corresponding plans	2.50 metres	1941	Catalogued: No



General Register Office for Scotland

GRO5 and 6 Registration Division files 0.66 metres Catalogued: No

Scottish Record Office

SRO SRO internal records: copy of "The Bazaar, the Exchange and Mart and Journal of the Household" April 26, 1886. Retrieved from the attic of General Register House, summer 2003 0.04 metres 1886 Catalogued: No

NON-DEPARTMENTAL PUBLIC BODIES

Scottish Council for Research in Education

CRE Minutes of meetings and annual reports 0.50 metres 2001-2002 Catalogued: No

Crofters Commission

CRO1 Minutes of Board Meetings 0.10 metres 2003 Catalogued: Yes

Scottish Committee of the Council on Tribunals

CT Annual Report 0.01 metres 2003-2004 Catalogued: No

Scottish Hospital Trust

HH116 Board minutes; annual reports; investment registers; and correspondence 1.50 metres 1971-2004 Catalogued: Yes

Highlands and Islands Enterprise

HIE Board Meetings Minutes and Agendas, 2003; training policy and development, and marketing files, 1991-1994. 0.49 metres 1991-2003 Catalogued: No

HM Inspectorate of Education

HMI9 Various School Inspection Reports 4.24 metres 2004 Catalogued: Yes

Royal Fine Art Commission for Scotland

RF8 Papers regarding the Skye Bridge Public Inquiry 1.00 metres 2003 Catalogued: Yes

Scottish Funding Councils for Further and Higher Education

SHF20-21 University Grants Committee Scottish Sub-Committee and University Funding Council Scottish Committee: minutes of meetings, committee papers and case files 0.50 metres 1977-2003 Catalogued: Yes



Rail User's Consultative Committee for Scotland

Minutes of statutory meetings; sub-committee minutes and paper 4.00 metres 1994-1999 Catalogued: No

Scottish Advisory Committee on Telecommunications

Minutes of meetings, 1995-2003; responses to consultation documents, 2003; annual reports, 1997-2003; research and conference reports, 1999-2002 0.13 metres 1995-2003 Catalogued: No

Scottish Agricultural Science Agency

Unregistered files containing paperwork for Annual Report 0.50 metres 1920-1960 Catalogued: No

Scottish Association of Health Councils

Annual reports; Minutes of Executive Committee meetings; constitution, standing orders and financial instructions 2.00 metres 1986-2005 Catalogued: No

Scottish Dental Practice Board

Minute Books, Annual Reports and Attendance Books 1.50 metres 1948-1989 Catalogued: No

TEMPORARY INQUIRIES

Holyrood Inquiry Transcripts; closing submissions; documentary evidence; inquiry correspondence; videos of proceedings; final report of Inquiry; miscellaneous publications, posters and diagrams 16.50 metres 1979-2004 Catalogued: No

BRITISH RAILWAYS BOARD (SCOTLAND)

BR/LNE/15/94 1928-1954 London and North Eastern Railway, Services of Drivers, Firemen and Cleaners: contains service details for drivers, firemen, cleaners and other staff members employed by the London and North Eastern Railway Company in Aberdeen district. Information includes staff names, dates of birth, registration numbers, station where based and length of service. Written retrospectively from 1889. 0.10 metres 1928-1954 Catalogued: Yes



VALUATION AUTHORITIES

CTA	Council Tax Lists (all areas)	2004-2005	6.40 metres	Catalogued: Yes
VR	Valuation Rolls for Scotland (all areas)	2004-2005	2.83 metres	Catalogued: Yes

CHURCH RECORDS

Church of Scotland

CH1/23/1-24	Proceedings of the General Assembly (Printed)	0.01 metres	2004	Catalogued: Yes
CH1/49	Church of Scotland Committee on Ecumenical Relations. Committee Papers; Inter-Church Commissions; Cross-Denominational Commissions; Livingston Ecumenical Parish	3.00 metres	1962-1995	Catalogued: Yes
CH2/37 and CH2/322	Bolton & Saltoun Kirk Session	0.50 metres		Catalogued: Yes
CH2/86/21	Dalmeny Kirk Session	0.10 metres	1894-1916	Catalogued: Yes
CH2/89	Presbytery of Deer	1.80 metres	1916-1975	Catalogued: Yes
CH2/123	Colinton Kirk Session	0.05 metres	1997-2004	Catalogued: Yes
CH2/203	Kelton kirk session	0.10 metres	1938-1969	Catalogued: Yes
CH2/398	Bargrennan parish church	0.20 metres	1875-2001	Catalogued: No
CH2/426	Cramond kirk session	0.20 metres	1509-1990	Catalogued: Yes
CH2/551	Orwell parish church	1.00 metres	1898-1966	Catalogued: Yes
CH2/718	Edinburgh: St Cuthbert's Kirk Session	4.00 metres	1829-1987	Catalogued: Yes
CH2/818	Glasgow, St George's, and St George's Tron kirk session	1.50 metres	1879-1979	Catalogued: Yes
CH2/1013	Dalserf kirk session	2.00 metres	1859-1992	Catalogued: Yes
CH2/1120	Presbytery of Turriff	0.10 metres	1722-1975	Catalogued: Yes
CH2/1558	Albany Church for the Deaf	0.50 metres	1886-2000	Catalogued: No
CH2/1572	Turriff, New Byth Kirk Session	0.05 metres	1792-1869	Catalogued: Yes
CH2/1573	Carfin kirk session	0.50 metres	1913-1989	Catalogued: Yes
CH2/1575	Rosewell Kirk Session	0.20 metres	1874-1947	Catalogued: Yes
CH2/1576	Crathie kirk session	0.15 metres	1700-1986	Catalogued: Yes
Former Secession and Free Church records				
CH3/156	Glasgow, Tron St Anne's kirk session (Free, UF)	0.25 metres	1859-1940	Catalogued: Yes
CH3/359	Pluscarden kirk session	0.20 metres		Catalogued: Yes
CH3/542	Milnathort church (UF and C of S)	1.00 metres	1919-1955	Catalogued: Yes





CH3/996	Brandon Kirk Session, Hamilton	0.15 metres	1831-1918	Catalogued: Yes
CH3/1154	Edinburgh, Barclay Church	0.05 metres	1865-1967	Catalogued: Yes
CH3/1598	Wardie Parish Church	1.50 metres	1886-1994	Catalogued: Yes
CH3/1599	Kilcalmonell Free Church Kirk Session	0.13 metres	1870-1900	Catalogued: Yes
CH3/1600	Newarthill kirk session	0.50 metres		Catalogued: Yes
CH3/1604	Henryshotts Relief Church, Dumbarton	0.01 metres	1797	Catalogued: Yes
CH3/1606	Altnaharra Free Kirk Session	0.30 metres	1854-1977	Catalogued: Yes
CH3/1607	Farr Free kirk session	0.10 metres	1884-1959	Catalogued: Yes

Methodist Church

CH11/2	Nicholson Square Methodist church records	2.00 metres	1925-1983	Catalogued: No
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Heritors' Records

HR	Records of Heritors of various parishes of Presbytery of Deer	3.00 metres	1794-1951	Catalogued: Yes
HR2	Records of Heritors of Bothwell	0.50 metres	1811-1934	Catalogued: Yes
HR602	Records of Heritors of Carnwath	0.10 metres	1819-1929	Catalogued: Yes

NATIONALISED INDUSTRIES

National Coal Board

CB24/97-102	Alloa Coal Company; manager's survey and oncost records	0.25 metres	c1860-1914	Catalogued: Yes
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GIFTS AND DEPOSITS

