



An Chartlann Náisiúnta  
National Archives

# Report of the Director of the National Archives 2023



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## 2023 in numbers

### Files transferred

# 13,200

files were transferred from government departments to the National Archives in 2023. An additional **4,264** archive boxes were shelved in the Bishop Street and Four Courts repositories.

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### Research

# 5,011

researchers used the Reading Room in 2023 and they looked at **19,601** archival documents to explore Ireland's history.

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### Research at home

# 20,522

details of **20,522** files were entered into the online catalogue allowing people to explore more of the archive from home.

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### New readers

# 1,230

members of the public became new researchers in 2023.

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### Questions

# 11,018

queries from the public were answered by the staff in Public Services in 2023.

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### Advice on genealogy

# 1,230

visitors sought advice from our professional Genealogy Advisory Service.

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### Copying archives

# 7,516

documents were copied in response to reader requests.

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### Document scanning

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## 2023 in numbers

X (formerly Twitter)

# 20.4K

Twitter followers increased by 9.7% in 2023, bringing the number to 20.4K in total.

Instagram

# 8,250

Instagram followers increased by 25.7% in 2023, bringing the number to 8,250 in total.

National Archives website

# 2 million

Total number of visitors recorded on the [www.nationalarchives.ie](http://www.nationalarchives.ie) website.

Top 5 countries



Top 5 countries of origin for the visitors to our website are Ireland, the United Kingdom, the USA, Australia and Canada.



Detail from *Shadowing the Archives* film by Artist-in-Residence John Beattie, 2021-2023

# Shadowing the Archives

Ag Scáthú na Cartlainne:  
Ealaíontóir Cónaithe, An Chaitlann Náisiúnta,  
2021-2023 – John Beattie

Shadowing the Archives:  
Artist-in-Residence, National Archives,  
2021-2023 – John Beattie

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## Director's Foreword



Director Orlaith McBride at the launch of *On an equal footing with all: Ireland at the League of Nations, 1923–1946* exhibition, UN Buildings, Geneva, September 2023

Last year marked the final year in our Decade of Centenaries Programme. The programme in 2023 was focused on Ireland's entry into the League of Nations in 1923 with an exhibition featuring records held in the National Archives. This act of joining the League in itself was an important one for the newly-established Free State, declaring to the world that it was a sovereign state and an autonomous actor in world affairs. League membership was an essential part of independent Ireland's first steps on the international stage.

It was therefore fitting as we come to the close of the Decade of Centenaries 2012–2023, that the National Archives marked this historic event which represented and embodied the vision and ambitions of the emerging Free State taking its place amongst the nations of the world.

This exhibition and accompanying book of the same name was developed in partnership with the Department of Foreign Affairs and the Royal Irish Academy. The book was launched during UN High-Level Week in New York in September 2023 by Tánaiste and Minister for Foreign Affairs Micheál Martin TD.

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## Director's Foreword

The exhibition travelled to the UN Headquarters in Geneva in September and was opened by Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media Catherine Martin TD in New York in November 2023. The exhibition also travelled to the Ploughing Championships at Ratheniska and the Dublin Festival of History.

Work also commenced on the 1926 Census during 2023. Following a commitment of €5 million by Minister Catherine Martin, an internal team began the preservation, transcription and digitisation of the individual census returns for general release. The individual returns from the 1926 Census will be published online, searchable and free of charge in April 2026. This policy of open access aligns with the Government's overall Open Data Strategy and holds significant potential for comparison between the pre-1922 data and the 1926 data at a time of radical change in Ireland. The 1926 Census was the first census undertaken following the foundation of the State.

Personal information entered on individual census forms can be published 100 years after a census is taken. Since the personal information contained in the 1901 and 1911 census returns was published a decade ago, public interest in genealogy has mushroomed and this continues with a growing interest in the detail contained in the 1926 Census. These returns contain personal details of each individual alive at the time in Ireland. The 1926 Census collected 21 datasets such as name, age, sex, marital status, religion, housing conditions and ability to speak Irish. It is planned to digitise and publish all datasets. This information will undoubtedly provide a fascinating snapshot of life in Ireland in 1926 and will be of great use to both the Irish public and diaspora worldwide.

Significant work continued in 2023 on the National Centre for Research and Remembrance. The Centre will stand as a site of conscience and will be a national memorial to honour equally all those who were resident in Mother and Baby Homes, industrial schools, reformatories, Magdalen Laundries and related institutions.

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## Director's Foreword

The Centre will be located on the site of the former Magdalen Laundry in Seán McDermott Street in Dublin's city centre and will comprise:

- A research centre and repository of records related to institutional trauma in the 20th century which will form part of the National Archives
- A museum and exhibition space, the development of which will be led by the National Museum of Ireland
- A place for reflection and remembrance

The archive within the National Centre will include historical records, some of which are subject to existing archival legislation (eg those subject to the National Archives Act, 1986 and local authority legislation eg Section 65 of the Local Government Act, 1994) and many which are not.

The records in scope range from those relating to residential institutions including county homes, Mother and Baby Homes, industrial schools, orphanages and Magdalene Laundries, as well as local authorities, adoption societies and records from official inquiries and Commissions of Investigation.

It will include Departmental records and those currently held by bodies such as the Adoption Authority of Ireland, Tusla Family and Child Agency and the Health Service Executive (HSE) as they relate to institutional trauma. The National Archives also reached out to private institutions which may hold relevant records during 2023.

We are proud of the work and projects delivered in 2023. Once again, they demonstrate the importance of the National Archives as an institution charged with protecting the 50 million records of the State that we currently hold and creating dynamic and innovative ways whereby people can engage with these records now and into the future.

**Orlaith McBride**

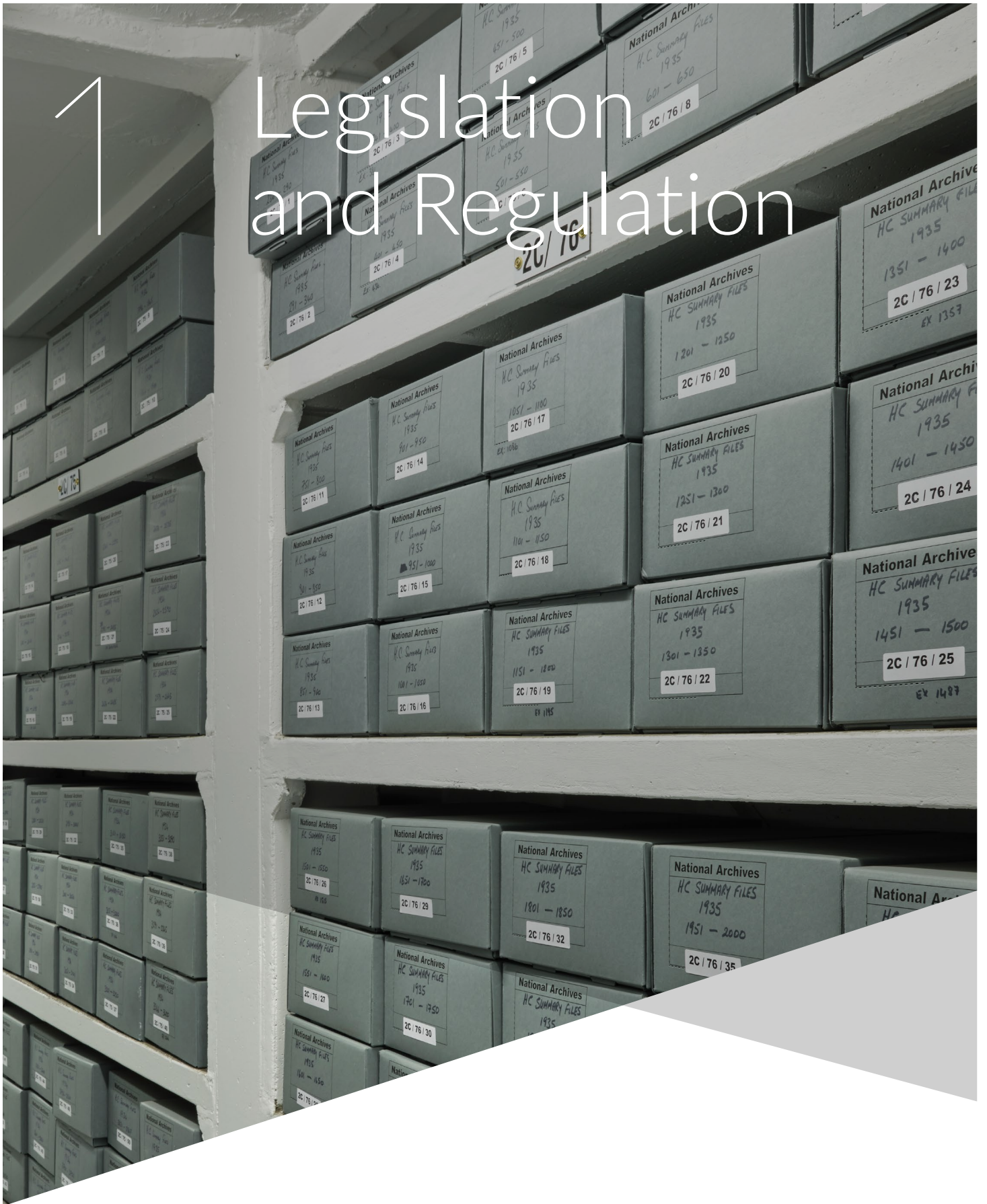
Director

National Archives

June 2024

# 1

# Legislation and Regulation



Storage of archival records in the Four Court premises



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# National Archives Act, 1986

- 1.1** The principal legislative basis for the National Archives is the National Archives Act, 1986 and the Regulations made under that Act. When the Act came into operation in 1988, the Public Record Office of Ireland (founded in 1867) and the State Paper Office (founded in 1702) were amalgamated to form the National Archives.
- 1.2** **Ministerial responsibility for the National Archives**  
The National Archives is a statutory body within the civil service. When established in 1988, it was part of the Department of the Taoiseach.
- 1.3** Since 1993, most powers conferred on the Taoiseach by the Act have been exercised by the Minister holding the Arts and Culture portfolio and that Minister has been the member of Government with responsibility for the National Archives although some powers relating to Departmental records are still exercised by the Taoiseach.
- 1.4** **Director of the National Archives**  
The National Archives operates under the control and management of the Director who is appointed by and answers to the Minister. The functions of the Director are summarised in Section 4(1) of the Act. They include the following:
- The control and management of the National Archives
  - The preservation, restoration, arrangement and description of archives in the custody of the National Archives
  - Making archives available for public inspection in accordance with the Act and providing copies of archives
  - The preparation of guides, lists, indexes and other finding aids to archives and the publication of archives, finding aids and other material relating to archives
  - The examination and acquisition of Departmental records in accordance with the Act and the inspection of arrangements for the preservation of Departmental records
  - The acquisition of other records appropriate for preservation by the National Archives
  - Giving advice to members of the Government and public service organisations on the management, preservation and reproduction of records under their control

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## National Archives Act, 1986

### 1.5 National Archives Advisory Council

The Act also provided for the establishment of the National Archives Advisory Council whose members are appointed by the Minister. The principal statutory function of the Council is to advise the Minister in the exercise of powers under the 1986 Act on all matters affecting archives within the scope of the Act and on the use of the archives by the public. The NAAC has no overall day to day to role in the management or oversight of the National Archives.

### 1.6 Annual Reports

Section 21 of the Act provides that the Director shall submit an annual report to the Minister on the work of the National Archives, that the Advisory Council shall submit an annual report to the Minister on the activities of the Council and that the Minister shall cause copies of those reports to be laid before each House of the Oireachtas.



Filming of *The Records Show* with Katie Hannon, Midas/RTE production

On an equal footing with  
all: Ireland at the League of  
Nations, 1923-1946 exhibition,  
UN Headquarters, New York,  
November 2023

## Harry Clarke's 'Geneva' window

The renowned Dublin-born artist Harry Clarke (1889-1931) is best known for his intricate work in stained glass. In November 1926, the Cosgrave government formally invited him to create a stained-glass window as a gift to the International Labour Organization (ILO), to be installed in its new building in Geneva as a gift from the Irish government on behalf of the State.

As suggested by Clarke, it would consist of vignettes depicting works by fifteen Irish writers: Parson's Column, George Fitzmaurice, Augusta (and) Gregory, James Joyce, Seán O'Casey, Liam O'Flaherty, Seamus O'Kelly, Seamus O'Sullivan, Patrick Pearse, Lennox Robinson, George Russell (AE), George Bernard Shaw, James Stephens, John Millington Synge and W.B. Yeats.

The government inspected the completed window but in September 1930 Cosgrave informed Clarke that it was not suitable as a gift being made on behalf of the Irish government. The issue arose with the panels depicting works by the poet Seamus O'Sullivan and, especially, the novelist Liam O'Flaherty.

Cosgrave was concerned that, as an official gift, Clarke's window might provoke a public backlash and suggested that the O'Flaherty panel be replaced. Clarke was willing to consider this but died of tuberculosis in Swilford in January 1931 before the window could be altered. It was never presented to the ILO. The government decided not to place it on public display, and it was sold back to Clarke's widow, Margaret. The Geneva Window is now in the collection of the Wolfsonian Museum in Miami, Florida.

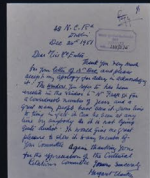
**'You will appreciate that my difficulty has nothing to do with the artistic merit of the panels; it arises from the fact that the inclusion of scenes from certain authors as representative of Irish literature and culture would give offence to many of our people.'**

President of the Executive Council W.T. Cosgrave to Harry Clarke, 20 September 1930.

A detail from a letter written to W.B. Yeats, the commission panel depicting the work of Liam O'Flaherty. The panel depicting O'Flaherty's work was deemed to be too explicit and was replaced by the panel below.



Letter from Margaret Clarke to Miss M. Collins, 18th January 1931. The Department of Education advised that the panel depicting the work of Liam O'Flaherty was considered to be too explicit and was replaced by the panel below.



Letter from Harry Clarke to W.T. Cosgrave, 20 September 1930.



Letter from Margaret Clarke to Miss M. Collins, 18th January 1931.

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# Legislation

- 1.7** In 2022, the National Archives commissioned a comparator review of international archival legislation. Specifically, the review was undertaken to examine the role of similar institutions in other jurisdictions in the entire lifecycle management of records from creation to disposition/permanent retention across the civil and public service. This piece of work was completed in 2023.
- 1.8** The review considers the role of a national archives in setting standards for the creation and maintenance of digital records throughout their lifecycle, including the use of preferred file formats, retention schedules, specifications and standards for digital infrastructure and the oversight and control of national digital repositories and its role in setting standards for the creation and maintenance of paper records throughout their lifecycle, including retention schedules and storage.
- 1.9** The interaction of national archives legislation with other statutory recordkeeping obligations including data protection, freedom of information and open data and an analysis of closure periods and access rights was also examined, in addition to obligations under legislation for ‘places of deposit’ as well as on third party organisations, including those within the education, health and charitable spheres.
- 1.10** **Records management**  
In the context of the review above and with a view to improving records and information management in the Irish public service, existing powers held by the Minister for Public Expenditure and Reform under the Freedom of Information Act, 2014, Section 8(11) (b) and the National Archives Act, 1986, Section 19(3) should now be exercised to make statutory regulations on records management to allow the National Archives to issue obligatory records management guidelines. The drafting of any regulations and guidelines should take account of international records management and data governance standards, including the International Standard for Records Management, ISO 15489-1:2016 and related standards. Sections 3.8 to 3.17 below report on the management of public service records.



Assessing the condition of a volume of the 1926 Census

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# Freedom of Information and Data Protection

## 1.11 Freedom of Information

The Freedom of Information Acts of 1997, 2003 and 2014 (the FOI Acts) are of major importance for the work of the National Archives. The original Act of 1997 became law on 21 April 1997 and has since been extended to a range of additional public bodies.

1.12 The National Archives is itself one of the public bodies listed in the FOI Acts and records held by the National Archives which are not otherwise available for public inspection are subject to the provisions of the Acts. However, Section 46(2) of the FOI Act, 1997 states that it does not apply to a record that is available for inspection by members of the public. Consequently, the FOI Acts do not apply to archives in the National Archives that are available for public inspection.

## 1.13 Data protection

The General Data Protection Regulation (GDPR) which came into force on 25 May 2018 has been implemented in Ireland through the Data Protection Act, 2018. All organisations, both public and private, that process personal data are subject to the provisions of GDPR. This includes all Departments of State and other bodies subject to the National Archives Act, 1986.

Through its work with Departments and agencies, the National Archives has become aware of inconsistencies in the application of data protection legislation and a lack of awareness and training of the broader information governance framework within which the civil and public service operates, despite the publication of guidance and continued engagement by the National Archives.<sup>1</sup>

The issues pertaining to GDPR and the absence of an information management infrastructure across the civil and public service as set out in previous reports still apply. I continue to be concerned about the lack of awareness and adequate training of legal obligations for the management of public records and the need for a systematic approach to the capture, accessibility and findability of the records of State.

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<sup>1</sup> [https://www.nationalarchives.ie/wp-content/uploads/2019/03/20190309Guidance-Note\\_GDPR\\_V4.pdf](https://www.nationalarchives.ie/wp-content/uploads/2019/03/20190309Guidance-Note_GDPR_V4.pdf).

