

Annual Report of the Keeper of the Records

Front

From Left to Right:

The refurbished West Search Room, Spring 2006.

George MacKenzie, Keeper, and George Reid, Presiding Officer of the Scottish Parliament, examine the Ayr Manuscript (FA5/2), an early collection of records of the Scottish Parliament.

A silk poppy, c.1920s (GD1/1205), featured in the exhibition of soldiers' wills, 'Leaving It All Behind', at General Register House.

The Declaration of Arbroath, 1320 (SP13/7), was displayed at the Scottish Parliament as part of the 'For Freedom Alone' exhibition during August to September 2005.

Main illustration

A map of the north part of Scotland from "Atlantis Pars Altera", the third part of Gerard Mercator's "Atlas" (1595), gifted to NAS (RHP141270).

Annual Report of the Keeper of the Records of Scotland 2005-2006

purchase from the Keeper of the Records of Scotland, National Archives of Scotland, St. Andrew's House, 100 High Street, Edinburgh EH1 3YX.

It can also be read online at www.nas.gov.uk.

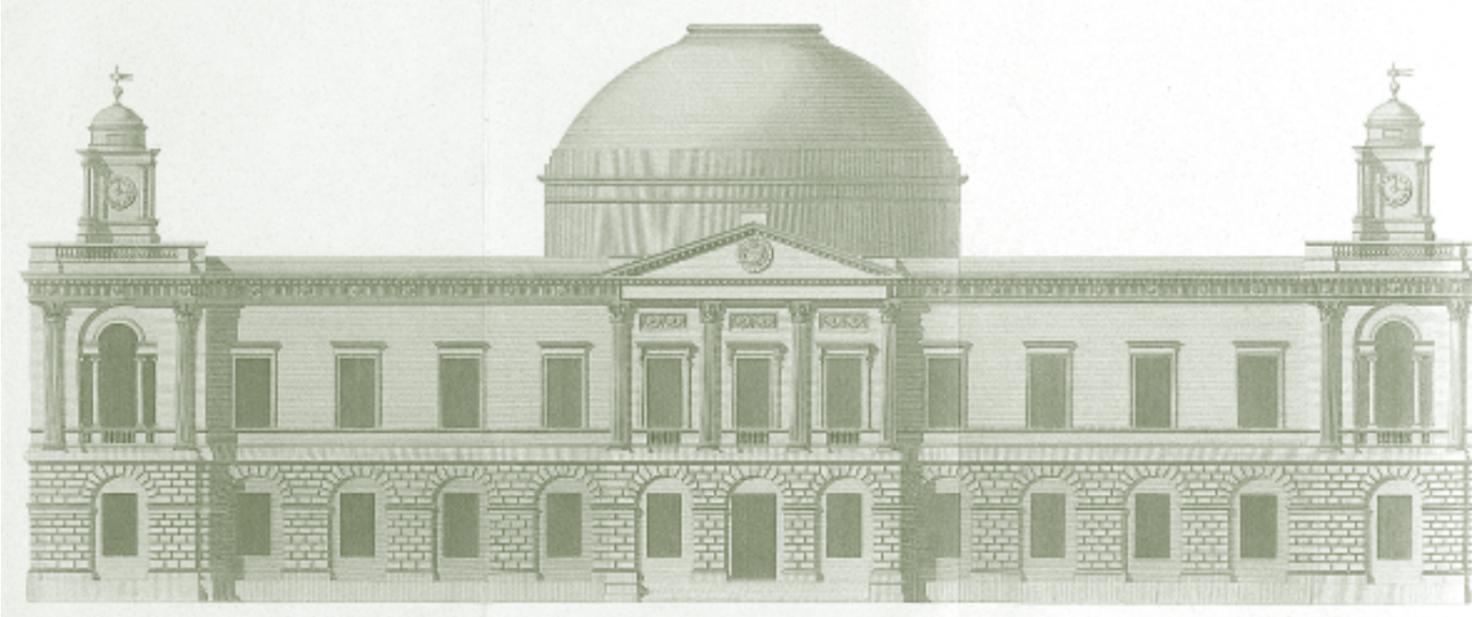
Forwards can be purchased from Chadwick-Healey Ltd, The Quorum, Barnwell Road, Cambridge CB5 8SW.

Orders should be made direct.

CONTENTS

	Page
List of Staff	2
Foreword and Summary of the Year 2005–2006	3
NAS Aims and Functions	5
Performance Measures	6
The Nation's Archives	7
Access	16
Joint Projects	28
The Digital Data Archive Project	30
Conservation	32
Buildings and Record Storage	36
Corporate Services	38
Services to Record Creators, Owners and Custodians	40
The National Register of Archives for Scotland	44
Report of the Scottish Records Advisory Council	45
Appendix 1: Additions to the National Archives of Scotland	48
Appendix 2: Surveys Added to the National Register of Archives for Scotland	61





Keeper of the Records of Scotland

George P MacKenzie BA MLitt

Deputy Keepers

Peter D Anderson MA PhD
David Brownlee

Records Services Division (reporting to Peter D Anderson)

Court and Legal Records	Bruno B W Longmore MA DAA
Government Records	Jane Brown MA MArAd (to October 2005) Laura M Mitchell BA MA (from November 2005)
Outreach Services	Ian Hill MA MSc
Private Records	David Brown MA PhD (Branch Head and Secretary of the NRAS)

Corporate Services Division (reporting to David Brownlee)

Accommodation Services	Robert R D Phillips FRICS FICW
Conservation Services	Linda Ramsay MA
Finance and Administration	Jim Grady
Information and Communications Technology	Rob Mildren MA
Reader Services	Alison Horsburgh MA

Scottish Archive Network

Managing Director	Rob Mildren MA
-------------------	----------------



George P 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 pleased to present the work of the National Archives of Scotland in the year 2005-2006, about which you can read more in this report. We work for Ministers, the people of Scotland and the international public, we deal in archives and information, and our aim is to increase access and let more people use the records. Archives are important, partly because they embody the essential evidence on which all our rights as individuals and organisations depend, and partly because they are a unique source of information about the past and how it shapes our present.

As part of our work for Ministers we continued to provide advice to a range of public authorities on how to manage their records to comply with the new Freedom of Information legislation. The number of FoI requests coming directly to NAS has not been as great as we had initially expected, but our Government Records Branch has supported the Scottish Executive's responses to requests by identifying information in preserved files.

NAS switched Ministerial portfolios in January 2006, following the recommendation of the Cultural Commission chaired by James Boyle. We were delighted to be designated as one of the five national collections, partly because this puts archives on a par with the other cultural bodies and partly because it opens up the potential for working across organisational and professional boundaries. Partnership working has been one of the key elements in NAS work in the past few years, as this report demonstrates in areas such as conservation and exhibitions, and there is now even more scope. At the same time, the challenge is to make sure the other side of our work, concerned with Government and public authority record-keeping, continues to develop.

One aspect of that work is to do with long-term preservation of digital objects. With information and the records that contain it increasingly being created in digital form, we need to be able to keep the small proportion of material of long-term value in that form permanently. We made good progress during the year on our Digital Data Archive (DDA). This is partly a technical project, to do with ensuring systems are in place to check quality and completeness and to provide safe storage, but it is also about management issues, to do with defining the records and the essential metadata or reference information about them that needs to be preserved. A paper on the DDA, which is due to go live in 2007, features later in this report.

NAS AIMS AND FUNCTIONS

Archives are not just about the past, they are about how the present sees the past. We saw this during the year when our exhibitions showed that centuries-old events still stir emotions. Our "For Freedom Alone" exhibition in the Scottish Parliament, marking the anniversary of the death of William Wallace, was seen by over 40,000 people in its short run. Featuring the only surviving original document issued by Wallace, an early parliamentary record and the Declaration of Arbroath, our greatest documentary treasure, it stimulated considerable media interest in Scotland, 700 years after the events it depicted. Our exhibition on the Darien venture, in association with the Royal Bank of Scotland and the National Library, was mounted in the Inter-Oceanic Canal Museum in Panama City where it attracted national and international interest. Today's citizens of Panama were fascinated to learn that Scotland tried to establish a colony in their country 300 years ago. In both cases archives helped people to focus on the past and understand how it has shaped the present.

Closer to the present day, our exhibition of soldiers' and airmen's wills showed the potential of archives to link us directly to the past. Small, seemingly insignificant scraps of paper, many on standard forms and several difficult to read, these documents have a remarkable story to tell. From the will showing the marks of the piece of shrapnel that killed its writer, to a 1916 suicide note, to a simple but poignant letter home to the family, they capture the hopes and fears of thousands of young men facing difficult and dangerous circumstances. By linking their names with the Scottish National War Memorial lists we were able to let descendants see documents in their ancestors' own handwriting. By recording some of the wills using the voices of NAS staff we made them more accessible to today's audiences. Some of these have since been used to create an educational resource for schools which is available on our website.

Our major project to create a new family history centre with the Registrar General and Lord Lyon continued during the year, but suffered unavoidable delay when the main contractor went into receivership early in 2006. Although this will delay the opening by about a year, to the very end of 2007, it has allowed more time to plan the infrastructure for the new centre, where consultation will be entirely online.

Meanwhile, our work on digitising records has continued in partnership with the Genealogical Society of Utah. By the end of the year we had digitised our 4-millionth image, nearly 80% of the records of the Church of Scotland were available for electronic consultation in our search rooms, and an exhibition at the General Assembly was planned for May 2006. We intend to make the church record images available on the Internet during 2007 and in time they will be added to the joint ScotlandsPeople website. Our other major digitising work, to convert modern entries in the paper Register of Sasines in partnership with Registers of Scotland, began using a second shift at Thomas Thomson House. This will aid the move of the legal search room during 2007 and the eventual transfer of the remaining legal work to the RoS online service Registers Direct.

As always, my thanks go to NAS colleagues, whose extensive expertise, dedication and effort, right across the organisation, enable us to do what we do, and do it well. I invite you to take a little time to read more about them and their work in our report.

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 party of archivists from South Korea visited Register House in December 2005, to learn about our services and our records. They are seen here with Outreach Services colleagues.



No.	Measure	Annual Target 2005-2006	Performance	
			2005-2006	2004-2005
1	Unit cost of selecting and preserving public records per metre (£ per metre)	93.50	86.66	91.3
2	Number of website visits	860,000	1,262,801	395,793
3	New catalogue entries created	115,550	120,315	60,463
4	Unit cost of appraisal of Scottish Executive files (£ per metre)	7.50	5.17	5.93
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 4 days	92.5	95.9	94
8	Speed of producing quick copies: % within 24 hours	100	96.7	99.5
9	Speed of replies to correspondence: % within 20 days	95	98.3	N/A
10	Number of items conserved	50,000	76,817	83,307



The storage block at Thomas Thomson House, which has a shelf capacity of about 40 linear kilometres or 25 miles, over half NAS's total capacity.



COURT AND LEGAL RECORDS

This year featured regular bulky transmissions of records from the courts, further consolidation of holdings, significant catalogue enhancement and major project developments. Almost 100,000 new catalogue entries relating to court and legal records were added to the NAS OPAC, greatly improving public access to them. Projects such as the Registers Archive Conversion (RAC) project and the completion of the Soldiers' Wills project helped fulfil the NAS's strategy of improving customer delivery through the use of new technology, and opening up previously under-used groups of historical records.

The volume of paper records submitted by the courts continued to be a growing problem as precious storage space filled up. Although no formal working group to review record storage was established by the Scottish Court Service, discussions continued about current and future storage in the courts. We have yet to see any significant downturn in the quantity of paper records being sent to the NAS, but a site visit was made to a commercial storage firm following the discovery that at a local level sheriff clerks are using commercial firms to store their older records. A scoping study to assess the wider storage problems within courts is envisaged during 2006-07.

High Court of Justiciary and Crown Office

In March 2005 the High Court of Justiciary transmitted a total of 478 boxes of High Court trials, appeals and related records for the year 1994 (59.42 metres). We catalogued them and added entries to the 20th-century Solemn database of criminal trials, which now contains nearly 49,000 data entries.

Five years of 19th-century High Court trials for the years 1833-1837 were catalogued last year. Progress was slow compared to previous years owing to the departure in August 2005 of the Criminal Actions officer and the consequent freezing of this post. However, enhancements were made to trial information held on the 19th-century Solemn database, including the addition of place of crime, victim and previous conviction details for Edinburgh trials for the years 1840-1859. The entries were enhanced using Crown Office printed indictments, and the database now contains over 54,000 individual entries. We also catalogued the records of two important 19th-century murder trials in detail. The first was the trial of Dr Edward William Pritchard, the Glasgow poisoner (JC26/1865/294). The second was the trial of William Henry Bury (JC26/1889/15) who claimed that he was Jack the Ripper. Both men were convicted and executed, Dr Pritchard being the last man to be hanged publicly in Glasgow.



A Victorian murderer: frontispiece from *A Complete Report of the Trial of Dr E W Pritchard* (Edinburgh, 1865)

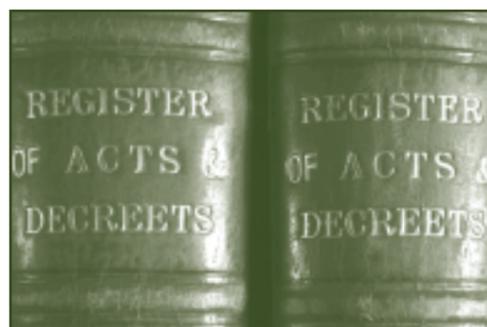
We completed a programme to catalogue summary appeal papers for the years 1864 to 1945, and add the item level descriptions to the NAS OPAC (2,848 entries). Though less frequently used than solemn appeals, the cataloguing has revealed some interesting cases, such as the Bill of suspension and liberation in 1885 at the instance of James Carlin, formerly an engine-driver at the Kimberley diamond mines (JC31/1885/21). He complained against the Government of the Colony of the Cape of Good Hope, at whose behest he had been gaoled in Edinburgh prison. The warrant for his apprehension had been raised in terms of the Fugitive Offenders Act 1881, on a strong or probable presumption that on 20 March 1885, while in South Africa, Carlin had murdered a native named Jonas. Jonas had been employed by the Detective Department at Kimberley, as a 'trap'. We do not know whether James Carlin ever returned to South Africa to face trial.

Crown Office precognition papers for 1994 were uplifted in December 2005 (68 metres). Using previously-captured 1994 trial data, we catalogued the papers on a pilot Precognitions database (1,734 entries), and reduced the bulk to 57.5 metres. A new year of previously closed precognitions (1930) was catalogued and released for public inspection on 1 January 2006, along with victim information for 1905 High Court trials.

Court of Session

Court of Session processes and petitions for the year 1999, measuring 855 boxes, were received in May 2005 (126 metres). Electronic index data from the Court was added to the NAS OPAC in June (4,740 processes). Any retransmissions back to the court can now be achieved within 24 hours.

We successfully continued the task of converting the vast backlog of Court of Session finding aids, many of which are still held as manuscript indexes alone. The project to catalogue post-1913 5th Series extracted processes (CS46) was completed, with the capture of the years 1912 and 1930-1951. This marked the culmination of 4 years' work to create a combined index of Court of Session extracted and unextracted processes from 1913 to 1999, totalling over 513,000 entries. Further conversion work included the keying of index cards for the CS97 series, miscellaneous processes, retransmitted by agents or Auditor of Court, 18th-20th centuries. A total of 1,769 card entries were added to the NAS OPAC. These conversion tasks permitted the removal of redundant card indexes in the West Search Room, thereby assisting the planned refurbishment of that area.



The registers of Acts & Decrees (CS46) have been completely catalogued from 1913 to date, and work continues on earlier years.

A pilot programme also began to catalogue processes held in an earlier Court of Session unextracted process series, the Adams-Dalrymple office, 1st arrangement, 1664-1868 (CS228). We catalogued over 2,000 processes from sections A and B, revealing a number of important civil actions on subjects as diverse as contested wills, the slave trade, and a 1793 dispute over the ownership of a Stradivarius violin (CS228/B/9/1). This reflects the untapped riches in early Court of Session process papers.

A schedule to weed more recent Court of Session processes was drafted, largely based upon schedules created in the 1980s. It is anticipated that this new schedule will be finalised and implemented next year.

Sheriff Courts

Sheriff court transmissions this year reflected growing pressure on court storage space. Records from Ayr Sheriff Court were transmitted in April 2005, as part of the completion of the previous year's transmissions. Also transmitted were records from Edinburgh (31 metres), Glasgow (80 metres), Cupar (35 metres), Dunfermline (35 metres), Dunoon (26 metres) and Dumbarton (32.5 metres) sheriff courts. This equates to the transfer of two large, three medium and one small court. Ordinarily we would not attempt to deal with Edinburgh and Glasgow, the two largest courts in Scotland, in the same year. However, an urgent request from Edinburgh arose because of the increasing quantity of paper records being generated, the closure of the record store at Peebles and the transfer of the contents to Edinburgh. In order to keep sheriff clerks better informed about future transfers, a timetable of proposed transmissions for the year 2006-07 was published on the NAS website.

During the summer months, six students from the Law Faculties of the Universities of Edinburgh and Glasgow were recruited to weed down the civil processes transmitted from these courts. They represent the largest group of summer weeders ever employed by NAS, and they achieved spectacular space savings and a record number of new catalogue entries. In total 88.6 metres of civil processes were reduced to 13.7 metres (85% saving). This higher than usual percentage saving was achieved from destruction of greater numbers of routine processes transmitted by the larger courts. We also cleared outstanding backlogs of older processes held in the NAS limbo series, to the latest review year of 1930. In total 81 metres of limbo processes from 40 sheriff courts were weeded, resulting in an overall reduction of 55.8 metres (67% saving). Cataloguing of the surviving processes created 2,125 new process (1st Preservation) entries, and 3,478 (2nd Preservation) entries for the NAS OPAC.

Records weeding team of law students at Thomas Thomson House, summer 2005. (L-R) Bruno Longmore, NAS, Kate Laing, John Simmons, NAS, Roslyn Macdonald, Graham Crombie, Ruth MacRitchie, Tristram Clarke, NAS, Andrew Kerr and Martin Beveridge.



A catalogue of the records of the Commissioners of Supply for Argyll, from among the records of Inveraray sheriff court, re-catalogued by an outside volunteer Mr Frank Bigwood, was edited and imported into the NAS OPAC (1,092 entries). Also, a stray collection of records previously received from Cromarty Court House Museum was integrated into the main Cromarty sheriff court record series (SC24). These include papers relating to the 'Resolis riots' occasioned by the induction of a new minister at Resolis parish on 28 September 1843, which provoked a riot and the storming of the local jail.

The continued public demand for information about fatal accident inquiries (FAIs), saw the cataloguing of FAIs from Inverness sheriff court for the years 1895-1978 (348 entries), along with surviving post-war FAIs from Edinburgh (120 entries). Other courts completed included Dundee, and the smaller courts of Banff and Peterhead.

Commissary Office: Soldiers' Wills

On 10 November 2005, Margaret Curran, Minister for Parliamentary Business, launched the NAS exhibition, 'Leaving it all behind: Scottish soldiers' and airmen's wills, 1857-1966' at General Register House. This was the culmination of the Soldiers' Wills project, a two-year project to create a catalogue of c.32,000 soldiers' wills for which no detailed catalogue previously existed, and place these on the NAS OPAC. Many entries were linked to digitised images of WWII wills (4,752), undertaken to commemorate the 60th anniversary of the end of the Second World War. The project was conducted in partnership with the Scottish National War Memorial (SNWM) and involved matching data from the memorial rolls with surviving wills in our care.

The exhibition broke new ground for NAS by including an audio component in the form of 24 recordings of letters and other documents, read by volunteer colleagues. These recordings will be considered for possible future website and educational use. The other main objective, of returning data to the SNWM showing for which servicemen NAS holds wills, was also achieved. Remarkably, this fruit of our partnership now enables visitors to the SNWM website to link directly from the Roll of Honour to the NAS OPAC where a will exists.

