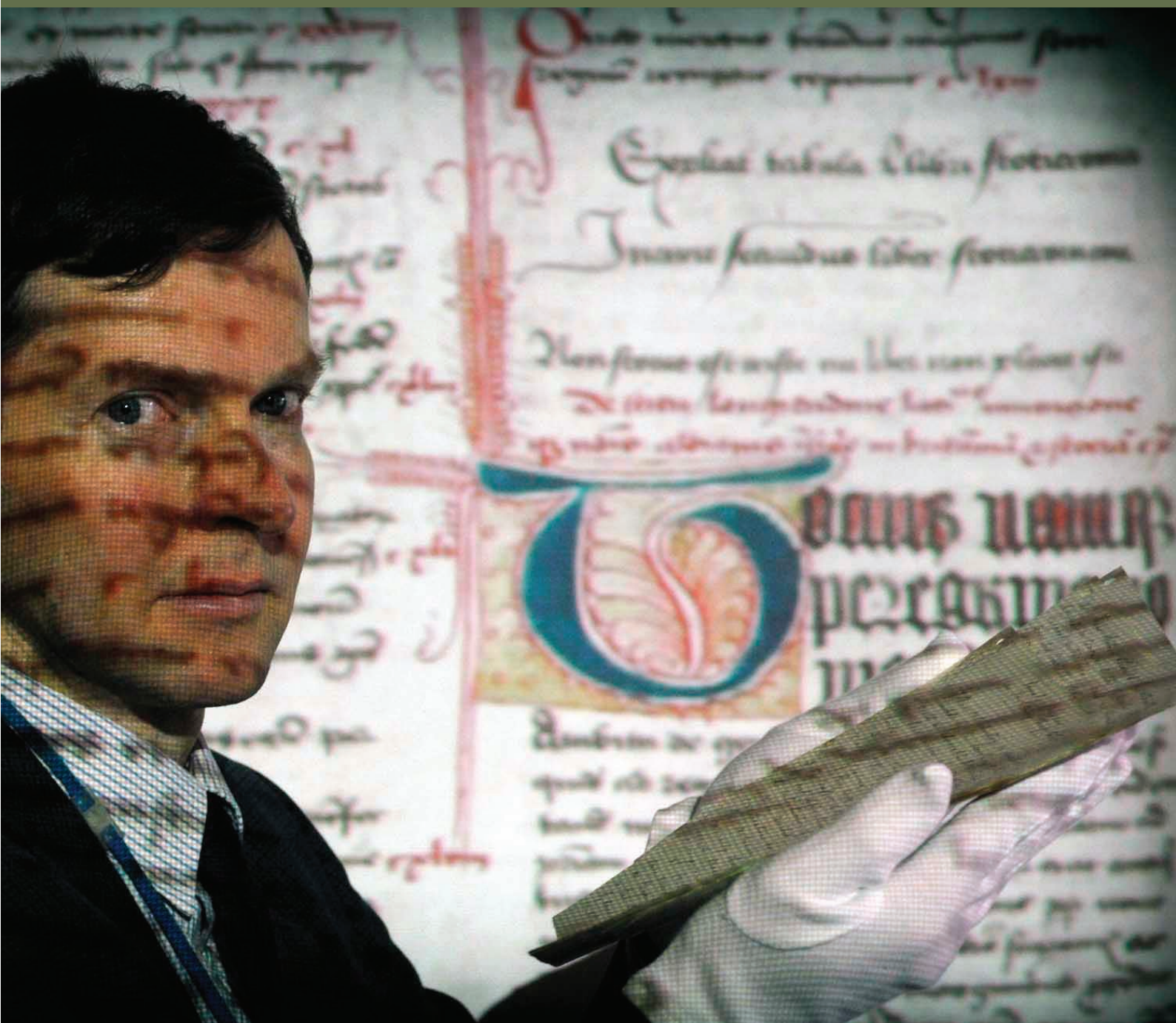




The NATIONAL
ARCHIVES
of SCOTLAND



Annual Report of the Keeper of the Records of Scotland 2006-2007



Annual Report of the Keeper of the Records of Scotland
2006-2007

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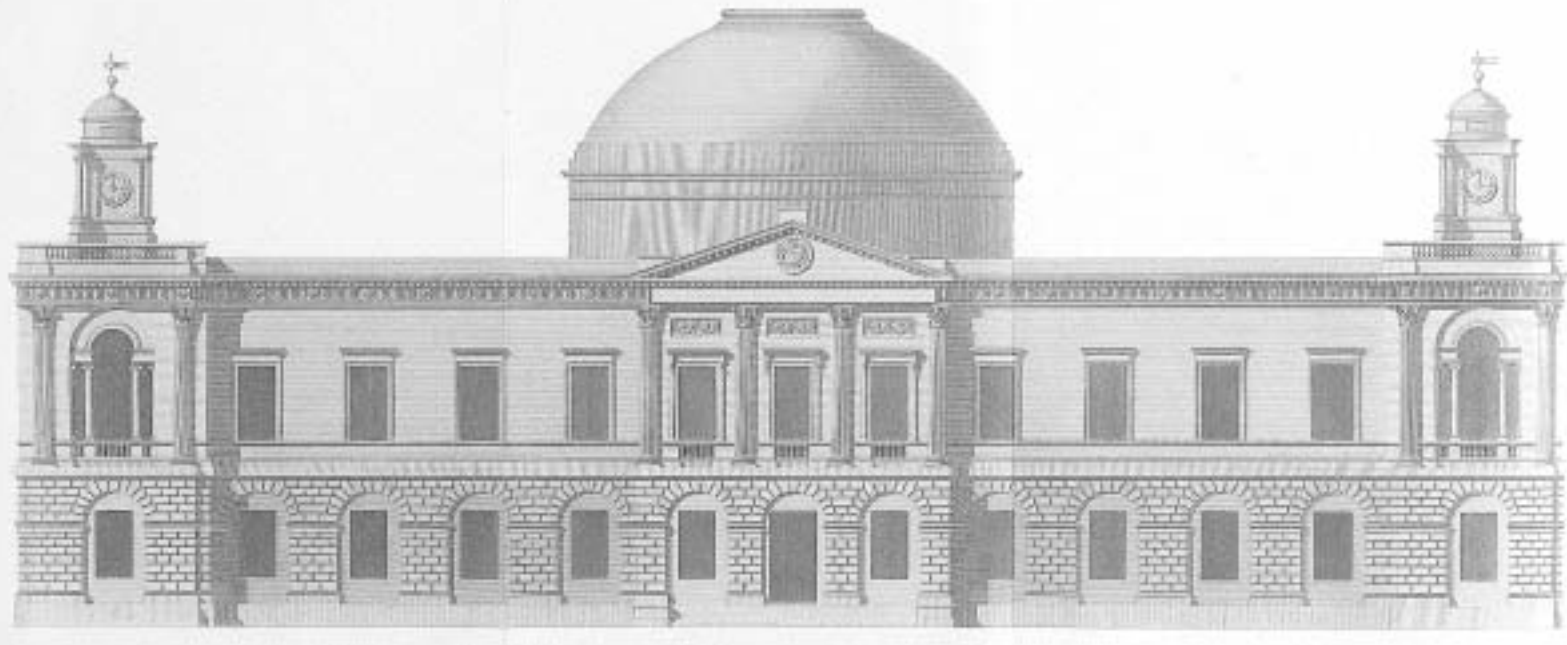
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CONTENTS

	Page
List of Staff	2
Foreword and Summary of the Year 2006–2007	3
NAS Aims and Functions	5
Performance Measures	6
The Nation's Archives	7
Access	16
Joint Projects	26
Conservation and Preservation	29
Buildings and Record Storage	31
Corporate Services	33
Services to Record Creators, Owners and Custodians	35
The National Register of Archives for Scotland	38
Paper 1 The Papers of the Earls of Dalhousie	40
Paper 2 Sixty Years of the National Register of Archives for Scotland	42
Paper 3 Refurbishment of the West Search Room, West Register House	44
Report of the Scottish Records Advisory Council	46
Appendix 1: Additions to the National Archives of Scotland	48
Appendix 2: Surveys Added to the National Register of Archives for Scotland	65



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FOREWORD AND SUMMARY OF THE YEAR 2006-2007



George P MacKenzie
Keeper of the Records of Scotland

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

In presenting the work of the National Archives of Scotland in 2006-2007, I see both continuity and change. We go on working for Ministers, the people of Scotland and an increasingly international public, improving access and letting more people use the records. Yet the nature of the records is changing and so are the ways people use them. Our legal business is dropping as the new land registration system is extended, and we are managing the transition by digitising the Register of Sasines and developing an online service with Registers of Scotland. At the same time, interest in family and local history continues to boom, and we are extending the range of records available in digital form, and working to open the new joint ScotlandsPeople Centre in Register House. In government and the courts, from where most of our holdings come, records are increasingly 'born digital' and we are completing work on our Digital Data Archive, a trusted repository to safeguard electronic materials for the benefit of future generations.