# 2 Corporate Resources and Governance



Permanent Representative of Ireland to the United Nations Fergal Mythen, Minister Catherine Martin TD and Director Orlaith McBride at the launch of *On an equal footing with all: Ireland at the League of Nations, 1923-1946* exhibition, UN Headquarters, New York, November 2023

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# Strategy

2.1 During 2023, we delivered the third annual corporate plan of our strategy, *Shaping Our Future in the Information Age 2021–2025*. The strategy sets out a series of priorities for the National Archives under five strategic objectives:

- We will ensure that our services are relevant and promote best international practice
- We will develop our digital services to enable better access to archives in our custody, enhance public service delivery and increase public engagement through an enhanced Education and Outreach programme
- We will secure and preserve the records of the State for current and future generations
- We will develop our capacity to be a leader in the digital age
- We will strengthen our institution to be an innovative, responsive and dynamic National Archives

The strategy provides a roadmap that shapes the corporate work plan of the National Archives. The ambitions of the strategy provide a focus so that by 2025:

- The National Archives will be working across Government, supporting Departments and bodies to manage their current and future records through a new national framework
- Will have dedicated state-of-the-art archive facilities for preserving and conserving the records of the State and public spaces which will ensure that these records can be accessed and enjoyed by the public
- Will have a new digital archive and capability to manage the transfer of huge volumes of born-digital records
- Our reputation and profile will be recognised nationally and internationally and our organisation will be fit-for-purpose, dynamic and innovative, supporting our dedicated staff



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## Financial allocations

- 2.2** The financial allocations – exclusive of pay of permanent staff – made available to the National Archives from the Vote of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media in 2023 are set out below.

Breakdown of the National Archives' financial allocations from 2019 to 2023 as recorded in the annual Revised Estimates for Public Services<sup>2</sup>

Subhead description	2021 €	2022 €	2023€
A.3 Current (Grant-in-aid – matching receipts from fees for copying archives etc)	40,000	40,000	40,000
A.4 Current	1,715,000	1,715,000	2,415,000
A.4 Capital	351,000	351,000	351,000
<b>Total</b>	<b>2,106,000</b>	<b>2,106,000</b>	<b>2,806.00</b>

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<sup>2</sup> The allocations are to the National Archives and the National Archives Advisory Council.

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## Staff

**2.3**     **New staff**  
The National Archives currently has a staffing complement of 69 FTEs at the end of 2023.

**2.4**     **Workforce plan**  
The National Archives submits an annual workforce plan to the Department. A new plan was submitted in 2023 to reflect the requirements to realise the ambitions and priorities of the institution's strategy, *Shaping our Future in the Information Age 2021-2025* as well as the additional work associated with the new National Centre for Research and Remembrance.

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## Information and Communications Technology (ICT)

**2.5**     The National Archives' ICT Unit functioned well during 2023 as an integrated part of the overall Departmental ICT infrastructure.

**2.6**     The National Archives staff use Axiell Adlib for Archives, a collections management software application which offers full archival collections management capability to comply with ISAD(G), the International Standard Archival Description (General).

**2.7**     During 2023, the ICT Unit supported the expansion of our digitisation capacity and the installation of state-of-the-art scanning equipment to facilitate the 1926 Census digitisation project.

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## Capital Works

### 2.8 **Archives Repository Project**

The tender process for the Archives Repository Project which entails a partnership with the Office of Public Works to develop archival-quality storage within the warehouse structure at our Bishop Street building was completed in 2023. Duggan Construction were successful in obtaining the contract. Construction is expected to start in the first quarter of 2024 and be completed within 65 weeks.

2.9 Due to ongoing space constraints on-site at Bishop Street, the National Archives is in a position to only accept annual transfers from a small number of Departments and agencies.

2.10 A new Digital Imaging Unit was developed during 2023. There are now three upgraded fit-for-purpose rooms as part of this Unit.

2.11 A new Genealogy Office was installed on the ground floor in 2023. This provides a more spacious working environment for the genealogists and easier access to the service for members of the public.

### 2.12 **Premises at the Four Courts**

The National Archives continued to occupy the repository storage of the former Public Record Office of Ireland building at the Four Courts during 2023 and continued a programme of rehousing the archives stored there to give greater density of use and major improvements in the storage environment.



Returning a box to storage

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# Governance

## 2.13 Risk management

The National Archives continued to review its risk register in 2023 in line with business priorities. In particular, the following high-level risks were identified:

- Delays in the Archives Repository Project
- Delays in transfers of records moving across to the National Archives as part of the new National Centre due to the complexity of the records and legal issues
- Inability to ingest digital records

## 2.14 Procurement of services

The following services were procured in 2023:

- Design services
- Digital preservation infrastructure roadmap
- Website re-development
- Touring exhibition, design and management
- Exhibition fabrication and installation
- High specification scanning equipment and support services
- Consultancy services for the development of a business case and roadmap for the creation of a digital repository for the National Archives

The National Archives liaises with the Office of Government Procurement on an ongoing basis with regard to the optimum approach to contracting of external services. This includes obtaining advice on best procurement practice and tendering for products and services through OGP frameworks where possible, thereby ensuring access to relevant expertise and value for money. The National Archives also works closely with the Procurement Unit in the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media to fulfil its regulatory and reporting requirements in respect of procurement.

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## Governance

### 2.15 **Fire Safety and Emergency Plan**

In 2023, we continued to build on the progress made in previous years with regard to fire safety. Maintenance of all fire detection and extinction systems and equipment was kept up to date.

### 2.16

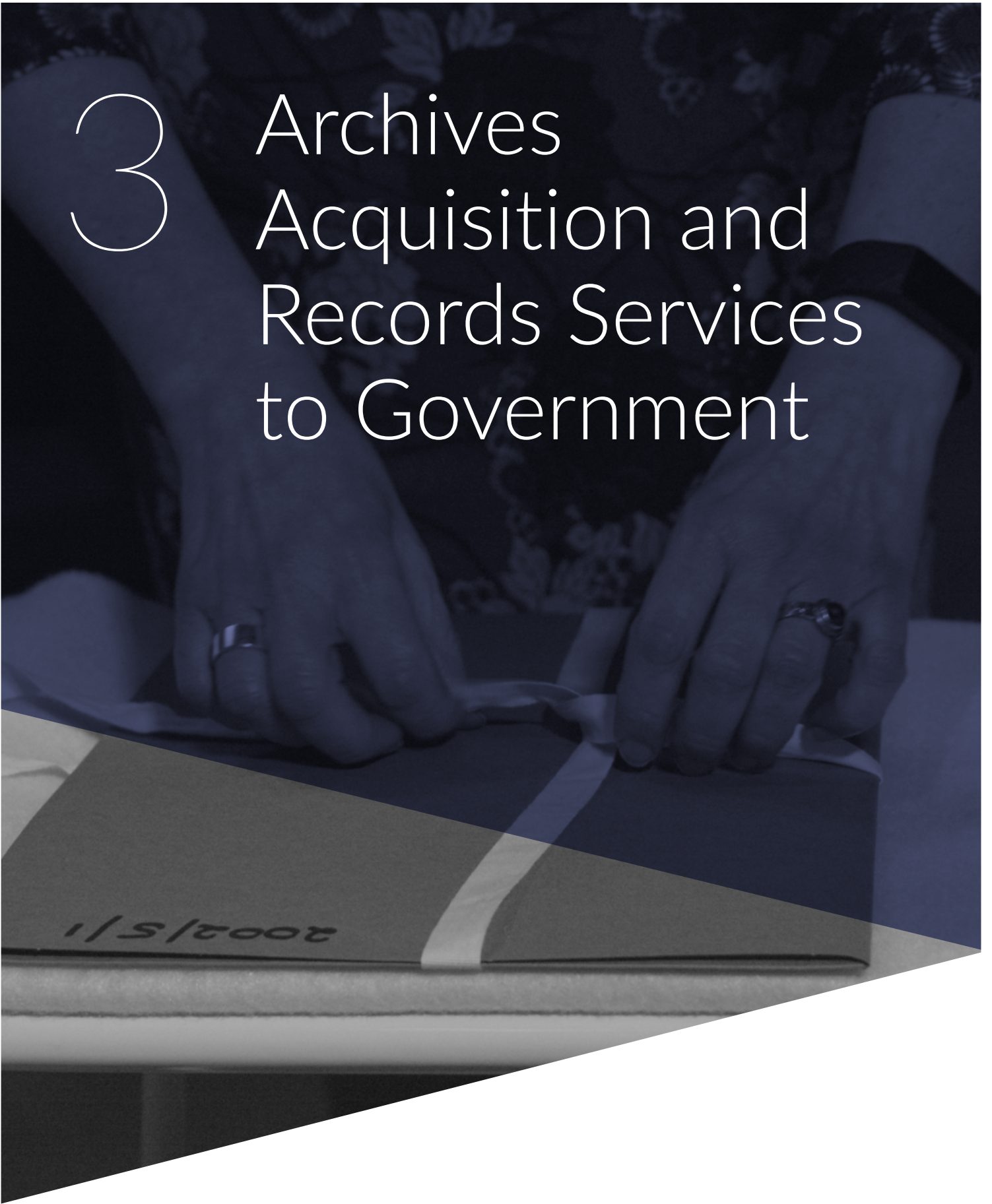
Our Disaster Recovery Plan was reviewed and updated in 2023. The disaster kits were inventoried, re-stocked and removed from the warehouse and returned to their places in the collection stacks. Work was started on a dedicated PPE store in the basement and updated absorbent and protective equipment was acquired. Harwell Restoration Services conducted an all-day training session with a group of 20 staff on 12 October that covered disaster preparedness and salvage techniques.

### **Water leak**

A leak was detected on Floor 6 of the National Archives premises on Bishop Street on 25 October. The water from the leak travelled through the building, affecting all six floors containing offices and file storage areas and the ground floor reception area. A total of 935 boxes of archives became wet during the leak from which 40 items (predominantly bound volumes) were moved to the Conservation Department for further drying. Due to the bespoke archival boxes used by the National Archives, very little water reached the archives held within them. No items were damaged beyond slight water staining. An additional 1,145 boxes were removed from the shelves as they were at risk of becoming wet due to their proximity to affected areas.

# 3

## Archives Acquisition and Records Services to Government



Detail from *Shadowing the Archives* film by Artist-in-Residence John Beattie, 2021-2023

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## Archives Acquisition and Records Services to Government

- 3.1 The National Archives acquires archival records created by Departments of State and the courts at all levels, referred to as 'Departmental records' in accordance with the legal mandate under the National Archives Act, 1986. In addition, the National Archives is empowered to acquire records and documents of non-official origin where they are considered to be worthy of preservation and complement existing holdings of Departmental records or are worthy of preservation and in danger of destruction.

### Main provisions of the National Archives Act, 1986 and Regulations in relation to Departmental records

- 3.2 In the Act, the term 'Departmental records' is used to mean the records of:
- Government Departments
  - The courts
  - The other bodies listed in the Schedule to the Act and
  - Committees, commissions and tribunals of enquiry appointed by the Government, a member of the Government or the Attorney General
- 3.3 The main provisions of the Act with regard to Departmental records may be summarised as follows:

#### **Section 7** – Retention and disposal of Departmental records

Departmental records must be preserved unless their disposal is authorised in writing by the Director of the National Archives or another officer of the National Archives designated by the Director for the purpose. Before authorising disposal, the Director or designated officer must be satisfied that the records do not warrant preservation by the National Archives.

#### **Section 8** – Transfer of Departmental records to the National Archives

Departmental records which are more than 30 years old must in general be transferred to the National Archives to be made available for inspection by the public. Particular records may be retained by a Department and/or be withheld from public inspection only if they are covered by certificates made either:



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## Archives Acquisition and Records Services to Government

- **Under Section 8(2)** to the effect that they are in regular use in that Department or are required in connection with its administration and that their transfer to the National Archives would seriously interfere with the administration of that Department
- **Or under Section 8(4)** to the effect that to make them available for inspection by the public:
  - (a) Would be contrary to the public interest, or
  - (b) Would or might constitute a breach of statutory duty or a breach of good faith on the ground that they contain information supplied in confidence, or
  - (c) Would or might cause distress or danger to living persons on the grounds that they contain information about individuals or would or might be likely to lead to an action for damages for defamation

All such certificates must be made by an officer of at least Principal Officer rank who has been appointed as Certifying Officer by the Secretary General of the Department. Certificates made under Section 8(4) by Certifying Officers of Departments other than the Department of the Taoiseach require the prior consent of one of the Consenting Officers of the Department of the Taoiseach.

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## Archives Acquisition and Records Services to Government

### 3.4 Preparation of Departmental records for transfer

Under Regulation 5 of the National Archives Act, 1986, Regulations, 1988, Departments are responsible for the preparation of schedules listing records due for transfer, for the arrangement, numbering, cleaning, packing and labelling of their records and for their carriage to the National Archives, all in accordance with guidelines issued by the Director unless alternative arrangements have been approved in advance by the Director.

### 3.5 Archives and Government Services

Archives and Government Services is the administrative division within the National Archives responsible for appraising, collecting and managing Departmental records for preservation. The division comprises two units, Archives Management and Current Records managed by two Senior Archivists and overseen by a Keeper.



Cataloguing archival records



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# Current Records

## 3.6 **Current Records Unit**

The National Archives, within limited statutory powers and resources, provides guidance to Government Departments and public bodies on the management of their records, including those bodies that are subject to the Act and those currently outside of scope.

3.7 Section 7 of the National Archives Act, 1986 permits the Director of the National Archives to grant authorisation for the disposal of records that do not warrant retention as archives. Early intervention in the lifecycle of records facilitates an archiving-by-design approach to recordkeeping and helps to ensure a systematic approach to the management of public records, allocation of resources and planning of storage and intervention costs over time.

## 3.8 **Records management in the civil service**

The absence of records management regulations in the civil service continues to pose serious risk to the preservation of public records. Concerns about obligations under National Archives and data protection legislation continued to persist during 2023 resulting in a large number of queries to the National Archives.

These concerns continue to arise as a direct result of an absence of records management regulations and conflicting advice around the retention of personal data. The Current Records Unit continued its proactive engagement with civil service and public bodies throughout 2023 in an effort to continue to raise the profile of the National Archives and to advocate for the need for an adequate recordkeeping infrastructure.

3.9 Issues highlighted in previous annual reports with regard to bodies that do not come within the scope of the National Archives Act, 1986 coupled with the absence of a digital preservation strategy for public records, continue to cause concern. Without obligatory standards for the management of official Government records and data, the public record will continue to be at risk of loss and the State liable for failure to protect the interests of stakeholders and citizens.

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## Current Records

- 3.10** Departments have continued to be over-reliant on commercial records storage providers for the management of paper records and in the absence of digital preservation strategies and a standards-based approach to information management, the risk of loss or inaccessibility to the public record will continue. The quality of some commercial storage providers used by Government Departments continues to cause concern.
- 3.11** During 2023, the National Archives continued to engage and support professional archivists and records managers that have been appointed in a number of Departments and public bodies. The presence of professional archivists and records managers on the ground in Departments is noticeably influencing awareness of obligations under national archives legislation and increased engagement with the National Archives. During 2023, four meetings of the Network of State Archivists and Records Managers were held. The National Archives is leading this initiative and providing secretariat support. Two working groups have been established within the network with the Current Records Senior Archivist chairing the Born-Digital Working Group.
- 3.12** The National Archives continues to have no statutory oversight role in records management in the civil or public service. Although we can advise on matters relating to records that warrant permanent preservation as archives, we have no authority to enforce compliance. Ireland continues to be an outlier in this regard in both a European and international context.
- 3.13** During 2023, the Current Records Unit provided feedback and advice to a number of Departments and agencies on records management issues and retention policies as outlined below:
- Department of the Environment, Climate and Communications
  - Courts Service
  - Department of Public Expenditure, National Development Plan Delivery and Reform
  - Department of Health
  - Health Service Executive (HSE)

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## Current Records

- Department of Enterprise, Trade and Employment
- Competition and Consumer Protection Commission
- Department of Housing, Local Government and Heritage
- Valuation Office
- Department of Foreign Affairs
- Department of Transport

**3.14** Although it is encouraging that many bodies have begun to take management of records seriously, there continues to be widespread disparity in the standard of policies developed and the overriding understanding of recordkeeping concepts and developments. In some instances, there is also a lack of follow-up and implementation of records management policy and there continues to be insufficient resourcing of information management at a Departmental and agency level. Much of the documentation produced continues to reflect concerns about data protection and does not take account of broader recordkeeping obligations, including statutory obligations under national archives legislation.

While the employment of information professionals in a number of Departments and agencies is welcome, these continue to be the exception and there continues to be a perception that information management requires no specialist knowledge or skills. The management of information is a specialist role that requires full-time, well-trained staff to understand the relevant legal, ethical and organisational complexities that occur.

**3.15** The Current Records Unit has published online a retention schedule for general administrative classes of records found across all Departments and civil service agencies. While it is leading to greater consistency in identifying records for permanent preservation and is being widely referred to, the absence of any statutory powers means the retention schedule is issued as guidance only and the National Archives has no authority to compel compliance. In order to develop a functional approach to records management across the civil service, there must be consistency in retention procedures. To maximise impact and efficiency for the Current Records Unit, disposal authorisations should be implemented in tandem with an agreed retention schedule.