Both the exhibition and the catalogue resources attracted media interest, including a substantial article in *The Scotsman*, and good publicity on local radio and television. A further innovation has been the establishment of a small-scale digitisation-on-demand service. This meets public demand for access to the WWI wills, which were not imaged by the project, and safeguards these fragile documents from unnecessary handling.

Registers of Scotland

The Registers Archive Conversion (RAC) made good progress during the course of the year. This NAS joint project with Registers of Scotland (RoS) saw the digital capture of printed sasine abridgements from 1781. This was achieved by preparing a set of duplicate abridgements and persons and places indexes, for imaging by an external contractor. By the end of March 2006, over 260 metres of duplicate abridgements for the 33 Scottish counties had been uplifted and imaged by the contractor (approximately 1.6 million images). An electronic persons and places index was also prepared, and both images and indexes were made available for active testing to the legal search firms operating in General Register House by early April 2006. The next phase of the project, the imaging of the historical sasine register volumes for the county of Midlothian, began in late 2005, the capture of sasine microfiche, for all counties, produced since 1989, some 250,000 individual fiches, was to start in spring 2006.



GOVERNMENT RECORDS

Government Records continued to fulfil its wide-ranging remit covering the provision of record-keeping help and advice to public bodies, the development of the NAS's Digital Data Archive, the running of the NAS's internal Records Management Unit, the operation of the Freedom of Information (Scotland) Act 2002 for government records held by the NAS, the accessioning and cataloguing of records from the Scottish Executive, Scottish Parliament and other Scottish public bodies, and being the NAS's centre of expertise for data protection and electronic records management issues.

Scottish Parliament

Since it came into force on 1 January 2005, the Scottish Parliament's Information Access Manager has been working almost full-time on dealing with requests under the Freedom of Information (Scotland) Act. This has made for slower progress on records management issues, but Government Records Branch staff have continued to meet regularly with her, and at the end of 2005-6 the Memorandum of Understanding between the Parliament and the NAS was being reviewed in light of the new legislation and other developments.

Scottish Executive

Scottish Ministers declared a halt to the reviewing process in the first quarter of the reporting year, while the destruction of files concerning the Holyrood Project was investigated. It was found that the Scottish Executive destroyed these files in line with proper retention schedules. The number of files examined rose again towards the end of the year and despite staff shortages, Government Records Branch staff stayed on top of the workload.

Scottish Office files reviewed during 2005-2006	2005-2006	2004-2005	2003-2004
Files examined	213,275	137,104	146,039
Files sent for review	103,618	57,145	55,620
Files transmitted for preservation	991	691	996
Files destroyed (metres)	1,447	1,239	1,473

Review work on 30-year closures

The Freedom of Information (Scotland) Act 2002 came into effect on 1 January 2005. The NAS holds approximately 27,000 files which were, until this date, closed to public access for 30 years. A Memorandum of Understanding between the Office of the Scottish Information Commissioner and the Scottish Executive outlined a programme to review these files. 8,094 files were reviewed during the year with 7,995 being immediately opened to the public (from November 2004 to March 2005, we recorded figures of 2,901 and 2,883 respectively). This brings the total number of files reviewed so far to 10,995, of which 98.94% have been opened.

Individual requests to see such material were dealt with on an *ad hoc* basis and created a significant new area of work for Government Records Branch staff, who liaise between the enquirer and the originating body, which is responsible for determining whether or not any exemptions apply to the material. On referring a request to the originating body, we must wait for it to inform us of its decision. The legislation provides for this referral exercise by affording the Keeper of the Records of Scotland 30 working days to make a reply to the enquirer, rather than the more usual 20 working days. GRB processed 64 such FOI enquiries over the course of 2005-06. Unfortunately, despite the additional time allowed, on 14 occasions (22% of cases) originating bodies did not respond in time for us to meet the 30-day deadline. In each of these cases we contacted the enquirer within the 30-day period to inform them of the delay.

Agencies and other public authorities

Following a significant programme of detailed cataloguing by NAS staff and redaction by the Crown Office, 106 sets of documents from the records of Lord Cullen's inquiry into the shootings at Dunblane Primary School were released by NAS on 3 October 2005. These documents had previously been subject to a 100-year closure.

Bodies whose records Government Records Branch reviewed in 2005-06 included the Scotland Office, General Register Office for Scotland, Queens and Lord Treasurer's Remembrancer, Highlands & Islands Enterprise Board, Historic Scotland, Scottish National Heritage, Rail Passengers' Committee Scotland and Scottish Higher Education Funding Council.

Retransmissions

Government Records Branch operates the service which allows the NAS to meet its statutory responsibility to provide a facility for the temporary retransmission of records to record creators for consultation. The total number of retransmissions for 2005-06 was 1929. Most of these (1300) were court and legal records – mainly Land Court (803), Court of Session (279) and High Court of Justiciary (177). Scottish Office/Executive records (463) and records of other government organisations (166) made up the majority of the remainder.

Electronic Records

GRB is the lead branch for developing NAS policy on electronic records. The NAS Digital Data Archive project continued apace during 2005-06. The main focus was on the NAS preservation metadata schema, data analysis of digital objects from different sources, and preparing the functional specification for the archive. The significant progress which we made during the year is described in more detail.

NAS is a founder member of the Digital Preservation Coalition (DPC), which aims to foster joint action to address the challenges of preserving digital resources in the UK and globally. This year the Coalition commissioned software services company Tessella to undertake the UK digital preservation needs assessment survey. The resulting report, 'Mind the Gap: assessing digital preservation needs in the UK' identified significant gaps in provision for the preservation of digital assets.

We have continued to provide advice and information to Scottish government bodies on electronic records management.

NAS Records Management Unit

Over the past 12 months the records management unit embarked on a project to extend our good records management practices to electronic information. The 'Managing our Digital Records' project was launched in April 2005 with the task of creating guidance and rules for staff to follow when creating, using and storing electronic information including e-mails. The guidance, covering such things as version control, naming conventions and best practice for using shared network drives, provides NAS staff with clear and consistent rules to follow. Another key aspect of the project is to convert NAS shared network drives to bring them into line with the NAS file plan. Adopting the file plan in the electronic environment will help us to prepare the way for the introduction of an electronic document and records management system (EDRMS) in coming years, help us to meet our Freedom of Information obligations, and ensure that the delivery of electronic services to our customers is underpinned by effective electronic records management.

During the year the Records Management team also developed two new codes of practice on data protection, covering both NAS internal administrative procedures and our handling of archival records, drawing together 4 years' worth of developments into one resource which staff can call upon for help and advice. The documents codify, amongst other things, NAS practice for the cataloguing and provision of access to personal data in our archival collections, the management of personal data concerning staff and our customers and the procedures to follow when handling requests for access to sensitive personal data administered by NAS. Staff training in the new codes is scheduled for the coming year and as with the Managing our Digital Records project, these developments should allow us to provide our customers with a consistently high standard of practice and service.

The Unit also continued to manage the NAS's existing paper-based system, handling 2,225 requests for files, equivalent to almost nine requests per day. Of these 99% were processed and delivered within 4 hours of receipt. During the year 594 new files were created. Work continued on reviewing files, and 248 files were destroyed in line with our retention schedule.

NAS commissioned Objective Corporation to work with us to carry out a scoping study on the benefits of introducing the Objective electronic records and document management system (EDRM) for use in the management of NAS corporate records. The scoping study report was presented to NAS senior management in early 2006 and its findings will provide a useful platform for the introduction of EDRM to NAS in the future.

Cataloguing

We created 3,596 new catalogue entries for government records this year. As well as regular accessions from the Scottish Executive, and HM Inspectorate of Education, we catalogued records from the Scottish Development Agency, Scottish Higher Education Funding Council,

General Register Office for Scotland, Scottish Association of Health Councils, Historic Scotland, Scottish Natural Heritage, Scottish Dental Practice Board, Customs and Excise and the Scottish Courts Administration.

Private Records Branch

While there were many accessions of new records this year, most came in small quantities and so the branch was able to concentrate on cataloguing. Considerable progress was made in this and over 17,000 pieces were listed, many coming from the backlog of unlisted records.

The most significant work was done on the papers of the Earls of Eglinton (GD3), the cataloguing of which resumed after a gap of some years. Much work has already been done on the titles and legal papers. The military and naval papers were renumbered, put in proper series and listed to item level. This yielded interesting documents on the preparations for the embarkation of troops from Scotland for use against the Irish rebels and also on the general numbers of militia and boats available for use on the west coast in the 1640s. There are also papers relating to the West Lowland Company of Fencible Men, 1793-1799, the naval career of Alexander Montgomery, 1802-1849, and the Royal Ayrshire Regiment of Militia, 1836. A quantity of factor's records was catalogued, including memoranda books in 13 volumes, 1848-1892. These included notes on the daily running of the estate and topics such as Eglinton Iron Works, Ardrossan Sessional School and Saltcoats Ragged School.

The papers of the McEwen family of Marchmont, Berwickshire, purchased by NAS in 1989, were listed (GD441). Consisting mainly of title deeds and legal papers, although with some estate and personal correspondence, they cover the period 1483 to 1921.

Each year some work takes place to expand older catalogues or to remove problems that have been found. This year, work on the Hay of Haystoun papers (GD34) has highlighted material about Archibald Hay of Strowie (d. 1651), gentleman usher to Queen Henrietta Maria. He came to own the Bridgend plantation in Barbados and an estate in Staffordshire. The papers show both his successes when he was close to the Royal Court and his declining fortunes in the Civil War and the Cromwellian era. Two French students on internships from L'Ecole des Chartes in Paris drafted catalogue entries for Latin charters relating to Melrose Abbey (GD55). These will replace an older list and will significantly improve the utility of the catalogue.

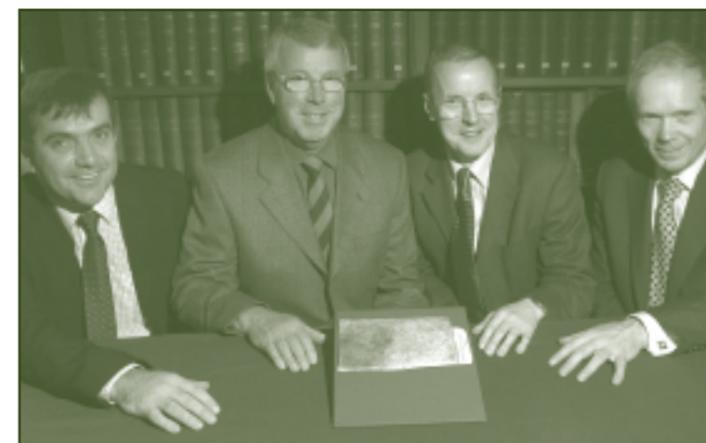
As in previous years, we have continued listing the Scottish records of the former Coal Board (CB) and British Rail (BR). Considerable progress has been made but the quantities of unlisted records remain considerable. We also received a significant quantity of publicity files from one of BR's successors, Scotrail (GD517). These will eventually provide an important source for the history of the privatised railway industry in Scotland in the years after 1994. Other railway records catalogued included the fascinating private archive accumulated by the late William Peddie, gifted to NAS by his widow (GD513). This covers the years 1843 to 1992 and includes photographs, posters, timetables and miscellaneous official papers and instructions.

There were many additions made to existing collections. The oldest was an inquisition of about 1280 concerning a property in the Pentland Hills (RH5/231). Discovered by one of our readers, Mr Frank Harkness, among the Chancery records in The National Archives at Kew, it had clearly once belonged to the Scottish records taken to England by Edward I just before the Wars of Independence. Following agreement by the Keeper of the Records and the Lord Chancellor it was

repatriated to Scotland and a small ceremony marked its return. Perhaps the most intriguing acquisition, also from England, was a group of papers sent to us by a London lawyer for addition to the papers of the Earl of Dundonald (GD233). These added significantly to existing accounts of the famous trial of Lord Cochrane in 1814 for defrauding the London Stock Exchange.

Among other newly arrived records, a gift of the papers of the Gray and Cruickshank families of Kirkintilloch and Kinmuck gave a window into the lives and activities of two related Quaker families over the years 1743 to 1892 (GD1/1352). We purchased the diary of Charles Baillie-Hamilton of Rumbletonlaw, Archdeacon of Cleveland (GD1/1392). A Scotsman, he recorded his personal expenses and his fox hunting in the Borders, 1789-99. A gift of a series of chartularies and titles to lands on the Breadalbane estates (GD1/1393) supplemented the existing collection of Breadalbane papers already held here. The Sheltered and Retirement Housing Owners' Confederation wound up this year and gifted their records to us (GD516). They show the work of a small but important national pressure group, one of the first successfully to lobby the Scottish Parliament.

We continued to receive records from the Church of Scotland, with deposits from 36 congregations, some of which had not previously sent us records (CH2 and CH3). The project to digitise pre-1901 kirk session records (described under Corporate Services in this report), which was widely publicised through the church, has reminded parishes of the importance of their archives and was undoubtedly responsible for the appearance of many of these records. Unexpectedly we received a deposit of copies of rare Roman Catholic registers of baptisms and marriages for several parishes in Fife, the Lothians, Ayrshire, Perthshire and Caithness in the mid-late 19th century (RH21).



This inquisition, c.1280, was identified in TNA by a retired detective, Frank Harkness, as belonging to the Scottish records plundered by Edward I. At the handover to mark its return to NAS were (L-R) Tom Gregan, TNA, Frank Harkness, George MacKenzie, Keeper, and David Thomas, TNA.



HISTORICAL AND WEST SEARCH ROOMS

Readers' daily attendances	2005-2006	2004-2005	1995-1996
Historical	6,901	7,835	9,059
West	4,111	3,927	3,097
Total	11,012	11,762	12,156
Postal and e-mail enquiries	2005-2006	2004-2005	1995-1996
Historical	2,611	2,126	2,858
West	1,329	1,271	707
Total	3,940	3,397	3,565
Photocopies	2005-2006	2004-2005	1995-1996
Historical	12,786	16,235	31,962
West	16,778	18,359	17,869
Total	29,564	35,594	49,831
Productions	2005-2006	2004-2005	1995-1996
Historical	38,695	34,019	34,984
West	15,303	16,759	15,962
Total	53,998	50,778	50,946

The 2002 Users' Survey highlighted search room services and facilities as the areas of greatest concern to readers and last year considerable effort was extended in this direction. Improvements achieved included the introduction of self-service colour copying from digitised volumes, the computerised index to post-1984 testaments and access to a 'whitelist' of designated internet sites.

Further improvements continued this year with the addition of thousands of digitised images to our 'Virtual Volumes'. Of especial interest were the 4,500 digitised images of Scottish soldiers' wills from the Second World War (SC70/8), which were made available to the public from 10 November. These underused and fragile records were catalogued by colleagues in Court and Legal Branch in partnership with the Scottish National War Memorial Trust. There are now catalogue descriptions of all 31,000 wills in this series, most of which relate to the First World War

and have not yet been digitised. Examples of these wills were also made available to readers on Virtual Volumes. Owing to their fragility, the original documents cannot be produced, but having identified an entry from the catalogue, readers can request that up to three soldiers' wills are digitised and put on Virtual Volumes.

The West Search Room was severely criticised in the Users' Survey, particularly the combined seats and desks. Whilst we were able to make some minor improvements last year, we were keen to undertake a major refurbishment of the search room facilities this year. Funding was identified, plans were finalised and invitations to tender were sent out, but administrative procedures and checks delayed the start of the programme until the end of the year. The refurbishment was expected to be finished by May 2006. Arrangements were made for records normally seen in the West Search Room (other than maps and plans) to be ordered one day in advance and made available in the Historical Search Room in General Register House.

One very unusual event that we had to prepare for during the year was the high-profile G8 summit, which took place in July at Gleneagles, Perthshire. The civil disturbances planned for central Edinburgh to coincide with the event led us to draw up contingency plans with guidance from the Scottish Executive and the police. These were updated daily depending on the numbers and level of protest activity within the city centre. On 4 and 6 July disturbances in Shandwick Place at the West End caused us to close the doors of West Register House as a precautionary measure, and General Register House and WRH closed early to allow staff and readers to travel home before public transport was closed. Control of the crowds and protestors by the police and security forces meant that neither of these buildings came under any direct or serious threat, but it was nevertheless unnerving being within earshot of numbers of protestors.

We advised readers of that the NAS search rooms were open more or less as normal, but some readers postponed their visit until after the summit. This slightly affected attendance figures in July, although less than expected. The overall daily attendance figures in the Historical and West Search Rooms have shown a slow decline over the last 5 years. We expected that this downward trend would continue, and possibly increase, owing to the G8 summit and the planned refurbishment of the West Search Room. Surprisingly, the drop in the overall attendance figures was only 6.4%, less than last year's fall, and again it only affected Historical and not the West Search Room. The latter experienced an increase of 4.8% on the previous year's figure whilst the Historical total fell by 11.9%. The anomaly can best be explained by (1) more records being digitised and images becoming available online, the great majority of which would formerly have been seen in Historical; (2) the increased cataloguing of court and legal material, which has greatly improved access to these types of records, which are generally viewed in the West Search Room.

Although overall attendance figures dropped, the correspondence figures rose again for the fourth year in a row, almost reaching 4,000. Of these, 7.3% were answered by the new auto-response, which was significantly re-written to take account of information provided on the new NAS website. Significantly more correspondence dealt with by Historical staff can be regarded as 'answered' by the auto-response as a result of the revision. This is not the case for the West Search Room, however, probably because of the nature of the records produced there, and because the enquiries tend to be specific rather than general. In fact only three enquiries for the West Search Room were answered by the auto-response. Along with the auto-response, we also completely revised website fact sheets on Buildings, Crafts and Trades, Deeds, Emigration, Estate Records, Inheriting Land and Buildings, The Poor, Sasines, Taxation Records, Valuation Rolls and Wills & Testaments. The fact sheets were also edited to fit the style of the new website.



The Scotsman newspaper ran a week of features about NAS and records for genealogical research in August 2005. Its popularity led to a weekly genealogy column (400-500 words), written by Reader Services in conjunction with the General Register Office for Scotland and the Court of the Lord Lyon. Based on readers' questions, the topics have included church records, wills, and military records, as well as Fatal Accident Inquiries, transportation and emigration. It is not clear if this has directly affected our visitor numbers but it does appear to have contributed to the increase in our correspondence.

The cataloguing of plans continued to be affected by the vacant Assistant Plans Officer post. Nevertheless, in between other duties the Head of Maps and Plans catalogued 640 maps and plans this year, as well as writing new internal guidance notes on plans appraisal for cataloguing branches. The NAS seeks additions which complement existing collections. Among the more interesting and important plans accessions, the Head of Maps and Plans was pleased to accept the gift by a Mrs Farquhar from Cumbria of three early printed maps by Gerhard Mercator of Duisberg (1512-1594). The three maps of Scotland came from *Atlantis Pars Altera*, the third part of Mercator's *Atlas*, which was first published in 1595. Mme Carol Gragez, from the Ecole du Patrimoine, Paris, carried out an internship by assisting in plans cataloguing. Investigations also continued into how we might best exploit GSI (Geographical Information Systems) in the future, but further progress depends on additional ICT input and resources.



George MacKenzie, Keeper, Nathalie Ceeney, Chief Executive of The National Archives, Kew, and Jackie Thorburn, NAS, examine a photograph album in the Conservation workshop at Thomas Thomson House.



LEGAL SEARCH ROOM

Photocopies (pages)	2005-2006	2004-2005	1995-1996
	809,956	912,155	1,133,529
Productions	2005-2006	2004-2005	1995-1996
	117,385	131,433	156,573

The decrease in sasine productions (10.6%) was much greater than last year (0.4%), but this record series continues to make up the vast majority of record productions across the NAS (68.5%). Recent statistics show that the impact of Registration of Title in reducing the role of the Register of Sasines in conveyancing transactions has still not peaked as forecast. This is probably because high house prices caused more home-owners to re-mortgage and/or to take out a second mortgage to extend property, rather than move house.