Records and archives have a dual nature. They tell us about the past, and how it has shaped the present. They are also the ultimate guarantee of our rights as individuals and organisations. However, we tend to take records for granted and to become aware of them only when some crisis shows up the importance of their existence or, sometimes, their absence; by then it is usually too late to fix the records problem. That is why we work with a range of public sector bodies to improve their management of information and the records containing it. We provided advice to a number of local authority archives during the year, and while there are still concerns over services in one or two areas, there was also substantial progress in Borders, Edinburgh and Highland.

The ScotlandsPeople family history centre, which we are developing in partnership with the Registrar General and Lord Lyon, remained our major project. Following last year's delay, the building work was re-tendered and has progressed well, though some unforeseen challenges, including the need to remove multiple layers of paint from the delicate Georgian plasterwork, mean that the centre will now open in the spring of 2008. Behind the scenes we continued to digitise the kirk session records with the aim of making them available on the internet from 2008.

The world is now truly digital, and our remote users far outnumber the people who come through our doors. The online catalogue has changed the inquiries we receive. Checking the catalogue before visiting, many customers arrive with a prepared list rather than a speculative question. This has increased the number of records we produce in our search rooms, while the number of visitors remains stable. Online services continued to increase, as unique visits to our websites rose to 494,932, and the total number of visits (excluding those by internet search engines) exceeded 1 million.

Our onsite visitors remain important, particularly those who wish to search in the legal registers in connection with the property market. By digitising the Register of Sasines we can show images to our onsite customers far faster than we could produce volumes. This meant that in spring 2007 we could move the Legal Search Room to a smaller, fully networked area on the first floor of Register House. We accomplished this major change over one weekend, providing a near seamless service. The magnificent Georgian dome, which the legal searchers had used for over 80 years, is being transformed to become part of the ScotlandsPeople Centre.

In February we were delighted to purchase the Dalhousie papers from the Earl of Dalhousie. Deposited in the NAS over 50 years ago, they are one of the most popular collections, and span a huge range of Scottish and world history. They feature one of the best series of monastic charters, from the abbey of Holyrood, including the earliest document in the NAS, a royal charter of 1127. Distinguished colonial, military and political service by various members of the family are reflected in rich documentation, including letters by George Washington and Florence Nightingale. You can read more about the papers below. As NAS has no regular funding to cover acquisitions of this kind, we were grateful for financial help from the Scottish Executive and the National Heritage Memorial Fund, using the special tax arrangements available in such cases.

The year marked two important anniversaries. Early in 1946 a directory of historical papers in private hands was established, which has developed into the unrivalled resource of the National Register of Archives for Scotland (NRAS). It surveys archives great and small, and advises their owners on storing and preserving them. It advises and assists researchers concerning access. Since the 1970s, local authority and university archives have made important contributions to the register. We were delighted, in its jubilee year, to announce the release of the on-line version of the Register at <http://www.nas.gov.uk/nras>. The range of the NRAS is astonishing, from a small pocket book of eighteenth century Fife tenant farmers to the extensive political and estate papers of the Dukes of Atholl. An account of sixty years of the NRAS can be found later in this report.

In 2007 we also marked the 300th anniversary of the Union of Parliaments. In January, there was significant media exposure of documents on the ratification of Union by the Scots Parliament in 1707. Later in the year we collaborated with the Parliamentary Archives at Westminster and the Scottish Parliament in a joint exhibition in London and Edinburgh. For the records the most important outcome of the Union of 1707 was article 24 of the Treaty, which says that the "Crown, Scepter and Sword of State, the Records of Parliament and all other Records, Rolls and Registers" should be kept in Scotland in all time coming. This sums up the symbolic importance and evidential value of the records. They remain one of the essential foundations enabling Scotland to retain its own distinctive legal system to the present day.

As always it is the expertise, efficiency and effort of my NAS colleagues, that enables us to do what we do so well. My sincere thanks go to them for their efforts in the past year.