GD	Papers and stereoscopic slides of India	0.10 metres		Catalogued: No
GD	Records of Anderson Strathearn, WS, Edinburgh	4.00 metres		Catalogued: No
GD	Photographs of Forth Railway Bridge rescue launch and bridge maintenance workers.	0.05 metres	[c.1905]	Catalogued: No
GD	Title deeds concerning lands of Gibliston	0.50 metres	15th-18th cents	Catalogued: No
GD	Printed booklets etc mostly relating to United Presbyterian church	0.10 metres	1844-1900	Catalogued: No
GD	Church Patronage Compensation Ledger created under the Church Patronage (S) Act, 1874. Contains information on 245 parishes.	0.10 metres	1875-1912	Catalogued: No



GD1/1345	Papers of Rev James Calder MacPhail & others. Mostly papers relating to personal lives and careers of Rev James Calder MacPhail DD (1821-1908) and his son, Rev Earle Monteith Macphail (1861-1937); with four letters relating to Dr Robert Badenoch (d1837).	0.50 metres	c1830-1920	Catalogued: No
GD1/1346	Photographs and drawings of Forth Bridge Works	0.25 metres	1884-1885	Catalogued: No
GD1/1348	Erskine-Haskoll Manuscripts. The collection comprises a book of autographs and a collection of mainly 19th cent correspondence covering a wide range of subjects.	0.10 metres	c.1704- c1860	Catalogued: No
GD1/1349	Papers of James Campbell, Antiquarian Bookseller. Papers relating to the Trustees of the Estate of John Wilson Dickson of Hartree; papers relating to the Trust of the Ante-nuptial contract of marriage between Lt Bruno Otto Eberhard and Mrs Hanstein; papers in the case Matthew Duncan v The Forth (Trinity House of Leith) Pilotage Authority	1.00 metres	1794-1976	Catalogued: Yes
GD1/1350	Letter from Rev Thomas Bayley McCorkindale, minister in Canada, with photographs of Scottish churches	0.01 metres	1922	Catalogued: Yes
GD1/1352	Quaker and family papers belonging to Mr John H Gray	0.10 metres	1751-1892	Catalogued: Yes
GD125	Rose of Kilravock papers. Brieve of Sir Hugh Fraser of Lovat (with six seals attached), 11 Feb 1431/2; deed of gift of a house (tenementum) in Harwich from Thomas Atkin of Fingringhoe, Essex, to Mark Haymor of Harwich (with seal attached) 6 Aug 1598; letter from Anne C Rose to 'My Dear Wellington' 18 Jun 1857; Newspaper cutting, n.d.	0.13 metres	1431-1857	Catalogued: No
GD226	Records of the Trinity House of Leith	0.13 metres	1940-2001	Catalogued: No
GD281	Carnegie UK Trust	6.00 metres	1925-2003	Catalogued: Yes



GD335	Scottish Rights of Way and Access Society: Annual Report	0.01 metres	2004	Catalogued: Yes
GD382	Ranken and Reid WS	0.15 metres	1606-1907	Catalogued: No
GD433	Balfour of Whittingehame	20.00 metres		Catalogued: No
GD485	Papers of the Edmonstone Family of Wauchope: legal and estate papers of late 18th to early 19th centuries.	0.12 metres	c1800	Catalogued: No
GD494, 495	Signet Library miscellany. Title deeds and other legal papers, various families; correspondence (some political, involving Henry Dundas); Signet Society papers; miscellaneous research notes.	2.50 metres	c1480-c1930	Catalogued: No
GD503	Family papers of Bower of Kincaldrum and Meathie, Angus	0.60 metres	c1739-c. 1970	Catalogued: No
GD510	Papers of the Hon. Colin Tennant, Innerleithen (Lord Glenconner)	2.00 metres	1798-1930	Catalogued: Yes
GD515	William Peddie railway collection	1.00 metres	c1875-c1965	Catalogued: No

Law Society of Scotland

LS	The Law Society of Scotland. Council Minute Books	1.00 metres	2003-2004	Catalogued: No
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MAPS AND PLANS

RHP/Unlisted; RHP140860- 140932, 140965	Anderson Strathern, WS, Edinburgh. Marked OS sheets; estate plans, architectural drawings etc relating to properties across Scotland from clients' papers	13.50 metres	18th-20th cent	Catalogued: No
RHP	Various sheriff courts. Plans from Aberdeen (SC1), Banff (SC2), Peterhead (SC4), Stonehaven (SC5), Ayr (SC6), Kilmarnock (SC7), Wick (SC14), Dumfries (SC15), Cupar (SC20), Dunfermline (SC21), Kirkcaldy (SC23), Dingwall (SC25), Elgin (SC26), Inverness (SC29), Portree (SC32), Stornoway (SC33), Airdrie (SC35), Glasgow (SC36), Hamilton (SC37), Lanark (SC38), Edinburgh (SC39), Haddington (SC40), Peebles (SC42), Arbroath (SC43), Dundee (SC45), Forfar (SC47), Perth (SC49), Oban (SC57), Paisley (SC58), Duns (SC60), Hawick (SC61), Alloa (SC64), Dumbarton (SC65), Falkirk (SC66) and Stirling (SC67) Sheriff Courts taken from civil, criminal and workmen's compensation processes and fatal accident inquiries	2.90 metres	1849-1978	Catalogued: No



RHP	Coal Board. Alloa Coal Company colliery plans, c1870-c1937; production Department APM Reconstruction, c1960; Lady Victoria Colliery seam plans, 1967. Related material: CB24, CB65 and CB99	0.13 metres	c1870-1967	Catalogued: No
RHP	Mr M R Skerratt, Ross-on-Wye, England. Railway signalling drawings etc	0.05 metres	1968-1971	Catalogued: No
RHP140758-140759, 141061	Lord Advocate's Department. Locus of crime plans. Related material: AD14 and AD15	0.02 metres	1853-1929	Catalogued: Yes
RHP140784-140785	Department of Agriculture and Fisheries for Scotland. Land scheme plans, Humbie farm, East Lothian. Related material: AF83/1475	0.05 metres	1927	Catalogued: Yes
RHP140840-140859	British Rail. Glasgow & South Western Railway plans from Engineer's Office, Irvine: architectural drawings of workmen's cottages, 1875-77, footbridges, 1878-1916 and miscellaneous plans. Related material: BR	0.01 metres	1875-c 1916	Catalogued: Yes
RHP140933-140934, 140950	Papers of the Paterson family of Castle Huntly, Perthshire. Plan of Rossie park and farm, c 1800; architectural drawing of English chapel, Perth, c1794; and engraved plan of turnpike roads from Perth to Dundee, 1789. Related material: GD508	0.01 metres	c 1789-c 1800	Catalogued: Yes
RHP140935-140936	Dr James Maitland Thomson. Sketch plan and tracing of Gorthly estate, 1854 and later, showing watering places; lithographed plan of Keillour estate, 1876. Related material: GD212	0.01 metres	1854-1876	Catalogued: Yes
RHP140937-140949	Records of Heritors of various parishes of Presbytery of Deer. Plans and architectural drawings of church lands and buildings. Related material: HR32, HR212, HR403, HR423, HR725, HR801, HR803, HR815 & HR816	0.05 metres		Catalogued: Yes