Two major projects that will have a major impact on the work of Legal Search Room in the immediate future: (1) The ScotlandsPeople Centre (formerly called the Scottish Family History Service) will necessitate moving the Legal Search Room out of the Dome and upstairs into the Robertson Wing to allow the Dome to be refurbished as part of the Centre. This migration will only be feasible because of (2) the Registers Archive Conversation Project (RAC). This project will provide a computerised version of the sasine finding aids, i.e. the persons and places indices and abridgements, and of the modern sasine registers. Without this electronic tool, which will replace almost 300 metres of paper finding aids, it would be almost impossible to accommodate the work of the Legal Search Room anywhere else within General or West Register House.



The Legal Search Room, General Register House, continues to function fully in the Adam dome, but is due to transfer to the Robertson Wing to make way for the ScotlandsPeople Centre.



Detailed planning for this major move involved staff from Reader Services and other branches in meetings and workshops throughout the year, to ensure that no aspects were overlooked. We have been at pains to involve the legal search companies in the planning because they form our largest user-group, and their work will be seriously affected by the move and the RAC project. A working group met fortnightly and made invaluable contributions to planning various stages and aspects of the move. We will keep the public informed about the final timetable via the NAS and ScotlandsPeople websites, notices in the search rooms, and by e-mails to all holders of current NAS readers' tickets, informing them about the refurbishment and search room moves.

The enormous increase in correspondence last year continued this year, reaching an all-time high of 6,090. Once again, this mainly related to confirmations of miners' testaments and associated claims for compensation for respiratory and vibration diseases. With the deadline for receipt of such claims drawing nearer, it is expected that such enquiries have now peaked and will fall substantially next year.

Public interest and awareness about adoptions and the rights of adoptees remains high. Staff were kept very busy handling enquiries on the subject, and held interviews with adoptees at an average of just over one per day. With the increase in publications and programmes in the media about this topic, it is likely that this will remain a busy area of work for the foreseeable future.



Crown Office precognitions from 1836, some of the latest records in this very rich series (AD14) to be catalogued in detail to permit easier searching.



EXHIBITIONS AND WEBSITES

Exhibitions

In August we loaned three letters written in 1699 from the Scots colony at Darien to an exhibition on the Darien Expedition held at the Museo del Canal Interoceánico de Panama. Other documents held by NAS were imaged for display and included in the bilingual catalogue, which the museum designed and published, and which was based on an earlier NAS exhibition publication. The National Library of Scotland also took part in the exhibition. The Outreach Officer gave a talk on the Expedition to guests invited to the opening in the Canal Museum in Panama, and while there took the opportunity to visit the site of the ill-fated Scots colony.



Alison Lindsay, NAS, discusses a Darien letter from NAS with Dr Ange Ramos, Director of the International Canal Museum, Panama.

'For Freedom Alone'

The major exhibition of the year took place closer to home, at the Scottish Parliament, between 15 August and 9 September 2005. On display for the first time together were two NAS documents, the Declaration of Arbroath, 1320, and the Ayr Manuscript, a 14th-century compilation of Scotland's early laws, along with the 'Lübeck letter' loaned by the Stadtarchiv at Lübeck. This letter was sent by Wallace and Andrew Murray in 1297 to notify the merchants of Lübeck and Hamburg that Scottish ports were again open for trade, and is the only surviving document issued by William Wallace. The Declaration was housed in a case specially designed and built for the exhibition, as described elsewhere in this Report. For this aspect of the exhibition NAS was indebted to the Getty Conservation Institute, California, whose assistance in the project, and for many years before, was invaluable, and to Professor Bob Reuben of Heriot-Watt University, whose technical team made the display case. The exhibition was made possible by the kind co-operation of the Scottish Parliament's Corporate Body. At a reception on 7 September the invited audience was addressed by George Reid MSP, Presiding Officer, Jeanne Marie Teutonico of the Getty Institute, Peter Wilson, Secretary of Heriot-Watt University, and Margaret Curran, MSP, Minister for Parliamentary Business. The reception area in the new Holyrood building made a fitting venue for the public to enjoy a unique glimpse of three documents closely connected to Scotland's historic national identity. The exhibition received positive publicity, and was seen by over 42,000 visitors during its 4-week run.

Thanks to the co-operation of the National Trust for Scotland, a travelling version of the exhibition 'Faces from St Kilda', a gallery of Victorian photographs of the people of St Kilda, travelled round a number of Scottish venues after the NAS exhibition closed in January 2005, including Oban, Inverness, the Western Isles and a conference about St Kilda held on Lewis in August.

A small exhibition of prints from albums of photographs of the Forth Bridge, 'Crossing the Forth', was shown in the display area of General Register House from 3 May to 4 November 2005. The photographs were jointly purchased by NAS and the Royal Commission on the Ancient and Historical Monuments of Scotland.



Margaret Curran, Minister for Parliamentary Business, helps launch 'For Freedom Alone' with (L-R) Peter Wilson, Secretary of Heriot-Watt University, George MacKenzie, Keeper, George Reid, Presiding Officer for the Scottish Parliament, and Jeanne Marie Teutonico of the Getty Institute.



Margaret Curran, Minister for Parliamentary Business, presents a gift to Jeanne Marie Teutonico of the Getty Institute, which helped the exhibition project, 'For Freedom Alone', and George Reid, Presiding Officer of the Scottish Parliament.



The last exhibition of the year was organised jointly with the NAS Court and Legal Records Branch. 'Leaving it all behind: an exhibition of soldiers' wills, 1857-1966' showed off a remarkable selection of recently-catalogued military wills in NAS. The cataloguing was facilitated by a partnership with the Scottish National War Memorial Trust. A novel feature of the exhibition was audio recordings by NAS staff of some of the letters and wills from the archive. Margaret Curran MSP, Minister for Parliamentary Business, opened the exhibition on 10 November 2005 to coincide with Armistice Day. It ran until April 2006.



Tristram Clarke, NAS, Margaret Curran, Minister for Parliamentary Business and George MacKenzie, Keeper of the Records, at the launch of 'Leaving It All Behind', 10 November 2005.

Websites

The total number of visits made to the four NAS websites in 2005-06 exceeded 1 million in total for the second year running. At first sight there were fewer visits than in previous years, but use of all the sites has actually increased. The figure for visits to the Scottish Documents site covers only from April until August 2005, when the e-commerce service for wills and testaments was transferred to the ScotlandsPeople website. Apart from the mothballing of the Scottish Documents site, the major website development was the launch of a radically redesigned NAS website on 30 September 2005.

As in previous years, the performance measure for website visits in 2005-06 is based on server log file analysis, by which all visits were counted, without taking into account the effects of robotic website crawlers used by search engines and the dynamic assignment of IP addresses by certain Internet service providers. A review of NAS web metrics is to be undertaken and the methodology of collecting website visit data will almost certainly be changed in future. The performance measure for website visits used in 2006-07 will be the number of visits for each site less the number of visits resulting from robot crawlers. Such figures for robot crawlers are included for comparison here.

Website statistics 2005-2006

Website	Visits - including robot crawlers (2004-5 figures in brackets)	Visits - excluding robot crawlers	Unique visitors (2004-5 figures in brackets)
NAS (www.nas.gov.uk)	472,683 (400,830)	415,937	179,272 (146,985)
SCAN (www.scan.org.uk)	572,852 (430,594)	373,490	151,582 (115,912)
Scottish Handwriting (www.scottishhandwriting.com)	54,687 (23,529)	142,459	20,753 (10,240)
Scottish Documents (www.scottishdocuments.com)	162,579 (572,648)	46,329	52,115 (220,007)
TOTAL WEBSITE VISITORS	1,262,801 (1,427,601)	978,215	403,722 (493,144)



EDUCATION AND OUTREACH

Education Services

Throughout the year, our Education Officer used the NAS Scottish Archives for Schools (SAfS) resources to deliver In-Service Education and Training (INSET) workshops to teachers in Edinburgh, Falkirk and Fife Education Authorities to support the teaching of Scottish history in schools.



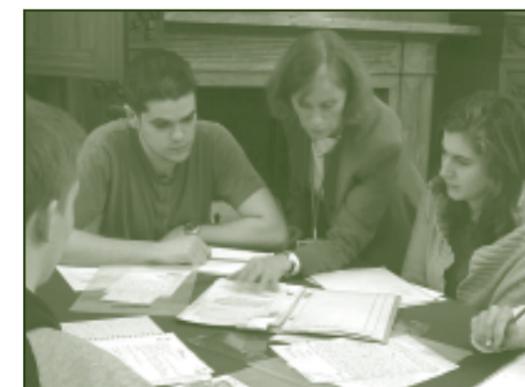
In September, Marion Cuthbertson from New Stevenston Primary School in North Lanarkshire, who spent 18 months in the NAS creating the SAfS resources with our education staff, brought a group of her P7 pupils to the SETT conference at the EICC in Glasgow where they gave a presentation on their experience of working with our resources. Their performance was received warmly by the audience of teachers and educationalists.

A member of our education staff ran a series of workshops with teachers and pupils from Dunblane and Callander primary schools. We welcomed P7 pupils from Callander to GRH for a workshop on 'World War Two: the Scottish Home Front' and S1-S2 students from Ayr for a workshop on 'What happens in an Archive?'

Building on the success of the SAfS project, plans were laid to create a separate education website for schools under the url: www.scottisharchivesforschools.org. Work began on the design and content of this new website which we aim to launch in autumn 2006.



Pupils from Belmont Academy, Ayr, with Pat Todd, NAS, at a schools workshop in GRH.



Geography students from Edinburgh University studying documents as part of their honours coursework with Margaret McBryde, NAS.



Our education staff supported and promoted a national short story competition for schools on the theme of 'Victorian Voices', run as part of the Archives Awareness Campaign 2005. NAS joined other British archives in providing images of Victorian sources to add to the project website. The records included school logbooks, workhouse records, prison registers and family photographs. Over 1,000 pupils across the UK (aged 7-11) took part in this creative writing competition. Two pupils, one from Sandwick Junior High school in Shetland and the other from Luncarty Primary School in Perth, were among the prize winners announced at the Award Ceremony in London on 23 March 2006.

Talks and visits

This year, staff in the Historical Search Room continued the successful series of monthly talks for the general public on the services of the NAS and how to start family or local history research using NAS records. In addition, staff in Outreach Services delivered specialised talks and workshops to over 350 visitors to General Register House. These included members of the Edinburgh and West of Scotland Family History Groups; undergraduates reading history, geography, information science, law and musicology from Moray College, Leicester, Lancaster and Edinburgh Universities; postgraduates from Dundee University studying for qualifications in Archive Administration, and postgraduates from Edinburgh and St Andrews Universities researching history and Scottish Studies.

Publications

The spring and autumn editions of the NAS Newsletter were published as usual. However, owing to other commitments the production of the Annual Report for 2004-2005 was delayed until March 2006.

A new poster of the Declaration of Arbroath was designed and printed for NAS, and begun to be marketed at Arbroath Abbey. It includes a revised translation of the Latin text. Scottish Archives for Schools publications achieved healthy sales at the 2005 Edinburgh Book Festival.

The decision was taken to reduce storage costs of unsold copies of indexes and record publications. The volumes were offered free to Scottish archives and libraries, family and local history societies, the Scottish Local History Forum, the Scottish Records Association and the Scottish Medievalists Conference, and to NAS readers and staff. The remaining stock was earmarked for disposal to a wholesale remainder bookseller.

Media use of the archives

Interest in the 'For Freedom Alone' exhibition accounted for some of the frequent demand for images of the Declaration of Arbroath, but it was also needed in connection with a TV programme on William Wallace, and was filmed for a documentary on UK patron saints for Channel 4. Filming and media interviews with staff also took place in NAS in connection with the exhibitions on Darien, 'For Freedom Alone' and 'Leaving It All Behind'. The return from The National Archives of an inquisition dated 1280 was featured in the press, and on TV and radio. Oscar Slater's case was the subject of a BBC documentary, for which NAS documents were filmed and imaged. The release by the Crown Office of selected documents concerning the Dunblane Inquiry of 1996, which are held in NAS, led to demands for television filming and press queries. Other press and radio enquiries included family history and Edinburgh local history.



Filming for a Channel 4 programme on the UK's patron saints. (L-R) Dr Peter Anderson, Deputy Keeper, NAS, Mike Robinson, cameraman, and presenter Robert Beckford.

Library

NAS continued its service level agreement with the General Register Office for Scotland for library services, allowing the GROS librarian to work two mornings per week at GRH.

There were 224 new titles added to the library, of which 170 were gifts, including five boxes of law books donated by the Accountant in Bankruptcy library before its relocation. Another notable addition was *Nelson: the new letters* edited by Colin White, which is the result of a project to identify unpublished correspondence by Nelson in British and overseas archives. Of the 500 letters in this volume, those to the Duke of Clarence and Henry Dundas, First Viscount Melville in 1804 (GD51/2/1082), and those to Lord Seaforth in 1805 (GD46/17), are held by NAS.

Reader access to the online *Oxford Dictionary of National Biography and Statistical Accounts of Scotland* in the search rooms continued. Further progress was made with the back-cataloguing of pre-1991 accessions: 2,052 records were added to CALM, and the library catalogue now covers all reference material in the Historical Search Room, Reference Room and Annex at GRH.

Sasine Digitisation: The Registers Archive Conversion Project (RAC)

NAS and the Registers of Scotland (RoS) are progressing their joint project to digitise Sasine records. These records are being converted from paper and microfiche to digital images, then indexed to enable online searching. The digitised records will be available first only within General Register House, but in due course they will be made available for searching via the Registers Direct data warehouse service operated by RoS. In addition, the Land Register Archive, currently held on microfiche, will be converted to digital images for the benefit of RoS production staff. Finally, an index of Past Proprietors, taken from the Land Register Archive, will be created for the benefit of customers searching the records held by NAS.

The project has been divided into a number of stages. In the first of these, Sasine finding aids comprising abridgements and indexes were scanned and data extracted. This activity is now almost complete. The data has been loaded into a database that can be searched using a specially developed query tool; by the end of the year the tool was undergoing checking and correction before being made available for testing by staff and customers in NAS and by RoS staff. This will allow users to identify the Sasine deeds in which they are interested; copies will continue to be produced by NAS staff in the usual way for the time being.

The next stage is now well advanced. This will see the conversion to digital image of the Sasine and Land Register fiche records; the resulting Sasine images will be loaded into the NAS database and linked to the abridgement and index data. A specialist contractor will carry out this work, with the conversion of Sasine fiche expected to be complete by the end of 2006.

As Sasine fiche is being converted, it will be necessary to discontinue the production of new fiche. A Statutory Instrument is being applied for to take effect on 1 May 2006. This will allow RoS to produce new Sasine records in the form of scanned images, which will be transmitted at regular intervals to NAS for preservation in the Sasine database.

In a subsequent phase of the project, paper Sasine record volumes will be digitised in-house by NAS staff. A 'twilight' shift was established at Thomas Thomson House in late 2005 to help push this forward and at time of writing have just captured their millionth image. As with the Sasine fiche records, the resulting images will be loaded into the organisations' respective repositories as described above.

All of these activities will assist NAS in making the Sasine records much more accessible, to the benefit both of the legal profession and the general public.



ScotlandsPeople. Margaret Curran, Minister for Parliamentary Business, and Bill King, General Register Office for Scotland, holding jigsaw pieces bearing his likeness. Several jigsaw images are being used as the project brand. The NAS is in partnership with GROS and the Lord Lyon to develop the ScotlandsPeople Centre for family history.

Changing Collagen Hierarchies in Parchment

The NAS established a 3-year partnership with the new Conservation Research Section of the National Archives (TNA) at Kew, the first formal collaboration between our two institutions, and an important step in taking forward the conservation science research agenda for UK library and archive collections. The project, 'Changing Collagen Hierarchies in Parchment', supports graduate students in the School of Optometry, Cardiff University, with whom NAS has already been collaborating, to research the deterioration of collagen in historic parchments and to provide evidence that will allow the revision of current conservation and preservation practice. This continued research initiative will build on the valuable data already provided to inform and ensure the continued preservation of significant early parchment documents held by NAS.

Statistical Accounts of Scotland

NAS continued to be represented on the editorial board of the Statistical Accounts (<http://edina.ac.uk/statacc>). We produced images of an early census for the parish of Stow in 1801 (GD113/1/468) for mounting on the subscription section of the website, to accompany the transcript of the original parish return that was placed there the previous year. A transcript of the images was also supplied, together with an essay relating to the Stow census.

Esmee Fairbairn Foundation/Pilgrim Trust Cataloguing Project

NAS also participated in a cataloguing grants scheme and panel established by The National Archives to distribute £200,000 of funds from these charities to applicants in Scotland, London and the North West. The scheme is notable because it looked for evidence of a strategic approach to addressing cataloguing backlogs. A seminar on the *Logjam* methodology pioneered by the MLA North West to help assess the relative importance of uncatalogued collections was held in General Register House in December. Five Scottish archive services were subsequently awarded grants totalling £80,000.



The challenge

Organisations are increasingly creating and storing information in digital form, and certain of these digital records will have to be preserved long term.

Many of the preservation issues surrounding digital material are different from those applying to paper records. Preservation of digital records requires active intervention at an early stage in a record's life and continued intervention throughout its existence to ensure its long-term survival, integrity, intelligibility and accessibility. This involves creating relevant information about the record (metadata) at the beginning of its life and devising procedures to tackle the problems of media degradation, software and file format obsolescence, security, and the provision of access.

Digital materials are also potentially volatile in that they are easily copied and altered. Procedures are needed to ensure that a born-digital record deposited with the NAS will remain unchanged and to enable us to show that the object presented to the user is the same object deposited, possibly decades earlier.

Born-digital records need software and hardware for them to be usable. As software and hardware change, obsolescence of formats and systems is inevitable. Users in the future must be able to access born-digital objects long after the system used to create the original object is no longer available.

The strategy

The NAS Digital Preservation Strategy prepared in 2004 identified digital preservation as a major challenge and led to a NAS strategic objective to have in place a pilot system for accepting, preserving and making available electronic records from a range of Scottish public authorities by March 2007. Hence the DDA Project was born.

The Digital Preservation Strategy concluded that where possible, the NAS should adopt relevant existing national and international standards. As staff resources are limited, another stipulation was that the processing of born-digital objects must be automated wherever possible.

Progress to date

The project involves both archivists and ICT staff, with Government Records Branch taking the lead on the archival side and ICT project managing. It was designed in three stages – stage one involved detailed research into the nature of the challenge, stage two involved the substantial task of identifying solutions to the issues identified in stage 1, and stage 3 was to design and actually build the digital data archive.

Stage one identified how existing standards might be applied and included a review of current literature on digital preservation. Three standards were identified as being particularly helpful: The OAIS (Open Archival Information System) which defines a functional model for digital preservation.

- The PREMIS (PREservation Metadata: Implementation Strategies) metadata schema which provides guidance on how best to implement the information model part of the OAIS standard.

- Although not actually a standard, the British Standard Institute's *Code of Practice for Legal Admissibility and Evidential Weight of Information Stored Electronically* (BIP0008) identifies the procedures needed to ensure that an organisation can demonstrate that it can be sure of the authenticity, integrity and availability of digital records housed in its electronic storage systems.

In Stage Two, several metadata schema were studied and tested to allow the project team to define the DDA preservation metadata schema. The team also began to talk to depositors about the data formats and metadata required when digital objects are transferred to NAS, so that we could identify what information they can supply and what information might have to be derived by other means.

At the same time a detailed assessment of what software was already in existence worldwide was undertaken, to see how the project could tap into developments elsewhere. In particular the UK National Archives' DROID software, for format identification, and a software package called XENA from the National Archives of Australia, for generating XML copies of digital objects (transformations), were investigated and tested. These tests provided an indication of how many of the DDA requirements could be met through open sourcing.

By the end of stage two processes and policies for accessioning digital objects had been refined and brought together into two documents, the business analysis and the functional specification. Together, these documents provide a clear picture of what the DDA system must do, enabling us to move on to the third stage.

Stage three began in January 2006 with the preparation of a detailed technical specification for the DDA system and initial development of the software. The system is being developed in-house using SQL Server and the .NET environment. The NAS also aims to take advantage of software developments elsewhere wherever possible.

By spring 2006 the team involved with the DDA Project had amassed a large and valuable amount of information about digital preservation and greatly enhanced the NAS's understanding of the subject. The DDA Project itself is making good progress towards its target date of March 2007. We have come a long way in a very short time, but this is only the start of a whole new era for archives in general, and we look forward to further exciting times ahead.