George MacKenzie
Keeper of the Records of Scotland

NAS AIMS AND FUNCTIONS

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

The principal users of the NAS are the Scottish Executive, the courts and other Government Departments. The NAS also provides services to local government, academic and research institutes, and private companies, organisations and individuals.

The principal functions of the National Archives of Scotland are:

- to select public records regarded as worthy of permanent preservation; acquire other historical records of national importance, or which otherwise merit preservation; divert, devolve or transfer records to other appropriate repositories; and make suitable arrangements for the disposal of other material;

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

- to promote public access to the information in the records and increase access to the records through electronic means, the use of copies, and by producing catalogues, exhibitions and publications;

- to provide advice, guidance and support to owners and custodians of records held outwith the NAS, especially local authorities and other Scottish public authorities, and to disseminate information on and facilitate access to such records;

- to take the lead in the development of archival practice in Scotland; and

- to deploy the resources available to the NAS in the most effective and efficient manner.



George MacKenzie, Keeper of the Records of Scotland, shows a selection of NAS documents to Patricia Ferguson, Minister for Tourism, Culture and Sport, July 2006.

PERFORMANCE MEASURES

No.	Measure	Target 2006-2007	Performance 2006-2007	Performance 2005-2006
1	Number of visits to NAS websites (including SCAN, Scottish Handwriting, and Scottish Documents):	920,000	1,096,336	1,262,801
2	New catalogue entries created	51,600	89,341	120,315
3	Speed of productions to readers from same building: % within 30 minutes	95	Target met	Target met
4	Speed of productions to readers from another building: % within 24 hours	92.5	Target met	Target met
5	Speed of producing extracts: % within 4 days	92.5	90%	95.9
6	Speed of replies to correspondence: % within 20 days	95	88.05%	98.3



Some of the Archive Attendants who provide a vital public service behind the scenes at Thomas Thomson House (l-r): Alistair Stewart, John Riley, Scott Main, Andy Orr, Andrew Thomson, Derek MacLeod and Paul Riley (team manager).



This year saw the beginning of a new phase for court and legal records, as we continued to receive bulky transmissions of paper records but also began detailed planning for large quantities of electronic records poised to start coming our way in the next year or so. The Register of Sasines has been produced electronically since May 2006 and will be the first extensive record to come to us on a regular basis in electronic form. As a consequence we have become deeply involved with the development and testing of the NAS's Digital Data Archive (DDA), taking the lead on developing the procedures required to check, accession and load electronic records into the DDA, a process rather unappealingly termed "ingest".

Meanwhile the relentless annual round of bulky transmissions from the courts and other bodies continued, with over 650m of records brought in for weeding and listing. We were one B2 down for half the year, and another member of staff was away on secondment to Malawi for one month to assess and report on government records management practices there. However, thanks to two volunteers interested in gaining experience of archive work, we were still able to get much cataloguing and indexing done; we added more than 55,000 entries to the NAS OPAC during the year.

We have also been involved in a minor but time-consuming way with the drafting of the Criminal Proceedings (Reform) (Scotland) Act 2007. Part of its effect will be to replace local authority-administered District Courts with Justice of the Peace (JP) Courts, which will be administered by the Scottish Court Service. Assessing which JP Court records should be preserved will therefore become the responsibility of the NAS, rather than local authority archives. We were consulted on that part of the Act which makes the necessary amendments to the Public Records (Scotland) Act 1937.

High Court of Justiciary and Crown Office

In May 2006 the High Court of Justiciary transmitted 75m of High Court trials, appeals and related records for the year 1995. We catalogued them and added entries to the 20th century Solemn database of criminal trials.

Seven years of 19th century High Court trials for the years 1822-24, 1829-31 and 1839 were catalogued this year. As we work our way back through the 19th century, it is becoming clear that the earlier papers are less structured than the later ones, and are therefore more complicated and time-consuming to catalogue. This will require a fundamental re-think of how information should be entered into the Solemn database for the early 19th century and earlier. We also catalogued in detail the records of two notorious 19th century murder trials. The first was the trial of poisoner Eugene Marie Chantrelle (JC26/1878/296), for which we have also catalogued the Crown Office precognition papers (AD14/78/341). The second was the trial of Alfred John Monson (JC26/1893/63), a tutor accused of murdering his aristocratic pupil while out hunting – a not proven verdict was given despite apparently overwhelming evidence of his guilt and the involvement of Dr Joseph Bell, Conan-Doyle's inspiration for Sherlock Homes.