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## Current Records

### 3.16 **Records management in the National Archives**

During 2023, the eDocs document management system continued to be used by two divisions within the National Archives, namely the Archives and Government Services Division and the Digital Management Division. Preparatory work is ongoing in the implementation of new folder structures and filing practices within the organisation in preparation for the continued expansion of use of this digital recordkeeping system. The roll-out of the system within the National Archives will contribute to the oversight and management of our own business records as well as providing a strategic position from which archival and records management input can be provided to colleagues in the Office of the Chief Information Officer (OGCIO).

During 2023, legacy series of financial and administrative records created by the National Archives were surveyed by Current Records staff. Twelve disposal certificates were authorised by the Director resulting in the disposal of records which do not warrant permanent preservation.

### 3.17 **Appraisal of Departmental records**

Departmental records must be preserved unless their disposal is authorised in writing by the Director of the National Archives or another officer of the National Archives designated by the Director for the purpose. Before authorising disposal, the Director or designated officer must be satisfied that the records do not warrant preservation by the National Archives. Assessing applications for the disposal of archives requires careful appraisal of the records and the business functions and processes they document. At present, the majority of requests for disposal of records relate to older, legacy paper records.

The Current Records Unit has attempted to be proactive and practical while assessing applications, including recommending authorisation for ongoing disposal where a record series is still accruing. In the absence of records management regulations, a weakness of the current legislation means that on a practical level, the National Archives is unable to provide a blanket disposal authorisation for records where it is obvious they hold no archival value beyond their business function.

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## Current Records

During 2023, Current Records staff continued the project to appraise records created by the Competition and Consumer Protection Commission (CCPC). This project involves a systematic appraisal of current business records and input into the development of retention schedules as well as guidance on potential classification and folder structures. The project will help to ensure the identification of records worthy of permanent preservation within the CCPC and will help to develop an archiving-by-design approach to recordkeeping within the organisation. It will also act as a proof of concept for the National Archives in developing a more macro approach to the appraisal of public records in a modern digital environment. In 2023, 31 CCPC disposal certificates were issued.

During 2023, the National Archives continued its work in support of the Courts Service's digital transformation programme. A pilot project was undertaken by the Courts Service in Dundalk Courthouse to implement their retention schedule and identify series for disposal. It is envisaged that 13 disposal certificates will be issued as a result of this project. In 2024, it is also expected that these authorisations will be extended to cover all court offices in line with a more streamlined approach to implementing records disposal at a macro retention schedule level.

The Courts Service was added to the Schedule to the National Archives Act, 1986 (No. 11 of 1986) by Statutory Instrument made by Minister Catherine Martin on 4 May 2023 (S.I. No. 216/2023 – National Archives Act, 1986 (Section 1(2)(D)) Order 2023). This clarifies the Courts Service's position vis-à-vis the National Archives Act, 1986 and ensures full legislative protection under the Act for all records within its remit.

- 3.18** Appendix B has a list of all disposal applications granted and refused in 2023. 66 disposal certificates were issued by the Director resulting in the controlled destruction of more than 1,000,000 digital files and 21,000 paper files that did not warrant permanent preservation as archives and where their business or legal function had ceased.





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## Current Records

The majority of these records related to records of processing activities and records where information was duplicated in other sources. In all cases, disposal authorisation was subject to a number of conditions. This has resulted in continued savings to the Exchequer and increased compliance with obligations under other statutes, including the Data Protection Act, 2018. The National Archives refused to authorise disposal in two instances on the grounds that the records identified warranted permanent preservation as archives.

The work of the Current Records Unit highlights the valuable contribution made by the National Archives in promoting good records management practice. It also demonstrates the importance of the statutory oversight role played by the National Archives in authorising the disposal of public records to ensure records worthy of preservation as archives are retained permanently.

**3.19** Records surveys were undertaken in the Departments and agencies at locations as follows:

- Department of Transport, Dublin
- Department of Housing, Local Government and Heritage, Dublin
- Department of Justice, Dublin
- Department of Social Protection, Dublin
- Department of Foreign Affairs, Dublin
- Office of the Revenue Commissioners, Dublin
- Competition and Consumer Protection Commission, Dublin
- Department of Children, Equality, Disability, Integration and Youth, Dublin
- Department of Education, County Westmeath
- National Archives, Dublin
- Valuation Office, Dublin

**Surveys were also conducted in a number of non-scheduled bodies and guidance given. These include:**

- Irish Labour History Society

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# Archive Management

## 3.20 Archives Management Unit

The role of the Archives Management Unit is to accession and catalogue archives acquired by the National Archives, whether from Departments of State and other bodies in accordance with Section 8 of the National Act, 1986 or through donation from private individuals, organisations and institutions. Because of the statutory role of the National Archives, the work of the Archives Management Unit is concentrated on the transfer of records by Departments of State and other bodies subject to the Act.

## 3.21 Transfer of records by Departments of State, including the courts

Due to a perennial shortage of accommodation for archives, the National Archives has never been able to accept the full range of Departmental records due for transfer and this has militated against the initiation of systematic programmes of work by Departments to prepare records for transfer in accordance with legal obligations. A statement of the position with respect to the transfer of records as of 31 December 2023 is set out in Appendix A.

3.22 Under the National Archives Act, 1986 and the National Archives (Amendment) Act, 2018, 93 transfers were received from 16 Departments of State and scheduled bodies. The Department of Foreign Affairs headquarters' central registry transferred their largest transfer of records in addition to 22 embassy and mission transfers.<sup>3</sup> The Department of Finance deposited 31 legacy transfers.

3.23 Records dating before the foundation of the State were discovered and transferred to the National Archives. These included records from the Chief Secretary's Office relating to Education transferred by the Department of Finance and Department of Home Affairs 'lunatics' files from their successor Department of Justice; see Appendix A.

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<sup>3</sup> Department of Foreign Affairs headquarters transferred 7,185 files in addition to 1,074 embassy and mission files.

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## Archive Management

- 3.24** January 2023 saw the second release of records under the National Archives (Amendment) Act, 2018. The Act permits the release of Anglo-Irish records at 20 years old, specifically ‘Anglo-Irish records relating to the peace process and Northern Ireland, including Departmental records relating to the Good Friday Agreement’<sup>4</sup> With the continued co-operation of the relevant Departments of State, namely the Department of the Taoiseach, the Department of Foreign Affairs, the Department of Justice and the Office of the Attorney General, records from 1999 to 2003 were transferred in 2023 and prepared for release to the public in January 2024.<sup>5</sup>
- 3.25** The presence of professional archivists/records managers in an increasing number of Government Departments and bodies is to be greatly welcomed. The appointment of such professional staff is seen as an essential step in addressing historic backlog transfers from bodies subject to the National Archives Act, 1986.
- 3.26** **Transfer of records by scheduled bodies**  
The National Archives remains unable to accession large quantities of records due for transfer from many of the 61 bodies listed in the Schedule to the National Archives Act, 1986 pending provision of accommodation for archives through completion of the Archives Repository Project which is expected to commence in 2024. However, nine transfers were received from four scheduled bodies; see Appendix A, Table 2.
- 3.27** There are now an additional three scheduled bodies with the addition of the Courts Service in 2023, the Adoption Authority of Ireland<sup>6</sup> and An Bord Pleanála, bringing the total to 64.

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<sup>4</sup> Four new Statutory Instruments were prepared during 2023 to allow the transfer of records of 2003 for release in January 2024: S.I. No. 607/2023 – National Archives Act 1986 (Section 8(1a)) (Transfer Of Departmental Records) Order 2023; S.I. No. 608/2023 – National Archives Act 1986 (Section 8(1a)) (Transfer Of Departmental Records) (No. 2) Order 2023; S.I. No. 609/2023 – National Archives Act 1986 (Section 8(1a)) (Transfer Of Departmental Records) (No. 3) Order 2023; S.I. No. 610/2023 – National Archives Act 1986 (Section 8(1a)) (Transfer Of Departmental Records) (No. 4) Order 2023.

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<sup>5</sup> Under the National Archives (Amendment) Act, 2018, the Department of the Taoiseach released two additional transfers, 2000–2001; Department of Foreign Affairs, an additional three transfers, 1999–2001; Department of Justice, one transfer, 1988–2004 and the Office of the Attorney General, one transfer, 1986–2003.

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<sup>6</sup> S.71 of S.I. No. 14 of 2022 – Birth Information and Tracing Act, 2022 amended the Schedule of the National Archives Act, 1986 to include the Adoption Authority of Ireland.

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## Archive Management



Miriam O'Callaghan addressing the audience at *On the Record: Reflections on The Belfast Agreement (Good Friday Agreement)*, April 2023

- 3.28** As part of the Courts Service pilot project on the records held at Dundalk Courthouse as mentioned above, training in the transfer of records training was given by the Archives Management Unit. The Unit also provided ongoing guidance and instruction in the preparation of court document descriptions.
- 3.29** **Training in the transfer of records**  
Archives and Government Services provides training to Government Departments, scheduled bodies and the courts in the preparation of records for transfer to the National Archives. The half-day training session is presented by staff from the Archives Management Unit of the Archives and Government Services Division. Two of our sessions this year were an introduction for Certifying Officers on their responsibilities under National Archives legislation. These training sessions have resulted in an improvement in the standard of transfers to the National Archives and in communication between civil servants and staff in the Unit.
- 3.30** **Media preview of records released in January 2024**  
Every December a selection of records to be released by Departments of State and scheduled bodies the following January is made available to representatives of the media at a preview in our Reading Room. The event is organised by Archives and Government Services and staff from all three units prepare for the event from October each year.

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## Archive Management

**3.31** Publication of information from records available from the media preview was subject to an embargo on publication or broadcasting prior to 00:01 on Wednesday 27 December 2023. Between 4 and 8 December 2023, 13,200 files were available in our Reading Room for consultation by the various media representatives, resulting in extensive coverage across all media platforms. This comprised the largest release of records made to date.

**3.32** **Support to Government and public services**

During 2023, staff of the Archives and Government Services Division continued to provide support to colleagues across the civil and public service and to colleagues within the National Archives by responding to queries on a wide range of issues. These included access to records, researcher queries about specific collections, support to Departmental archivists and Departmental staff.

**3.33** **Court Records Unit**

The Court Records Unit was established in September 2023. The role of the Unit is to accession and catalogue archives acquired by the National Archives from the Courts Service and the courts, in accordance with Section 8 of the National Archives Act, 1986.

The National Archives and its predecessor the Public Record Office, acquired large series of records from the courts dating from the 1540s to the 1990s. Records acquired from the courts prior to 1982 were accessioned with their original references and are accessed through these references and descriptions of individual records. The work of the Courts Record Unit will encompass the surveying of records of the courts held by the National Archives. As part of this work, the Unit will assign unique reference codes and create modern finding aids which will be available in the Reading Room and in the online catalogue.

The Unit will work closely with the Courts Service to ensure transfers are in accordance with the National Archives Act, 1986 and provide training, advice and guidance to the courts as required. Records from the Probate Office and District Probate Registries will be transferred to the National Archives when they are 30 years old.

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## Archive Management

### 3.34 **Transfer of records by the courts**

Under the National Archives Act, 1986, records of the courts including probate records are due for transfer to the National Archives and release for public inspection when 30 years old. However, under the Public Records (Ireland) Act, 1867, such records have previously been due for transfer to archival custody when 20 years old. Following a meeting in September 2015 with representatives from the Courts Service, it was decided that the courts would temporarily cease to transfer records to the National Archives until a decision was finalised on releasing records with data protection issues for public consultation and the Courts Service had the opportunity to consult the Office of the Data Protection Commission. In May 2023, the Courts Service was added to the list of Scheduled Bodies under the National Archives Act, 1986, Section 1(2)(d).<sup>7</sup> This designation allowed the transfer of records to recommence. In July 2023, Dundalk Probate Office transferred testamentary records as set out in the relevant appendix.

### 3.35 **Collection-Level Audit Project**

In October 2023, a staff member of the Archives and Government Services Division commenced work on a collection-level audit to facilitate and support strategic planning in relation to our holdings and their finding aids.

The aims of the project are to:

- Establish the extent of our collections across all National Archives sites and storage facilities
- Identify, classify and quantify the amount of collections that are uncatalogued or poorly listed
- Identify collections requiring re-housing

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<sup>7</sup> S.I. No. 216/2023, National Archives Act, 1986 (Section 1(2)(D)) Order 2023.





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## Digital Management

**3.36** A new Keeper position was established in 2022 to oversee the NCRR project and the development and implementation of a digital archiving infrastructure in the National Archives as set out in our Strategic Plan, *Shaping Our Future in the Information Age, 2021-2025*. Ireland lags far behind our European and international counterparts in the area of digital preservation and early intervention and the need to develop this capacity has become increasingly time critical. Developments around the NCRR are also expected to include a large number of born-digital and digitised records. A new Digital Management Division was established in 2023 to lead on these initiatives. A new Senior Digital Archivist position was created and filled by November.

I continued to engage with the Office of the Government Chief Information Officer on the strategic alignment of modernisation initiatives across the civil service and the integration of records management and archiving principles into these processes, including retention and disposal policies as well as the development of a digital preservation strategy for the civil service.

Following a competitive tender, BIP – a UK-based consultancy – was engaged in December to coordinate and develop a roadmap and business case for a digital repository for the National Archives. The outputs are expected to be delivered within a 15-week timeframe and will be used to develop a proof of concept pilot in 2024.

I attended meetings of the European Archives Group (EAG) and the European Board of National Archivists (EBNA) and engaged in discussions on the concept of archiving-by-design. Staff from the Digital Archiving Division attended meetings of the DLM Forum including the Triennial Conference hosted by the Spanish Presidency of the EU in Salamanca in November. These fora are vital to information exchange and have proved very useful in making contacts with colleagues across Europe who have willingly shared their experiences and have agreed to participate in the fact-finding phase of the BIP report. A meeting was held early in 2023 with colleagues from the Lithuanian State Archives who are also engaged in a digital transformation process.

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## Digital Management

### 3.37 Open Data

Little progress was made on our Open Data strategy during 2023. As information professionals, we fully recognise the significance of the data we hold and the potential for its use by various sectors as part of the National Open Data Strategy. A limited amount of work continued on the preparation of datasets for release. Progress in this area is expected in 2024 as the digital infrastructure of the National Archives improves.

### 3.38 Membership of European Commission Expert Working Group on the Development of a Digital Space for Cultural Heritage

In 2023, the Keeper, Digital Management, continued to represent Ireland on the European Commission Working Group on the Development of a Digital Space for Cultural Heritage. The Keeper attended the first in-person meeting of the European Data Space for Cultural Heritage (CEDCHE) which was held in Luxembourg in November 2023.

### 3.39 e-Archiving project

Senior staff continued to monitor progress on the e-Archiving project and attended a number of webinars.



Tánaiste and Minister for Foreign Affairs Micheál Martin at the book launch of *On an equal footing with all: Ireland at the League of Nations, 1923-1946*, New York, September 2023

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## 1926 Census

- 3.40** In November 2022, Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media Catherine Martin TD gave an allocation of €5 million to the National Archives to commence the preservation, transcription and digitisation of the individual census returns for general release. The individual returns from the 1926 Census will be published online, searchable and free of charge in April 2026. This policy of open access aligns with the Government's overall Open Data Strategy and holds significant potential for comparison between the pre-1922 data and the 1926 data at a time of radical change in Ireland.
- 3.41** The 1926 Census was the first census undertaken following the foundation of the State. The Central Statistics Office (CSO) published information generated by the census, including population, age, occupation, religion, housing and the Irish language.
- 3.42** Digitising the 1926 Census will be undertaken by the National Archives in close cooperation with the CSO – the current and future bodies responsible for the census.
- 3.43** Project planning for the 1926 Census began in 2023. An internal working group was formed that meets on a weekly basis. The first meeting was also held of the overall Steering Group which includes representatives from the National Archives, the CSO and our parent Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media. A full audit of all 1926 Census volumes was undertaken in August 2023 in preparation for cataloguing work to begin. Workflows for all elements of the project were developed. All workflows will progress in parallel to ensure the project is ready for launch well in advance of the release date.

New state-of-the-art scanning equipment was tendered for during 2023. IBML were the successful company. Work began in mid-2023 to upgrade the ICT and electrical infrastructure in the National Archives to accommodate this new equipment which substantially changes the traditional approach taken to digitisation by the National Archives. The high volume scanning equipment and expanded storage substantially increases the capacity of the National Archives to undertake large-scale digitisation projects.

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## 1926 Census

All staff working on the 1926 Census project have been appointed as Officers of Statistics in accordance with the provisions of the Statistics Act, 1993. The Senior Conservator developed procedures and provided training in handling during digitisation.

The conservation project began in earnest in November with all staff involved. By the end of the year, the team had conserved a total of 44 bound volumes of census returns (13,365 Household A forms) in preparation for digitisation (all 28 books for County Carlow and 16 from County Cavan).

Significant progress was made on the 1926 Census project in 2023 and cataloguing is expected to be completed in 2024. Initial scoping of transcription services began in Q4 2023 and is expected to progress in early 2024.