Steve Bordwell, DDA Project Manager
Laura Mitchell, Head of Government Records Branch

Under the NAS 'conservation for access policy' our conservation service continues to be driven by public demand. Priority is given to records frequently requested by the public and those records which support the digitising programmes aimed at enhancing public access. Additional work is undertaken to meet internal and other special requirements, such as the preparation of records for exhibition loans and display. Conservation staff deal with requests submitted under the 'High', 'Medium' and 'Low' criteria in turn, and record all work in the electronic catalogue.

During the year significant resources were channelled into assisting and supporting the digitising of the Church of Scotland record series, a core group of records for the Scottish Family History Centre. We carried out on-site surveys, preparation work, and practical treatments of collections held under Charge and Superintendence in St Andrews University Library and Stirling Council Archives, assisted by their staff. It takes approximately three months to complete conservation work on records within each geographical area prior to image capture.

Some record series pose more conservation challenges than others, whether because of their condition before deposit in NAS, extensive use by readers, or their physical format, so where possible we survey and subsequently treat the records, add to the catalogue information, and suggest them as candidates for surrogacy. Such a survey was carried out on the Carron Company records (ref GD58) by Dionysia Christoforou, during a short placement as part of her professional conservation internship sponsored by Historic Scotland. In association with conservation colleagues she assessed the glass plate negatives and in April 2005 produced a report to inform future strategy.

We committed ourselves to continuing the Upper Clyde Shipbuilding Glass Plate Preservation Project for a third year, employing project conservators to work with NAS conservation staff. The main plate series is now cleaned, condition-recorded and re-housed in special metal cabinets in the photographic store. After this project is completed we plan to continue to upgrade our vulnerable glass photographic collections as resources allow.

Conservation staff collaborated with the Maps and Plans section in a comprehensive report on present and future accommodation needs for maps and plans. We were grateful to Historic Scotland at Stenhouse for the use of their MuSiS pigment analysis system to examine three early printed maps of Scotland from Mercator's *Atlantis Pars Altera*, as part of conservation treatment. This revealed that the plans were probably coloured using pigments available at the time of printing. Further details can be seen in the Conservation newssheets section on the NAS website.

Staff record-handling guidance and reference manuals were comprehensively reviewed, and reissued in versions tailored to each branch. Conservation staff delivered practical sessions to all staff in January. It is intended to offer this training annually to strengthen our commitment to the care and preservation of our collections. A working group of conservators was formed to revise disaster and business continuity planning in the coming year.

Conservation staff continued to provide specialist services to select stakeholders, including sealing Letters Patent on behalf of the Registers of Scotland and the Scottish Parliament. We also took the lead in facilitating exhibition loan requests for documents from NAS collections, notably in preparing three letters written from Darien in 1698, and facsimiles, for an exhibition at the Panama Canal Museum in autumn 2005. Considerable assistance was given to all aspects of conservation, display and digitising of NAS documents, and external loans, for the NAS exhibition of soldiers' wills, *Leaving It All Behind*.

The main achievement during the year was in preparing for the major exhibition at the Scottish Parliament: *For Freedom Alone* in August and September 2005.

The conservation role included control of all aspects of conservation, preservation and display of the objects, and participation in the project board. It also involved liaison with our partner organisations, the Getty Conservation Institute, California, and Heriot-Watt University in order to design and construct a special hermetically-sealed case for the star exhibit, the Declaration of Arbroath. Special thanks are due to Jeanne Marie Teutonico, Assistant Director of GCI, and her colleague Dr Shin Maekawa, the designer of the case, and to Professor R L Reuben and his team at Heriot-Watt, who built it. The loan of the William Wallace letter from Lübeck, and the display of the Ayr Manuscript (in NAS) added to the challenges of presenting three invaluable documents to a wider audience. The exhibition was also our first partnership with the Scottish Parliament. We were also grateful to Professor Archie Duncan for reviewing the conservation research findings on the Declaration.

The NAS established a three-year partnership with the new Conservation Research Section of the National Archives (TNA) at Kew, the first formal collaboration between our two institutions, and an important step in taking forward the conservation science research agenda for UK library and archive collections. The project, 'Changing Collagen Hierarchies in Parchment', supports graduate students in the School of Optometry, Cardiff University, with whom NAS has already been collaborating, to research the deterioration of collagen in historic parchments and to provide evidence that will allow the revision of current conservation and preservation practice. This continued research initiative will build on the valuable data already provided to inform and ensure the continued preservation of significant early parchment documents held by NAS.

Research continued in association with the Head of Maps and Plans into vulnerable photomechanical formats of plans in NAS collections. Contact was established with other collections to promote collaboration and exchange, and information was gathered from senior architects on historic practice and usage of different media by the architectural profession in Scotland. A short survey questionnaire on photomechanical formats in collections held by Scottish archives was sent out. The returns revealed the need for the dissemination of information and advice.



Special atmosphere: an anoxic case to house the Declaration of Arbroath was constructed by a team from Heriot-Watt University, led by Prof Bob Reuben, seen at work on the left.



The Royal Bank of Scotland's Charter, 1727, repaired by NAS for the opening of the Bank's Gogarburn complex by HM the Queen, August 2005.

In July 2005 Dr W Brent Seales, a computer scientist in the University of Kentucky, addressed the application of computer technologies to digitization, representation, network access and sophisticated display in his special lecture, 'Digital Renaissance: Preservation, Restoration, Visualization'. Developed from experience with the digitization and restoration of medieval manuscripts at the British Library and other projects, the new technologies are being developed to support advances in digital 'restoration', including scanning and digitally 'flattening' rolled manuscripts which cannot be physically flattened.

Conservation staff provided diverse conservation and preservation advice to several outside bodies, including the Scottish Parliament and Scottish Water. They assisted the Analytical and Research Department of the National Museum of Scotland, and the National Galleries of Scotland's ongoing research into the photographic papers of Hill and Adamson. (NAS holds important examples of early photography within its extensive photographic collections.) We also made advisory and practical visits to local authority, university and privately-held archives, including a technical report and data to inform future initiatives in the Edinburgh City Archives service.

In turn, Conservation hosted visits from numerous professional colleagues and stakeholders from the UK, Europe and further afield. NAS is represented on all the major UK professional conservation bodies and others, and the Head of Conservation was delighted to be one of the judges of the NLS annual bookbinding award in January 2006.

Students of Edinburgh University's History of Art course, led by the late Dr John Higgitt, examine seals, with Saho Arakawa, Dr Alan Borthwick and Louise Robertson of NAS, November 2005.



Johana Langerova and Anna Rajnisova, worked on successive secondments from the Czech National Archives. In February 2006 Johana joined NAS permanent staff. We look forward to maintaining and continuing our mutually beneficial association with the Czech Archives, which began in 1996. Claire Grundy and Louise Carroll were awarded accredited conservator status, joining two other accredited colleagues. The department continues to encourage, support and recognise the professional development of its staff.

General Register House

Scottish Family History Centre

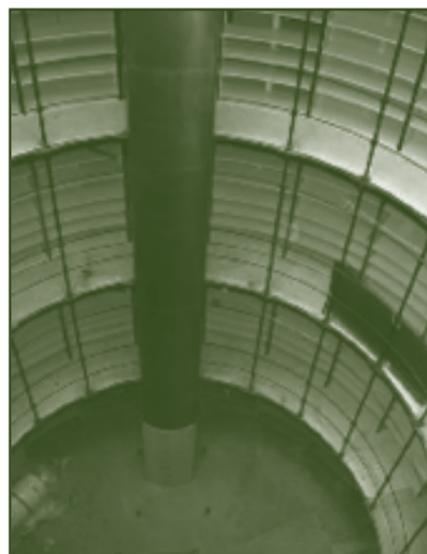
In May 2005, after a rigorous tender process the contract for the Scottish Family History Centre, known as the ScotlandsPeople Centre, was awarded to the Peter Walker Group, a long-established Edinburgh firm of building contractors, who had worked in the Scottish central belt for some 30 years.

The contractor almost completed the new Reid Search Room beneath the Historical Search Room, as well as installing the new fire exit door in the corridor leading to the Matheson Dome Search Room. Work on the refurbishment of this dome was well advanced, and credit is due to Ballantines of Bo'ness, iron founders, for casting the new components for restoring the magnificent rotunda, designed in 1869 by Robert Matheson of H M Office of Works. In addition, the new book hoist was partially completed. Restoration of the external stonework was completed, and work had advanced on upgrading the existing boiler room to enable it to be used as a plant room for heating the Matheson Dome.

On 5 April 2006, the contractor went into liquidation, and the building site went suddenly quiet as contractors and sub-contractors departed. A considerable amount of work was left unfinished, including the remainder of the first phase of the project, which was anyhow about one month behind its scheduled completion date at the end of April. Measures were quickly taken to make the site safe, and the search for new contractors began. The Centre is now expected to commence operations in late 2007.



View of the Matheson Dome, General Register House.



The book hoist newly installed in the Matheson Dome, Spring 2006.



Deterioration and lamination of the cornice at the south-west corner, West Register House.



West Register House: the damaged cornice after repair.

West Register House

Stone repairs to the cornices and other parts of West Register House, which had begun in 2004, were completed by Campbell Smith Construction Company Ltd in June 2005.

At the end of the year the West Search Room was closed for alteration and refurbishment, which required great care because of the presence of asbestos cladding. The newly-refurbished search room was due to be opened in May 2006.

Thomas Thomson House

Design work to upgrade the shelving in one of the archive stores at TTH was completed and we anticipate this work will be carried out during 2006. It will provide additional storage capacity of about 1,800 linear metres.

Energy efficiency

NAS continues to monitor its impact on the environment, particularly because in order to ensure the preservation of the records we need to have air-conditioned storage rooms. It is therefore essential that detailed information is provided regularly to ensure that NAS's use of carbon fuel is reduced where practical in line with our overall policy, providing this has no adverse affect on the records.



With the removal of modern office partitions, the Reid Room beneath the Historical Search Room takes shape.

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 3 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 Admin Branch 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 over recent years and almost all invoices are regularly paid within our agreed target time.

In the financial year 2005-2006, the gross expenditure of NAS was approximately £10 million. To offset this, we generated income, mainly from fees and charges and the sale of wills and testaments online, of over £900,000. The main items of expenditure were on salaries (c.£4.4 million) and accommodation costs (c. £3 million). The bulk of accommodation costs were incurred on the ongoing major refurbishment programme at General Register House. This building work now forms part of the Scottish Family History Service (ScotlandsPeople) project, a joint project with the General Register Office (Scotland) and the Court of the Lord Lyon, to encourage genealogical research. The NAS Accounts for the year 2005-2006 are 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)

As well as the work on further developing our websites, initiating the Registers Archive Conversion (RAC) project and the Digital Data Archive, the ICT branch was busily engaged with other projects this year.

By the end of the year work was nearing completion on the new Electronic Ordering System. This is a very important application for the NAS. As well as streamlining the process of ordering, retrieving, transporting and returning records, and logging all these stages, it will give us invaluable information on how well we meet our targets for producing records for users, and key data about the usage of different collections.

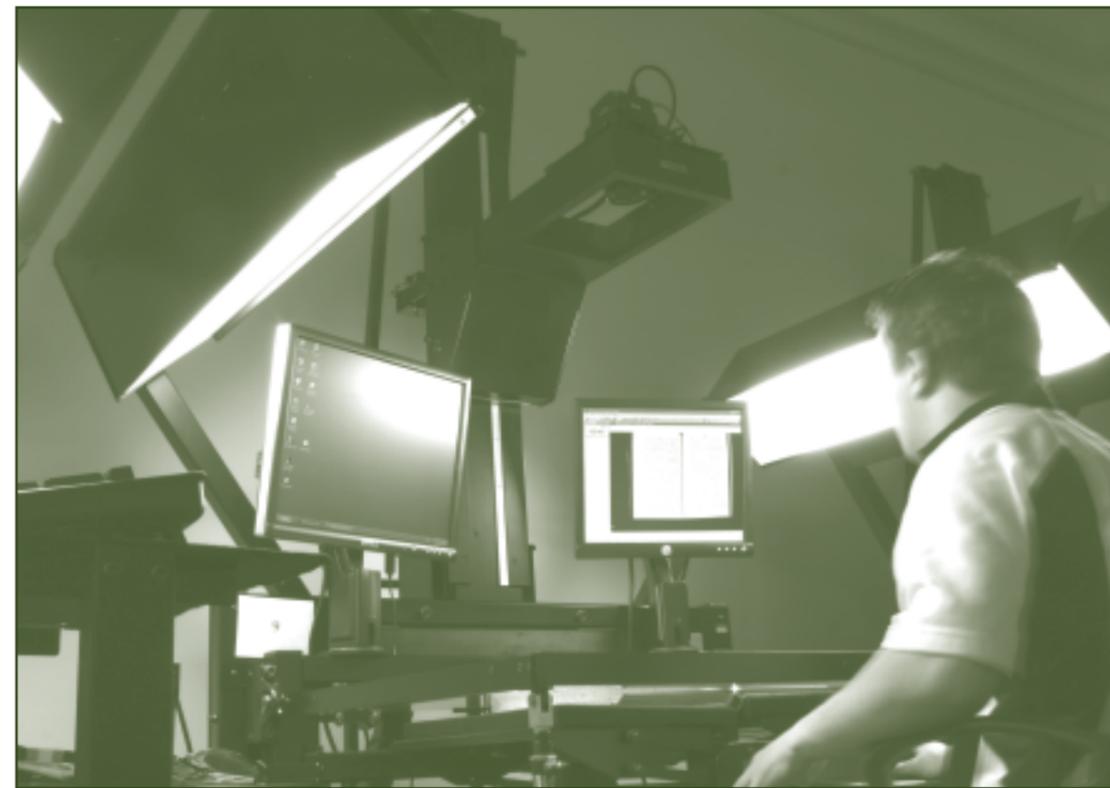
For ICTB the planning for the Scottish Family History Service centred on the requirements for the search rooms. The inter-buildings links between General Register House and New Register House have been completed and all of the main ICT hardware systems, including the workstations and printers, have now been received. A 'planning day' is to take place to further help coordinate and plan the design and implementation of the ICT systems.

The new NAS website was completed. It fully complies with the AAA World Wide Web Consortium Web Accessibility Initiative rating (all Government websites are required to comply with at least an

A rating). Further applications were added to the Oracle (the NAS intranet site), including one to allow staff to manage their annual leave online, thereby removing the need for paperwork.

Elsewhere, the Online Resources Team continued their excellent progress on the Church Records digitisation project. Together with the volunteers from the Genealogical Society of Utah they have 80% of the project completed. Records for 1,850 out of 2,300 parishes or congregations have been digitised, or about 2 million images from 20,000 volumes or bundles. Church records held by Stirling Archives were also completed and returned. We have also planned a timetable for bringing in records from Dundee City and Glasgow City Archives in 2006-07. General Assembly records were also digitised in accordance with the wishes of the Principal and Depute Clerks.

Other digitising work also progressed with the Imaging Unit now fully operational in their newly-refurbished accommodation. Digitisation using the new camera workstations is proceeding well and is reviewed regularly. A document outlining the unit's business and working practices was produced.



Digital imaging of documents has become the main means of supplying readers' daily requests in all three NAS search rooms, as well as for longer-term projects to facilitate access to church records and other popular documents.

SERVICES TO RECORD CREATORS, OWNERS AND CUSTODIANS

Government Records Branch continues to advise the Scottish Executive and other public bodies on records management issues. For example, in April 2005 14 Area Tourist Boards (ATBs) across Scotland were absorbed into VisitScotland, losing their statutory independence and becoming network offices. Consequently, the records of the ATBs, dating back to the 1970s, became the property of VisitScotland and their responsibility for the purposes of FOI. GRB provided records management advice to help VisitScotland decide which records were worthy of permanent preservation. These will eventually be transferred to local authority archives. We also provided advice and guidance in relation to information being created by the new network offices.

Accountant in Bankruptcy	NHS National Services Scotland
Crofters Commission	Office of the Scottish Charities Regulator
Crown Estates	Rail Passengers's Committee Scotland
General Register Office for Scotland	Royal Bank of Scotland
HMI Education	Scottish Courts Administration
Inland Revenue	Scottish Environmental Protection Agency
Mental Welfare Commission	Scottish Funding Councils on Further and Higher Education
NHS Education Scotland	Scottish Water
NHS Quality Improvement Scotland	

We are also developing a workbook to allow organisations or their auditors to check records management procedures against the Section 61 Code of Practice issued under the Freedom of Information (Scotland) Act 2002. A draft of this workbook is to be piloted within the Scottish Executive, and we intend to issue a version for comment in the coming year.

Local Authority Archives

This proved to be a difficult year for several local authority archive services, whose functions were affected by growing financial pressures on councils. The authorities worst hit were Argyll and Bute, Dumfries and Galloway, and Edinburgh City. While all these archives continued to provide services to the public, the change in the status of the archivist's post in Argyll to a part-time one, the freezing (pending a review) of the archivist's post in Dumfries and the parlous state of staffing and general conditions at Edinburgh City all prompted fears among a wide range of users and bodies concerned with archives that much of the progress made in Scottish local authority archive services over the course of the last 30 years was in danger of being reversed.

In response to this unfortunate state of affairs staff from several branches of NAS undertook a friendly audit of Edinburgh City Archives, which made a series of recommendations aimed at establishing a recovery plan for the service. The Council subsequently decided to establish a senior post within the council with joint responsibility for records management and archives, and would be seeking to appoint a suitable person. We also visited Lochgilphead and Dumfries to

discuss the situations there and establish a constructive dialogue about ways in which NAS can work with the councils over time to help them make 'proper arrangements' for their records, including the retention of full-time archivist posts. A welcome note of encouragement was subsequently provided by the decision of the Strategic Policy Committee of Argyll and Bute to retain approximately £100,000 in their capital programme to enable the archive service 'to be brought up to a standard acceptable to the Keeper of the Records of Scotland'.

Charge and Superintendence

No records were transferred during the year. The principal activity on this front consisted of identifying records that might be transferred to Highland and Moray Councils when new archive facilities are put in place. In future increasing emphasis will be placed on ensuring that transfers only occur when environmental controls are in place to ensure that enough archive accommodation meets the demands of BS5454, to help protect the investment by NAS in preserving these records.

Production statistics	2005-2006			
	C & S productions	Total productions	C & S as % of total productions	Copies of C & S material
Unitary Local Authorities				
Aberdeen City Archives	72	1,749	4.12	70
Ayrshire Archives	219	7,951	2.75	Nil
Dumfries and Galloway Archives	205	2,616	7.84	3
Dundee City Archives	349	7,176	4.86	35
East Dunbartonshire Archives	1	574	0.17	Nil
Falkirk Council Archives	74	4,378	1.69	Nil
Glasgow City Archives	1,585 ¹	24,974	6.35	N/A



Production statistics	2004-2006			
	C & S productions	Total productions	C & S as % of total productions	Copies of C & S material
Unitary Local Authorities				
Highland Council	6	3,786	0.16	N/A
North Highland Archive	31	1,077	2.88	Nil
Orkney Archives	872	3,801	22.94	300
Perth and Kinross Council Archive	558	8,127	6.87	224
Renfrewshire Council (Paisley Central Library)	578	11,190	5.17	N/A
Shetland Archives	211 ²	2005	10.52	N/A
Stirling Council Archive Service	236	9,274	2.54	N/A
Universities				
Glasgow University	1,003	9,121	11	N/A
St Andrews Univeristy	473	16,323	2.90	383
Other Institutions				
RCAHMS	51	2,449 ³	2.08	Nil

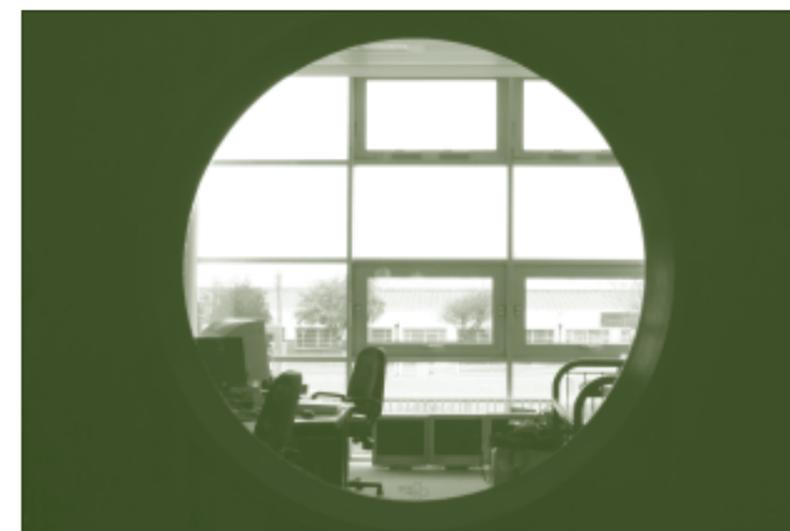
¹ Closed for just under 2 months due to building works.