In December we uplifted 80.5 metres of Crown Office precognition papers for 1995, and catalogued them into our Precognitions database. A new year of previously closed precognitions (1931) was catalogued and released for public inspection on 1 January 2007, along with victim information for 1906 High Court trials.



BBC political correspondent James Landale examines trial records for a BBC TV 'Timewatch' documentary on a duel fought in 1826 in Fife by his ancestor, David Landale.

Court of Session

Court of Session processes and petitions for the year 2000 measuring 124 metres, were received at the end of March 2006, and electronic index data from the Court was added to the NAS OPAC in June.

We also continued the work of converting those Court of Session finding aids still held as manuscript or typescript indexes. Over the last five years, we have been working to create a consolidated electronic catalogue for all 20th century extracted Court of Session processes (CS46). This year we completed the work by cataloguing the remaining years 1900-1912.

A new project was begun to create a similar electronic index for the majority of 19th century extracted processes. This is the start of another enormous task which will take several years to complete, but good progress has been made, with about half of the 3rd Series arrangement of processes catalogued so far, covering the whole of Dalrymple's Office, 1810-21 (CS31-34) and half of Durie's office for the same period (CS35-36).

Slow progress has been made on our pilot programme to catalogue processes held in one Court of Session unextracted process series, the Adams-Dalrymple office, 1st arrangement, 1664-1868 (CS228). Sections A and B are now fully completed, and basic entries have been created for sections C and D.

Sheriff Courts

This year, we uplifted records from the sheriff courts of Dingwall (11m), Falkirk (21m), Forfar (20m), Kirkcudbright (11m), Linlithgow (45m), Lochmaddy (2.5m) and Portree (5m). Although Linlithgow is only a medium-sized court, it is also the "sample court" from which we take a wider range of records than usual, in order to provide a fuller overview of the workings of the sheriff courts for future researchers.

Over the summer, four students from the Law Faculties of Edinburgh, Glasgow and Napier Universities were recruited to weed the civil processes from courts transmitted in previous years. They tackled Dumbarton, Dunfermline, Dunoon, and Campbelltown, reducing the bulk by 86%. They also catalogued two series of Campbelltown Sheriff Court processes and weeded the backlog of bonds of caution.

Our programme of cataloguing fatal accident inquiries (FAIs) continued, with surviving FAIs for Aberdeen, Airdrie, Alloa, Ayr, Haddington, Linlithgow, Oban and Stornoway completed this year. An initiative to update descriptions of individual sheriff courts in CALM has begun with updated entries for courts in Lothian, Borders and Fife. This requires significant research, so progress will be gradual. Progress was also made on weeding and cataloguing the backlog of unlisted sheriff court records.

Commissary Office – Soldiers’ Wills

Following the successful launch of the Soldiers’ Wills database in 2005, the database underwent a final edit, and associated administrative records were catalogued. The information is available to the public through our CALM OPAC, accompanied by a ‘digitisation on demand’ service.

Registers of Scotland

The Registers Archive Conversion (RAC) project is described later in more detail under Joint Projects. Court and Legal Records Branch staff assisted the project during the phase of imaging of all the microfiche for the period 1989-2006.



GOVERNMENT RECORDS

Government Records Branch maintained its wide-ranging remit covering the provision of record-keeping help and advice to public bodies, development of the NAS Digital Data Archive (DDA), and running of the NAS Retransmissions service and internal Records Management Unit. Significant work was done to ensure the smooth operation of the Freedom of Information (Scotland) Act 2002, and the accessioning and cataloguing of records from the Scottish Executive, Scottish Parliament and other Scottish public bodies.

The Scottish Parliament

We continued our dialogue with the Scottish Parliament’s Information Access Manager. Owing to an internal operational review within the Parliament, progress on records management matters remained relatively slow, but the Memorandum of Understanding was finalised. Regular transmissions of records continued, and we plan to agree a cataloguing schema for Scottish Parliamentary records during 2007-08.

Scottish Office documents were loaned for an exhibition at the Scottish Parliament from December 2006 until March 2007, entitled *If I Can’t Vote, I Don’t Count*, about the women’s suffrage movement in Scotland. The opportunity was taken to enhance the catalogue descriptions of the historical files about the imprisonment of Scottish suffragettes between 1909 and 1914, which record details of the brutal treatment they received, including force-feeding.