Cataloguing the 1926 Census

4

# National Centre For Research and Remembrance Legislation and Regulation

Sean MacDermott Street

(Existing Convent Building)

Archive

Museum

CONVENT

Garden of Reflection  
(Main Repositories below)

Museum

Shared

Courtyard

Sensory Garden

Archive & Museum

Family & Parenting Supports

('Dispensary' Building)

Railway Street

The Forge

Court

Architectural plan for the National Centre for Research and Remembrance

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## National Centre for Research and Remembrance Legislation and Regulation

4.1 Following the publication of the Action Plan for Survivors and Former Residents of Mother and Baby and County Home Institutions in November 2021, the Government approved a series of high-level proposals in March 2022 for the establishment of a National Centre for Research and Remembrance (NCRR).

### 4.2 **Steering Group**

I continued to attend meetings of the overall NCRR Steering Group which met on four occasions during 2024. The Steering Group which is chaired by the current Ambassador to the United Kingdom, Martin Fraser, is coordinating the various work streams of the project. During 2023, the Department of Children, Equality, Disability, Integration and Youth launched a dedicated website with information on the NCRR. DCEDIY initiated a public consultation in the second part of the year and a report on the findings is expected to be published in 2024.

### 4.3 **Archives Sub-Group**

During 2023, the National Archives NCRR Archives Sub-Group met on three occasions. Membership includes relevant stakeholder Departments and agencies. Membership of the Archives Sub-Group expanded in 2023, reflecting the scale and scope of the work to be undertaken.

The Sub-Group includes representatives from the Department of Education, Department of Health, Department of Children, Equality, Disability, Integration and Youth, Tusla, local authority archive services and the Adoption Authority of Ireland. New members from the Department of Social Protection, Department of Finance and Department of Justice and the Health Service Executive (HSE) joined in 2024.

I acted as Chair of this group and was supported in this by the Keeper, Digital Management and the Senior Archivist, Digital Management. Work on implementation of the project plan continued in 2023, overseen by the Keeper and Senior Archivist. The scale and complexity of the project should not be underestimated and it will be a significant task and body of work on a massive scale. It will also require the development of a digital infrastructure for the National Archives to enable the transfer of records in all formats, including born-digital and digitised surrogate records.

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## National Centre for Research and Remembrance Legislation and Regulation

The NCRR project is expected to include a massive digitisation stream to enable access to records held by a range of public and private bodies that will not transfer to the National Archives in their original format. The archival repository within the NCRR is a project of national and international significance that will provide for access to records of institutional trauma for survivors and their families, as well as broader academic research.

The data audit tool issued to all Archives Sub-Group members was used to identify priorities for onsite work in Departments during 2024. During 2023, implementation began of the project plan developed by the National Archives in consultation with the Department of Education and staff from the Residential Institutions Redress Unit (RIRU) which is based in Athlone. The RIRU is responsible for managing records relating to industrial and reformatory schools. Significant progress was made on this project during 2023 and initial transfers are expected to take place in 2024. Liaison with the Department of Education on the implementation of the project plan for these records is ongoing. I would like to thank staff of the RIRU and the Department of Education for their enthusiastic support of this project, including provision of a dedicated workspace and allocation of staff to support the National Archives.

Work onsite in the Department of Health and Department of Children, Equality, Disability, Integration and Youth was postponed due to concerns about the legal status of officers of the National Archives to engage with Departmental records prior to their transfer to the National Archives. Legal advice was sought from the Office of the Attorney General and commencement of onsite work is expected to take place in 2024.

The Keeper and Senior Archivist provided ongoing support to members of the Archives Sub-Group on a range of issues and engaged in a number of surveys of records that are expected to fall within scope of the NCRR. This work will help inform some of the complex issues to be dealt with as part of the legal work stream. The work of the Archives Sub-Group fed into the wider Steering Group.

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## National Centre for Research and Remembrance Legislation and Regulation

### 4.4 Legal and Legislative Sub-Group

The Legal and Legislative Sub-Group convened in 2023 and met on two occasions. I attended both meetings alongside the Keeper, Digital Management. Information from the initial audit of records held by members of the Archives Sub-Group was used by the National Archives to develop a matrix of legal issues arising for the different classes of records held in Departments and agencies. Feedback on this document was provided by members of the Legal and Legislative Sub-Group and this will be used to develop policy proposals in 2024 around expected legislative change needed to enable the transfer of these records to the National Archives and successfully implement the aims of the NCRR.

### 4.5 Building design and development

I continued to engage with the Office of Public Works (OPW) on the proposed archive repository and accommodation requirements for the National Archives during 2024. This contributed to the development of a master plan for the Seán McDermott site developed by the OPW. The OPW are expected to move to the planning phase during 2024.

### 4.6 Research and fact-finding

Throughout 2023, the Keeper and Senior Archivist, Digital Management engaged with colleagues internationally to share knowledge and experience of developing and managing similar projects. These included colleagues in Archives New Zealand, Find and Connect Project, Australia and the Native American Boarding Schools Healing Project. The Keeper visited the Stasi Archive in Berlin. The National Archives hosted colleagues from the Danish National Archives and the Public Record Office of Northern Ireland.

The Keeper was also involved in the establishment of the Committee of the Irish Community of Trauma-Informed Archival Practice which is comprised of members of the archival profession from a range of public and private organisations. It is hoped the initiative will become a forum and community of support for archivists and archival practitioners.



# 5

# Collection Care



High-density mobile shelving in Bishop Street

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## Collection Care

- 5.1 Preservation of archives is one of the main statutory functions of the National Archives. The Collection Care Unit is responsible for managing the secure storage, preservation and conservation of archives. Whilst this is the task of all staff in the National Archives, this work is primarily carried out by staff in the Conservation Unit and requires an ongoing commitment of resources.

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## Storage and Preservation of Archives

- 5.2 Archives are stored in the National Archives premises on Bishop Street and the Four Courts. Records are also stored in a commercially-operated premises and a secure warehouse.
- 5.3 **Environmental monitoring**  
An environmental monitoring system continues to provide high-quality data about temperature and relative humidity in the storage locations. A survey of the environmental monitoring sensors (on- and off-site) was completed, location map updated and batteries replaced as required. The system will be upgraded or replaced in 2024.
- 5.4 Annual transfers of records from Departments of State and other bodies amounting to some 4,264 archive boxes were shelved in the Bishop Street and Four Courts repositories. This was the largest transfer of records to date. In 2023, an additional 4,585 boxes were moved to off-site storage to create shelf space for the intake of the 2023 annual transfers and the 1926 Census.
- 5.5 **Recall Service**  
Under the National Archives Act and Regulations, Departments of State and the courts are permitted to recall records transferred to the National Archives where an official business need arises. In 2023, 238 files were recalled by Departments.

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## Storage and Preservation of Archives

### 5.6 Preservation work

All new accessions of records are packed in archival-quality acid-free boxes and checked before placement on shelves in order to avoid the creation of future backlogs of archives requiring intervention. Elements of repacking and reboxing take place on a continuous basis throughout the year. Special preservation work – including boxing – is also carried out on existing holdings. Other projects involve entire collections which are checked and then placed in new enclosures and boxes. Further tasks involve preliminary boxing of documents and assessment of the work required and capture of information for planning of future work. There is ongoing training of staff in preservation handling of archives.

### 5.7 Preservation work in the Four Courts

In 2023, archives continued to be repacked in archival-quality acid-free boxes. This work included documents which were previously contained in parcels or in non-archival-quality boxes to include 21,964 grants covering the period 1957–1972.

### 5.8 Shelf-listing

The work of shelf-listing to record the storage location of documents is essential to facilitate online ordering and automated recording of document movement was continued in the Bishop Street archives storage areas. However, the progress of this work is hampered by staffing resources and delays in the updating of location data will impact the production of records to the public in the Reading Room.

### 5.9 Storage of preservation microfilms

The master copies of National Archives preservation microfilms are stored in the UK national microfilm storage facility situated in the National Library of Wales in Aberystwyth.



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## Conservation of Archives

### 5.10 Conservation repair work

The Conservation Unit supports core activities essential to the long-term preservation of the holdings of the National Archives. In 2023, there was a positive increase in staffing levels with the appointment of a second Senior Conservator and two Conservators (Grade III). The work of the Unit aims to strike a balance between the enduring preservation of the records and the provision of physical and digital access. All conservation treatments are governed by a policy of minimum intervention and in accordance with a strict professional code of conduct.

5.11 The Conservation Unit plays a vital role in providing ongoing training to staff and Government Departments in the correct handling and use of archives to ensure potential damage is kept to a minimum. This includes instruction on the use of archival-quality storage material and the correct methods for the storage of archives. In 2023, the Senior Conservator worked with staff from the Department of Education in Athlone as part of the work of the National Centre for Research and Remembrance (NCRR).

5.12 **Finance Personal Compensation Collection (FIN COMP 4 – 2022/28)** A total of 935 files has been conserved to date of these recently transferred records from the Department of Finance and have been made available to researchers in the Reading Room.

### 5.13 In-house exhibitions

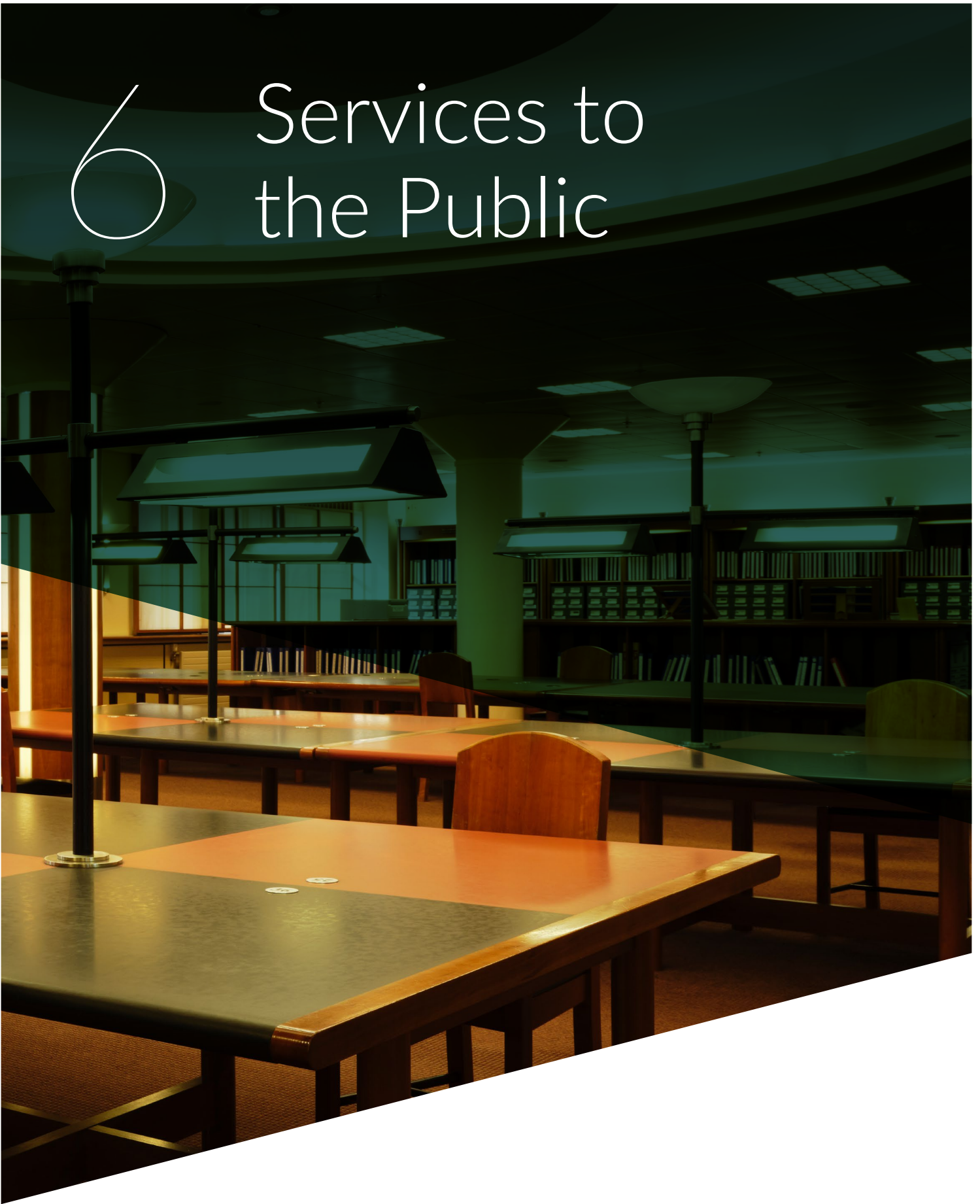
Display cases on the fifth floor lobby outside the Reading Room are used to highlight collections and files of interest. The displays are changed regularly. In 2023, the displays included:

- Film Censor's Office
- League of Nations
- Celebrating 75th anniversary of Indian independence
- 60th anniversary of John F Kennedy's assassination

5.14 The Senior Conservators continued to manage the annual purchase of preservation supplies required by the archives. The two conservation workspaces on floor 4 were cleared to allow for redecorating in March which resulted in their closure for four weeks.



# Services to the Public



Reading Room in the National Archives

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# Reading Room

- 6.1** Public Services is the unit responsible for ensuring that archives held by the National Archives are made available for inspection by the public in the Reading Room at our headquarters building on Bishop Street. The Reading Room is open to the public from 10am to 1pm and 2pm to 5pm, Monday to Friday excluding public holidays.
- 6.2** **Number of visits**  
In 2023, the total number of researchers who used the Reading Room during our hours of opening was 5,011.
- 6.3** **Archives inspected in the Reading Room**  
In 2023, readers viewed 19,601 archival documents on-site in the Reading Room.
- 6.4** **Public enquiries**  
11,018 enquiries were handled by the staff in Public Services in 2023. The enquiries were largely received through our query management system that can be accessed by the public via our website. This figure also captures the enquiries that are received through the post.

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# Reprographics

## 6.5 Genealogy Advisory Service

The Genealogy Advisory Service remained popular with the public during 2023 and 1,230 consultations were given. The service is available during Reading Room public hours. It is operated by professional genealogists, all of whom are members of Accredited Genealogists Ireland.

The section is responsible for reproduction services which provides copies of documents to the public including certified copies, licensing, copyright and permission to publish. As part of this work, the section carries out digitisation projects and plays an integral role in the continued expansion of digitised collections available online.

## 6.6 Copying archives

In 2023, 6,593 documents were copied in response to reader requests. Copies of documents were also made by readers using personal devices in the Reading Room.

## 6.7 Certified copies

During 2023, 923 orders were completed and 160 pieces of correspondence relating to queries relating to testamentary orders were responded to.

## 6.8 Charges for copying

The National Archives (Fees) Regulations, 2012 sets out fees for all copies.

## 6.9 Digital Imaging Unit

A programme of small scanning projects has been developed for the in-house Digital Imaging Unit. The Unit also creates high resolution images for publication, exhibition and use in the media.

## 6.10 Archives imaged by the Digital Imaging Unit in 2023 included:

- High resolution images for publications on request including from Dublin City Council, An Post and for the UCC forthcoming *Atlas of the Civil War and Atlas of Irish Sport*
- High resolution images for exhibitions including 'On an equal footing with all: Ireland at the League of Nations, 1923-1946'
- Documents selected for social media purposes



# Website and Online

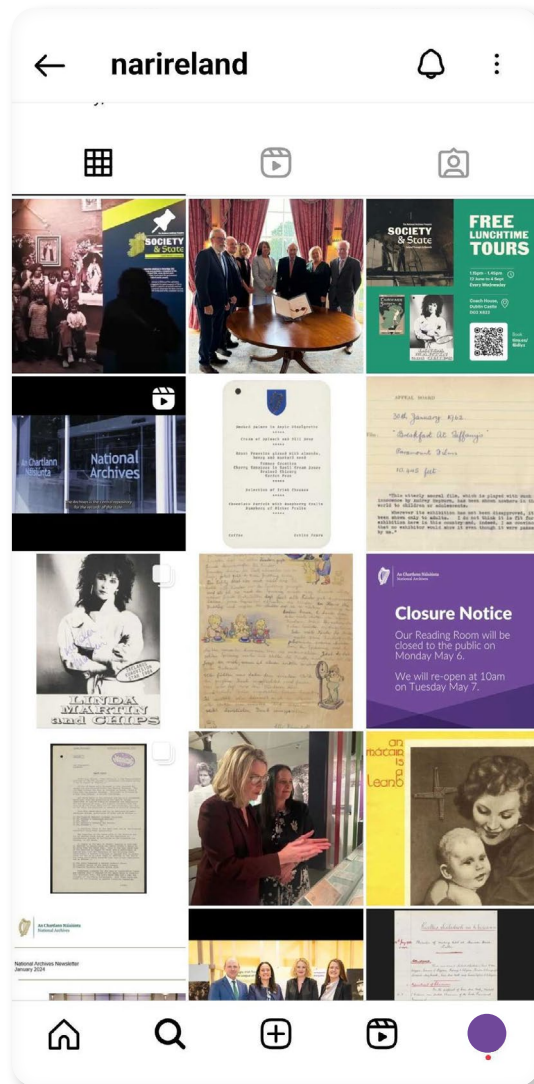
6.11

## Social media

Considerable use was made of the National Archives' social media accounts on both Twitter (@NARireland) and Instagram (@NARireland) during 2023 to keep the public aware of service continuity and our commemoration and outreach activities. Both accounts continued to grow in 2023. Followers on X (formerly Twitter) increased by 9.7% to 20.4K while on Instagram, there was an increase of 25.7% to 8,250 followers.