² Closed for just over 6 months in preparation for move to new building.

³ No of visitors.

Acceptance in lieu

Part of NAS's role under devolved government involves the occasional provision of expert advice about the retention or deposit of archives in Scotland under the acceptance-in-lieu scheme, which confers special taxation status on items of heritage value. Dialogue continued with The National Archives, who in turn advised the Museums Libraries and Archives Council about the retention of the Scottish part of the Wharnecliffe collection in Dundee City Archive and Record Centre.



An office at Thomas Thomson House seen from the corridor through a porthole window.

In this 60th anniversary year of the NRAS, we took a significant step forward in making information about the sources of Scottish history still in private hands available to researchers with the launch of our on-line Register at <http://www.nas.gov.uk/nras>. For a number of years, basic information about Scottish historical papers in private hands could be found on the very useful website of our sister body the National Register of Archives in London at www.nationalarchives.gov.uk/nra. The NRAS on-line electronic catalogue now takes this a step further and, in many instances (where the owner has given permission), will make surveys available in full. As well as papers in private hands, full surveys of papers deposited in museums and libraries (except the National Library of Scotland) will also become searchable on-line. Summary descriptions of private papers deposited in local authority and university archives have also been added to the on-line Register.

The ease of searching NRAS surveys electronically in the NAS search rooms has contributed to a rise in the number of requests for access to material across a number of collections. Administering these enquiries is time-consuming and if they become more numerous as a result of the on-line Register, we may have to rethink how we manage such requests. The level of enquiries remained buoyant (nearly 500, the majority now sent by e-mail) and there was the usual eclectic mix of enquiries, including Scottish Secretaries of State, transatlantic marriages between American heiresses and British aristocrats, the theft of the Irish crown jewels, the Glasite movement, and Egyptian sarcophagi.

During the year the NRAS joined forces with The National Archives (TNA) on a tour of a number of Scottish regimental museums, visiting The Gordon Highlanders, The Black Watch, The Royal Scots and the Argyll and Sutherland Highlanders. Our colleague from TNA, formerly of the Ministry of Defence's archive at Hayes, had been involved in the transfer of Ministry of Defence and Armed Forces' records to the museums. Both TNA and NRAS are keen to offer assistance on archival standards, records management and preservation issues. One of the main problems of concern to staff dealing with regimental archives is how to manage electronic data, in particular their collections of digital images.

Surveying historical papers in private archives remains one of the core activities of the NRAS though with a small staff our capacity to do so is necessarily limited. One of the most modern collections on the Register was, however, added this year, and relates to Nicholas Morris' role as the United Nations' High Commissioner for Refugees' Special Envoy in Bosnia, 1991-2000 (NRAS4178).

A total of 55 new surveys was added to the Register, of which 29 were submitted by the archivist of the Business Archives Council of Scotland. A list of them is given in Appendix 2.



School pupil work experience placement, Sophie Volker, from Robert Gordon's School, Aberdeen, centre, with (L-R) Tessa Spencer and Alison Rosie, NRAS.

The Council met formally on two occasions in this year, and also held a special meeting in June 2006 to discuss its future activities. The retention and disposal sub-committee, established in 2004, held its third annual meeting in February 2006.

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 2005/06 were Professor L Abrams, Mr P Daniels, Professor R Davidson, Mr J Hamill, Professor H MacQueen (Chairman), and Sheriff D Smith. Invited members representing the Society of Archivists in Scotland were Mr K Wilbraham (archivist, Dumfries and Galloway Archives) and Ms L Richmond (archivist, Glasgow University). Mr S Bruce of the Freedom of Information Unit Scottish Executive continued to attend the meetings of Council, reporting to it on public records and freedom of information policy in the Executive. Mr Bruce's replacement from the Scottish Executive, Mr G Barrie, attended his first meeting in June 2006. Vacancies still exist on the Council: Dr M Barfoot, Mr J McGonigle and Mr F Rankin as well as, from an earlier resignation, Dr F Watson have 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, also resigned before the start of the year and has yet to be replaced. The advice to Council was that no steps should be taken to replace retiring members pending a Performance and Financial Management Review, which has however not taken place. The Council continues to be well served by the continuing members, but the loss of highly experienced and able members threatens to destabilise and demotivate those who remain. There is now an urgent need to reinforce the Council with new blood. In the circumstances the Chairman has felt unable to give any priority to the formal appraisal of the existing members (who provide their expertise to the Council in effect of their good will and public spirit, and for no financial reward). The Council urges Ministers to give attention to the situation in which the Council has been placed through no fault of its own, and to permit the recruitment of new members as a matter of urgency. The Chairman is of the view that the position is becoming increasingly untenable.



Professor H L MacQueen, Chairman, the Scottish Records Advisory Council.





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 (NAS) 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.scottishrecordsadvisorycouncil.info/>.



FREEDOM OF INFORMATION

Freedom of information remained an important subject for the Council, which continued to monitor closely the implementation of the new legislation. 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 February 2006 meeting further implications of freedom of information 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 freedom of information in the National Archives of Scotland. An issue of some concern was that Fol requirements sometimes appeared to prevent access which had hitherto been freely granted for the pursuit of historical research.



POSSIBLE ARCHIVES LEGISLATION: PUBLIC RECORDS STRATEGY

The Council was disappointed when it learned from the Minister for Parliamentary Business that there was no prospect in the current Parliamentary session of the comprehensive modern archives legislation which it has been recommending to Ministers for many years. Nor did it seem that there was any prospect of any Bill in the 2007-2011 session. This was a regrettable conclusion to the Scottish Executive project of the Public Records Strategy. The Council continues to be strongly of the view that such legislation would complete the picture which began with freedom of information. The need for a much stronger regulatory regime in relation to archives became even more apparent during the year, as the Council received information about problems with the local authority archives in Dumfries and Galloway, Edinburgh and Argyll & Bute. Several of these problems received media attention and were the subject of informed public criticism. The Council was happy to support the informal approach to these problems adopted by the Keeper of the Records of Scotland and to learn that at least some of the authorities involved proved responsive to his interventions, but noted that he had in fact no power to do anything more. The resultant threat to the integrity and professionalism of public archive services in Scotland is a matter of deep concern to the Council, and one which it will continue to monitor as closely as its extremely limited resources allow.

The Council understands that there will be some provision for archives in a forthcoming Culture Bill, following on from the Report of the Culture Commission published in 2005. Members were pleased that this promises the availability of greater resources for archives. In the meantime, while noting that Ministerial responsibility for archives had passed to the Minister for Tourism Culture and Sport, the Council considers it important to remember that archives are not only cultural but also, and in some ways more importantly, part of the essential machinery of government.

In all this, the future of the Council itself remains quite unclear, not helped by the uncertainty referred to in the comments about membership. The Council remains of the view that there is a role to be played by an advisory body set up to support the public interest in archives and to interact with the Keeper, archive professionals, the Scottish Executive and Ministers. Such a body will require an appropriate level of resources.



ACCOMMODATION

The Council was pleased to learn of improvements to reader facilities at West Register House and to follow the development of the Scottish Family History Centre premises on the General Register House campus.



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 the Association of Scottish Local Authority Archivists Working Group (ASLAWG).



MISCELLANEOUS

The Council continues to monitor the postgraduate archivist training programmes at Glasgow and Dundee, which appear to have been recruiting successfully so far.

Professor H L MacQueen
On behalf of the Members.



General Register House



APPENDIX 1: ADDITIONS TO THE NATIONAL ARCHIVES OF SCOTLAND

REGISTERS OF SCOTLAND

Chancery Records

C29/158 Warrant of Decrees of Service 0.65 metres 2004

Diligence registers

DI9 Register of Inhibitions and Adjudications 7.03 metres 2005-2006

Register of Deeds

RD5 Register of Deeds 7.05 metres 2005/2006

RD15 Warrants of Deeds 90.64 metres 2005-2006

RD16/2003/1-277 Sasine Preservation Writs 1.68 metres 200

RD23 Register of English and Irish Judgements 0.63 metres 2004

RD25 Certificates of English and Irish Judgements 1.92 metres 2004

Register of Sasines

RS88-
RS122 Register of Sasines: microfiche 6.93 metres 2004-2005

RS230 Duplicate Plans 0.02 metres 2004

COURT OF SESSION

CS Accountant in Bankruptcy
Miscellaneous 19th and 20th century records
including sequestration registers, production
books, transmission books and annual reports 1.57 metres 19th-20th
cents

CS Accountant of Court, Judicial Factories 3.00 metres c.1970-1991

CS Accountant of Court, Court of Session Factories 13.00 metres 1985-c.1994

CS Accountant of Court, Sheriff Court Factories 12.00 metres 1985-c.1994

CS312/
1999/1 Court of Session Adoption 0.02 metres 1999

CS318 Concluded Sequestration Processes:
Sederunt Books 18.50 metres 2005

CS348 Court of Session extracted and unextracted
processes, and ordinary divorces 223.80 metres 1999-2000

CS348/2000/P Court of Session Petitions 65.40 metres 1999-2000

HIGH COURT OF JUSTICIARY

JC5A/1994/1-8 Books of Adjournal, High Court, Edinburgh 1.14 metres 1994

JC6/6/13 High Court Index (Rest) 0.04 metres 1994-1995

JC15A/1994/
1-13 Books of Adjournal (Rest) 1.14 metres 1994

JC24A/9-19 Remissions of sentence 0.55 metres 1919-1963

JC26/1994/
1-1039 Criminal processes, main series 25.25 metres 1994

JC30/2A Justiciary Appeals scroll book: suspensions
and appeals 0.01 metres 1894-1896

JC31/1994/
1-2917 Justiciary Appeals papers: Summary trial appeals 14.63 metres 1994

JC32/64-65 Criminal Appeals procedure books: Summary
trial appeals 0.08 metres 1994-1995

JC34/59/233 Criminal Appeals: Criminal appeal 0.02 metres 1992

JC34/63-65 Criminal Appeals 11.53 metres 1994-1995

JC53/51-124 Miscellaneous administrative records:
Registers, letter books and miscellaneous
correspondence cents 4.33 metres 19th-20th



JC68/1-43	High Court Minute Books (Edinburgh)	1.96 metres	1988-1994
JC69/1-43	High Court Minute Books (Rest)	6.00 metres	1988-1994
JC70/1-101	Opinions	12.12 metres	1935-1994
JC71/1-178	High Court Printed Indictments	9.09 metres	1866-1987

SHERIFF COURTS

SC20	Cupar Sheriff Court Civil registers and processes, 1877-1980; Adoption records (closed for 100 years), 1969-1980; Small debt court books, 1969-1976; Summary removing court records, 1968-1976; Criminal court records, 1966-1979; Commissary court records, 1969-1984; Summary cause registers, 1976-1979	35.00 metres	1956-1979
SC21	Dunfermline Sheriff Court Civil registers and processes, 1939-1979; Adoption records (closed for 100 years), 1971-1979; Small debt court books, 1970-1977; Summary removing court records, 1970-1976; Criminal court records, 1914-1979; Miscellaneous sheriff court records, 1936-1971; Summary cause registers, 1976-1979	35.00 metres	1914-1979
SC51	Dunoon Sheriff Court Civil registers and processes, 1934-1980; Adotion records (closed for 100 years), 1963-1980; Small rds, 1945-1984; other sheriff court business records, 1950-1973; Summary cause registers, 1976-1980; Bonds of caution, 1962-1989; Rothesay Sheriff Court commissary court records, 1960-1973; Rothesay Sheriff Court club register, 1934-1975	26.00 metres	1934-1980
SC36	Glasgow Sheriff Court Civil registers and processes, 1974-1979; Adoption records (closed for 100 years), 1978-1979; Criminal court records, 1976-1979; Social Work records, 1971-1979; Summary cause registers, 1976-1980	80.00 metres	1971-1980
SC39	Edinburgh Sheriff Court Civil registers and processes, 1935-1979; Adoption records (closed for 100 years), 1976-1979; Criminal court records, 1978-1980; Summary cause registers, 1978-1979	31.00 metres	1935-1980

SC6	Ayr Sheriff Court Civil registers and processes, 1966-1979; Adoption records (closed for 100 years), 1967-1979; Small debt court books, 1966-1976; Summary removing court records, 1976; Criminal court records, 1966-1979; Commissary court records, 1981-1984; Summary cause registers, 1976-1979	41.00 metres	1966-1979
-----	--	--------------	-----------

SC65	Dumbarton Sheriff Court Civil registers and processes, 1964-1979; Adoption records (closed for 100 years), 1964-1978; Small debt court books, 1974-1977; Summary removing court records, 1975-1977; Criminal court records, 1974-1979; Social work records, 1971-1979; Summary	32.50 metres	1964-1986
------	---	--------------	-----------

SCOTTISH PARLIAMENT

SCP	Letters Patent; Meetings of the Parliament; Written Answers; Business Bulletin; Minutes of Proceedings; Scottish Statutory Instruments; Website snapshot, 2005; Official signed copies of the Acts of the Scottish Parliament	10.05 metres	2005-2006
-----	---	--------------	-----------

SCOTTISH DEPARTMENTS

Lord Advocate's Department

AD9/41	Crown Counsel Procedure Book	0.05 metres	1940
AD12/15	Registers of sudden deaths, fatal accident enquiries and accidents in mines: Register of Fatal Accident Inquiries	0.05 metres	1935-1942
AD15	Crown Office Precognitions	70.77 metres	1985-1994
AD17/2/206-231	Procurator Fiscal Office, Banff: Police reports	3.12 metres	1991
AD29/35-69	Procedure Books	2.20 metres	1904-1976
AD31/42-49	Reports of Deaths	0.50 metres	1930-1942
AD32/1-23	Procedure Books on Sudden Deaths	1.30 metres	1942-1986
AD33/1-9	Registers of Criminal Appeals	0.40 metres	1926



AD34/1-5	High Court Roll Books	0.10 metres	1918-1938
AD35/1-4	Index of High Court Cases	0.20 metres	1899-1989
AD36/1-6	Index to Procedure books	0.30 metres	1942-1966
AD	Procurator Fiscal Office, Dundee: Procurator Fiscal's papers	9.00 metres	1985-1994

Scottish Office/Scottish Executive

AF; DD; ED; HH; SEP; SOE	Scottish Office/Scottish Executive files	39.50 metres	
--------------------------	--	--------------	--

Scottish Record Office

SRO	Website snapshot	0.00 metres	2005
-----	------------------	-------------	------

General Register Office for Scotland

GRO	General Register Office for Scotland: Files and photographs	0.70 metres	1891-2001
-----	---	-------------	-----------

Historic Scotland

DD	Historic Scotland Files	0.70 metres	1969-1993
----	-------------------------	-------------	-----------

UNITED KINGDOM DEPARTMENTS

Customs and Excise

CE	Customs and Excise ledger of import and export of goods at Inveraray	0.10 metres	1770-1801
----	--	-------------	-----------

NON-DEPARTMENTAL PUBLIC BODIES

HM Inspectorate of Education

HMI9	Various school inspection reports	1.25 metres	2005
------	-----------------------------------	-------------	------

Mental Welfare Commission for Scotland

MC	Minutes of meetings, chairman's notes for meetings, inquiries into treatment of patients in hospitals, consultation on legislation, and the future role of the Mental Welfare Commission.	0.50 metres	1960-1994
----	---	-------------	-----------

Royal Fine Art Commission for Scotland

RF3	Minutes of Commission meetings	0.01 metres	2004-2005
-----	--------------------------------	-------------	-----------

Scottish Higher Education Funding Council

SHF	Records relating to medical and dental education, libraries, Joint Performance Indicators Working Groups, Flexibility in Teaching and Learning Scheme 3; minutes of audit committees	2.34 metres	1990-1998
-----	--	-------------	-----------

Scottish Natural Heritage

SNH14	Confirmed minutes	1.50 metres	1993-2002
-------	-------------------	-------------	-----------

Rail Passengers Committee

RCC	Meeting papers, publications and maps	1.00 metres	1950-2005
-----	---------------------------------------	-------------	-----------

Scottish Committee of the Council on Tribunals

CT	Annual Report	0.01 metres	2005
----	---------------	-------------	------

STATUTORY BODIES CORPORATE

Commissioners of Northern Lighthouses

NLC83	Whalsay Skerries Lighthouse: Register of vessels observed to pass Whalsay Skerries lighthouse	0.01 metres	1854-1857
-------	---	-------------	-----------

VALUATION AUTHORITIES

VR	CTA Scottish Assessors' Portal: Digital datasets of valuations for domestic and non-domestic pre-revaluation and post revaluation	0.00 metres	2005
----	---	-------------	------

CHURCH RECORDS

Church of Scotland

CH2/22	Auchtergaven kirk session, Bankfoot	0.15 metres	1937-2004
--------	-------------------------------------	-------------	-----------



CH2/86/22	Dalmeny Kirk Session	0.01 metres	1855-1903	CH3/716	Radnor Park United Presbyterian	0.01 metres	1925-1985
CH2/125	Duddingston Kirk Session	0.30 metres	1885-1977	CH3/749	Penicuik North Kirk Session	0.07 metres	1959-1987
CH2/258	Markinch Kirk Session	0.01 metres	1883-1921	CH3/961	Holyrood United Free Kirk Session, Edinburgh	1.00 metres	1847-1977
CH2/269	Mochrum Kirk Session	1.00 metres	1834-1950	CH3/1043	Lochgilphead United Free kirk session	0.30 metres	1901-1983
CH2/453	Moneydie kirk session, Bankfoot	0.10 metre	1958-1981	CH3/1046	Largs Free Church, St John's United Free and Church of Scotland	1.00 metres	1872-1972
CH2/711	St Clement's Dingwall kirk session	0.15 metres	1674-1909	CH3/1158	Cowdenbeath Cairns Kirk Session	0.50 metres	1907-2001
CH2/892/3	Rothesay New Parish Kirk Session	0.10 metres	1797-1820	CH3/1192	Crossgates United Free and Church of Scotland Kirk Session	0.30 metres	1904-1949
CH2/1021	Skene Kirk Session	0.25 metres	1862-1972	CH3/1598	Wardie Kirk Session	0.12 metres	1885-1953
CH2/1041	Lochgilphead kirk session	0.50 metres	1881-1994	CH3/1608	Pitroddie Associate Congregation, United Presbyterian, United Free	0.10 metres	1824-1916
CH2/1043	Kilbride Kirk Session	0.20 metres	1704-1975	CH3/1611	Lamlash Free, United Free and Church of Scotland (St George's) kirk session	0.20 metres	1886-1975
CH2/1176	Mossgreen, Mossgreen and Crossgates Kirk Session	0.70 metres	1908-2000	CH3/1615	Port William Kirk Session	0.50 metres	1900-1951
CH2/1387	Penninghame St John's Kirk Session. Related Material: CH2/398	0.15 metres	1971-2001	CH3/1613, CH2/347	Symington United Free, Symington Parish church Kirk Sessions	0.15 metres	1834-1946
CH2/1391	South Dalziel kirk session, Motherwell	0.10 metres	1938-1965	CH3/1614	Braehead United Free, Braehead, Forth and Wilsontown, St Paul's Kirk Sessions	0.30 metres	1875-1974
CH2/1420	Glenprosen kirk session	0.01 metres	1899-1926	CH3/1618	Killeen Free and United Free, Largieside Church	0.05 metres	1844-1935
CH2/1579	Whiting Bay Kirk Session	0.20 metres	1876-1977	CH3/1625	Cults Free, United Free and East Parish Church	3.00 metres	1862-1996
CH2/1580	Brodick Kirk Session	0.20 metres	1853-1932				
CH2/1582	Canonbie Kirk Session	0.70 metres	1694-1984				
CH2/1583	Cowdenbeath West Kirk Session	0.40 metres	1915-1998				
Former Secession and Free Church records				Methodist Church			
CH3/654	Paisley George Street Kirk Session	0.01 metres	1822-1933	CH11/12	Leith Methodist Church	0.45 metres	1974-1994
				CH11/61	Edinburgh and Forth Methodist Circuit	0.40 metres	1949-2005