The Scottish Executive

We reviewed 1,531 metres of Scottish Executive files during 2006-07. The figure far exceeded our anticipated annual outturn (1,200 metres), and when combined with the review of records from all government stakeholders, took the annual review figure to 1,665 metres.



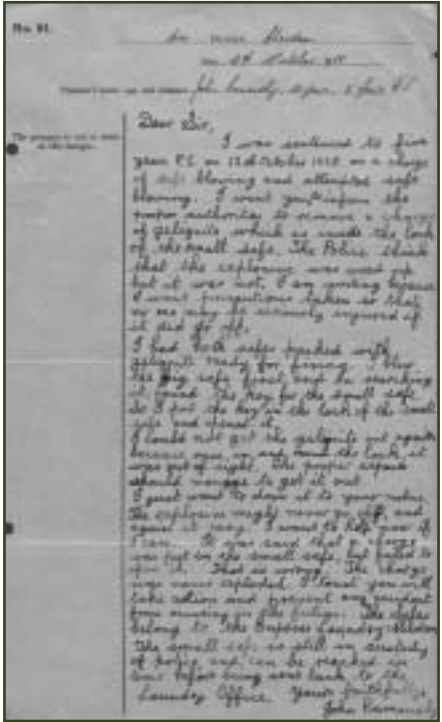
Scottish Office files reviewed during 2006-2007	2006-2007	2005-2006	2004-2005
Files examined	119,306	177,035 ¹	137,104
Files sent for review	57,257	103,618	57,145
Files transmitted for preservation	604	991	691
Files destroyed (metres)	1,531 ²	1,447	1,239

¹ This revised total corrects the incorrect figure of 213,275 on page 11 of the report for 2005-6.

² The disparity between the decrease in the numbers of files examined against the increase in metreage of files destroyed is attributable to the types of files reviewed, many of which carried bulky attachments.

The Freedom of Information (Scotland) Act 2002 and the review of 30-year closures FOISA has been in operation since 1 January 2005. A Memorandum of Understanding between the Office of the Scottish Information Commissioner and the Scottish Executive (SE) agreed a review programme for the early release of closed SE files held in the NAS. The programme stopped in

May 2006 after 18 months. Of an estimated 27,000 closed files in NAS, over 11,000 files were reviewed and opened to public inspection, but this left many thousands of unreviewed files still outstanding. These are now dealt with either case-by-case, as FOI applications are received, or when former closures fall away at the expiry of the old 30-year closure periods and files are deemed 'historical'. The Scottish Executive Information Management Unit continues to review any newly-appraised files held within the Executive, prior to their transfer to NAS. This procedure was incorporated into our joint service level agreement, and ensures that no new files are passed to the NAS without undergoing prior FOISA review.



Johnny Ramensky's petition 13 Oct 1938 (HH16/306).

NAS wished to publicise the success of the review programme by publishing 'good news' features about opened files for the NAS website. However, we highlighted exclusively 'historical' files, i.e. those outwith the 30-year period which were already in the public domain. We published features on the NAS website based on government files about the celebrated safe-breaker Johnny Ramensky (Gentle Johnny), linked to publicity about the making of a new film of his life; the Suffragettes, linked to the exhibition at the Scottish Parliament; and the 50th anniversary of the wreck of the Fishery Cruiser 'Vaila' in January 2007.

FOISA Requests to NAS

We continue to handle FOI requests about information from records deposited in the NAS. Though relatively few in number, these can cause a significant amount of work for GRB staff who are required to liaise between the enquirer and record creators. It is they who are responsible for determining whether any exemptions apply under the Act. During the year we processed 48 enquiries, 21 of which failed to meet the 30 day statutory deadline for response. This was mainly due to delays by the reviewing bodies in returning the records.

Retransmissions

The retransmissions service fulfils NAS's statutory responsibility for the temporary return of records to record creators. During 2006-7 we retransmitted 1,704 records, 99% of them within our target of two working days. Most (1,170) were court records, including the Scottish Land Court (648), the Court of Session (247) and the High Court of Justiciary (195). Scottish Executive records (386) and records of other government organisations (148) made up the remainder.