RHP140951-140964	Papers of Lord Strathcona and Mount Royal and family. Architectural drawings of Fort Garry Court, Canada, 1931-1933; plans of the municipality of St James, Canada, 1921-24; miscellaneous maps of Canada, 1902-29. Related material: GD490	0.06 metres	1902-1933	Catalogued: Yes
RHP140976	Innes Ker family, Dukes of Roxburghe. Digital print of plan of Broxmouth. Related material: NRAS 1100	0.01 metres	1734	Catalogued: Yes
RHP141018-141032	Forth Bridge. Construction drawings. Related material: GD1/1346.	0.11 metres	1883-1893	Catalogued: Yes
RHP140757, 141062-141088, 141135-141169, 141189-141190, 141236-141258	High Court of Justiciary (6 accessions). Locus of crime plans from criminal processes. Related material: JC26.	0.60 metres	1843-1932	Catalogued: Yes
RHP141089/1-3	Inveraray Sheriff Court: Crinan canal papers. Plans of Crinan Canal passing through Oakfield estate. Related material: SC54/22/18a.	0.01 metres	1794-1797	Catalogued: Yes
RHP141090-141096	Coal Board. Engineering drawings of colliery equipment. Related material: CB24.	0.25 metres	1886-c 1950	Catalogued: Yes
RHP141097-141100	Heritors of Bothwell parish. Plans of church, glebe and school grounds. Related material: HR2.	0.01 metres	c 1923-c 1926	Catalogued: Yes
RHP141133/1-9	Ms Alison Cran, Edinburgh. Technical drawings of power station boilers, Braehead Power Station, Renfrewshire, by Leslie Galashan, engineering draughtsman, George Kent Ltd, Luton.	0.01 metres	1951-1952	Catalogued: Yes



RHP141134	Mr N E Butcher, Edinburgh. Map of Scotland coloured by Louis Albert Necker to show rock formations 1808 (facsimile reproduced by permission of the Geological Society of London in 1939).	0.07 metres	1808-1939	Catalogued: Yes
RHP141195	Papers of the Hon. Colin Tennant, Innerleithen (Lord Glenconner). Plan of ground at Garngad road. Related material: GD510.	0.01 metres	1876	Catalogued: Yes
RHP141196	Hamilton of Pinmore family papers. Plan of lands of Daljarrock. Related material: GD146/76.	0.01 metres	1874	Catalogued: Yes
RHP141197/ 1-5	Glasgow Sheriff Court. Records of Fatal Accident Enquiries (Ibrox Disaster). Architectural drawings of Ibrox Stadium, Rangers Football Club, Glasgow. Related material: SC36/30/1971/1	0.01 metres	1971	Catalogued: Yes
RHP141198/ 1-2	Stewart-Peter papers. Architectural drawings of proposed cottage for J Stewart Peter. Related material: GD391.	0.01 metres	1915	Catalogued: Yes
RHP141199- 141235	Sprot of Haystoun family papers. Miscellaneous architectural drawings relating to Kingsmeadows House and estate, Peeblesshire; plan of Wester Greenyards, St Ninians, Stirlingshire. Related material: GD504	0.02 metres	1796-c 1833	Catalogued: Yes





APPENDIX 2: SURVEYS ADDED TO THE NATIONAL REGISTER OF ARCHIVES FOR SCOTLAND

The following list, which is arranged in accession order, gives brief details of all surveys added to the Register from April 2004 to March 2005. 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 reference number in square brackets where the papers have been deposited in a local archive and number of pages in each survey. Additions to earlier surveys appear at the end of this list.

NEW SURVEYS

4112. George Henderson Ltd., agricultural and electrical engineers, Kelso, Roxburghshire. Business records including: account books, 1941-92; day books, 1887-1940; cash books, 1884-1962; order books, 1980-99; ledgers, 1884-1980, including, sales ledgers for Stranraer, Kelso and Edinburgh, 1936-67, invoice ledgers, 1884-1920; wages book, 1919-61; implements book, 1952-62; fuel consumption book, 1949-54; tractor book, 1950-62. *5 pages.*

4149. Neill Family, Keills Estate, North Knapdale, Argyll. Estate ledger and cash book, 1903-21. (*Archivist, Argyll and Bute.*) *1 page.*

4150. Dundee City Archives. Tayside Racial Equality Council, (formerly Tayside Community Relations Council), Dundee. *A short history of the Tayside Community Relations Council, 1973-1990, Margaret Faulkner, 1990; annual reports, 1997-2001; newsletter, 2000/2001; leaflet about EGM of TREC and press report in The Courier about winding up of the company, 2002. (Archivist, Dundee City.) 1 page.*

4151. Scottish Borders Archive & Local History Centre. Records of A & R Brownlie Limited, Earlston Saw Mills, Earlston, Berwickshire, including records of D W Beattie and Company Limited and Cameron's Chapelton (Timber) limited.

Records comprise: Estate records including, Clerkington Estate: sale particulars, 1951, Clerkington Property Company Limited correspondence, 1955-c 1966; Clifton Park Estate: sales maps, 1950, correspondence and accounts, 1950-60; Mellerstain/Tynninghame Estates: timber felling correspondence, 1967-68; Chisholme Estate: sales particulars, plans and purchase details, 1950; Crookhouse Farm, Morebattle: record and schedule of condition with map, 1947; Fordell Estate: sales particulars, 1953, thinning and felling correspondence, 1957-80; Borthwick Hall, Heriot, Midlothian: inventory and valuation of curtains, carpeting and furnishings, 1957, lease agreement, 1952-57; Balantager Estate, Ladybank, Fife: sales particulars, 1950; Thurston Estate: sales particulars, 1948; Grizziefield Farm, Earlston: notes and plan of proposed alterations, 1959; Purvishaugh Farm: correspondence and plans, 1959-62; Drygrange Estate Company Limited: receipts and reports, 1964-70, balance sheet, 1963, payment folder, 1971, directors' reports, 1968-76, papers, financial years 1975-78, cheques, 1964-66; Farm of Linton: lease, 1943-48, plans and correspondence regarding improvement work to farm cottages, 1953-56; Craigsford Mains: plan, nd, water supply records, 1960-64, borehole journal, 1959-61, agricultural drainage scheme, 1961-65; Corsehope farm, Heriot, Midlothian, notes and plans of proposed alterations and reconstructions, 1958-63; Sorrowlessfield Mains, papers, plans and correspondence, 1954-72.

Wood maps, 1908-66; notebooks of timber bought, 1929-c1968; ready reckoners for pit props, 1942 and 1958; The Home Grown Timber Merchants' Association of Scotland price list for mining timber, Scotland, 1955-57; ledger balances, 1947-65; analysis of accounts ledgers, 1960-70;



wages/national insurance ledger, 1965-68; farm wages book, 1960-72; contractors' accounts and holiday pay ledgers, 1959-73; Brownlie family accounts, National Commercial Bank of Scotland Limited, 1958-67; A & R Brownlie Limited Group of Companies, private cash books and directors' salary records, 1984-85; account books, 1955-65; memoranda and articles of association, 1950 and 1960; salaries' books records of payments – travellers, 1961-75; wages analysis sheets, 1973-76; cash books, 1944-67; timber books, 1961-86; nominal ledgers, 1956-60; sales day books, 1954-73; contracts account ledger, 1965-68; purchase ledger, 1983; timber analysis ledgers, 1941-70; transport costs ledger, 1953-55; purchase day book, 1969; petty cash books, 1964-75; analysis ledger, 1969-70; rents file, 1948-56; British Timbers Limited correspondence file, 1959-61; ledger balances/liability file, 1936-54; Co-operative Forestry Society Limited records of seedlings/transplants, 1951-52; Forestry Commission: Blown Timber Progress Reports, 1953-55; minutes of directors meetings, 1957-65; dividend and debenture interest lists, 1952-65; rents/income tax payments cash book, 1946-57; executry papers of Ada H Brownlie, 1957-68; A & R Brownlie working papers, 1956-72; accounts books recording office salaries, 1957-65/66; national insurance requisitions papers, 1970-74; wage analysis papers, 1972-73; record cards for non-salaried employees, 1919-77; Brownlee and Company Limited list of directors and shareholders, 1960; trading analysis reports for Hudson Bay Company, Butlins Limited, Colvilles Limited, Lancashire Cotton Corporation Limited, Portals Limited, nd; farm stock analyses, 1970-71; monthly output statements, 1968; photographs from A & R Brownlie's Centenary Dinner, 1948; pages from cash book and cheque register ledgers, 1960-63; pages from invoice ledger, 1958-59; credit/cheque ledgers, 1951-70; creditors' ledgers, 1920-63; sales ledger, 1960s; timber ledger, 1951-66; property valuation returns ledger, 1957-61; debtors' control account ledger, 1963-66; journal ledger, 1956-66; general ledger, 1970-72; cash book/analysis of purchase ledger file, 1969-70; correspondence regarding Heriot Glebe, 1966; contractors' agreements file, 1965-66.