Heritors' Records

HR777 Bothkennar heritors 0.20 metres 1847-1935

GIFTS AND DEPOSITS

GD1/885 Correspondence of Andrew Russell, merchant, Rotterdam 0.01 metres 1678-1681

GD1/1288 Records relating to the Caw family, Crieff 0.10 metres 1750-1883

GD1/1352 Papers of the Gray and Cruickshank families, Quakers, of Kirkintilloch and Kinmuck 0.01 metres 1766-1856

GD1/1356 Papers relating to Linlithgow and various family trusts gifted by Very Rev Allan MacLean, Edinburgh 2.00 metres 1742-1930

GD1/1364 Papers relating to James Cornwall of Banton and Neilston, near Kilsyth 0.30 metres 1691-1742

GD1/1365 MacLean of Lochbuie 0.04 metres 1493-1742

GD1/1366 Records of Edinburgh Civil Service Dramatic Society 0.60 metres 1931-2005

GD1/1369 State of assessments of feuars of Lord Moray's grounds 0.01 metres 1832

GD1/1375 Letter books of H Sharp and Company, Shipping Agents, Leith 30.02 metres 1901-190

GD1/1377 Letters from William Swan, Duns, to Joan Bocoock, Balderton 0.01 metres 1939-1941

GD1/1384 Sasine of tennis courts, Leith 0.01 metres 1687

GD1/1385 Letter about Indian game hunting 0.01 metres 1846

GD1/1387 Records of Menzies Dougal, WS, Edinburgh 0.12 metres c.1910-c.1955

GD1/1390 Diary of Charles Baillie-Hamilton of Rumbletonlaw, Archdeacon of Cleveland 0.01 metres 1789-1799

GD1/1392 Postcards illustrated with photographs of Scottish scenes 0.01 metres c.1930-1950

GD1/1394 Grierson of Larbreck papers: Legal papers and correspondence concerning the Griersons of Larbreck and descendants, some based in Alabama, Georgia 0.12 metres 17th-18th cents

GD1/1395 Letter from Lord Polwarth 0.01 metres 1715

GD1/1396 Title deeds of lands of Borrowfield, near Montrose 0.10 metres 1408-1693

GD1/1397 Personal papers of Alex Dickson relating to Henry Robb Ltd (Shipbuilders) 0.01 metres 1904-1945

GD1/1399 Titles to property in Berwickshire and Edinburgh 0.25 metres 19th-20th cents

GD45/32 Papers of the Maule Family, Earls of Dalhousie 5.00 metres 16th-20th cents

GD497 Sprott of Riddell papers 0.01 metres 1944

GD516 Records of the Sheltered and Retirement Housing, Owners' Confederation: Minutes, correspondence, financial records etc 1.20 metres 1990-2005

GD517 First Scotrail papers: Public Relations Office: Files, photographs, transparencies, prints and slides; railway periodicals; framed West Highland Railway Centenary memento, 1994 16.50 metres c1994-early 2000s

Gillespie Macandrew WS, clients' papers: Dick-Cunyngham of Prestonfield; Anstruther of Balcaskie; Glenhove estate (H B Marshall, proprietor), 19-20th cents; papers concerning trust for McLaren Scales of Thornhill (near Falkirk) - mostly Leith title deeds and associated items, but includes some Thornhill material, 16-20th cents; Hamilton-Bruce, Montgomery Cunningham of Corsehill, Noel-Paton, Balfour of Pilrig, Gilmour of Montrave, Gillespie of Biggar Park, R S Lorimer, Campbell of Barbreck (Turnault) and various other families; Traill family, Orkney; Foulis of Colinton; Miss C M Todd executry; Charles Todd letter book. 27.50 metres 16th century-20th century

Family papers of Sir James Sivewright (1848-1916): Photograph albums (some from South Africa); miscellaneous genealogical papers; correspondence; legal papers; scrap books (Fochabers relevance); framed photos and other mementos; copies of relevant material 1.00 metres 18th-20th cents



GD58	Carron Company: Ledger and product catalogue	0.02 metres	1834-1877	RHP141320-141321	Dornoch sheriff court. Marine chart of east coast from Banff to Dunbeath harbour, 1845; plan and sections of fishing stations, Kyle of Sutherland, 1898. Related Material: SC9	0.08 metres	1845-1898
GD475	Records of Railtrack Scotland and Network Rail: Network Rail Scotland Route Weekly Operating Notices	1.00 metres	2005-2006	RHP141329	Dundee sheriff court. Plan of Duntrune estate, Murroes, Angus. Related Material: SC45/14/258	0.02 metres	1760
Law Society of Scotland							
LS1/3	Law Society of Scotland: Council Minute Books	0.02 metres	2004-2005	RHP141330-141332	Montgomerie Family, Earls of Eglinton. Plan book for lands of Boutreehill, in Irvine and Dreghorn, and of Rozelle, in Ayr, both Ayrshire, Feb 1774. Plan book for Rozelle estate, c.1804. Related Material: GD3	0.05 metres	1774-c.1804
MAPS AND PLANS							
RHP	Plans from preservation processes in various sheriff courts. Ayr (SC6), Cupar (SC20), Dornoch (SC9), Edinburgh (SC39), Glasgow (SC36), Kilmarnock (SC7)	0.33 metres	1957-1978	RHP141338-141349	Peebles sheriff court. Plans of various properties in Peebles and Innerleithen. Related Material: SC42/5/112	0.04 metres	1865-1922
RHP141279	Mrs Margaret Farquhar, Cumbria, England. Three maps of Scotland from 'Atlantis Pars Altera', the third part of Gerard Mercator's 'Atlas'.	0.02 metres	c.1595	RHP141350	Edinburgh sheriff court. Plan of Ratho Hall estate. Related Material: SC39/17/892	0.02 metres	1821
RHP141314	Lochgilphead United Free kirk session. Architectural drawings of United Free Church, Lochgilphead, by William Fraser, Dunoon. Related Material: CH3/1043.	0.05 metres	c.1901	RHP141351-141352	Paisley sheriff court. Plans of Craighends and Nethercraighends by Robert Climie, Glasgow. Related Material: SC58/22/519	0.01 metres	1843-1845
RHP141315-141316	Lochgilphead kirk session. Architectural drawings of Lochgilphead parish church from survey by Ian G Lindsay & Partners; drawings showing site of plaques. Related Material: CH2/1041	0.10 metres	c.1959	RHP141371-141377/3	Thorntons Solicitors, Arbroath. Plan of barony of Fearn, Angus, 18th century; plan of Seaton estate, Angus, 1817; plan book for Ruthven, Auldallan and Coull estates, Angus, 1834; architectural drawings of proposed alterations to National Commercial Bank of Scotland premises, Arbroath, 1951	0.45 metres	18th cent-1951
RHP141317	Lamlash Free, United Free and Church of Scotland (St George's) kirk session. Architectural drawing of conversion of St George's church hall, Lamlash. Related Material: CH3/1611	0.01 metres	1956	RHP141378-141381	Records of Holyrood United Free Kirk Session. Architectural drawings of alterations to chancel, 1953; architectural drawings of conversion to flats, 1980. Related Material: CH3/961	0.10 metres	1953-1980
RHP141318	Engraved plan of Callendar Park estate, Stirlingshire. Related Material: RHP48934 (photocopy)	0.05 metres	1818	RHP141391-141395	Records of Heritors of Bothkennar. Plans of coalworkings under Bothkennar glebe. Related Material: HR777/15	0.01 metres	1908-1922
RHP141319	Lamlash Free, United Free and Church of Scotland (St George's) kirk session. Plan of ground at Hill Hill, Lamlash. Related Material: CH3/1611	0.01 metres	1923	RHP141427-141434, 141504-141521	High Court of Justiciary. Locus of crime plans from criminal processes. Related Material: JC26	0.22 metres	1834-1872
				RHP141435, 141453-141456	Crown Office. Locus of crime plans. Related Material: AD15	0.06 metres	1834-1930
				RHP141436	High Court of Justiciary. Plan of Solway Firth	0.01 metres	c.1900

RHP141451	Stranraer sheriff court. Plan of Shore Road, Stranraer	0.01 metres	1889
RHP141452	British Rail: Caledonian Railway. Plan of Caledonian Railway showing western portion of existing and proposed lines	0.01 metres	1854
RHP141503	Inland Revenue (Scotland). Thomson's 'Atlas of Scotland'	0.10 metres	1831
RHP141528-141530	Wright of Foodie papers. Plans of Foodie house and grounds by Robert Wright. Related Material: GD487	0.01 metres	1747
RHP2527-2529, 141437-141450	Duff family of Hatton Castle and Meldrum. Digital images of plans of estates in Aberdeenshire and Banffshire; architectural drawings of Delgatie Castle, 1801, by Robert Reid, architect. Related Material: NRAS2442	0.01 metres	1753-1848
RHP86249	Home-Robertson Family of Paxton, Berwickshire (Home of Wedderburn). Plan of the lands of Paxton, Berwickshire. Related Material: GD267	0.01 metres	1756
RHP141531	British Rail. Plan of railway lines and tramways at Aberdeen harbour	0.03 metres	1928
RHP141532	Court of Session: Carmichael & Elliot processes. Seating plans for Kirriemuir Church	0.02 metres	1791-1792
RHP141533	Court of Session: Unextracted processes, 1st arrangement, Adams-Dalrymple office. Plans of mill dam at Quarter, Stirlingshire	0.02 metres	1782-1789
RHP141541-141546	Porterfield family of Porterfield. Plans of boundary between estates of Duchall and Brisbane in Renfrewshire and Ayrshire	0.04 metres	1828-1852
RHP141560/1-2	Records of the Methodist Church, Leith. Architectural drawings of premises of McKenzie & Millar, funeral directors, 83-89 Great Junction Street, Edinburgh	0.01 metres	1976

DOCUMENTS TRANSFERRED FROM THE PUBLIC RECORD OFFICE (THE NATIONAL ARCHIVES)

RH5/231	Inquisition as to rights of the king in the bounds of Bavelay [Bavelaw], Midlothian	0.10 metres	c.1280
---------	---	-------------	--------

The following list, which is arranged in accession order, gives brief details of all surveys added to the Register from April 2005 to March 2006. 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

4161. Inverness Royal Academy. Directors' minutes, 1787-1907; admission registers and lists of pupils, 1804-1992; log books, 1881-1973, Annual Prospectus of Arrangements, 1792-2005; papers relating to endowments and trusts, 1831-1995; management and financial papers, 1793-2001; prizes, examinations and mark lists, 1817-[2005]; HMI Reports, 1909-2004; papers relating to school work and school life, 1835-[2005]; papers relating to former pupils, including Alexander Andrew Mackay Irvine, Lord Irvine of Lairg, QC, PC, (b1940-), 1907-1992; school magazines, 1892-2002; papers relating to school staff 1881-2001; papers relating to the history of the school, 1911-[2005]; plans of the school, 1912-c1980; photographs and drawings of the school and photographs of pupils and staff, 1877-2004; medals and cups, nd (*Archivist, Inverness Royal Academy*). Replaces Survey 3357. 86 pages.

4177 Lothian Health Services Archive. Various small collections including: Centre for Reproductive Biology, University of Edinburgh, lecture notes and printed material, 1694-1906 [GD1/1]; papers of Dr. Thomas Prestin Lewis including, class and attendance tickets for clinical surgery lectures given by Joseph Lister (1827-1912) at Edinburgh University, 1874-79 [GD1/3]; notes from lectures by William Pultenay Alison, Professor of the Institutes of Medicine and later Professor of Medicine at the University of Edinburgh, 1828-30 [GD1/4]; papers relating to the medical education of Dr. Ada Elizabeth Miller and Dr. Robert Miller, including: attendance, class and registration certificates, diplomas and degrees and tutorial notebooks, 1900-14 [GD1/6]; Annual Reports of Haig Ferguson Memorial Home, which provided accommodation for pregnant unmarried women, c1925-1973 [GD1/7]; printed material by Save the Children Scotland concerning HIV/AIDS, 1983-88 [GD1/12]; papers and instruments relating to medical education of Frances Taylor, nurse, 1898-1902 [GD1/21]; Annie Warren Gill, CBE, RRC, Assistant Superintendent of Nurses at Edinburgh Royal Infirmary. Matron of the Edinburgh and East of Scotland South Africa Hospital, Matron at the Royal Berkshire Hospital, Reading and Lady Superintendent of Nurses at Royal Infirmary of Edinburgh, correspondence and related material, 1893-c1930 [GD1/22]; Brigadier William Kenneth Morrison, notes concerning his medical education at Edinburgh University and his medical career in the army, 1889-1971 [GD1/23]; Ida Simmons, MBE, nursing certificates, papers and medals concerning her later work, 1919-50 [GD1/33]; Douglas Guthrie, papers relating to the publication of Guthrie's *History of the Royal Edinburgh Hospital for Sick Children*, 1948-59 [GD1/36]; Henry Norman MacKenzie and William Douglas MacKenzie, papers including dental histology notebooks, 1921-24 [GD1/37]; Catherine Euphemia Anderson, MBE, nursing certificates, photographs, correspondence and printed material, 1905-67 [GD1/38]; Isa T. Beattie, oral history of her nursing career and printed material, 1986-94 [GD1/42]; Catherine Bruce Samuel, nursing certificates, correspondence, nursing rules and regulations, lecture notebooks, printed material and photographs, 1911-36 [GD1/46]; papers relating to hospital services and Sunday services given by the hospital Chaplains, Edinburgh Diocese of the Episcopal Church of Scotland, 1940-62 [GD1/51]; payments ledger for Edinburgh dentist treatments, 1919-38 [GD1/52]; letter describing night duty at the Royal Infirmary of

Edinburgh, 1935 [GD1/54]; Margaret Buchanan Robertson, extracts of correspondence with her mother particularly relating to her treatment under Sir James Young Simpson, first baronet, (1811-1870), 1857-59 [GD1/56]; *Before they call* by William Edwin Toms, an account of his daughter's treatment for brain tumour under Professor Norman Dott, 1974-[1992] [GD1/57]; miscellaneous papers relating to libraries in the Health Service, 1950-93 [GD1/63]; James Whigham Affleck, papers relating to rehabilitation of patients, membership of boards, published papers and photographic material, 1927-89 [GD1/64]; volume of clinical cases by Dr. John Gregory, 1771-72 [GD1/66], Royal Infirmary of Edinburgh, surgery teaching notes, 1897-1924 [GD1/68]; John Laidlaw, papers relating to hospital reminiscences and Royal Infirmary of Edinburgh souvenirs, 1929-99 [GD1/69]; microfilms of *New Moon, or Crichton Royal Institution Literacy Register*, patient magazine, 1845-1937 [GD1/70]; lecture notes on dental mechanics, 1931-32 [GD1/73]; papers relating to wartime distribution of penicillin to civilians in Edinburgh, c1944-45 [GD1/74]; Edinburgh Lying-In Institution, case book, 1825-1931 [GD1/76]; volumes concerning second Scottish General Hospital, Craigleith, 1915-16 [GD1/82]; McKenzie & Co., Chemist, prescription book, 1908-23 [GD1/83]; papers relating to staff and social activities, Royal Infirmary of Edinburgh, 1951-99 [GD1/84]; Social Work Department of the Royal Infirmary of Edinburgh, papers concerning HIV/AIDS, 1985-87 [GD1/85]; Jane E. Paterson, medical social work student interview papers, reports and teaching papers, 1965-80 [GD1/90]; Leith Chemist prescription book, 1889-1903 [GD1/91]; Jean Walker Leitch, photographs, lecture notes and oral reminiscences relating to nursing career, badges and uniform, 1924-99 [GD1/92]; American, Canadian, French, Dutch and British HIV/AIDS awareness postcards, nd [GD1/96]; interview with Mr. Lockie about experiences as a child patient at Royal Infirmary of Edinburgh, 1965 [GD1/98]; papers relating to Sir James Young Simpson, first baronet, (1811-1870), and history of medicine at Edinburgh, 1922-75 [GD1/101]; Clinical Medicine Board, minute books and letters, 1913-54. [GD1/105]. (*Archivist, Lothian Health Services Archive.*) 144 pages.

4178. Nicholas Morris. Correspondence and papers relating to the United Nation's humanitarian response to the consequences of the break up of the former Yugoslavia and in particular Nicholas Morris' role as United Nation's High Commissioner for Refugees (UNHCR) Special Envoy, 1991-2000, includes: papers relating to the former Yugoslavia excluding Kosovo, 1991-99; papers relating to UNHCR operations in Kosovo, 1992-2000. *Surveyed by owner.* 7 pages

4179. Perth and Kinross Council Archive. Lumsden & Mackenzie Ltd., Bleachers, Huntingtowerfield. Minute books, 1930-62; letter book, 1916-47; registers of members, 1930-61; accounting records including: journals, cash books and ledgers, 1879-1971; share records, 1930-61; inventories of stock, 1918-53, correspondence from customers and suppliers, 1935-57, insurance plans of Stormontfield, Pitcairfield and Huntingtowerfield bleachworks, 1914; photographs of Pitcairfield and Huntingtowerfield bleachworks, late nineteenth century; aerial photograph of Huntingtowerfield bleachworks, mid 19th century. [MS62] *Partly Replaces Survey 937.*

Burt Marshall Lumsden Ltd., Luncarty, Perthshire. Miscellaneous papers including: correspondence, insurance records, records relating to bleachworks' equipment and machinery, nd; miscellaneous plans including: Tayside Regional Council Perth Flood Prevention Scheme plans, plans of Luncarty bleachworks and technical drawings of equipment and machinery, 1857-1995. [MS63]. (*Archivist, Perth and Kinross Council Archive.*) *Partly Replaces Survey 930.* 28 pages.

4181. Shetland Archives. Papers of Shetland Council of Social Science and Shetland Development Council including: reports, minutes of meetings, correspondence, grant applications, and financial records, 1957-91; special projects, including papers relating to the New Shetlander quarterly journal, papers of the Shetland Craft Guild, papers of the Roll of Honour and Roll of Service project, 1958-92; miscellaneous projects, 1960-87; miscellaneous documents, 1950-83. [D28]. (*Archivist, Shetland Archives.*) 9 pages.