6.12

The National Archives website - [www.nationalarchives.ie](http://www.nationalarchives.ie) - recorded 1,971, 048 visits. The top 5 countries of origin for the visitors to our website are Ireland, the United Kingdom, the USA, Australia and Canada.



# 25.7%

Increase in the number of Instagram followers

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## Commemoration Programme

**6.13** Throughout the year, events were held including exhibitions, lectures, panel discussions and book launches, all marking significant historical events during 2023.

**6.14** **League of Nations**

To mark the 100th anniversary of Ireland's entry into the League of Nations, the National Archives worked with the Department of Foreign Affairs and the Royal Irish Academy in bringing an exhibition focused on documents held in the National Archives to the UN in Geneva, the UN in New York, the Dublin Festival of History and the Ploughing Championships.

As part of this programme, a special book, Ireland at the League of Nations 1923–1948 was produced which was launched in New York by the Tánaiste and Minister for Foreign Affairs Micheál Martin during UN High Level Week in New York in September 2023. The book was also launched in Dublin by Dr Maurice Manning at the Royal Irish Academy followed by a panel discussion.

**6.15** **Good Friday Agreement**

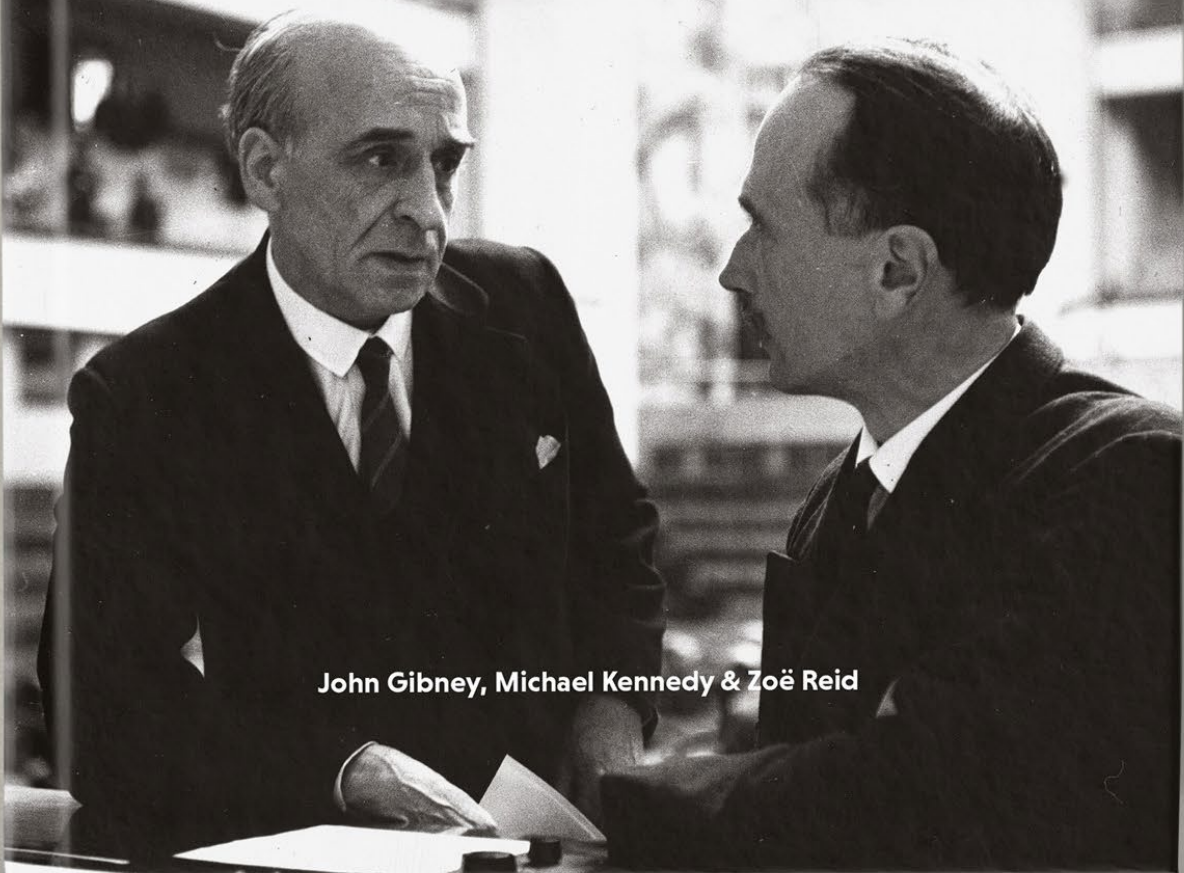
To mark the 25th anniversary of the Good Friday Agreement, the National Archives in partnership with the Public Record Office of Northern Ireland held a panel discussion 'On The Record: Reflections on The Belfast Agreement (Good Friday Agreement)' in Belfast with speakers who offered a range of perspectives on official state records recently released by the National Archives and PRONI relating to the Multi-Party Agreement and the British-Irish Agreement.

Miriam O' Callaghan (current affairs presenter and broadcaster, RTÉ) chaired the event with a keynote presentation delivered by Glenn Patterson (writer and Director, Seamus Heaney Centre, Queen's University Belfast) who spoke about post-agreement Northern Ireland from a cultural perspective. The panel included Professor Marie Coleman (historian, Queen's University Belfast), David Donoghue (former diplomat and writer), Amanda Dunsmore (artist) and Malachi O'Doherty (writer).

# ON AN EQUAL FOOTING WITH ALL

Ireland at the League of Nations

1923–1946



John Gibney, Michael Kennedy & Zoë Reid

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## Commemoration Programme

### 6.16 **The National Archives, Kew:**

#### **Belfast Good Friday Agreement teaching resources**

The National Archives was invited by colleagues in Kew to participate in the development of online resources for teaching secondary school students about the Belfast Good Friday Agreement to mark its 25th anniversary. Frank Sheridan (former ambassador) was invited to represent the National Archives on the working group. The group developed curriculum resources using documents from both National Archives and made a video to complement the teaching packages. The resource pack was launched in March 2023.<sup>8</sup>

### 6.17 **The Censorship of Films Act 1923**

To commemorate the centenary of the Censorship of Films Act, the National Archives in partnership with the Irish Film Censorship Office hosted an event in the Irish Film Institute in Dublin. During this panel discussion, former Director John Kelleher shared his personal reflections on how the office operated, film historian Professor Ruth Barton (Trinity College Dublin) discussed the records of the Film Censor's Office held in the National Archives and Trish Long, Former Vice President and General Manager of Walt Disney Ireland, talked about current industry practices. The event was chaired by Kay Sheehy, producer and presenter of RTÉ's Arena.

### 6.18 **RTÉ documentary**

A two-part documentary, The Records Show produced by Midas Productions and exploring Ireland in the 20th century through records held in the National Archives aired on RTÉ in October 2023. The documentary was commissioned by the National Archives in association with RTÉ through an open call to producers. The documentary was presented by Katie Hannon and featured staff from the National Archives speaking to the role of the National Archives as well as the work undertaken to preserve the records of the State.

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<sup>8</sup> Belfast (Good Friday) Agreement Resources – The National Archives.

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## Commemoration Programme

6.19

### Artist-in-Residence

Artist-in-Residence John Beattie finished his two-year residency in the National Archives with an exhibition at the Coach House in Dublin Castle exploring new perspectives on archival material relating to the 1921–1923 period through the creation of new and original artwork.

6.20

### ANU Productions

The National Archives began a partnership with ANU Productions in 2023 with an exhibition from artist Owen Boss opening in May 2023 in Bishop Street. The exhibition 'The Secret Space: Palimpsest' developed by two descendants of figures from Ireland's revolutionary years working with records from the National Archives explored how the architectural utopias built by the newly-established Free State also reflected the utopian ideals of the individuals who fought for that independence.



Detail from *The Secret Space: Palimpsest* installation by Owen Boss, ANU Productions

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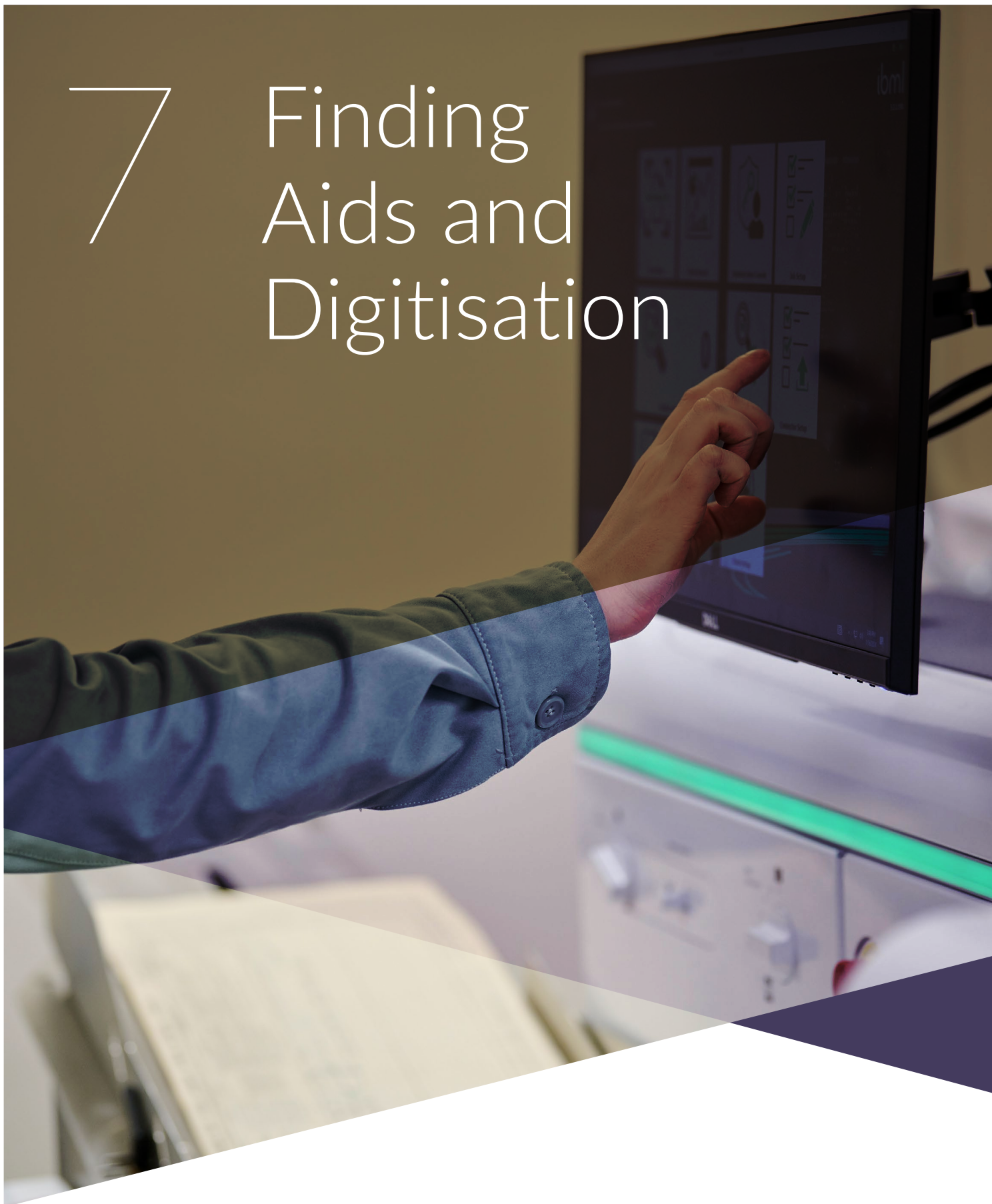
## Education and Outreach

- 6.21** Our Education and Outreach programme continued to engage with a broad range of groups in 2023, using hybrid options to enable both on-site visitors and remote audiences to participate in our events. The National Archives co/organised eight lectures – online and in-person – with 866 in attendance.
- 6.22** The National Archives also hosted visits and gave regular talks – online and in-person – to third-level and postgraduate students on the work and services of the organisation and sources for research with 122 in attendance.



Artist-in-Residence John Beattie, 2021–2023

# 7 Finding Aids and Digitisation



Digitisation of archival documents

[Director's Report 2023](#) ↑

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## Finding Aids and Digitisation

- 7.1 The creation of finding aids to provide descriptive information on archival records to facilitate searching and retrieval by users and staff is one of the primary functions of archivists in the Archives Management Unit. These finding aids are made available in both hardcopy format in our Reading Room and online on our website.
- 7.2 The National Archives uses dedicated cataloguing software (Axiell Adlib for Archives) to manage its finding aids work, including their delivery directly from the cataloguing system to the National Archives website.
- 7.3 Finding aids preparation in the National Archives comprises a number of activities ranging from expanding descriptions and including context to records transferred by Departments and the courts, listing previously uncatalogued collections of archives and converting legacy hardcopy finding aids to digital format. This work is carried out in accordance with the International Council on Archives' international descriptive standard ISAD(G), Irish Guidelines for Archival Description and the National Archives' editorial style guide.
- 7.4 In 2023, 103 transfers and deposits of records were published on the National Archives online catalogue comprising 20,522 individual record descriptions. Hardcopy finding aids are available for these records in the Reading Room. For a complete list, see Appendix A.
- 7.5 **Chief Secretary's Office Registered Papers (CSO/RP)**  
The project to catalogue the Registered Papers series from the archives of the Office of the Chief Secretary for Ireland which originally commenced with funding received under a bequest from Francis J Crowley came to an end in March 2020. However, with continued funding from the bequest, a contract archivist was employed between October and December 2022 to process and catalogue the Chief Secretary's Outrage Reports for 1834. This work was continued from September 2023 by a replacement contract archivist.<sup>9</sup>

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<sup>9</sup> In three months, 179 individual descriptions to 2,800 documents were prepared (CSO/RP/OR/1834/261-440).



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## Finding Aids and Digitisation

- 7.6 Two archivists from the Archives Management Unit (from September 2023, the Courts Unit) also processed and catalogued records from the Chief Secretary's Office Registered Papers one day per week. The Registered Papers 1917–1924 listing project continued on the 1918 records.<sup>10</sup> Work also continued on the Outrage Reports for 1833.<sup>11</sup>

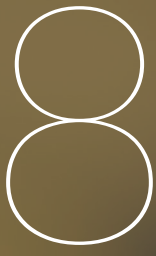


Surface cleaning  
the 1926 Census

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<sup>10</sup> 1425 individual descriptions were prepared for 1918 (CSO/RP/1918/5093–6517).

<sup>11</sup> 1969 documents described in 143 individual descriptions were prepared for the Outrage Reports for 1833 (CSO/RP/OR/1833/57–200).



# Co-Operation, Collaboration and Training



Condition-checking a manuscript

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## Co-Operation, Collaboration and Training

### 8.1 Council of National Cultural Institutions

The Council of National Cultural Institutions was established by then Minister for Arts, Heritage, Gaeltacht and the Islands in October 1998. Its terms of reference include the provision of a forum for sharing ideas and experiences and the exploration of areas of co-operation between the institutions. Its members are the Directors or Chief Executives of the following institutions: the Abbey Theatre, the Arts Council, the Chester Beatty Library, the Crawford Gallery, the Heritage Council, the Irish Museum of Modern Art, the National Archives, the National Concert Hall, the National Gallery, the National Library and the National Museum.

8.2 The Director represents the National Archives on the Council of National Cultural Institutions.

8.3 The Council has established a number of working groups comprising staff members from the member institutions. The National Archives was represented on the following working groups:

- Conservation
- Learning and Education
- Digitisation and Cataloguing
- Irish Language

### 8.4 Section 1003 Taxes Consolidation Act, 1997

Under Section 1003 of the Taxes Consolidation Act, 1997, tax relief is available in respect of the donation of important national heritage items to the Irish national collections. The relief consists of a tax credit equal to the value of the heritage item(s) donated which can be credited against particular tax liabilities incurred by the donor. The national collections are described as “Approved Bodies” under the legislation.

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## Co-Operation, Collaboration and Training

They are:

- National Archives
- National Gallery of Ireland
- National Library of Ireland
- National Museum of Ireland
- Irish Museum of Modern Art
- Crawford Art Gallery Cork

The Director continued to represent the National Archives at meetings of the Section 1003 Committee.

**8.5** In 2023, the National Archives remained involved in co-operation on archives within the European Union, notably by participation in the bodies below.

**8.6** **European Board of National Archivists**

The European Board of National Archivists (EBNA) is a voluntary body made up of the National Archivists of EU Member States which meets twice a year in the state then holding the EU Presidency. The Director attended one meeting during 2023.

**8.7** **European Archives Group**

The European Archives Group (EAG) was established on foot of the European Council Recommendation of 14 November 2005 to increase co-operation in the fields of archives. The Group consists of one representative from each Member State and from each of the five EU institutions. It is chaired by the European Commission and its secretariat is provided by the Secretariat General of the Commission. The Director attended one meeting of the EAG in 2023.