Records of D W Beattie and Company Limited, including: photograph of Harold Beattie of D W Beattie Co. Ltd., nd, memoranda and articles of association, 1945, balance sheets and trading and loss accounts, 1946-69, working papers, 1960-72, accounts, 1961-70, trading statements, 1962-67, D W Beattie (Plywoods & Boards) limited cash books, 1970-77, sales ledger, 1974-75, petty cash book, 1965-68, purchase day books, 1961-76, purchase ledger cards, 1961, general ledgers, 1958-76, sales day book, 1966, timber ledger, 1972-75, debit/credit ledgers, 1966-70, correspondence and accounts, 1960; plans and technical specifications, nd; maps, nd.

Records of Cameron's Chapelton (Timber) limited, including: account book, 1967-69, creditors/debtors' ledger, 1967-71, working papers, 1965-72, sales ledger, 1965-67, general ledgers, 1965-76, salaries' book, 1971-75, credit/debit records, 1971-76, day books, 1955-73, A & R Brownlie Limited orders from Cameron's day book, 1970-72, ledgers, 1966-69, [SBA/51]. (*Archivist, Scottish Borders.*) 73 pages.

4152. Scottish Borders Archive and Local History Centre. Ettrick and Yarrow Spinners Limited, woollen yarn spinners, Selkirk. Batch books, 1980-94; staff wages ledger, 1961-c 1980s; sales particulars for Ettrick Mill, Selkirk, 1989; financial statements, 1994 and 1997; papers relating to bonus schemes and payscales, 1994-95; staff address book, nd; sales invoice posting book, 1988-98; mill social club dance committee notebook, 1979; sample cards, nd; NMC Credit Insurance limited manuals and papers, 1990s; Ettrick, Yarrow, New Mills: Issue of Protected Clothing, record book, 1978-89; printed debtors' histories, 1993; printed sales records, 1994-95; sales credits, 1992-95; purchase credits, 1992-94; purchase invoices, 1990-95; sales invoices, 1990-95; general order books, 1988-93; VAT papers, 1981-97; rates information papers, 1990-98;





'Borders Business Plan' information pack and application form, 1992; trial batch book, 1981-88; batch record book, c 1916-17, [SBA/132]. (*Archivist, Scottish Borders.*) 4 pages.

4153. Craigie-Halkett family of Cramond and Inglis family of Cramond. King's or Negative Confession made and subscribed in 1638, written by John Davies, schoolmaster, Edinburgh. Copy available in NAS, RH1/2/637. Principal floor plan and basement floor plan of Cramond House, possibly by William Burn, late 18th century. Copy available in NMRS. *Replaces NRAS872. 1 page.*

4155. Fraser family of Durris, Kincardineshire. Legal papers mainly relating to Sir Peter Fraser of Durris, 1666-c.1740 (8 items); correspondence of Charles Mordaunt, 3rd Earl of Peterborough (1658-1735) mainly relating to his part in the wars of the Spanish Succession, 1705-11 (6 letters); letters of Carey Fraser (d. 1709), daughter of Sir Alexander Fraser of Durris, to her husband, Charles, Earl of Peterborough, regarding the attack on the Resolution and their daughter's marriage to Alexander, 2nd Duke of Gordon (1678?-1728), 1707 (4 items); letter of Anastasia Robinson, actress and second wife of Charles, Earl of Peterborough (d. 1755); signatures of members of the Bisset of Lessendrum and Mordaunt families cut from accounts and letters, 18th century; birth certificate of Charles Henry Mordaunt, son of Charles, 4th Earl of Peterborough, 1758; letters of Georgiana, Duchess of Devonshire (1757-1806) to the Earl of Peterborough and Thomas, Baron Dimsdale (1712-1800) regarding gambling debts, late 18th century (2 items). *Partly replaces NRAS317. 5 pages.*

4156. Mackenzie family, Earls of Cromartie, Ross and Cromarty. Family papers, 1745-1977, including letters of John, Lord Macleod (1727-1789) to his sister while in the service of the Swedish army, 1770-76; militia papers including lists for the parish of Coigach, 1821; papers relating to the military careers of Charles Harris Blunt (1825-1900) in India and Francis, Lord Tarbat (1852-1893); papers relating to the 'tropical pipe' designed by Col. E W Blunt-Mackenzie, 1932-37; vouchers mainly from London tradesmen with some local, 1850-53 and 1892; photographs including a collection of photographs of 'ethnic types' collected by J A Forbes-Leith.

Estate papers c1750-1971 including: rental of the forfeited estate of Cromartie, c1750; reports on Tarbatness, 1833; papers relating to the Coigach riots of 1852-53; papers relating to attempts to reduce expenditure on the Cromartie Estate, 1853-54; monthly cash statements with abstract of rentals, 1889-1891; development of Strathpeffer Spa in the late 19th and early 20th centuries; papers relating to shooting and fishing on the estate including game bags ledgers, 1839-1958; specifications for building works, 1882-1906; catalogue of particulars of sale of part of the Strathpeffer Estate, 1949. Maps and plans, 1764-1929, including: plan of Dunipace estate, 1764 and 18th century; plan of Tullich showing tenants, 1815; plan of Castle Leod, surveyed by Capt. N. Maclean, showing the castle and gardens, 1828; architectural plans and sections of farm houses and buildings and cottages on the Cromartie estate. 28 pages.

4157. National Library of Scotland. North Angus Co-operative Society Ltd. Papers of the earlier constituents of the North Angus Co-operative Society, 1861-1984. Brechin Equitable and Brechin United Co-operative Society: stock book, 1861-63; stocktaking ledger, 1881-1913; Secretary's out letter book, 1906-18; minute books, 1904-70; minutes of Brechin Equitable (later United) Society's Education Committee, 1909-69; inventory and valuation of stock, 1933. Montrose Co-operative Society: minutes of Directors, 1921-1970; minutes of quarterly meetings of members, 1931-70; minutes of Education Committee, 1940-56; minutes of the Men's Guild, 1947-48; annual reports and balance Sheets, 1923-70. Blairgowrie Co-operative Society: minutes of Management Committee, 1974-84; rules, 1978; standing orders for general meetings, n.d.. North-



Eastern Co-operative Association and District Council: minutes, 1956-84; annual reports, 1965, 1966, 1968; rules and standing orders, 1967. Partly replaces NRAS1350. [ACC12383]. (*Archivist, National Library of Scotland*) 4 pages.