Client Organisations	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year Total
Courts	308	300	264	298	1170
Scottish Executive	87	90	106	103	386
Other	19	84	28	17	148
Totals	414	474	398	418	1704

Electronic Records

Government organisations increasingly create and store information exclusively in digital form. Preservation of these records is a complex business. Government Records Branch leads in developing NAS policy on electronic records. It also has overall responsibility for the Digital Data Archive (DDA) project, which made progress with the testing of a prototype system by a small working group. The group also tested a draft user manual, and we started to define specific metadata requirements and how they could relate to a generic deposit agreement. In parallel, a BIP0008 (Legal admissibility) working group was set up to draft collaborative procedural instructions.

The initial launch date of March 2007 was delayed owing to staff changes and pressures from other projects, but the project remains on target to achieve functional operation during 2007-08. Great interest has been expressed in the DDA project by other Scottish institutions and cultural bodies. In September 2006, NAS hosted a DDA Masterclass event, attended by several invited bodies, as part of meetings of an International Council on Archives experts' working group on software for electronic records management.

We continue to provide advice and information to Scottish government bodies on electronic document records management (eDRM), and the structured transfer of electronic files from the Scottish Executive's new eDRM *Objective* system is under active consideration.

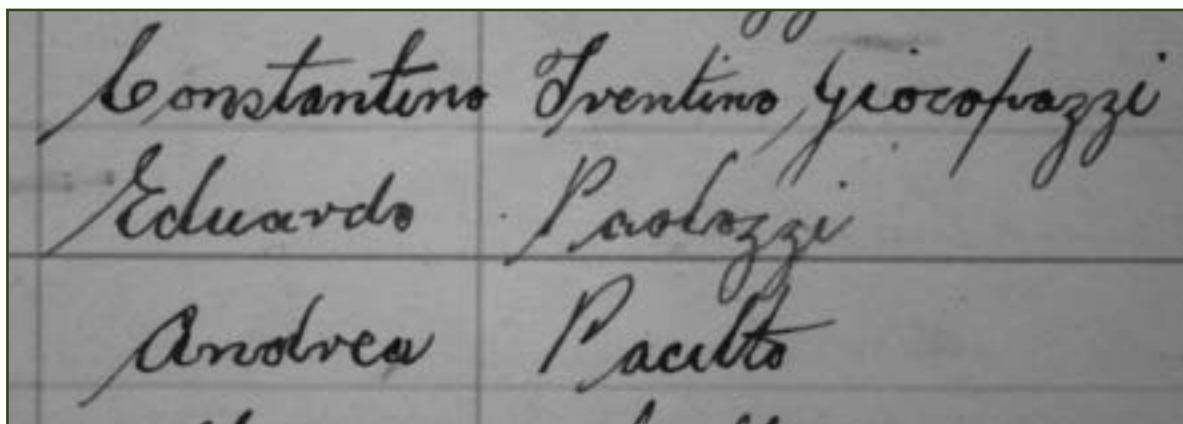
NAS Records Management Unit

The NAS Managing our Digital Records project is tasked with creating guidance and rules for colleagues to follow when creating, using and storing NAS electronic information. We produced guidance on matters such as version control, naming conventions and best practice for using shared network drives. These provide NAS staff with clear and consistent rules to follow. We mapped e-folders as a first step towards converting NAS shared network drives and bringing them into line with the NAS file plan. Most NAS branch files were mapped.

Adopting the file plan in the electronic environment will help us prepare for the introduction of an NAS electronic document and records management (eDRM) system, intended to manage all NAS corporate records. Consideration of the *Objective* Corporation eDRM system, already in use with the Scottish Executive, was considered for possible introduction after completion of the Managing our Digital Records project in 2007-08.

Cataloguing

We created 21,315 new catalogue entries for government records, an exceptionally high figure. About one-third describe Dissolved Companies files deposited by Companies House, which are held on microfiche for the years 1979-85. Cataloguing has greatly improved speed of access to these records, which are in great demand by researchers. As well as regular accessions from the Scottish Executive, and HM Inspectorate of Education, we also catalogued signed copies of statutory instruments received from the Office of the Scottish Solicitor to The Executive (8,019 entries), records of the former Scottish Development Agency (Craft Division), and legacy records from the former Scottish Exchequer. We also received a new deposit of prison records from HM Prison Edinburgh at Saughton.