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## Co-Operation, Collaboration and Training

### 8.8 DLM Forum Foundation

Originally established as the DLM Forum in 1997, its role is to explore how to engage public administration and the ICT industry in a collaborative way to facilitate the preservation of digital records. The work of the DLM Forum Foundation is supported by the European Commission and public archives in European Union Member States. Since 2002, it has been an independent body with members from both the public and private sectors in Europe. It sets standards and guidelines within the disciplines dealing with archives, records and document-lifecycle management. During 2023, the Keeper and Senior Archivist, Digital Management, continued to attend a number of DLM Forum events held online. The Keeper also attended the DLM Forum Triennial Conference hosted by the Spanish Presidency of the EU in Salamanca from 23–25 October 2023.

### 8.9 Documents on Irish Foreign Policy

This is a partnership project between the National Archives, the Department of Foreign Affairs and the Royal Irish Academy. The project publishes a selection of documents relating to Irish foreign policy every two years. It is based in the National Archives with the National Archives represented on its Editorial Advisory Board. In 2023, Volume XIII was launched.

### 8.10 Conflict Archive on the Internet (CAIN)

The Ulster University's CAIN project and the National Archives, Ireland have been working together since 2011. Currently there are some 4,600 digital versions of Irish government records relating to the Northern Ireland 'Troubles' available on the section 'NAI Records on CAIN' (<https://cain.ulster.ac.uk/nai/index.html>). These cover the years 1965–1988 and 1995–1998.

In 2023, 800 documents (5,284 pages of text) were digitised for the project. The records were selected from the Department of the Taoiseach and the Department of Foreign Affairs (1992–1994). This period covers the years up to the Downing Street Declaration in 1993 and calling of ceasefires in 1994. These documents will be available on the CAIN website in August 2024.

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## Co-Operation, Collaboration and Training

In August 2023, the Senior Archivist, Archives Management Unit, presented a paper to the Archives and Records Association Conference with Dr Brendan Lynn, Ulster University and David Huddleston, Public Record Office of Northern Ireland on 'The Northern Ireland Conflict and Peace Process: Public Records and the Conflict Archive on the Internet (CAIN)'.

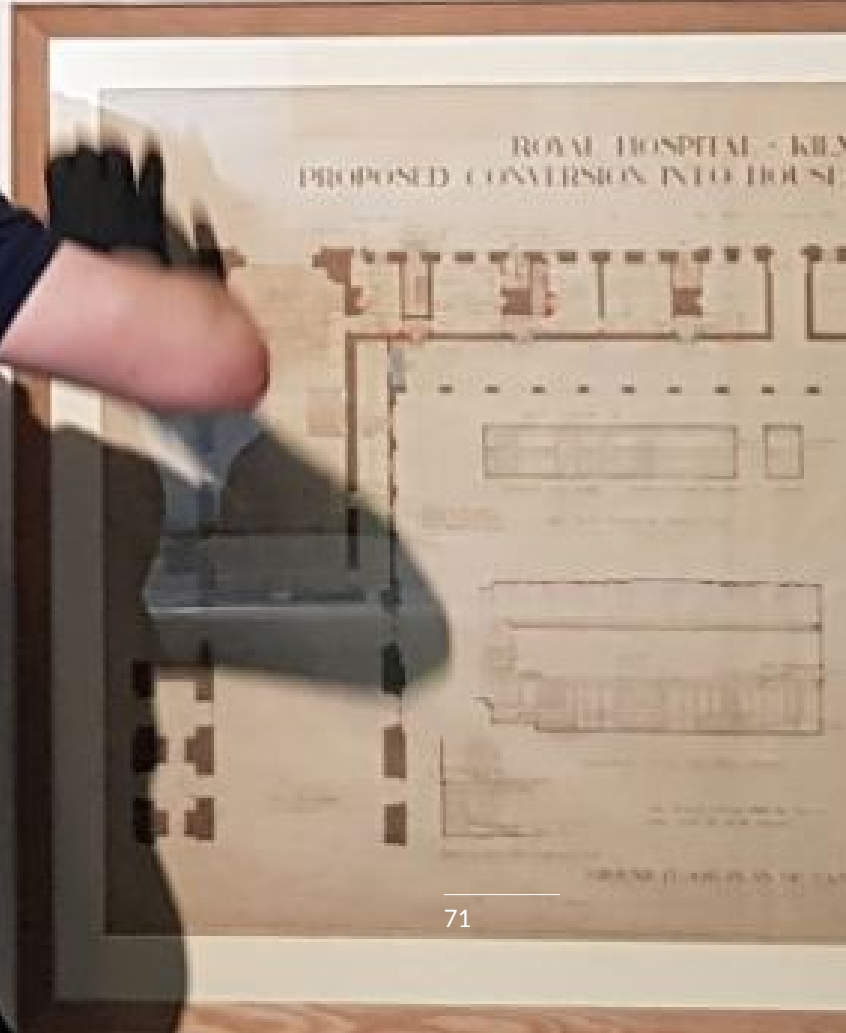
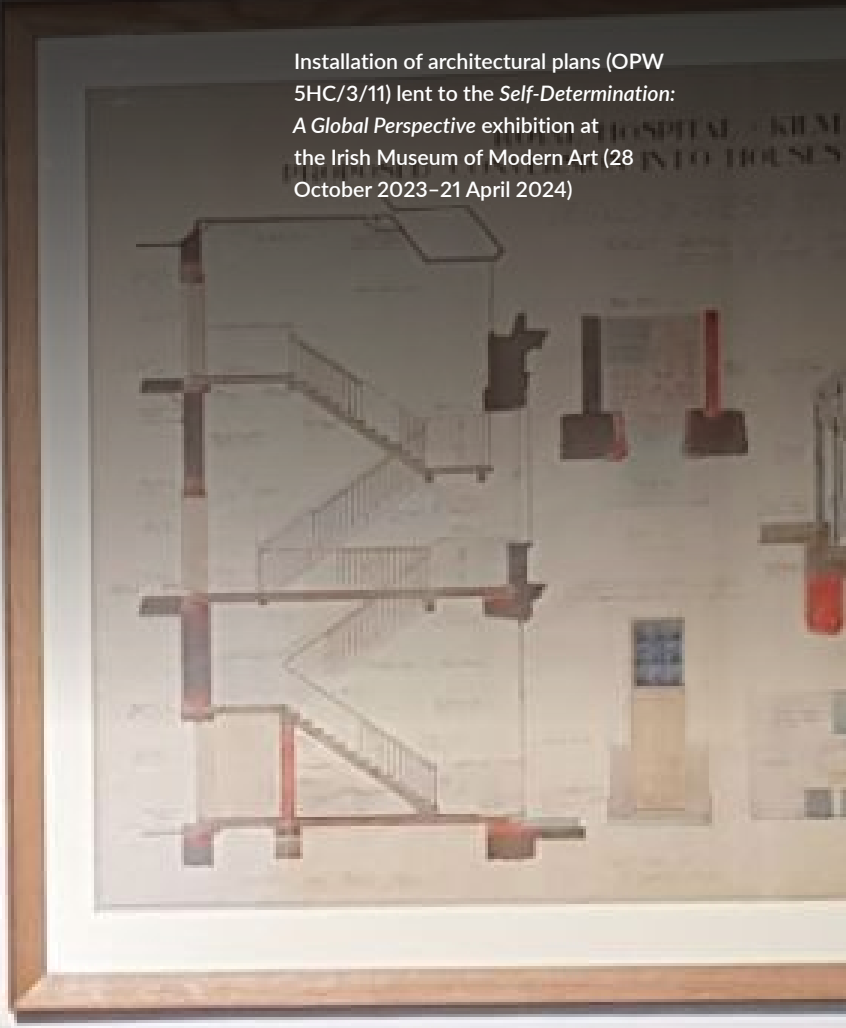
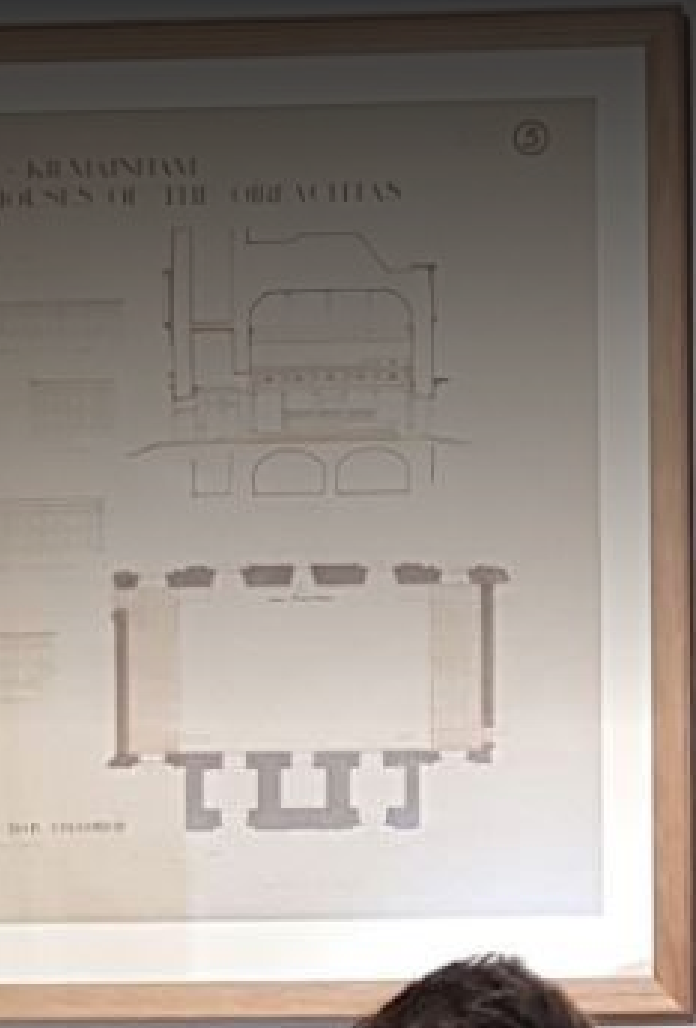
### 8.11 **Virtual Record Treasury of Ireland**

The National Archives' involvement as a core partner of the Virtual Record Treasury of Ireland (VRTI) project continued in 2023. Since its launch last year, the public has been able to explore a virtual recreation of the Public Record Office of Ireland and its collections through a free, permanent and growing online resource. Senior Conservator Jessica Baldwin presented two lectures held at Trinity College Dublin entitled '1922 Salved Records: conserving Ireland's 'lost' archive' at Virtual Treasury 101 (1 July) and Modern and Contemporary Irish History Seminar (27 September). A conservation student undertook a six-week summer placement funded by the VRTI which focused on 1922 salved records (24 July–1 September 2023). In May, a badly damaged fragment from a plea roll (NAI KB 1/4) dated 1406 was transported to Queen Mary University London (QMUL) for X-ray microtomography by Dr David Mills.

### 8.12 **Irish Manuscripts Commission**

The Director is an ex officio member of the Board of the Irish Manuscripts Commission. The National Archives was delighted that the *Analecta Hibernica* No 53: Special Issue – 'The Fire of 1922' presented the work of staff as co-authors of two significant papers.

Installation of architectural plans (OPW 5HC/3/11) lent to the *Self-Determination: A Global Perspective* exhibition at the Irish Museum of Modern Art (28 October 2023–21 April 2024)



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## Loan for Exhibition

- 8.13**     **Kilmainham Gaol Museum**  
Since 1996, one register of Kilmainham Gaol inmates (PRISONS 1/10/6) has been on loan from the National Archives to Kilmainham Gaol Museum for exhibition purposes. The National Archives monitors the display of the volume while on loan and carried out an in-person inspection of the register in 2023.
- 8.14**     **National Museum of Ireland**  
The ‘Down to Earth – Exploring Ireland’s Geology’ exhibition is jointly curated by the Geological Survey of Ireland (GSI) and the National Museum of Ireland. The Senior Conservator continued to support the GSI’s loan of fragile watercolours by overseeing the mounting and rotation of the light-sensitive drawings on display in May and final de-installation in November 2023.
- 8.15**     **Michael Collins House Museum**  
Since November 2021, the diaries of Michael Collins 1918–1922 have been on loan to the National Archives from the family of the late Liam, his nephew and Betty Collins, Clonakilty, Cork. All five diaries are digitally available to consult on a touchscreen device installed in the foyer of the National Archives. The two diaries for 1918 and 1919 (2021/110/1&2) were lent to the Michael Collins House Museum in Clonakilty for the month of August.
- 8.16**     **John Beattie’s ‘Shadowing the Archives’**  
A salvaged PROI parcel was lent to John Beattie’s ‘Shadowing the Archives’ exhibition at the Coach House, Dublin Castle (15 September–8 October).
- 8.17**     **Irish Museum of Modern Art**  
Four large architectural plans (OPW 5/HC/3/11) were conserved and framed prior to loan to the ‘Self-Determination: A Global Perspective’ exhibition at the Irish Museum of Modern Art (28 October 2023–21 April 2024).
- The Belfast Good Friday Agreement (2009/132/75)** was made available to the 40th British-Irish Council Summit at Dublin Castle (23 November).



Detail from *Shadowing the Archives*  
film by Artist-in-Residence  
John Beattie, 2021–2023



# Appendices



Detail from *Shadowing the Archives* film by Artist-in-Residence John Beattie, 2021–2023

# Appendix A

## Accessions 2023

Transfer of records pre-dating 1994 from Government Departments and Offices of State for release to public inspection under the 30-year rule and Anglo-Irish records released under the 20-year rule: statement of position as of 31 December 2023

Table 1 Transfer of records from Government Departments to the National Archives for release to public inspection under the 30-year rule: statement of position as of 31 December 2023			
Department of	Records in National Archives	Records due for transfer	Last year records transferred
Taoiseach	1919 to 1993 <sup>1</sup>	Transfers complete.	2023
Agriculture, Food and the Marine	1899 to 1960s	Transfers incomplete. Records from 1960s to 1993 outstanding. <sup>2</sup>	2021
Defence	1922 to 1991 <sup>3</sup>	Transfers received by the Military Archives. (Place of deposit under Section 14 of the National Archives Act, 1986).	Not applicable
Education	1831 to 1980s	Transfers incomplete. Records from 1900s to 1993 outstanding.	2020 <sup>4</sup> (partial transfer)
Enterprise, Trade and Employment	1922 to 1976	Transfers incomplete. Records from 1960s to 1993 outstanding.	2009 (partial transfer)
Environment, Climate and Communications	1845 to 1970s	Transfers incomplete. Records from 1950s to 1993 outstanding.	2011 (partial transfer)

1. Files relating to Anglo-Irish matters up to 2001 were transferred for release in January 2024 by the Department of the Taoiseach under the National Archives (Amendment) Act, 2018.

2. Includes records of the former Irish Land Commission, a scheduled body, now the Land Commission Records Branch of the Department and records of the Congested Districts Board, late 19th century. To date c350,850 Land Commission files relating to the fixing of fair rents in 19 counties have been transferred to the NA. Further counties are expected for transfer in 2024. Currently, due to storage constraints the files cannot be made available to the public.

3. The Department of Defence makes separate arrangements for the transfer of records to the custody of the Military Archives, a place of deposit for records of the Department and the Defence Forces under Section 14 of the National Archives Act, 1986.

4. A transfer of Department of Education national school architectural plans was made to the National Archives in 2020 and 2023, further transfers are expected in 2024. Currently, due to storage constraints the plans cannot be made available to the public.

**Table 1**  
**Transfer of records from Government Departments to the National Archives for release to public inspection under the 30-year rule: statement of position as of 31 December 2023**

Department of	Records in National Archives	Records due for transfer	Last year records transferred
Finance	1922 to 1989 <sup>5</sup>	Transfers incomplete. Records from 1990–1992 are outstanding, in addition to a portion of records from the 1920s to 1989.	2023 (partial transfer)
Foreign Affairs	1919 to 1993 <sup>6</sup>	Transfers complete. <sup>7</sup>	2023
Health	1920s to 1993 <sup>8</sup>	Transfers incomplete. Records from 1950s to 1993 outstanding.	2023 (partial transfer)
Housing, Local Government and Heritage	1838 to 1970s <sup>9</sup>	Transfers incomplete. Records from 1960s to 1993 outstanding.	2016 (partial transfer)
Justice	1918 to 1993 <sup>10</sup>	Transfers incomplete. Records from 1920s to 1944 and 1969 to 1989 transferred.	2023 (partial transfer)
Social Protection	1919 to 1992	Transfers incomplete. Records from 1970s to 1993 outstanding.	2023 <sup>11</sup> (partial transfer)
Tourism, Culture, Arts, Gaeltacht, Sport and Media	1922 to 1962; 1972 to 1992	Transfers incomplete. Records from 1950s to 1990s outstanding.	2023 <sup>12</sup> (partial transfer)
Transport	1922 to 1990	Transfers incomplete. Records from 1960s to 1993 outstanding.	2023 <sup>13</sup> (partial transfer)

5. Since 2015, the Department has dedicated staff to process their backlog of records resulting in regular transfers to the National Archives. It has also led to the discovery and transfer of records of the Chief Secretary's Office in 2022 and records of the Compensation (Personal Injuries) Committee comprising applications and awards of compensation for death or injuries sustained during the War of Independence and the Civil War. In 2023, the Department of Finance transferred c6741 files of the Finance Division, Supply Division and Development Division spanning the 1920s to the 1980s and Department of Economic Planning and Development establishment records, 1970s–1980s.