4158. Dumbarton Library. Associations, Committees, Clubs, Institutions, Organisations and Societies. Bruce Committee: Mains of Cardross project, financial records and correspondence, 1996-99 [GDD1]. *Cardross Golf Club, 1968-95*: draft notes compiled for Cardross Golf Club One Hundred Years On, 1895-1995; minutes of Centenary Committee, 1993-5; annual reports and accounts, 1993-5 [GDD2]. Vale of Leven Amateur Athletic Club Minutes, 1945-75 [GDD3]. Dumbarton Junior Y.M.C.A Debating Society: minute book, 1915-22 [GDD4]. Dumbarton Philosophical and Literary Society: minute books and constitution, 1898-1916 [GDD5]. Dumbarton Mechanics Institution, 1844-1910: minute books, 1844-1910; members' ticket lists, 1868-78; lectures and concerts, 1855, 1889, 1909-10; financial statements, 1900-1, 1907-8 [GDD6]. Dumbarton Cooper Incorporation, 1638-1846: minute book, 1638-1846; letters of deaconry, 1658-1816 [GDD7]. Dumbarton Hammermen Incorporation, 1626-1854: minute books, 1745-1854; roll of members, 1799-1848; extracts of minutes and letters of deaconry, 1626-1816; oath of deaconry, 1635 [GDD8]. Dumbarton Mercantile Club: sederunt book, 1791-1805 [GDD9]. Dumbarton Merchants' Association: minute book, 1912-56 [GDD10]. Dumbarton Shoemakers' Incorporation: minutes, 1795-1819 [GDD11]. Dumbarton Yacht Club: tickets and programme of Madam Marie Levante's farewell tour in Scotland, Burgh Hall, Dumbarton, 1911 [GDD12]. Dumbarton Regatta Club, 1830-66: minute book, 1853-64, including letters, posters and rules from 1830 on; bills of races and events for Loch Lomond Regatta, 1830-9; bills of races and events, subscriptions and correspondence relating to Dumbarton Regatta and Races, 1831-66 [GDD13]. Dumbarton Amateur Rowing Club, 1873-1925: minute books, 1873-1925; letter book, 1894-96 [GDD15]. Dumbarton Golf Club: list of members, 1892 [GDD16]. Bowling Working Men's Club, 1884-1949: minute books, 1884-1943; roll of members, 1885-1936; account book, 1937-49; library catalogue [GDD17]. Vale of Leven Curling Club, 1855-1927: minute books, 1864-1927; cash books, 1855-1927 [GDD18]. Renton Subscription Library: minute books, 1797-1838 [GDD19]. William Denny Memorial Institute: programme for ceremony of laying the foundation stone, 1887; catalogue of gifts, 1892-1908 [GDD20]. Dumbarton Football Club, 1980-90: programmes, 1980-90; *The Sons Review*, 1984-85; Supporting Club diary, 1989 [GDD21]. London Dumbartonshire Association, 1902-80: minute books, 1902-80; annual reports, 1902-37 [GDD22]. *Partly replaces NRAS547. (Archivist, Dumbarton Library.) 10 pages.*

4159. Dumbarton Library. Major General Ilay Ferrier (1746-1824), Lieutenant Governor of Dumbarton Castle, 1796-1824. Correspondence concerning custody of General Simon, 1812-14; correspondence concerning precautions against invasion of the Clyde by an American fleet, 1814; correspondence concerning popular unrest, 1816-20; correspondence from Viscount Galloway regarding political and domestic issues, 1784-1805; correspondence from Lord Dover regarding political matters, 1789; correspondence from Robert Dundas regarding political matters, 1790; correspondence from the Earl of Galloway regarding politics, 1806-7; correspondence from Lord Hopetoun and others regarding political affairs, 1806-7; correspondence from Sir William Douglas and Lord Melville on political matters, 1806-7; correspondence from French friends met when with the Scotch brigade, 1789-1808; marriage contract with Jean McQueen, 1775; marriage contract with Agnes Laurie Cutler, 1805; sasines in lands of Orroland, 1809; biographical memoir, detailed notes and photograph of Major General Ilay Ferrier's portrait, compiled by his descendants James Ilay Ferrier and his daughter Pamela-Jane Shaw, nd. (*Archivist, Dumbarton Library*)



4162. Dundee City Archives. Private collections. Cyclists' Touring Club (CTC), Dundee District Association. Minute book, May 1927–March 1947; cash book, May 1927–Nov 1948; Dundee membership list, with [corresponding] members in Montrose, Carnoustie, Blairgowrie, Auchterarder, Letham, Dunblane, Arbroath, Tayport, Crieff, Perth, Bankfoot and Murthly, 1953 [GD/418]. Amphibious Ancients Bathing Association. Minute and newscuttings books, 1899-1985 [GD/X419]. Duncan family, of Glenisla. Scrapbook of Duncan family, c 1878-c1942; obituary of King George V by Rev. Archibald Flemming DD, 1936 [GD/X420]. (*Archivist, Dundee City.*) 3 pages.

4164. Highland Council Archive. Northern Infirmary, Inverness. Rules and regulations, 1830, 1909; annual reports, 1832-72; committee agendas, 1909; Improvement Committee circulars, 1830-39; miscellaneous documents relating to the need for a new Lunatic Asylum, 1837-63.

Miscellaneous correspondence concerning a number of topics including: annual subscriptions, parish collections, Infirmary staff, patients and Infirmary buildings, 1836-1909.

Financial records including: account books, 1825-64; receipts for Infirmary services, 1832-72; correspondence regarding Infirmary investments and dividends, 1860-1909; tenders and contracts for services connected with the Infirmary, 1863-1909. [D872]. (*Archivist, Highland Council Archive.*) 6 pages.

4165. Highland Council Archive. Freemasons records, Inverness, including: St. John's Old Kilwinning Lodge, St. Andrew's Kilwinning Lodge, St. John's Kilwinning Lodge Friendly Society, Mason Lodge and Union Lodge, 1630-1966

St. John's Old Kilwinning Lodge, Inverness. Minute books, 1737-1906; rules and regulations, 18th century-1957; documents relating to membership of St. John's Lodge, 1749-1989; miscellaneous correspondence, 1736-1822; financial records including: account books, cash books and receipt books, 1736-1961; joint financial accounts with St. Andrew's Lodge, 1782-1941; miscellaneous records, including: Latin commentary *Brevis explicatio* by Menochio, 1630, draft plan for Masonic Temple in Mitchell Lane, Inverness, by Thomas Munro & Co., 1877, 1630-1966 (documents mainly date from 20th century).

St. Andrew's Kilwinning Lodge, Inverness. Minute books, 1747-1828; miscellaneous correspondence, 1739-1815; receipts for work carried out at the Lodge, 1768-76.

St. John's Old Kilwinning Lodge Friendly Society, Inverness. Minute books, 1829-1923; rules and regulations, 1842-c1924; financial records including: account books, cash books and annual reports, 1841-1917.

Mason Lodge, Inverness. Miscellaneous documents including correspondence relating to building work carried out, 1772-1955. Union Lodge, Inverness. Minute book, 1819-32. Miscellaneous documents relating to the Grand Lodge of Scotland, 1836-1959. Miscellaneous documents relating to other lodges, 1890-1965. [D883]. (*Archivist, Highland Council Archive.*) 13 pages.