4182. Lothian Health Services Archive. Miscellaneous collections of papers of clubs, individuals and societies. Papers of the Royal Infirmary of Edinburgh Samaritan Society including: business papers and case histories, 1879-2004 [GD2]; papers of the Medico-Chirurgical Society of Edinburgh including: business papers, printed material, correspondence and medical papers, 1821-1971 [GD3]; papers of Sir Derrick Melville Dunlop (1902-1980), Christison Professor of Therapeutics and Clinical Medicine at the University of Edinburgh, physician to HM The Queen in Scotland, 1961, including: publications, lectures and addresses, papers relating to various organisations and slides, 1928-80 [GD4]; General Medical Council, minutes (printed), 1856-70 [GD5]; papers of the Association of Master Printers of Scotland including: examination records and committee papers, 1927-73 [GD7]; papers of Dr. Ernst Levin (1887-1975), neurologist, including: clinical correspondence and case notes, 1916-[1970s] [GD8]; papers of Professor Alexander Murray Drennan, Professor of Pathology, Otago, New Zealand; Queen's University, Belfast and Edinburgh University including: personal papers, business and medical papers and photographs, c1870-1967 [GD9]; papers of the Edinburgh Society for Relief of the Destitute Sick including: business and financial papers and James Bertram Trust papers, 1704-1960 [GD10]; papers of Edwin Francis Catford (1911-c1995), NHS employee and Edinburgh local historian, including: research notes and printed material, 1929-88 [GD12]; Royal Edinburgh Asylum Medical Library, annual reports of asylums in the UK and Ireland and abroad, reports of the General Board of Commissioners in the UK and Ireland and printed material, 1814-1914 [GD17]; papers of Dr. G. Venters, Director of Information Services, Lothian Health Board, including: teaching materials, administrative papers, research papers and publications and patient records, 1875-[1980s] [GD19]; pathology records of the Royal Infirmary of Edinburgh including: Post-Mortem registers, dissection registers, pathological papers, autopsy and biopsy administrative papers for various Edinburgh hospitals and pathology department day books, 1842-1976 [GD20]; papers of Crusaid Scotland, a charity founded in 1986 to give support to those affected by HIV/AIDS, including: administrative papers and resource packs, 1986-98 [GD21]; 'Take Care' health awareness campaign papers including: administrative papers and reports, research papers, advertising material, educational resources and information packs, audio-visual material, photographic material and campaign projects, 1975-2000 [GD22]; papers of Edinburgh Pathological Club including: minutes and agendas, club laws and lists of members, 1860-1977 [GD23]; papers of Dingleton Hospital, Melrose, including: minutes, reports, legal papers, correspondence, administrative files, printed material, plans, financial papers, staff records, patient registers, case papers and related material (including asylum records for other institutions in the Borders), photographic material and audio-visual material, 1845-2000. [GD30]. (*Archivist, Lothian Health Services archive.*) 534 pages.

4183. Angus and Bute Council Archives. Cardross Golf Club. Minute books, 1895-1995; cash books, 1940-68; registers of members, 1905-74; title deeds, 1904-66 and miscellaneous papers, 1948-76. [DR/23]. (*Archivist, Angus and Bute Council Archives.*) 5 pages.

4184. Angus and Bute Council Archives. Malcolm family, of Poltalloch. Miscellaneous papers, including personal family papers and papers relating to estate business in Jamaica and Scotland, 1620-1930; papers relating to the Jamaica estates, 1800-1915; business ledgers, journals and cash books, 1771-1900; comprisement books, 1835-1935; rentals and rent ledgers, 1808-1908; cash journals, 1796-1897; stock books and ledgers, 1837-1901; writs, titles and charters, [1562-1903], plan, 1790. [DR/2]. (*Archivist, Angus and Bute Council Archives*). Replaces Survey 1520. 24 pages.

4185. Boys' Brigade, Scottish Headquarters, Larbert. Printed material, including: Boys' Brigade reports, 1883-1986, the Boys' Brigade Gazette, 1889-1908, and Stedfast Magazine, 1953-70; Company Registers, c1885-c1950; ledgers and returns of Company Leaders, c1909-90; administrative papers including minutes of meetings, Senate papers, Brigade Executive papers, Scottish Committee papers, Scottish Finance Committee papers, Scottish Seniors Forum and the Scottish Conference on Future Development of 1983, c1970-97; papers relating to Queen's Badge, President's Badge and Duke of Edinburgh Awards, 1953-99; Papers relating to training, including King George VI Leadership training and Boys' Brigade Officer Cadet Scheme, 1958-c1990s; Papers relating to Boys' Brigade Camps and Events including the Centenary in 1983, c1970s-95; Scottish Bands Competitions, 1987-89; Photographs, including Carronvale House, group photographs, c1900-c1980s. [NRAS4185]. 7 pages.

4187. Abbots Investment Trust Ltd., investment trust, Edinburgh, Midlothian. Memoranda and Articles of Association, 1928; annual reports, 1929-67; merger documentation, 1968. [NRAS4187]. (*Business Archives Council of Scotland*) 1 page.

4188. Alliance Trust Co. Ltd., investment trust, Dundee, Angus. Corporate records, including: minutes, 1888-2005, annual returns, 1947-74, circulars, 1908-64, register of directors, 1948-67, seals book, 1938-71; shareholder records, ordinary, preference and 'a' shareholders, including: register of ordinary, preference and 'a' shareholders nd, register of confirmations and probates on stock, nd, registers of transfers of stock, nd, dividend lists, 1928-68, closed shareholder accounts, 1923-68; shareholder records, debenture shareholders including: registers of shareholders, 1925-66, register of confirmations and probates on debenture stock, nd, register of debentures, nd, 1943-56, register of transfers of debenture stock, nd, register of transfers of terminable debenture stock, nd, debenture maturity records, nd, registers of repaid debentures, 1931-63, register of repaid debentures, 1947-50, register of debenture closed accounts, 1926-65, debenture payments, 1938-79, terminable debenture and deposit lists, 1950-69; end of year records, including: balance sheets, 1880-1981, profit and loss records, 1937-57; legal papers, including: trust deeds, 1912-61, agreements folders, 1876-1989 and miscellaneous legal documents, 1909-21; borrowing records, including: short loan records, 1932-86 and registers of repayments/ term books, 1948-66; management records, 1955-60; agency records, including: transaction ledgers, 1988, property lists, 1984, agency journals and accounts, 1910-68, agency closed accounts registers, 1927-62, inspectors' reports, 1903-10 and letters of indemnity, 1960-86; mortgages and loan records, including: abstracts of loans, 1907-28, and mortgage applications and correspondence c1918-1980; Ignacio Chavez Grant records, 1881-1930, 1980; mineral rights reports, 1943-80; investment records, including: closed accounts, 1920-76, investment/securities registers, nd, 1927-c1970, investments purchases and sales ledgers, nd; accounting records: general ledger, nd, 1935-87; general journals, nd, home journals, nd, journal of closed accounts, nd, purchase ledger, 1964-73, general cash books, nd, revenue cash books, nd, dollar cash books, nd, 1969-78, and transaction books, 1982-1995; press cuttings, 1959-68; stock certificates, nd. [NRAS4188]. Partly Replaces Survey 1402. (*Business Archives Council of Scotland*) 38 pages.

4189. Baillie Gifford Japan Trust PLC., investment trust, Edinburgh, Midlothian. Prospectus and copy, 1981, notices of AGM and proposed continuance of the company, 1991-98; certificates of incorporation, 1981-96; Memoranda and Articles of Association, 1981-96; statutory books, nd; annual reports, 1982-2005; quarterly and interim reports, 1982-2005; directors' accounts, 1992-99; annual and interim accounts, 1986-92, agendas, 1995-2001, board minutes, 1982-90; memos to board, 1992-98. [NRAS4189]. (*Business Archives Council of Scotland*) 5 pages.

4190. Dundee Investment Co. Ltd., investment trust, Dundee. Minutes, 1882-1912. [NRAS4190]. Partly Replaces Survey 1402. (*Business Archives Council of Scotland*) 1 page.

4191. Dundee Land Investment Co. Ltd., investment trust, Dundee, Angus. Minutes, 1878-83. [NRAS4191]. Partly Replaces Survey 1402. (*Business Archives Council of Scotland*) 1 page.

4192. Dundee Mortgage and Trust Investment Co. Ltd., investment trust, Dundee, Angus. Minutes, 1876-96. [NRAS4192]. Partly Replaces Survey 1402. (*Business Archives Council of Scotland*) 1 page.

4193. Dura (Investments) Co. Ltd., investment trust. Memoranda and Articles of Association, 1949; registers of seals, directors and shares, 1960-77; annual and quarterly reports, 1949-89. [NRAS4193]. (*Business Archives Council of Scotland*) 2 pages.

4194. Edinburgh and Dundee Investment Co. Ltd., investment trust, Edinburgh, Midlothian. Memoranda and Articles of Association, 1924-69; annual reports, 1916-77; trust deeds, including those with Second Scottish Mortgage and Co. Ltd., 1969; miscellaneous documents, c1920-c1930. [NRAS4194]. (*Business Archives Council of Scotland*) 2 pages.

4195. Friars Investment Trust Co. Ltd., investment trust. Memoranda and Articles of Association, 1927; annual returns, 1968-74; annual reports, 1928-72; trust deeds, 1928; merger documents, 1968. [NRAS4195]. (*Business Archives Council of Scotland*) 1 page.

4196. Hawaiian Investment and Agency Co. Ltd., investment trust. Minute book, 1880-83. [NRAS4196]. (*Business Archives Council of Scotland*) 1 page.

4197. Mid Wynd Holding Co. Ltd., investment trust. Memoranda and Articles of Association, 1949-65; resolutions, 1965, accounts, 1950-81; annual reports, 1974-75. [NRAS4197]. (*Business Archives Council of Scotland*) 2 pages.

4198. Mid Wynd Holding Co. Ltd., investment trust. Memoranda and Articles of Association, 1981, nd; register of directors, 1967; register of directors' interests, 1967-78; annual returns to Companies House, 1969-71; statutory books, nd; annual, interim and quarterly reports, 1981-99; directors' accounts, 1992-99; agendas, 1992-2002; minutes, 1965-2001; board papers, 1997-99; dividend register, 1981-90; cash books, 1967-76; history of Mid Wynd International Investment Trust PLC, nd. [NRAS4198]. (*Business Archives Council of Scotland*) 4 pages.

4199. Midlothian Trust Co. Ltd., investment trust, Edinburgh, Midlothian. Directors' minutes, 1924-48; shareholding records, 1924-50; accounting records, 1924-49; journals, 1926-69; cash books, 1924-60; investment register, 1942-50; management records, 1924-49. [NRAS4199]. Partly Replaces Survey 2633. (*Business Archives Council of Scotland*) 1 page.

4200. Monk Investment Trust Co. Ltd., investment trust. Memoranda and Articles of Association, 1929-97; statutory books, 2000-05; circulars to shareholders, 1968-87; agendas, 1996-2000; members and board minutes, 1930-2001; register of seals, 1937-92; annual returns, 1976-81; register of directors, 1965; annual and interim reports, 1930-2001; year end accounts, 1932-74. [NRAS4200]. (*Business Archives Council of Scotland*) 6 pages.



4201. Oregon and Washington Mortgage Savings Bank Co. Ltd., investment trust. Minutes, 1876-1912. [NRAS4201]. *Partly Replaces Survey 1402. (Business Archives Council of Scotland) 1 page.*

4202. Pacific Horizon Investment Trust PLC., investment trust. Certificates of incorporation, 1987-99, Memoranda and Articles of Association, 1987-99, annual and interim reports, 1990-2005, directors' minutes, 1992-2001, meetings' agendas, 1994-2002. [NRAS4202]. *(Business Archives Council of Scotland) 3 pages.*

4203. Scottish American Investment Co. Ltd., investment trust. Memoranda and Articles of Association, 1983-99; 'bibles', stock display and completion records, 1987-2004; annual and interim reports, 1873-2003; annual accounts and schedules, 1992-95; papers relating to annual general meetings, 100-03; management agreements papers, 1970-2001; board papers, 2000-03; directors' correspondence, 1999-2003; directors' code of practice, 1996-2001; letter books, [c1874]; returns to Companies House, 1873-2003; investment team files, c1996-2002; journals, 1935-82; account books, 1934-60; cash books, 1904-93; ledgers, 1873-1983; trading statements, 1987-98, tax records, 1975-77; publicity records, 1873-2000; legal records, 1972-2003; shareholders' records, 1873-2003; investment records, 1900-2002; annual returns and reports for Scottish American Market Operations Ltd., 1992-2003, seals, nd; Eagle Oil Northern Breweries, ledger, 1930-50. [NRAS4203]. *(Business Archives Council of Scotland) 19 pages.*

4205. Scottish Capital Investment Trust Co. Ltd., investment trust, Edinburgh, Midlothian. Annual reports, 1925-69; annual returns to Companies House, 1935-69; circulars and correspondence with shareholders, 1969, nd; merger documents, 1969. [NRAS4205]. *(Business Archives Council of Scotland) 1 page.*

4206. Scottish Central Investment Trust Co. Ltd., investment trust, Edinburgh, Midlothian. Memoranda and Articles of Association, 1924; annual reports, 1941-69; register of directors, 1926; trust deeds, 1926-60; notices to shareholders, 1964; prospectuses, 1965-69; legal notices, c1939. [NRAS4206]. *(Business Archives Council of Scotland) 2 pages.*

4207. Scottish Investment Trust Co. Ltd., investment trust, Edinburgh, Midlothian. Corporate records, including: Articles of Association 1927; directors' minutes, 1887-2005; general meetings minutes, 1929-2005; Audit Committee Minutes 1993-2005; trustees/annual reports, 1888-2005; signed annual reports 1962-82; Shareholding Record, including: stock registers, c1912-c1926; dividend journals, 1936-90; register of transfers, 1888-1945; debenture stock transfer registers, 1888-1928; register of the transfer of cumulative 6% preference and ordinary stock, 1925-45; transfer registers for A preference and ordinary shares, 1945-63; Accounting records, including: general ledgers, 1887-1982; journals, 1954-76; foreign currency cash books, 1988-90; cash books, 1934-87 (with gaps 1942-64); bank journals, 1956-90; securities account ledgers, 1951-78; dollar loan books, 1977-82; temporary loans books 1976-86; investment records, including: investment registers, 1942-62; stock & share registers (dead accounts), 1925-61; stock and share registers (closed accounts), 1936-79; valuations of investments, 1926-52; register of purchases and sales, 1936-88; dealing books, 1982-98; bank books, 1910-27; bonds and share certificates 1907-34; miscellaneous investment related documents, c1880-c1920; management records, including: registers of documents executed by company, 1897-1975; tested messages books, 1971-95; expenses books, 1937-94; proxies, 1964-65; petty cash book, 1956-93; salaries books 1937-59; management and directors' fees books 1927-62; underwriting commissions books, 1948-77; miscellaneous management documents, including: 'Prints' volume

containing prospectus, circulars to shareholders, proxies, chairman's speeches, annual reports, statutory documents, newspaper cuttings, etc 1887-1979; Shared Records of the Scottish Investment Trust Ltd, Second Scottish Investment Trust Ltd. and the United States Trust Company Ltd. including: petty cash book 1936-59 and general subject files, 1932-56. [NRAS4207]. *Partly Replaces Survey 2633. (Business Archives Council of Scotland) 18 pages.*

4208. Scottish Mortgage Investment Trust Co. Ltd., investment trust, Edinburgh, Midlothian. Articles of Memoranda and Association, 1935-99; share documentation, 1982; merger documents, 1969; agendas and accounts, 1986-2000; memoranda to board, 1988-89; board minutes, 1993-2000; seals book no. 5, 1947-93; annual reports, 1917-2005; interim reports, 1979-91; legal documents, 1929, nd. [NRAS4208]. *(Business Archives Council of Scotland) 5 pages.*

4209. Second Alliance Trust Co. Ltd., investment trust, Dundee Angus. Corporate records, including: minute books, 1927-2003; annual returns, 1947-58; circulars, 1921-32; shareholders records (ordinary, preference and 'A' shareholders), including: register of ordinary preference and 'A' shareholders, nd; register of confirmations and probate, nd; register of transfers of stock, c1918-57; dividend lists, 1933-66; closed shareholders' accounts, 1924-66; register of renunciations, 1964-65; shareholders records, including: register of debenture shareholders, 1937-c1956; register of debentures, c1931-c1969; register of transfers of debenture stock, c1933-1956; register of transfers of terminable debenture stock, nd; debenture maturity records, 1941-69; register of repaid debentures, 1929-64; register of repaid terminable debentures, 1938-46; register of debenture closed accounts, 1942-85; renewed/converted debentures, 1945-51; debenture payments, 1937-54; terminable debenture and deposit lists, 1939-69; end of year records, including: balance sheets, 1918-80; legal papers, including: trust deeds, 1921-61; agreements folders, 1897-1938; miscellaneous legal documents, 1912-66; borrowing records, including: short loan records, 1931-79; deposits receipts ledger, 1963-79; management records, 1957-69; agency records, including: property lists, 1918-66; agency journals, 1927-63; agency closed accounts registers, 1927-46; mortgages and loans records, including: abstracts of loans, 1918-25; letters of indemnity 1960-67; mortgage applications and correspondence, c1918-1963; investment records, including: closed accounts, nd; investments/securities registers nd, 1939-66; investments purchases and sales register, nd; accounting records, including: general ledger, 1926-88; general journals, nd; general cash books, nd, 1947-1974; revenue cash books, nd; dollar cash books, nd; press cuttings, 1895-1937; stock certificates, nd. [NRAS4209]. *(Business Archives Council of Scotland) 16 pages.*

4210. Second Edinburgh and Dundee Investment Co. Ltd., investment trust. Annual reports, 1928-69; merger documents, 1969. [NRAS4210]. *(Business Archives Council of Scotland) 1 page.*

4211. Second Scottish Investment Trust Co. Ltd., investment trust, Edinburgh, Midlothian. Corporate records, including: Directors' minutes, 1889-1976; general meetings minutes, 1929-76; private minutes, 1931-73; annual report, 1895-1976; Shareholder records, including: stock shareholders registers, 1930; preference stock registers, 1945-63; dividend journals, 1936-76; transfer registers, 1889-1945; debenture stock transfer registers, 1890-1928; register of the transfer of cumulative 6% preference and ordinary stock, 1925-43; accounting records, including: general ledgers, 1889-1976; journals, 1933-76; bank journals, 1936-76; debenture cash book, 1965-69; securities account ledger 1951-70; terminable debentures ledger, 1943-64; foreign currency ledgers, 1965-76; cash books, 1930-76; securities account ledgers, 1970-76; investment records, including: stock register, c1920-1924; valuations of investments, 1926-52; closed accounts books, 1937-76; stock and share register (dead accounts), 1925-61; registers of

purchases and sales, 1936-74; brokers' books, 1967-72; management records, including: register of documents executed by the company 1897-1976; expenses analysis books, 1937-73; salaries book, 1937-60; proxies, 1962; bank books, 1905-26; allotment letters, 1952-62; miscellaneous management documents, including: 'prints' volumes containing prospectus, circulars to shareholders, proxies, chairman's speeches, annual reports, statutory documents, newspaper cuttings, etc., 1889-1976. [NRAS4211]. *Partly Replaces Survey 2633. (Business Archives Council of Scotland) 12 pages.*

4212. Second Scottish Mortgage Co. Ltd., investment trust, Edinburgh, Midlothian. Memoranda and Articles of Association, 1912; annual reports, 1913-68; annual returns and accounts, 1946-69; trust deeds, 1927-55; miscellaneous corporate documents relating to Scottish Canadian Mortgage Co., 1912-35. [NRAS4212]. *Partly Replaces Survey 2633. (Business Archives Council of Scotland) 2 pages.*

4213. Shin Nippon (New Japan), investment trust, Edinburgh, Midlothian. Memoranda and Articles of Association, 1994; statutory books, nd; seals book, 1992; annual and interim reports, 1986-2001; annual and interim accounts, 1986-92; agendas, 1992-2002; memoranda, 1991-98; minutes, 1985-90; directors' accounts, 1996-99. [NRAS4213]. *(Business Archives Council of Scotland) 4 pages.*

4214. Union Trust of Scotland Ltd., investment trust. Agency reports, 1930-36; debenture records, 1929-44. [NRAS4214]. *(Business Archives Council of Scotland) 1 page.*

4215. United States Trust Co. of Scotland Ltd. (Formerly United States Mortgage Co. of Scotland Ltd.), investment trust, Edinburgh, Midlothian. Directors' minutes, 1884-1962; AGM minutes, 1930-62; annual reports, 1888-1961; register of shareholders, 1939; transfer registers, 1885-1962; terminable debentures ledger, 1943-62; dividend journals, 1936-62; closed account books, 1937-62; stock register, c1912-1924; cash/general ledgers, 1884-1962; journals, 1926-62; cash books, 1934-57; debenture cash book, 1934-59; bank journals, 1936-62; securities account ledgers, 1951-62; mortgage securities ledger, 1907-27; valuations of investments, 1926-48; register of purchases and sales, 1936-62; brokers' books, 1937-62; register of documents executed by the company; 1936-62; salaries books, 1937-62; cheque books, nd; miscellaneous management documents, including: 'print' volumes of all circulated and statutory documents, 1884-1965. [NRAS4215]. *Partly Replaces Survey 2633. (Business Archives Council of Scotland) 11 pages.*