6. Files relating to Anglo-Irish matters up to 2002 have been transferred for release in January 2024 by the Department of Foreign Affairs under the National Archives (Amendment) Act, 2018.

7. Records of some diplomatic missions are transferred on a cyclical basis as it is more cost effective. Consequently, not all records from all diplomatic missions up to 31 December 1993 have been transferred.

8. Due to space constraints in the National Archives, a considerable quantity of policy records of the Department of Health have not been accessioned. These remain in commercial storage funded by the Department.

9. A considerable quantity of records for the period from the 1920s to 1960s was transferred to the National Archives without appropriate finding aids. The task of cataloguing some 5000 boxes of archives is being undertaken by the National Archives as resources allow.

10. Files relating to Anglo-Irish matters up to 2003 were transferred for release in January 2024 by the Department of Justice under the National Archives (Amendment) Act, 2018. Norris versus Ireland case, 1976–1993 also transferred.

11. In 2023, the Planning Secretariat transferred 114 files dating from 1991–1992.

12. Consists of one transfer from the Department of Culture, Heritage and the Gaeltacht: Arts, Film and Investment Division records relating to the National Library of Ireland, National Archives and the Arts Council (15 files).

**Table 2**  
**Transfer of records from the Courts to the National Archives for release to public inspection under the 30-year rule:**  
**statement of position as of 31 December 2023**

Court	Latest year of records in National Archives	Records due for transfer	Last year records transferred
Supreme Court	1991 <sup>14</sup>	1993	2022
Court of Criminal Appeal	1972	1973–1993	1990
Central Criminal Court	1968	1969–1993	1987
High Court	1970	1971–1993	2000
Probate Office	1992	1993	2023 <sup>15</sup>
Circuit Courts	1990	Transfers complete: Cavan, Cork, Donegal, Galway, Kilkenny, Longford, Louth, Mayo, Monaghan, Sligo, Tipperary, Westmeath and Wexford.  Transfers incomplete: Carlow, Clare, Dublin, Kerry, Kildare, Laois, Leitrim, Limerick, Meath, Offaly, Roscommon, Waterford and Wicklow. <sup>16</sup>	2014
District Courts <sup>17</sup>	1996	Transfers complete: Cavan, Cork, Galway, Kildare, Kilkenny, Louth, Monaghan, Sligo and Tipperary.  Transfers incomplete: Carlow, Clare, Dublin, Leitrim, Mayo and Waterford.  No transfers: Donegal, Kerry, Laois, Limerick, Longford, Meath, Offaly, Roscommon, Westmeath, Wexford and Wicklow.	2013

13. A transfer of 17 files was made in 2023 by the Air Navigation Services Division.

14. A transfer of Supreme Court records (3566 files) was made in 2022 to the National Archives.

15. In 2023, Dundalk District Probate Office transferred testamentary records.

16. Backlogs of records for transfer from 1943 to 1993 in the case of County Laois; from 1960 to 1993 in the case of County Leitrim and from 1945 to 1993 in the case of County Waterford.

17. The District Courts were established under the Courts of Justice Act, 1924. Records of their predecessor Petty Sessions Courts, 1851 to 1922 were transferred to the former Public Record Office of Ireland, the predecessor of the National Archives.

**Table 3**

**Bodies listed in the schedule to the National Archives Act, 1986 holding records eligible for transfer, but subject to Ministerial Direction of 1992 suspending requirement to transfer records under the 30-year rule due to accommodation constraints in the National Archives**

Name of Body	Observations
Office of Secretary General to the President	Transfers completed to 1993, notwithstanding 1992 Ministerial Direction.
Office of the Attorney General (including Parliamentary Draftsman's Office, Statute Law Reform and Consolidation Office and Chief State Solicitor's Office)	Records for the period 1922–1993 transferred, notwithstanding 1992 Ministerial Direction. <sup>18</sup>
Office of the Comptroller and Auditor General	Records for the period 1920s–1962 transferred, notwithstanding 1992 Ministerial Direction.
Central Statistics Office	Census 1926, 1936, 1946 and partial census records for 1951 transferred but closed to public inspection for 100 years under the Statistics Act, 1997. A transfer of administrative records from 1901–1947 occurred in 2019.
National Archives Advisory Council	Records for 1987–1993 are eligible for transfer.
National Archives	No records transferred. Records of predecessor Public Record Office of Ireland and State Paper Office of Ireland, 1867–1988 and National Archives, 1988–1993 eligible.
National Museum of Ireland (including Natural History Museum)	No records transferred. Place of deposit under Section 14 of the National Archives Act, 1986.
Office of the Paymaster General	No records transferred.
Office of the Director of Public Prosecutions	Records for the years 1973–1984 have been accepted by the National Archives for safekeeping. These records have not been reviewed for public inspection. In 2018, a partial transfer of administrative files was received mainly relating to budgeting and finance, dating from 1927–1985.
National Savings Committee	No records transferred.
Revenue Commissioners	Records spanning a period from the 19th century to 1993 are eligible. Records of the Legislation and Statistics Branch, Stamping Branch, PS (Private Secretary) Series, and Customs and Excise were transferred in 2020.

18. A partial transfer of 34 subject-related (SR) files was made in 2022 for release in January 2023 by the Office of the Attorney General due to Covid-19 office attendance restrictions. Five Anglo-Irish files were also released under the National Archives (Amendment) Act, 2018.

Appeals Commissioners (Income Tax)	No records transferred.
Commissioners of Public Works	Records from the late 18th century to 1970s transferred. A quantity of eligible records for transfer remains with the OPW.
State Laboratory	No records transferred.
Ordnance Survey (from 2023 functions transferred to Tailte Éireann)	Transfers of mapping documents up to 1870s and administrative records up to the 1920s completed. Ordnance Survey still holds all the administrative records from 1920s and an entire building full of late 19th to mid-20th century mapping records.
Commissioner of Valuation and Chief Boundary Surveyor (from 2023 functions transferred to Tailte Éireann)	Records valuations up to 1865 and miscellaneous administrative records (1830–early 20th century) completed. The Valuation Office still holds a very large quantity of documents from the mid-1800s to the present. In addition to further tranches of First Appeals to Commissioner of Valuation, 1912–1996, Appeals to the Valuation Tribunal, 1987–1992, Apportionment Appeals to the Circuit Court, 1978–1992 and Circuit Court Appeals, 1932–1997 were also transferred in 2023. <sup>19</sup>
Stationery Office	No records transferred.
Review Body on Higher Remuneration in the Public Sector	No records transferred.
Public Service Advisory Council	No records transferred.
Civil Service Arbitration Boards	No records transferred.
Civil Service Commissioners	Records for the period 1927–1970s accepted by National Archives for safekeeping, but have not been reviewed for public inspection.
Local Appointments Commissioners	Records for the period 1927–1970s accepted by National Archives for safekeeping, but have not been reviewed for public inspection.
An Garda Síochána	No records transferred.
Land Registry	No records transferred.
Registry of Deeds	No records transferred. Eligible records span the years 1708–2017. <sup>20</sup>

19. Appeals to the Valuation Tribunal (50 files), Apportionment Appeals to the Circuit Court (94 files) and Circuit Court Appeals (872 files) and First Appeals to the Commissioner of Valuation (1418 files). Currently, due to storage constraints these records cannot be made available to the public.

20. Property Registration Authority was established on 1 January 2018.

Prisons and St Patrick's Institution	Records of closed prisons from 1795 to 1922 transferred, also Mountjoy Prison to 1970s. No post-1922 records transferred by other bodies.
Office of the Film Censor (from July 2008, known as the Irish Film Classification Office)	Records 1920s to 1990 transferred, notwithstanding the 1992 Ministerial Direction.
Censorship of Films Appeal Board	Records 1920s to 1977 transferred, notwithstanding the 1992 Ministerial Direction.
Censorship of Publications Board	No records transferred.
Censorship of Publications Appeal Board	No records transferred.
Criminal Injuries Compensation Tribunal	No records transferred.
Commissioners of Charitable Donations and Bequests	Records from 19th to the mid-20th centuries transferred.
The Water Pollution Advisory Council	No records transferred.
The Rent Tribunal	No records transferred.
National Manpower Service	No records transferred.
The Labour Court	Records from 1946 to 1980 transferred.
Rights Commissioners	No records transferred.
Employment Appeals Tribunal	No records transferred.
The Levy Appeals Tribunal	No records transferred.
Companies Registration Office	Records of dissolved companies, 1920s-1986 transferred.
Patents Office	No records transferred.
Registry of Friendly Societies	Records c1860-c1967 transferred.
Restrictive Practices Commission	No records transferred.
Office of the Examiner of Restrictive Practices	No records transferred.
National Prices Commission	No records transferred.
Office of the Director of Consumer Affairs	No records transferred.
Registry of Building Societies	No records transferred.
National Consumer Advisory Council	No records transferred.
Motor Insurance Advisory Board	No records transferred.
An Coimisiún Dumpála	No records transferred.



Land Commission	See under Department of Agriculture, Food and the Marine in Table 1.
Office of Controller of Plant Breeders Rights	No records transferred.
Judicial Commissioner of Land Commission	No records transferred.
Appeal Tribunal of Land Commission	No records transferred.
Public Trustee of Land Commission	No records transferred.
Defence Forces	Records transferred to the Military Archives.
Army Pensions Board	Records transferred to the Military Archives.
General Register Office	No records transferred.
National Library (including the Genealogical Office)	No records transferred. Place of deposit under Section 14 of the National Archives Act, 1986.
Geological Survey of Ireland	No records transferred. Place of deposit under Section 14 of the National Archives Act, 1986.

## Records accessioned from Government Departments and Offices of State during 2023

Table 1 Records accessioned from Government Departments during 2023		
Accession number	Department of	Description
2022/28	Finance	Compensation (Personal Injuries) Committee files, additional transfers c1920–1925.
2022/67	Finance	Records of the Chief Secretary's Office relating to Commissioners of National Education, 1897–1926.
2022/87	Finance	Personal (Injuries) Committee, administration records, 1922–1940.
2022/89	Finance	Finance Division, files opened in the 1920s.
2022/90	Finance	Finance Division, files opened in the 1940s.
2022/91	Finance	Finance Division, files opened in the 1950s.
2022/92	Finance	Finance Division, files opened in the 1960s.
2022/93	Finance	Finance Division, files opened in the 1970s.
2022/94	Finance	Supply Division, files opened in the 1920s.
2022/95	Finance	Supply Division, files opened in the 1930s.
2022/96	Finance	Supply Division, files opened in the 1940s.
2022/97	Finance	Supply Division, files opened in the 1950s.
2022/98	Finance	Supply Division, files opened in the 1960s.
2022/99	Finance	Supply Division, files opened in the 1970s.
2023/17	Finance	Finance Division, files opened in the 1980s.
2023/18	Finance	Finance Division, files opened in the 1970s.
2023/19	Finance	Finance Division, files opened in the 1960s.
2023/20	Finance	Finance Division, files opened in the 1950s.
2023/21	Finance	Finance Division, files opened in the 1940s.
2023/22	Finance	Supply Division, files opened in the 1980s.
2023/23	Finance	Supply Division, files opened in the 1970s.
2023/24	Finance	Supply Division, files opened in the 1950s.
2023/25	Finance	Supply Division, files opened in the 1940s.
2023/26	Finance	Supply Division, files opened in the 1930s.
2023/27	Finance	Supply Division, files opened in the 1920s.

**Table 1**  
**Records accessioned from Government Departments during 2023**

Accession number	Department of	Description
2023/29	Finance	Development Division, files opened in the 1970s.
2023/30	Finance	Development Division, files opened in the 1960s.
2023/31	Finance	Department of Economic Planning and Development: Establishment 'E' series, files opened in the 1980s.
2023/32	Finance	Department of Economic Planning and Development, Establishment 'E' series, files opened in the 1970s.
2023/33	Finance	Department of Economic Planning and Development, 'C' series, files opened in the 1970s.
2023/41	Finance	Supply Division, files opened in the 1960s.
2021/53	Foreign Affairs	Embassy of Ireland to the UK, 1986–1990.
2021/54	Foreign Affairs	Embassy of Ireland to the UK, 1984–1991.
2021/55	Foreign Affairs	Embassy of Ireland to the UK, 1983–1992.
2021/56	Foreign Affairs	Embassy of Ireland to the UK, 1983–1993.
2021/57	Foreign Affairs	Embassy of Ireland to the UK, 1944–1994.
2021/58	Foreign Affairs	Embassy of Ireland to the UK, 1988–1995.
2021/59	Foreign Affairs	Embassy of Ireland to the UK, 1988–1996.
2021/60	Foreign Affairs	Embassy of Ireland to the UK, 1989–1997.
2021/61	Foreign Affairs	Embassy of Ireland to the UK, 1984–1998.
2021/90	Foreign Affairs	Embassy of Ireland to Switzerland, 1940–1992.
2022/45	Foreign Affairs	Anglo-Irish Section, 1965–1999.
2022/48	Foreign Affairs	Anglo-Irish Section, 1970–2001.
2022/47	Foreign Affairs	Anglo-Irish Section, 1970–2000.
2023/47	Foreign Affairs	Central Registry files, 1919–1998.
2023/48	Foreign Affairs	Secretary General's Office, 1977–1993.
2023/51	Foreign Affairs	Embassy of Ireland to the UK, 1990–1999.
2023/52	Foreign Affairs	Embassy of Ireland to the UK, 1988–2000.
2023/53	Foreign Affairs	Embassy of Ireland to the UK, 1984–2001.
2023/54	Foreign Affairs	Embassy of Ireland to the UK, 1988–2002.
2023/58	Foreign Affairs	Embassy of Ireland to the UK, 1992–1993.

**Table 1**  
**Records accessioned from Government Departments during 2023**

Accession number	Department of	Description
2023/65	Foreign Affairs	Embassy of Ireland to the USA, 1977–1998.
2023/67	Foreign Affairs	Embassy of Ireland to Japan, 1975–1993.
2023/69	Foreign Affairs	Embassy of Ireland to Zambia, 1992–1993.
2023/70	Foreign Affairs	Embassy of Ireland to Iran, 1981–1993.
2023/71	Foreign Affairs	Embassy of Ireland to the Holy See, 1984–1993.
2023/73	Foreign Affairs	Embassy of Ireland to Egypt, 1990–1993.
2023/103	Foreign Affairs	Embassy of Ireland to Estonia, 1991–1993.
2022/60	Health	Health Services, architectural plans and drawings, 1978–1986.
2023/89	Health	'A' series, institutional health services, 1941–1993.
2023/90	Health	'H' series, construction of health premises, 1948–1993.
2023/92	Health	Community Health series, 1993.
2023/125	Health	Published census and civil registration volumes, 1863–1959.
2023/134	Justice	Public Safety: Emergency Powers Act, 1923, 1923–1924.
2023/135	Justice	Department of Home Affairs: series H260 lunatics, 1891–1933.
2023/157	Justice	Prisoner and military service pension queries, 18/5456 series, 1950–1959.
2023/158	Justice	Royal Irish Constabulary, 'H160' series, 1922–1930.
2023/16	Justice	Norris versus Ireland case, 1976–1993.
2023/153	Justice	Security and Northern Ireland Division, 1988–2004.
2023/9	Social Protection	Planning Secretariat files, 1991–1992.
2023/1	Taoiseach	Central Registry, 1945–1993.
2023/154	Taoiseach	Northern Ireland Division, 1971–2000.
2023/155	Taoiseach	Northern Ireland Division, 1995–2001.
2023/171	Tourism, Culture, Arts, Gaeltacht, Sport and Media	Arts, Film and Investment Unit files, 1926–1990.

**Table 1**  
**Records accessioned from Government Departments during 2023**

Accession number	Department of	Description
2023/65	Foreign Affairs	Embassy of Ireland to the USA, 1977–1998.
2023/67	Foreign Affairs	Embassy of Ireland to Japan, 1975–1993.
2023/69	Foreign Affairs	Embassy of Ireland to Zambia, 1992–1993.
2023/70	Foreign Affairs	Embassy of Ireland to Iran, 1981–1993.
2023/71	Foreign Affairs	Embassy of Ireland to the Holy See, 1984–1993.
2023/73	Foreign Affairs	Embassy of Ireland to Egypt, 1990–1993.
2023/103	Foreign Affairs	Embassy of Ireland to Estonia, 1991–1993.
2022/60	Health	Health Services, architectural plans and drawings, 1978–1986.
2023/89	Health	'A' series, institutional health services, 1941–1993.
2023/90	Health	'H' series, construction of health premises, 1948–1993.
2023/92	Health	Community Health series, 1993.
2023/125	Health	Published census and civil registration volumes, 1863–1959.
2023/134	Justice	Public Safety: Emergency Powers Act, 1923, 1923–1924.
2023/135	Justice	Department of Home Affairs: series H260 lunatics, 1891–1933.
2023/157	Justice	Prisoner and military service pension queries, 18/5456 series, 1950–1959.
2023/158	Justice	Royal Irish Constabulary, 'H160' series, 1922–1930.
2023/16	Justice	Norris versus Ireland case, 1976–1993.
2023/153	Justice	Security and Northern Ireland Division, 1988–2004.
2023/9	Social Protection	Planning Secretariat files, 1991–1992.
2023/1	Taoiseach	Central Registry, 1945–1993.
2023/154	Taoiseach	Northern Ireland Division, 1971–2000.
2023/155	Taoiseach	Northern Ireland Division, 1995–2001.
2023/171	Tourism, Culture, Arts, Gaeltacht, Sport and Media	Arts, Film and Investment Unit files, 1926–1990.
2023/36	Transport	Air Navigation Services Division, 1969–1985.