4166. Lothian Health Services Archive. Bangour Village Hospital. Edinburgh District Board of Lunacy/ Board of Control Minutes, 1899-1929; Annual Reports of the General Board of Commissioners in Lunacy for Scotland, 1859-1914; Annual Reports of Bangour Village Hospital; 1907-23; miscellaneous documents relating to the buildings of Bangour Village Hospital, 1904-18, 1993-2000; plans of Bangour Village Hospital, 1904-72; Bangour Village Hospital publications, 1906-81; staff records, 1904-69; student nurse/probationer application forms, 1945-55;



miscellaneous administrative records, 1903-68; register of lunatics, 1904-71; daily registers, 1915-56; case books, 1907-52; ward case books, 1912-14; day report books, 1959-60; night report books, 1959-60; night reports, 1949-60; discharge books, 1904-49; registers of discharges and removals, 1904-66, registers of deaths, 1904-69; 1907-46, registers of admissions of voluntary patients, 1910-60; registers of discharges and deaths of voluntary patients, 1911-62; folder of admissions/deaths, 1920s-60s; miscellaneous patient registers, 1904-82; photographs, 1910-94, nd; unidentified film reels, nd; miscellaneous documents, 1930-2004, nd [LHB44]. (*Archivist, Lothian Health Services Archive*) 40 pages

4167. Highland Council Archive. Inverness Wesleyan Methodist Circuit and church records, Inverness. Circuit minutes, 1863-1914; trustees' minutes, Inverness Methodist Chapel, 1868-1906; trustees' minutes, Inverness Wesleyan Chapel, 1907-23, 1927; trustees' minutes, Inverness Methodist Church, 1924-87; committees' minutes, 1889-1926; financial records, 1777-1999; registers and schedule books, 1838-1998; correspondence, financial and legal documents concerning church trusts and property, 1797-1975; miscellaneous documents concerning Inverness Methodist Church, Huntly Street, 1964-65, 1990; miscellaneous documents, [c1900]-2004; baptismal registers, 1836-1977. [D558]. (*Archivist, Highland Council Archive.*) 6 pages.

4168. Highland Council Archive. John Grigor, General Practitioner, Provost of the Royal Burgh of Nairn, Public Vaccinator and Medical Officer of the Parochial Board, Fellow of the Society of Antiquaries.

Isobel Rae research papers for her biography of John Grigor, *Doctor Grigor of Nairn*. Including original correspondence to John Grigor, transcripts and printed letters, 1829-c1994; correspondence to and from Grigor's brother Robert, 1806-38; papers relating to John Grigor and his family, 1670-1890; transcripts and notes of Grigor's lectures and antiquarian research, c1850-93; papers of Grigor's medical education, 1831-38; publications of Antiquarian, scientific and literary societies, 1888-1915; newspapers, 1842-90; miscellaneous documents, 1801-1990; Isobel Rae's manuscripts and related papers, c1978-c1994. [D281] (*Archivist, Highland Council Archive.*) 9 pages.

4169. Highland Council Archive. Alexander Fraser, banker and Provost of Inverness. Personal correspondence and papers, 1845-89; financial papers, 1864-88; papers of the Commercial Bank of Scotland in Inverness, 1831-88; correspondence to James Wilson, solicitor in Inverness and Fraser's predecessor as agent for Commercial Bank, 1829; papers of Hugh Fraser, Alexander's brother, 1845-87; miscellaneous papers, c1829-c1848. [D308] (*Archivist, Highland Council Archive.*) 4 pages.

4170. Highland Council Archive. Sir Alexander MacEwan (?-d.1941), Chairman of the Scottish Nationalist Party; Provost of Inverness. Private papers, 1805-2004, including: correspondence, 1892-1941; essays, pamphlet and speeches concerning historical, political and religious topics and short stories, 1900-40; miscellaneous documents concerning Sir Alexander's education, 1890-99; documents relating to his involvement in the Scottish nationalist movement in local government, c1925-41; documents concerning his involvement in the Highlands Reconstruction Association, 1920-c1924; miscellaneous documents from Sir Alexander MacEwan's wife, Mary Beatrice MacEwan (née Henderson), (1877-1969), 1903-c1937; private papers of Sir Alexander and Mary, 1903-40; correspondence, publications and newspaper cuttings of Robert MacEwan (1839-1918), Sir Alexander's father, 1862-1994; miscellaneous private documents concerning other members of the MacEwan family, 1908-91; miscellaneous private documents concerning the



Henderson family, 1873-1934; miscellaneous documents concerning the Sutherland-Taylor family including family tree which clarifies links between members of Sir Alexander's family, 1805-2004. [D453]

Sir Alexander MacEwan papers, 1861-1948, including: papers of Stewart, Rule & Co., Inverness, the firm of solicitors in which Sir Alexander was a partner from 1903 until his death in 1941, 1861-1948; miscellaneous documents concerning local government, 1890-1931; photograph albums of official events during Sir Alexander's term as Provost of Inverness, 1929-31. [D375]

Frank Thomson papers of research material for proposed biography of Sir Alexander MacEwan, 1928-94, including: biographical summaries, c1990; summaries of source materials, c1990-91; copies of primary and secondary sources, 1928-94. [D436]

Frank Thomson papers, 1989-98, concerning proposed biography of Sir Alexander MacEwan, 1990-97; correspondence with the MacEwan family, 1989-98. [D774] (*Archivist, Highland Council Archive.*) 28 pages.

4171. Highland Council Archive. Philip Durham, political activist, Ross and Cromarty. Reports and papers concerning Philip Durham's involvement with the Highlands and Islands Development Board, 1965-72; papers of Scottish Development Department, 1977-80; farming papers, 1952-95; correspondence, publications and papers concerning Philip Durham's naval career, 1935-2000; papers of Ord farm, c1900-c1990; papers relating to Mohamed Fayed, owner of Balnagown Estate, 1973-97; reports and papers concerning planning and development in Ross and Cromarty, 1958-2001; papers concerning archaeology and history mainly of sites in Ross and Cromarty, 1748-2000; private papers of Durham's wife, Jane Durham (1924-1997), 1949-95; miscellaneous photographs, 1903-c1990, miscellaneous publications including issues of *Private Eye* containing articles about Durham, 1935-c1973. [D689] (*Archivist, Highland Council Archive.*) 13 pages.

4172. Highland Council Archive. Alan Lawson, educationalist, historian and President of Inverness Field Club. Miscellaneous original and printed documents, 1872-1992; papers of organisations, 1934-88; correspondence, 1979-92; papers relating to major research projects, 1725-1991; articles, speeches and short stories, c1979-91; research notes, 1745-1991; publications, 1887-1991; newspaper cuttings, 1904-91. [D776] (*Archivist, Highland Council Archive.*) 13 pages.

4173. Highland Council Archive. Patt Estate, Glenstrathfarar, Struy, Beauly, Ross and Cromarty. Invoices and bills, 1909-29; miscellaneous papers, 1908-20; photographs, c1902 [D594]. (*Archivist, Highland Council Archive.*) 10 pages.

4174. Highland Council Archive. Munro family of Novar, Alness, Ross and Cromarty. Including papers of Novar estate: correspondence, 1877-1948; financial records, 1770-1940; legal records, 1818-1921; rentals, 1761-1892; estate administration, 1786-1925; miscellaneous records, 1746-1921; miscellaneous records of Culrain estate, 1810-68. Novar Forests records including correspondence and financial records, 1882-1955; household accounts for Novar House, 1770-1919; administrative, financial and legal records relating to Findhorn and Muirtown holdings, Novar Estates, c1732-1967; deeds of title and other legal documents, 1575-1907; Drummond Farm papers, 1770-98; Gordon of Culgour papers, c1673-c1782; Raith Estate papers, including correspondence and financial records, 1882-1949; miscellaneous records relating to holdings outwith Novar, Muirtown and Findhorn and Drummond, c1673-1890.



Papers of Sir Hector Munro (1727-1805): including, political correspondence and financial records, 1761-1805, and records relating to settlement of Sir Hector's affairs after his death, 1805-29; miscellaneous records of other members of the Munro family, 1736-1827; Robert Ferguson of Raith (c1770-1840), miscellaneous records, 1791-1820; Hugh Andrew Johnstone Munro of Novar (?-1864), correspondence, financial, legal and political records, 1798-1865; Robert Munro Ferguson (1802-1868), miscellaneous records, 1847-68; Ronald Crawford Munro Ferguson, Viscount Novar of Raith (1860-1934), miscellaneous records, mainly financial records, 1873-1922; Helen Munro-Ferguson (?-d1941) and Robert Munro-Ferguson (b1867-?), miscellaneous records, 1898-1914; Helen Mackenzie Ross, records concerning her confinement at Dumfries lunatic asylum, 1861-63; Alexander Munro (1730-c1815), miscellaneous records, 1806-10; Sir Hector Munro, papers relating to his service in India, 1760-83. [D538]. (*Archivist, Highland Council Archive.*) 69 pages.