4216. Western and Hawaiian Investment Co. Ltd., investment trust, Dundee, Angus. Minute books, 1883-1927; circulars, 1895-1916; register of shareholders, 1919-26; agency records, 1918-60; general ledger, 1818-1926; borrowing records, 1918-58; end of year records, including: lists of investments, dividends, interests etc., 1916-18. [NRAS4216]. *Partly Replaces Survey 1402. (Business Archives Council of Scotland) 2 pages.*

4217. Winterbottom Trust Co. Ltd., investment trust. Memoranda and Articles of Association, nd, 1929; seals book, 1936-85; annual returns, 1931-74; list of shareholders, 1963; trust deeds, nd, 1960; annual, interim and quarterly reports, 1930-86. [NRAS4217]. *(Business Archives Council of Scotland) 5 pages.*

4219. Heriot-Watt University Archives. Messrs W & O Marcus Ltd. Design books, 1945-58; patterns, 1956-58; Fashion House of Messrs W & O Marcus Ltd. by Isabella Melchert, unpublished manuscript, 2003. [MWB]. *(Archivist, Heriot-Watt University). 5 pages.*

4220. Heriot-Watt University Archives. Galashiels Manufacturers' Corporation, Galashiels, Selkirkshire. Memorandum and Articles of Association, 1897; minutes, including: Galashiels Manufacturers' Corporation, Technical School Committee, Benevolent Institution of Junior Clothiers, Michaelmas Dinner and Ball Committee, 1816-1961; financial records, including: Galashiels Technical School accounts, bank account books, Michaelmas dinner and ball accounts, annual accounts, 1855-1984; papers relating to events and publicity including: dinner and ball invitations and menus and newscuttings, 1903-1979; photographs, nd; Galashiels Cloth Hall, day book, 1830-38; silver cup presented to Mr. Richard Lees, Galashiels, for the best piece of cloth manufactured from Merino and British wool, 1816. [GMC]. *(Archivist, Heriot-Watt University). Partly Replaces Survey 2748. 20 pages.*

4221. Heriot-Watt University Archives. Arthur Bell (Scotch Tweed) Ltd., Woollen Manufacturer, Langholm, Dumfriesshire. Annual returns, 1948-62; correspondence, 1891-1908; financial papers, including: ledgers, journals, cash books and banking records, 1877-1941; production records, including: stock books and batch books, 1889-1975; order books, 1917-18; staff records, including: employee registers, salaries and wage records, 1911-57; records of buildings, including inventories and valuations, plans, insurance records, building contracts and repairs, 1878-1989; History of the Woollen Industry in Langholm, unpublished manuscript by Arthur Bell, nd. [AB]. *(Archivist, Heriot-Watt University). Partly Replaces Survey 1776. 12 pages.*

4222. Heriot-Watt University Archives. George Roberts & Co., Woollen Manufacturer, Selkirk. Sales book, detailing fabrics sold to various firms in Edinburgh, Glasgow and London, 1842-49. [GR]. *(Archivist, Heriot-Watt University). 3 pages.*

4223. Heriot-Watt University Archives. Robert MacDonald Scott, artist and tapestry weaver. Sketch books, including pencil drawings and watercolours of textiles and furnishings from international visits, 1933-44; diploma portfolio from Edinburgh College of Art, 1936-37; scrapbooks containing paper textile designs, nd; pencil drawings and watercolours of artefacts, textiles and stained glass from European museums, watercolours of people and landscapes in the Middle East, nd, 1944-45; pencil drawings and watercolours of designs for tapestries, textiles and book covers, nd; diploma certificate in Design and Crafts, Edinburgh College of Art, 1935; obituary, 1996; fabric sample, c1930s. [RMS] *(Archivist, Heriot-Watt University). 19 pages.*

4224. Heriot-Watt University Archives. Galashiels Combined Technical School, Galashiels, Selkirkshire. Classes roll book, 1889-90; Technical School and art classes letter book, 1898-1900; correspondence concerning buildings and equipment, 1907-09; student records including: certificates, design book, note books, printed material and medal, 1900-51. [GTC]. *(Archivist, Heriot-Watt University). 6 pages.*

4225. Heriot-Watt University Archives. Scottish Woollen Technical College, Galashiles, Selkirkshire. Records of the governing body, including: annual reports, minutes of the executive board, bursary and scholarship funds, legal documents, correspondence and papers of Former Students' Guild, 1923-82; building records, valuations and accommodation records, 1924-67; proposed courses, 1958; departmental records, including: chemistry department and production unit, 1927-66; examination results for production unit, 1948-75; student records, 1925-60; college and staff publications, associated institutions and associated printed literature, 1922-59; photographs of staff, students, visits, production and buildings and landscapes, 1930-66; programmes and newscuttings, 1964-67. [SWTC]. *(Archivist, Heriot-Watt University). 45 pages.*



4226. Heriot-Watt University Archives. South of Scotland Central Technical College, Galashiels, Selkirkshire. Building contracts, correspondence and minutes, 1907-12; college and staff publications and associated literature, 1909-21; photographs, including: Dr. Thomas Oliver, First Director, South of Scotland Central Technical College and students, nd, 1913; student records, including certificates, 1908-11. [SSCTC]. (*Archivist, Heriot-Watt University*). 8 pages.

4227. Heriot-Watt University Archives. Peter Anderson Ltd., woollen manufacturer, Galashiels, Selkirkshire. Administrative records, 1940-50; order book, 1873-87; pattern books, including designers' scrap books and standard pattern books, c1894-c1960s; tartan price list, nd; sales brochure, nd; printed literature related to other textile companies, 1944-60; fabric samples from other mills, nd. [PA]. (*Archivist, Heriot-Watt University*). Replaces 3971. 17 pages.

4228. Heriot-Watt University Archives. Laidlaw and Fairgrieve Ltd., Woollen Manufacturers, Galashiels, Selkirkshire. Memorandum and Articles of Association, Certificates of Incorporation, minutes of members meetings, 1887-1955; letter head plates, nd; financial records including: annual accounts, ledgers, banking records, taxation records and invoices, 1873-1966; records of production, including: stock books, batch book, dye records and day book, 1865-1980; staff records, including correspondence and student design books, 1949, nd; inventories and valuations, insurance records, building contracts and repairs and purchase and disposal records, 1866-1950; photographs of Ladhope Mill after fire; returns to the Scottish Wool Spinners Association, Statutory Instruments, list of Scottish Woollen Manufacturers staff, 1920-49; printed material, 1922-c1950s. [LF] (*Archivist, Heriot-Watt University*). Partly Replaces Survey 1665. 15 pages.

4229. Heriot-Watt University Archives. T. Craig-Brown & Co., woollen manufacturer, Selkirk. Cards book, 1907-58. [CB]. (*Archivist, Heriot-Watt University*). Replaces Survey 328. 2 pages.

4230. Heriot-Watt University Archives. J & H Brown & Co., Woollen Manufacturers, Selkirk. Business diary of Henry Brown, 1828-29; publicity card for Brown's Patent selfacting feeder used for wool spinning, nd. [JHB]. (*Archivist, Heriot-Watt University*). Replaces Survey 328. 4 pages.

4231. Clackmannanshire Council Archives. Patons & Baldwins collection, woollen & worsted spinners, Alloa, Clackmannanshire.

Papers of John Paton, Son & Co., including: summary of stocks, 1910-17; share records, 1906-19; balance books, private journals and ledgers and cash books, 1872-1920; production ledgers and sample book, c1900-1920; plans showing sites of properties in Alloa, 1918; inventories of buildings and machinery, 1878-1920; trades marks registration book, 1900-20. [PD227]

Papers of J. & J. Baldwin & Partners, comprising: miscellaneous records, J. & J. Baldwin's *Penny Guide to Knitting and Crochet*, c1920 and *Baldwins* by William J. Lee, 1943. [PD227].

Papers of Patons & Baldwins Ltd., including: Memorandum and Articles of Association and stock sheets, 1920-41; ledgers, cash books and day books, 1920-67; miscellaneous personnel records, 1934-61; production and sales records, including: production journals, registers, record cards of sample yarns, technical specifications for yarn, manuscript notes on operations and fabrics, 1920-c1984; plans and associated notes of Paton & Baldwin's mills in West Yorkshire and Leicestershire, c1919-1951; plant and property records mainly relating to mills in West Yorkshire, 1923-61, printed promotional material, nd, 1948-80; trades mark registration books, 1920-61; miscellaneous records, including photographs, correspondence and newspaper cuttings, 1923-60. [PD227].

Papers of Coats Paton Ltd., personnel records, including: apprenticeship and training records and miscellaneous correspondence files, 1959-83; production and sales records, mainly product specifications, 1954-99; plans and drawings, mainly relating to Patons & Baldwins' properties in England, 1965-83; wool purchase records, Wakefield Office, 1984; plant and property records, 1961-69; promotional printed material, 1961-86; registration books, 1961-94; miscellaneous material, mainly photographs, 1961-83. [PD227]

Papers of Coats Viyella PLC., annual reports, accounts and interim reports, 1989-94; employee handbook and knitting workshop project, 1994-98; yarn production and finishing cards and samples, 1998-99; exhibition brochure, 1997; correspondence and financial files relating to Patons' Mill shop, c1983-1994; guest book, 1994. [PD227]. (*Archivist, Clackmannanshire Council Archives*). Partly Replaces Survey 75. 83 pages.

4232. Glasgow University Archive Services. Wylie & Lochhead Ltd., furniture manufacturers and funeral directors, Glasgow. Company registration records, 1899-1958; records of the board of directors, 1883-1962; records of sub-committees, 1928-32, records of the shareholders, 1883-1956, records of debenture stock, 1899-1961, records of the secretary, 1899-1928; legal records, 1898-1957; financial records of Wylie & Lochhead Ltd., joint estate of Wylie & Lochhead, Funeral Office and the Paper Hangings Manufacturers Ltd, Whiteinch Paper Staining Works, 1834-1968; property/facilities records relating to property in Edinburgh and Glasgow, c1860-1972; staff and personnel records, including records relating to pension schemes, Employees' Shareholders Trust and photographs, 1802-1977, production/operation records, including photographs of ships fitted by Wylie & Lochhead, 1837-1965; marketing records, including catalogues and press advertisements, 1853-c1968; public relations records, including press articles and printed material, 1855-1979; volume of copy letters concerning the setting up and development of the business, 1927; unattributed poem, 1888; company history compiled for an exhibition at the Hunterian Art Gallery, c1980. [HF57]. (*Archivist, Glasgow University*). 58 pages.

4233. Glasgow University Archive Services. Stoddard Holdings Ltd., carpet manufacturers, Elderslie, Renfrewshire, including papers of James Templeton & Co. Ltd., carpet manufacturers, Glasgow, Lanarkshire.

James Templeton & Co. Ltd., partners' minutes and deeds, 1866-1934; directors' minutes, 1938-68; corporate papers and records, 1938-80; financial records, including ledgers and journals, 1840-1971; statistics books, 1845-1914; employee records, 1875-1958; James Templeton & Co. (Services) Ltd., directors' minute book, register of members and store ledger, 1935-47; James Templeton & Co., letter and job books, 1909-30; Templeton Carpets Ltd., Navan Carpets Ltd., minutes of meetings (copies), 1936-62; Templeton Carpets Ltd., Memoranda and Articles of Association, 1980; reports of accounts, 1971-79; J. S. Templeton, unpublished notebook on family trusts, 1893-1966; Crown Point Works, diary, 1960-63; Templeton Widnall Carpets, inventory and valuation, 1983; James Templeton & Co., property, leases, correspondence and miscellaneous papers, 1904-77; published material relating to Templeton Carpets, 1913-55; photographs and press cuttings, c1880-c1970; British Carpets Ltd., correspondence and miscellaneous papers, 1970-74 [UGD265/1].

A. F. Stoddard & Co., including: minutes, 1894-1968; other board papers, 1887-1965; accounts, ledgers and balance sheets, 1918-71; journals, 1939-71; cashbooks, 1933-71; bank payments and receipts, 1954-73; private accounts, 1894-1971; order books, 1924-64; costing and production records, 1875-1959; wages and salaries books, 1863-1948; circulars, 1926-59;



valuations, 1862-1978; Roland Jack & Co. administrative and financial papers, 1835-1933; National Joint Industrial Council for the Carpet Trade, minutes and annual reports, 1919-44; Gray's Carpets Ltd. and Subsidiary Companies, minutes of meetings, 1896-1970; board papers, 1879-1970, nd; accounts, 1921-64; letter book, 1876; inventories, 1967-73; Caledonia Carpets Ltd., minutes, accounting records and wage book, 1898-1941; Tapestry Manufacturers Association, minutes, 1918-44; Scotsway Ltd., minutes, reports, and accounting records, 1964-71; A. F. Stoddard & Co. Ltd., annual reports, 1954-69; directors' reports, 1938-56; indemnities, proxies, leases and bonds, 1918-72; Paisley Planners (Carpets) Ltd., Memoranda and Articles of Association, directors' report and accounts, miscellaneous records, 1968-72; Stoddard's corporate records concerning relating companies, 1951-79; Henry Widnell & Stewart Ltd., accounting records, directors' accounts, inventory and valuation, 1960-73; Douglas, Rayburn & Co. Ltd., accounts, 1960-70; Stewarts' Spinners (Galashiels) Ltd., accounts, 1960-69; James S. Brown Ltd., accounting records, 1940-53; Glenpatrick Joint Works Committee, minute books, valuation records, 1853-1978; A. W. Allan-White Co. Ltd., financial statements, 1948-57; Stoddard Provident Society, minutes, accounting records, 1924-57; Glenvaes Carpets Ltd., Memoranda and Articles of Association, directors' report and accounts, ledgers, journals, inventory and valuation, insurance policy, 1963-71; photographs, 1904-62; miscellaneous correspondence and published material 1918-69; miscellaneous material relating to A. F. Stoddard & Co. Ltd. centenary and company history and subsidiaries, nd; memorabilia, 1836-78. [UGD265/2]. *Replaces Surveys 283, 1815 and 2289. (Archivist, Glasgow University.) 32 pages.*

4235. Bruce family, Earls of Kincardine. Two letters written to Edward Bruce (d. 1662), Earl of Kincardine, and one to his brother, Alexander (c.1629-1680), from Arent and Albert Meyer and Master Wiggert Dirckessen in Bremen, concerning trade in salt and coal, Feb-Apr 1656. Precept of sasine by Malcolm, Lord Fleming, in favour of William Fleming of Bord, of the lands of Nether Auchinreoch in the barony of Auchtermony and sheriffdom of Stirling, 18 Feb 1541/2. [NRAS4235]. *2 pages.*

ADDITIONS TO EXISTING SURVEYS

888. Hope family, Marquesses of Linlithgow. Papers of the Scottish Mint, 1559-1656. Papers assembled by Sir James Hope, General of the Mint, 1641-60, including: contracts; copies of acts of Parliament relating to mint and coinage; drawings of coinage; correspondence; warrants of the Treasurer and Treasurer-Depute; papers relating to Thomas Foulis' tack of the mint and proposals for improving the King's revenues, 1597-98; lists of officers and ordinary workmen in the mint [1643, 1646]. Although these papers are already part of the Hopetoun survey, Dr. Athol Murray has made minor corrections and additions to the list and noted where documents have been printed by R. W. Cochran Patrick in *Records of the Coinage of Scotland* (2 vols, Edinburgh, 1876). [NRAS888/2675-2891]. *14 pages.*

1100. Innes-Ker family, Dukes of Roxburghe. Estate accounts, c1783-c1805; estate plans, 1734-1884. [NRAS1100]. *6 pages.*

3682. Edinburgh City Archives. Miscellaneous accessions. Letters and memoranda relating to Edinburgh properties of Mrs. Glen, 1854-56. [Accession 722]. *(Archivist, Edinburgh City.) 1 page.*

4006. Clackmannanshire Council Archives. Personal and business collections. Tillicoultry Youth Club, administrative and financial papers, 1967-2000 [PD220]; Tillicoultry Playscheme, administrative and financial papers, 1981-95 [PD220]; Sauchie and District Old Age Pensioners' Association, constitution, minutes and Register of Members, 1951-52 [PD221]; papers relating to Alloa parish burial ground, 1996 [PD222]; Clackmannanshire deeds, 1801-18 [PD223]; Patons & Baldwins Cricket Club, minute book, 1925-62 [PD224]; St. John's Cricket Club, minute books, 1900-24 [PD225]; St. John's Men Club, minute book, including reports and correspondence, 1965-74 [PD226]; Alloa architectural plans, 1849-c1904 [PD228]; Clackmannanshire Horticultural Society, including: administrative and financial papers, books of prize winners, membership register and cards and printed material, 1930-2003 [PD229]; Norwood Ladies' Swimming Club, minutes, 1899-1940 [PD230]; Murdeston collection of Clackmannanshire and Lanarkshire documents, including: sasines, charters, bonds and correspondence, 1475-1834 [PD231]; papers of Scottish Women's Rural Institutes, Stirling, Clackmannan and West Perth Federation, including: minute books, publicity and printed materials, 1954-98 [PD232]; papers of Patons & Sons (Tillicoultry) Ltd., including financial papers and sales books, 1981-83 [PD233]; writs and deeds relating to subjects in Erskine Street, Alloa, 1788-1949 [PD234]. *(Archivist, Clackmannanshire Council.) 31 pages.*

4021. Scottish Borders Archive and Local History Centre. Miscellaneous local collections. Includes: County of Roxburgh ledgers and cartularies of the Scott Mortification Trust, Selkirk, 1836-1932 [SBA/72]; title deeds pertaining to the lands of Goslawmyre, Goslawlands and the Know, which form part of the Scott Mortification, 1596-1865 [SBA/98]; papers relating to the twenty-fifth annual congress of the Sanitary Association of Scotland, 1899 [SBA/121]; papers relating to the sequestration of the estate of David Spence, 1839-40 [SBA/128]; scrapbooks containing poems and prose by Mary W. M. Falconer, 1951 [SBA/185]; miscellaneous papers concerning the volunteers of Berwickshire, 1897-1952 [SBA/186]; Westruther Parish Church Magazine, 1995-2001 [SBA/196]; three bibles, 1795-1892, nd [SBA203]; poems by Alexander Tait, schoolmaster, Peebles, 1841, nd [SBA/210]; proclamation of King George V outside Duns Town hall, framed photograph, 1911 [SBA/309]; inventory of the writs of the lands of Williamhope, 1771 [SBA/311]; The Otter Hunt and Border Sports, a poem by William Ayr Foster including notes on the characters, nd [SBA/317]; bibles, including Fortune family bible and Methven family bible, 1610-1811 [SBA/318]; painted sketch plan for proposed cottages at Crumstane, Duns Castle Estate, nd [SBA/319]; book of notes, drawings and watercolours of the churches of Chirside, c1970 [SBA/320]; visitors' book, [Duns Library Centenary Exhibition], 1973 [SBA/321]; accounts of Whitehall Estate, Berwickshire, 1933-60 [SBA/322]; framed photograph of Selkirk Bridge, c1946 [SBA/324]; newspapers articles concerning Braw Lads' Gathering, Galashiels, 1954 [SBA/331]; framed photograph of Kelso Silver Band, 1953 [SBA/335]; Kelso library catalogue, 1857 [SBA/336]; programme of Merry Mayfield, presented by Kelso's Children's Theatre, 1948 [SBA/337]; programmes of music, drama, ballet and puppets for the Scottish Arts Council, 1970-71 [SBA/349]; programmes, including: Selkirk Common Roding, Hawick Common Riding and race meetings, 1977-83 [SBA/351]. *(Archivist, Scottish Borders.) 47 pages.*

4162. Dundee City Archives. Private collections. Administrations of William Innes, of City of London, James Ogilvie Innes, and Jane Griffiths, both of Dundee, 1837-53. [BRA2736]. *(Archivist, Dundee City.) 1 page.*