**Table 2**  
**Records accessioned from Scheduled Bodies during 2023**

Accession number	Scheduled body	Description
2022/44	Commissioner of Valuation and Chief Boundary Surveyor	First Appeals to Commissioner of Valuation: additional transfers c1912–1996.
2022/70	Commissioner of Valuation and Chief Boundary Surveyor	Appeals to the Valuation Tribunal, 1987–1992.
2022/56	Commissioner of Valuation and Chief Boundary Surveyor	Apportionment Appeals to the Circuit Court, 1978–1992.
2023/75	Commissioner of Valuation and Chief Boundary Surveyor	Circuit Court Appeals, 1932–1997.
2023/133	Irish Film Classification Office	Annual reports, 1928–1966.
2023/2	Office of the Attorney General	Anglo-Irish files, 1986–2003.
2023/6	Office of the Attorney General	Parliamentary Counsel files, 1987–1993.
2023/5	Office of the Attorney General	Registered subject-related series, 1929–1993.
2023/146	Office of the Secretary to the President	Registered files, 1938–1997.

**Table 3**  
**Records accessioned from Court Offices and Probate Registries during 2023**

	<b>Supreme Court</b>	No transfers.
2023/46	<b>High Court</b>	Dundalk District Probate Office: 1991 testamentary records.
2023/76	<b>High Court</b>	Dundalk District Probate Office: 1992 testamentary records.
	<b>Circuit Court</b>	No transfers.
	<b>District Court</b>	No transfers.

**Table 3**  
Records accessioned from Court Offices and Probate Registries during 2023

	Supreme Court	No transfers.
2023/46	High Court	Dundalk District Probate Office: 1991 testamentary records.
2023/76	High Court	Dundalk District Probate Office: 1992 testamentary records.
	Circuit Court	No transfers.
	District Court	No transfers.

**Table 4**  
Records accessioned from other sources during 2023

Accession number	Description
2023/88	List of mill owners in Ireland and correspondence relating to the milling of wheat, 1941–1944.
2021/114	Letter from Michael Collins to Patrick Lavery, Armagh Urban District Council, 1922.
2023/7	Dwyer family papers c1740–1930.
2023/8	Irish Shipping: photographs and annual reports, ship plans, 1940s–1980s.
2023/151	President Douglas Hyde, photographs of inauguration ceremony, 1938.

### Finding aids published on the National Archives website during 2023

Department/Office	Description	Reference number
Agriculture	Department of Agriculture: early files, 1878–1973.	2005/82
Children, Equality, Disability, Integration and Youth	Department of Health registered files, 1941–1997.	2022/74
Finance	Finance Division files, 1932–2001.	2017/61
Finance	Finance Division files, 1962–1993.	2018/98
Finance	Compensation (Personal Injuries) Committee individual claims for 'Bloody Sunday' Croke Park, Dublin, 1920–1957.	2021/92
Finance	Compensation (Personal Injuries) Committee, 1919–1955.	2022/28
Finance	Records of the Chief Secretary's Office relating to Commissioners of National Education, 1897–1926.	2022/67
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Tipperary, 1921–1936.	FIN/COMP/2/22

Department/Office	Description	Reference number
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Cavan, 1934-1938.	FIN/COMP/3/2
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Clare, 1934-1943.	FIN/COMP/3/3
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Cork, 1924-1954.	FIN/COMP/3/4
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Donegal, 1933-1942.	FIN/COMP/3/5
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Dublin, 1923-1939.	FIN/COMP/3/6
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Galway, 1934-1942.	FIN/COMP/3/7
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Kerry, 1921-1953.	FIN/COMP/3/8
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Kildare, 1923-1940.	FIN/COMP/3/9
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Kilkenny, 1934-1938.	FIN/COMP/3/10
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Leitrim, 1923-1940.	FIN/COMP/3/11
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Laois, 1925-1940.	FIN/COMP/3/12
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Limerick, 1922-1955.	FIN/COMP/3/13
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Longford, 1934-1939.	FIN/COMP/3/14
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Louth, 1922-1943.	FIN/COMP/3/15
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Mayo, 1922-1942.	FIN/COMP/3/16



Department/Office	Description	Reference number
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Meath, 1934–1940.	FIN/COMP/3/17
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Monaghan, 1922–1939.	FIN/COMP/3/18
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Offaly, 1922–1939.	FIN/COMP/3/19
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Roscommon, 1934–1940.	FIN/COMP/3/20
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Sligo, 1934–1955.	FIN/COMP/3/21
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Tipperary, 1923–1943.	FIN/COMP/3/22
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Wicklow, 1932–1940.	FIN/COMP/3/26
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, Cork City, 1934–1939.	FIN/COMP/3/27
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, Dublin City, 1933–1953.	FIN/COMP/3/28
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, Limerick City, 1933–1941.	FIN/COMP/3/29
Finance	Compensation claims under Damage to Property (Compensation) (Amendment), Act, 1933, County Waterford, 1934–1937.	FIN/COMP/3/30
Foreign Affairs	Permanent Mission of Ireland to the European Union, Brussels, 1967–1990.	2019/112
Foreign Affairs	Embassy of Ireland to Egypt, 1983–1989.	2019/117
Foreign Affairs	Embassy of Ireland to the UK, 1976–1988.	2019/124
Foreign Affairs	Permanent Mission of Ireland to the United Nations, New York, 1970–1989.	2019/129

Department/Office	Description	Reference number
Foreign Affairs	Embassy of Ireland to Iran, 1977–1989.	2019/135
Foreign Affairs	Embassy of Ireland to Japan, 1973–1989.	2019/136
Foreign Affairs	Embassy of Ireland to Iraq, 1987–1989.	2019/171
Foreign Affairs	Anglo-Irish files, 1973–1992.	2021/45
Foreign Affairs	Anglo-Irish files, 1977–1994.	2021/47
Foreign Affairs	Permanent Mission of Ireland to the European Union, Brussels, 1972–1991.	2021/62
Foreign Affairs	Permanent Mission of Ireland to the United Nations, Geneva, 1968–1992.	2021/71
Foreign Affairs	Embassy of Ireland to Switzerland, 1940–1992.	2021/90
Foreign Affairs	Central Registry, 2022 annual transfer of records, 1928–1998.	2022/23
Foreign Affairs	Embassy of Ireland to Japan, 1975–1993.	2022/35
Foreign Affairs	Embassy of Ireland to Belgium, 1968–1992.	2022/38
Foreign Affairs	Permanent Mission to the United Nations, Geneva, 1965–1992.	2022/40
Foreign Affairs	New York Consulate General of Ireland, 1940–1992.	2022/42
Foreign Affairs	Embassy of Ireland to France, 1944–1992.	2022/52
Foreign Affairs	Embassy of Ireland to Spain, 1973–1988.	2022/53
Foreign Affairs	Permanent Mission of Ireland to the United Nations, New York, 1957–1993.	2022/54
Foreign Affairs	Embassy of Ireland to Canada, 1980–1986.	2022/68
Foreign Affairs	Chicago Consulate General of Ireland, 1933–1942.	2022/69
Health	Provision of institutional health, 1942–1989.	2022/59
Irish Film Classification Office	Annual reports, 1928–1966.	2023/133
Justice	Civil Law Reform Division files, 1961–1990.	2019/83
Justice	Security and Northern Ireland Division files, 1950–1997.	2022/75
Justice	Security and Northern Ireland Division files, 1939–2000.	2022/76
Justice	Security and Northern Ireland Division files, 1977–2001.	2022/77
Justice	Security and Northern Ireland Division files, 1965–2002.	2022/78
Justice	Security and Northern Ireland Division files, 1987–1999.	2022/79
Justice	Norris versus Ireland case, 1976–1993.	2023/16
Office of Public Works	Shannon engineering minute books, 1841–1847.	OPW/3/1/3
Office of the Attorney General	Anglo-Irish files, 1968–1998.	2022/30
Office of the Attorney General	Registered subject-related files, 1982–1992.	2022/31

Department/Office	Description	Reference number
Office of the Director of Public Prosecutions	Finance and administration files, 1963–1984.	2016/6
Office of the Film Censor	Registers of films censored, 1928–1965.	98/26
Office of the Film Censor	Films censored, registers of films submitted to the Film Censor's Office, 1928–1985.	98/27
Office of the Film Censor	Films censored, decisions reserved books, 1928–1979.	98/28
Office of the Film Censor	Films rejected books, 1924–1972.	98/29
Office of the Film Censor	Advertisements censored, 1941–1950.	98/30
Office of the Film Censor	Notebooks of films viewed, 1966–1972.	98/31
Office of the Film Censor	Censor's account books, fees received, 1941–1990.	98/32
Office of the Film Censor	Censorship of Films Appeal Board minutes, 1946–1968.	98/33
Office of the Film Censor	Censorship of Films Appeals Board registers, 1965–1976.	98/34
Office of the Film Censor	Censorship of Films Appeals Board fees, 1938–1977.	98/35
Office of the Secretary to the President	Registered files, 2021 annual transfer of records, 1848–2001.	2022/65
Office of the Secretary to the President	Registered files, 2022 annual transfer of records, 1970–1997.	2022/66
Revenue Commissioners	Department of Finance circulars, 1923–1982.	2017/38
Social Protection	Plan file series, 1974–1977.	2007/52
Social Protection	IA file series, 1955–1983.	2007/53
Social Protection	Year 6 number file series, 1972–1978.	2007/54
Social Protection	Planning Secretariat, 1976–1993.	2019/169
Taoiseach	Private Secretary's Office files, 1950–1980.	2021/33
Taoiseach	Central Registry, 2022 annual transfer of records, 1948–1995.	2022/1
Taoiseach	Northern Ireland Division files, 1985–1996.	2022/81
Taoiseach	Northern Ireland Division files, 1984–1997.	2022/82
Taoiseach	Northern Ireland Division files, 1992–2000.	2022/83
Taoiseach	Northern Ireland Division files, 1985–1999.	2022/84
Taoiseach	Irish Convention, 1915–1918.	2019/152
Transport	Air Navigation Safety and Security Division, 1964–1986.	2020/9
Transport	Marine Survey Office, 1895–1959.	2022/29
Private accessions	John Chaloner Smith papers: Customs House salvage and restoration, 1890–1928.	PRIV1388

## Appendix B

### 2023 Disposal certificates issued

NA reference	Department	Section	Date issued
NAD/2022/167	Agriculture	Refund of Staff Academic Fees	03/01/2023
NAD/2022/179	Agriculture	Food Microbiology Division, Dairy Science Laboratory: Standard Operating Procedures Forms	03/01/2023
NAD/2022/180	Agriculture	Food Microbiology Division, Dairy Science Laboratory: Risk Audit Records	03/01/2023
NAD/2022/201	Foreign Affairs	Ireland-Japan Working Holiday Applications: Unsuccessful Applications	24/04/2023
NAD/2023/4	Health	Bioethics Unit: notifications of termination of pregnancy, 2019 – ongoing	15/2/2023
NAD/2023/5	Health	Bioethics Unit: submissions in respect of a review of the Health (Regulation of Termination of Pregnancy) Act, 2018 by individuals who have confirmed their right to privacy, 2021–2022	15/2/2023
NAD/2023/6	Health	Bioethics Unit: submissions in respect of a review of the Health (Regulation of Termination of Pregnancy) Act, 2018 by individuals who have identified third parties without consent, 2021–2022	15/2/2023
NAD/2023/7	Competition and Consumer Protection Commission (CCPC)	HR research materials	7/2/2023
NAD/2023/9	CCPC	Unsolicited job requests	7/2/2023
NAD/2023/10	CCPC	Trackers & Stats: annual metrics and annual budgets	7/2/2023
NAD/2023/11	CCPC	Projections & Reports	7/2/2023
NAD/2023/12	CCPC	Induction & Probation	7/2/2023
NAD/2023/13	CCPC	Unit Administration	7/2/2023
NAD/2023/14	CCPC	Former Employees Files (including legacy files)	7/2/2023
NAD/2023/15	CCPC	Seconded Employee Files – General staff	7/2/2023
NAD/2023/16	CCPC	Contractors & Agency Workers	7/2/2023
NAD/2023/17	CCPC	Internships (students)	7/2/2023
NAD/2023/18	CCPC	Employees non-starters	7/2/2023
NAD/2023/19	CCPC	Attrition & Exits – supporting documentation	7/2/2023
NAD/2023/20	CCPC	Payroll Research & Tools	7/2/2023
NAD/2023/21	CCPC	CCPC Payroll Schemes	7/2/2023
NAD/2023/22	CCPC	Pension Research	7/2/2023

NA reference	Department	Section	Date issued
NAD/2023/23	CCPC	Approved Divisional Projects drafting files	7/2/2023
NAD/2023/24	CCPC	Pension Transfer Networks	7/2/2023
NAD/2023/25	CCPC	Annual Leave & Time Off in Lieu Carryover Annual Reports	7/2/2023
NAD/2023/26	CCPC	TMS HR System	7/2/2023
NAD/2023/27	CCPC	Routine FOI Requests records	7/2/2023
NAD/2023/28	CCPC	Travel Pass Scheme	7/2/2023
NAD/2023/29	CCPC	Illness Management Tracker	7/2/2023
NAD/2023/30	CCPC	Employee Assistance Service	7/2/2023
NAD/2023/31	CCPC	Disability & Equality Guidance Documents	7/2/2023
NAD/2023/32	CCPC	Learning & Development Administration	7/2/2023
NAD/2023/33	CCPC	Learning & Development Strategy	7/2/2023
NAD/2023/34	CCPC	Project Management Guidelines: supporting administration	7/2/2023
NAD/2023/35	CCPC	Employee Relations	7/2/2023
NAD/2023/36	CCPC	Seconded Employee Files – Chairperson and Members	7/2/2023
NAD/2023/37	Education	Caranua appeals: routine administrative files re processing of payments by D/Education	22/2/2023
NAD/2023/38	Education	Restorative Justice Scheme: correspondence with the Department of Justice (seeking copies of records)	22/2/2023
NAD/2023/39	Education	McAleese Committee: routine correspondence, seeking copies of D/Education records to be retained	22/2/2023
NAD/2023/40	Education	Commission to Inquire into Child Abuse: Commission statements: copies of D/ Education records sent to CICA	22/2/2023
NAD/2023/41	Education	Residential Institutions Redress Board suspense accounts: Redress Board award payments: processing payments on behalf of RIRB	22/2/2023
NAD/2023/42	Education	Residential Institutions Redress Board suspense accounts: Redress Board applicant legal costs payments: processing payments on behalf of RIRB	22/2/2023
NAD/2023/43	DCEDIY	MBH Audio recordings of Section 6 witnesses before the Confidential Committee	4/4/2023
NAD/2023/44	National Archives Ireland	National Archives: Application for Readers' Tickets	10/7/2023
NAD/2023/45	National Archives Ireland	National Archives: Readers' Order for Copies Form	10/7/2023

NA reference	Department	Section	Date issued
NAD/2023/46	National Archives Ireland	National Archives: Order for Certified Copies Form	10/7/2023
NAD/2023/47	National Archives Ireland	National Archives: Orders for Testamentary Copies Form	10/7/2023
NAD/2023/48	National Archives Ireland	National Archives: Application for Permission to Use a Digital Camera Form	10/7/2023
NAD/2023/49	National Archives Ireland	National Archives: Reading Room Document Order Forms (Yellow Order Dockets)	10/7/2023
NAD/2023/50	National Archives Ireland	National Archives: Readers' Attendance Books	10/7/2023
NAD/2023/51	National Archives Ireland	Genealogical Advisory Service: Readers' Attendance Book	10/7/2023
NAD/2023/52	National Archives Ireland	National Archives Head Office Files: Public Services	10/7/2023
NAD/2023/53	CCPC	Rejected Immunity Applications	24/4/2023
NAD/2023/54	CCPC	HR: Approved Divisional Projects	24/4/2023
NAD/2023/55	SW/DSP	Data Governance Project: Emails (1,000,000 digital records)	26/7/2023
NAD/2023/56	SW/DSP	Data Governance Project: SMS (text messages)	26/7/2023
NAD/2023/57	SW/DSP	Data Governance Project: Electronic letters	26/7/2023
NAD/2023/58	SW/DSP	Public Services Card: claimant photographs	26/7/2023
NAD/2023/59	National Archives Ireland	National Archives Head Office Files: Corporate Services	10/7/2023
NAD/2023/60	National Archives Ireland	National Archives: Visitors' Books	10/7/2023
NAD/2023/61	FIN	FOI Case Files	26/6/2023
NAD/2023/62	National Archives of Ireland	National Archives Head Office Files: Accounts and Bookkeeping	10/7/2023
NAD/2023/63	FIN	PQ case files	21/8/2023
NAD/2023/64	CHG	PQ case files	18/12/2023
NAD/2023/65	CHG	FOI case files	18/12/2023

**Totals: 1 million digital files and c21,000 hardcopy files**

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Detail from *Shadowing the Archives* film by Artist-  
in-Residence John Beattie, 2021-2023



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