4175. Highland Council Archive. Cameron-Head family of Inverailort, Inverness-shire. Papers relating to public bodies including Inverness-shire County Council and Lochaber District Council and Hospital Board, c1930s-c1980s; papers of Inverailort Estate and other properties, including: correspondence, business and legal records relating to the management of the estate, 1850-c1990; papers of family business interests, 1934-92; private papers of Cameron-Head family and related families, including, Major General Sir Alexander Cameron (1781-1850), 1799-1994; papers of voluntary and charitable organisations, 1892-c1990; miscellaneous papers relating to the Roman Catholic Church, c1948-c1985 [D271]. (*Archivist, Highland Council Archive.*) 39 pages.

4176. Highland Council Archive. Baillie family of Dunain, Inverness-shire. Papers, mainly correspondence, of Baillies of Dunain and their relatives and friends including: correspondence and related papers of Lieutenant-Colonel William Baillie (1737-1782), from his service as an army officer in the East India Company, correspondence and related papers of Captain John Baillie (?-d.1797) from his service in the East India Company, correspondence and related papers of Lieutenant Francis Baillie, correspondence of John Baillie's wife Isabella (?-d.1832) and their children particularly concerning William (14th laird and last of the line 1789-1869) and his mental state, c1700-1865; Dunain Estate papers, including statements of account, inventories, plans and correspondence, 1789-1861.

Papers relating to the Inverness-shire Fencibles Regiment including correspondence and financial records, 1793-1801; papers of Macdonnell family, of Glengarry, including: correspondence and other records relating to the running of the estate, 1575-1831; business correspondence of Alexander Macdonnell, WS, 1769-1807; miscellaneous papers, 1723-1828 [D456]. (*Archivist, Highland Council Archive.*) 193 pages.

ADDITIONS TO EXISTING SURVEYS

217. Stuart family, Earls of Moray. Inventories of household furniture, paintings, plate, jewellery, farm stock, implements and other plenishings at Doune Lodge, Donibristle House and Home Farm, Castle Stuart, Darnaway Castle and Home Farm, 4 York Street, London and in the custody of the Commercial Bank of Scotland Ltd, made after the death of George, 14th earl of Moray (1816-1895), 25-30 July 1896 [NRAS217/10/1-6]. 1 page.

4021. Scottish Borders Archive & Local History Centre. Miscellaneous local collections. Includes: James Melrose and Sons Limited: engineering plans, 1863-1982 [SBA/36]; John Buchan (1875-1940), 1st Baron Tweedsmuir, novelist, historian, MP, governor-general of Canada:

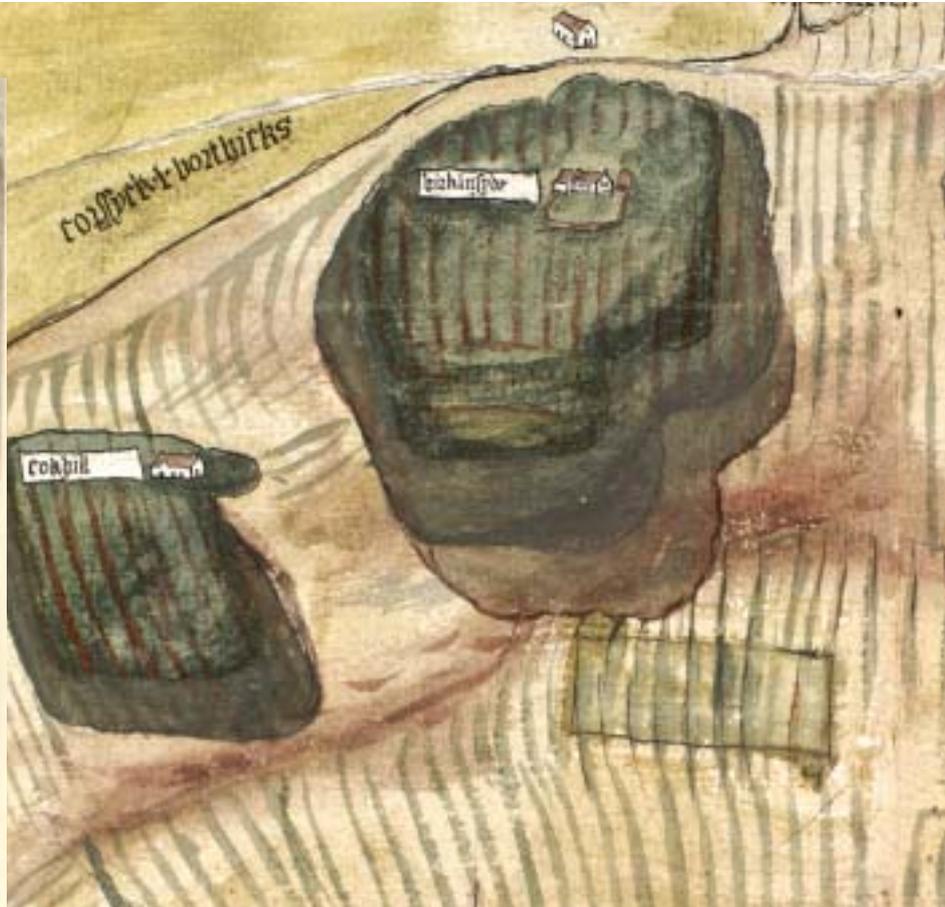
welcome addresses, 1935-39, honorary degrees and fellowships, 1922-38 [SBA/37]; Scottish Borders Amateur Athletic Association: minutes, 1896-1999, annual reports, 1964-70 [SBA/111]; Edward Harrison (1879-1979), Lord Provost of Elgin: photograph album containing prints of Selkirk, Scottish Borders and Scotland, 1899-1900, transcript of audio recording of Stewart Roberts talking about Forest and Philiphaugh Mills, 2000 [SBA/112]; Hawick, local history: booklet entitled Hawick The Home of Scotch Underwear, published by James Henderson & Co of Hawick, Sole Makers of Hendawick Underwear, c 1900 [SBA/137]; Border Heraldry: album of photographs and typescripts of an illustrated account of Scottish and English Border family arms derived from tombstones and memorials, c 1990, colour prints and negatives of Bothal Castle, Morpeth, Northumberland, nd, prints of gravestones and graveyards, nd [SBA/138]; John Ballantyne (1815-1897), portrait and genre painter: memoirs, 1843-74 [SBA/144]; John Gray, Bamffmill, Kelso: exercise book containing book-keeping, surveying and other mathematical exercises, 1849, genealogical notes, 2001 [SBA/148]; Philiphaugh House Selkirkshire: library catalogue, 1906 [SBA/152]; Films of Melrose and St Boswells, 1931 [SBA/154]; British Chronicle Newspaper, 1787 [SBA/155]; Stow reading room and library: minute book, 1892-1915 [SBA/159]; John Brunton Daykins (1883-1933), Sergeant VC: Jedburgh Burgess Ticket, 1919, papers regarding his award of the VC, 1918-19, papers regarding Armistice Day, 1929, circular and letter regarding re-union of the Westminster Dragoons, 1930 [SBA/220]; Selkirk Teind Roll, 1935 [SBA/252]; Wilson family, Hawick: family tree, nd [SBA/254]. (*Archivist, Scottish Borders.*) 46 pages.

4021. Scottish Borders Archive and Local History Centre. Miscellaneous local collections. Includes: The National Association of Decorative and Fine Arts Societies: record of church furnishings of Maxwell Kirk, St. Boswells, Roxburghshire, 1994-96, and Bowden Church, Roxburghshire, 1998 [SBA/21]; Peebleshire Junior Agricultural Club including: committee minute books, 1951-92, records of stock-judging points and attendance 1953-86, correspondence files, 1990-92, programme folders, 1983-84, Scottish Association of Young Farmers' Clubs handbooks, 1975-94, accounts books, 1965-92, accounts of individual events, 1973-90, scrapbooks, 1976-99 [SBA/42]; Beattie family photographs, nd, [SBA/68]; account of life on a borders Estate for the first half of the twentieth century, by Major J. Sprot, 2000 [SBA/118]; sales particulars relating to properties in the Borders, 1870-90 [SBA/134]; *Berwickshire News* newspaper, 1881 [SBA/171]; postcards and photographs including places of interest in the Borders, nd [SBA/176]; school exercise books, 1921-23 [SBA/177]; microfilm copy of Robert Tait Music Book, c 1680, photocopy of *Scottish and English Music of the Renaissance in a Newly Discovered Manuscript*, by Walter Rubsamen, nd [SBA/180]; account of Royal visit to Melrose, 2003 [SBA/219]; The Peebles Commercial News newspaper, 1892 [SBA/227]; account of life in Peebles and district in the nineteenth century, 2003 [SBA/264]; volume of newspapers from the library of John Borthwick of Crookston and Borthwick Castle, JP and DL (1787-1845), including: *The Standard*, the *Edinburgh Advertiser*, *The True Scotsman* and the *Evening Mail*, 1839-41 [SBA/269]; Henderson family, Selkirk: family tree, 1450-2000, by Andrew W. Henderson, 2004 [SBA/281]; miscellaneous documents relating to the architectural design for the public library in Hawick, 1902-14 [SBA/285]; copy of stipend of Melrose, 1869 [SBA/292]; *James Mein of Kelso: a Scottish Regency Cabinet Maker*, by Rosamond Brown, 2004 [SBA/294]; account book of John Little, builder, 1848-82 [SBA/300]; photograph of Innerleithen Congregational Church, nd [SBA/304]; photocopy of will of Robert Marshall, St. Ann's County, Middlesex, Jamaica, 1820 [SBA/305]; *The Scotsman newspaper* including: Sir Walter Scott Centenary supplement, 1932 [SBA/306]; photograph of the proclamation of King George V outside Duns Town Hall, 1911 [SBA/309]; inventory of the writs of the lands of Williamhope, 1771 [SBA/311]. (*Archivist, Scottish Borders.*) 34 pages



4105. East Dunbartonshire Archives. Organisations, Businesses and Families. Kirkintilloch Town Mission: minutes, 1881-1953; cash books, 1929-54; receipts, 1951-54; annual reports, 1893-1930; bequests, 1895-1939; correspondence, 1896-1946; papers relating to dissolution of the Mission, 1953-54 [GD25]. Kirkintilloch Bowling Green Company Limited: minutes, including balance sheets and AGM reports, 1889-1916; memoranda and articles of association, 1888; cash books, 1888-1917; share records, 1888-1918; special resolutions, 1908-9 [GD26]. Kirkintilloch and Lenzie Liberal Association: minutes, 1906-18; financial records, 1897-1935; membership card with lists of rules, c1900-30 [GD27]. Kirkintilloch Burns Club: minutes, 1874-78; members roll book, 1874-76 [GD28]. Lenzie YMCA Literary Society: manuscript magazines, 1890-1981 [GD29]. Kirkintilloch YMCA: general committee minutes, 1928-63; general committee papers, 1932-37; financial records, 1920-62; syllabus and membership cards, 1887-1963; circulars, 1934-57; letters from former members, 1885-1934; Former Members Association minutes, 1953-59; records of the Junior Branch and Boys' Club, 1933-54; news cuttings, 1951-52; photographs, c1950-55; publications and memorabilia, 1901-c1955 [GD30]. Dundas family, Viscounts Melville of Dunira: title deeds and legal papers relating to Dunira, Comrie, Perthshire, c1630-c1900 [GD31]. Mackay Trust: Kirkintilloch Lecture Committee minutes, 1890-1983 [GD32]. Kirkintilloch Trades Council: minutes, 1949-71; secretary's rough minutes, 1969-72; cash book, 1930-75 [GD34]. Waterside Sabbath School: treasurer's cash books, 1876-1934 [GD38]. (*Archivist, East Dunbartonshire.*) 22 pages.

4152. Scottish Borders Archive and Local History Centre. Ettrick and Yarrow Spinners Limited, wollen yarn spinners, Selkirk. Batch books, 1980-94; staff wages ledger, 1961-c1980s; sales particulars for Ettrick Mill, Selkirk, 1989; financial statements, 1994 and 1997; papers relating to bonus schemes and payscales, 1994-95; staff address book, nd; sales invoice posting book, 1988-98; mill social club dance committee notebook, 1979; sample cards, nd; NMC Credit Insurance limited manuals and papers, 1990s; Ettrick, Yarrow, New Mills: Issue of Protected Clothing, record book, 1978-89; printed debtors histories, 1993; printed sales records, 1994-95; sales credits, 1992-95; purchase credits, 1992-94; purchase invoices, 1990-95; sales invoices, 1990-95; general order books, 1988-93; VAT papers, 1981-97; rates information papers, 1990-98; 'Borders Business Plan' information pack and application form, 1992; trial batch book, 1981-88; batch record book, c1916-17, [SBA/132]. (*Archivist, Scottish Borders.*) 4 pages.



Front
Map of Arniston, Midlothian, 1586 (RHP82800). One of the documents used in the Scottish Archives for Schools education resource *Scotland in the 16th Century* (2004).

Bottom Left: Alison Fraser, Principal Archivist, Orkney Library and Archive, and George MacKenzie, Keeper of the Records of Scotland, in the new Orkney archive building in Junction Road, Kirkwall.

Bottom Centre: (L-R) Hugh Henry, MSP, Deputy Minister for Justice; Jim Wallace MSP, Deputy First Minister and Professor Ken Reid of the Scottish Law Commission, with the first volume of the Register of Sasines, 1617 (RS1/1).

Bottom Right: Sir James Balfour of Pittendreich (alter ego of Dr Peter Anderson, NAS Deputy Keeper) and Mary, Queen of Scots at the launch of the Scottish Archives for Schools resource packs. With them are Susan Dollin, Department of History, Greenock High School, and two of her pupils.



Back
A selection of documents used in the Scottish Archives for Schools resource packs.

Top: The Rules for the Queen's Privy Councillors, 1561 (PC1/3, page 3).

Centre: Telegram sent to the Secretary of State for Scotland at the height of the General Strike, reporting on the provision of essential services, 1926 (HH56/600).

Bottom: Sympathy notice on the death of Queen Victoria sent by the Country of Roxburgh to King Edward VII, 1901 (HH91/55/2).

Copies of this report are available for purchase from the Keeper of the Records of Scotland, National Archives of Scotland, H M General Register House, 2 Princes Street, Edinburgh EH1 3YY. Microfiche copies of reports from 1979 onwards can be purchased from Chadwyck-Healey Ltd, The Quorum, Barnwell Road, Cambridge CB5 8SW (tel 01223 215 512). Enquiries about the microfiche copies should be made direct to Chadwyck-Healey Ltd.

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