Eduardo Paolozzi's name in the Saughton Prison register: the future sculptor was one of the Italian Scots interned on 10 June 1940. The register was one of many transmitted to NAS in 2006. NAS assisted the National Museums of Scotland with images of documents for an exhibition, 'Inside Story', by prisoners at Saughton Prison.





PRIVATE RECORDS BRANCH

While much staff time was spent on negotiating and settling the purchase of the Dalhousie papers described later in this report, we made considerable progress in acquiring records and listing uncatalogued material in our backlog, with over 11,700 entries for new records added to the electronic catalogue.



The History of Orkney, part of the 'Historia Norvegiae', the only known complete text of this 12th century text, acquired for the nation with the Dalhousie papers (GD45/31/1).

As always, work continued to expand inadequate lists and prepare older catalogues for public access through the online catalogue. In particular, much effort was put into editing a multi-volume mid-18th century manuscript list of the early charters and legal papers of the Dukes of Montrose (NAS ref: GD220/1). These entries were starting to feed through into the internet catalogue as the year ended and when this work is completed the Montrose papers will be fully catalogued for the first time. Similar work was under way to convert an existing 19th century list of the Register House Charters series (RH6), a very important record group, which has long been a prime source for historians of medieval and early modern Scotland.

We continued to focus attention on our backlog of unlisted records. Cataloguing of the Coal Board records continued, and we have now reached the half way mark in the listing of the surviving records for the deep mining industry for the years 1947-1992. We catalogued the related records of the Coal Industry Social Welfare Organisation (CISWO) Scottish Division, 1953-1991 (GD512). A considerable quantity of titles and other legal records relating to the Carron Company's Stirlingshire properties for the years 1608-1979 (GD58) was arranged and listed. This work was expected to conclude in 2007.

The cataloguing of the papers of the family of Lockhart of Milton Lockhart (GD463) was finalised. The collection contains many interesting letters from John Gibson Lockhart, Sir Walter Scott's son-in-law and biographer. Sports records featured prominently this year, with catalogues created for the Scottish Amateur Athletic Association, 1928-1992 (GD370), the Scottish Athletics Federation, 1921-1922 (GD520) and the St Andrew Boat Club, Edinburgh, 1846-1989 (GD418). The records of the Scottish National Council of Young Men's Christian Associations (YMCA), 1850-1990 (GD476) were sorted and listed, including records of twenty local branches as well as a good collection of journals and magazines. A further large deposit from the Carnegie (UK) Trust (GD281) covered its work of awarding grants to numerous local and charitable bodies, 1897-2005. Other collections listed included the archive of Midland Scottish Omnibuses Ltd, 1932-1991 (GD518) which also contained records for W. Alexander & Sons, Ltd. An addition was made to the papers of Sir John Stewart-Clark, Bt, mainly relating to the Dundas Castle estate, 1894-1937 (GD460).

NAS staff travelled to Kent in June to collect a significant body of records belonging to the Dick-Lauder family of Fountainhall. Previously surveyed by the NRAS, this material has been added to complete the existing family collection already held in NAS (GD41). Highlights include the sketch books of Sir Thomas Dick-Lauder showing views of the Scottish and English coasts, 1841-46 made while touring fishing stations. We also received an addition of four volumes of family photographs, 1898-1948 to the Loch papers (GD268).

NAS published a new policy on its website concerning the acquisition of private records. This replaced earlier guidance, most of which was not publicly available. Our new policy constitutes a codification of past practice and recognises the possibilities arising from the recent increase in local archive provision in Scotland. In particular it articulates the principle that while NAS has in the past sometimes acted as an archive of last resort for acquiring collections of largely local interest, this function cannot realistically continue. In future our focus will be on collections of national and international interest. Another part of the new policy is a recognition of the need to work more closely with the Manuscript Department of the National Library of Scotland. We have begun regular meetings with the Library to discuss issues of common concern.

Each year NAS receives a large quantity of church records, mainly from the Church of Scotland. This year, in response to a question from the Scottish Executive auditors we investigated whether our acquisition of records properly catered for the religious diversity of modern Scotland. The Roman Catholic and Jewish communities have long had their own archives and so are naturally little represented in our holdings. Consequently we focussed attention on the five largest of the other religious faith groups, the Muslims, the Sikhs, the Hindus, the Buddhists, and the Bahai. In general we concluded that these faiths either had no strong record culture, or that such records as they did create were few in number and kept in England. In short, insofar as it is possible for NAS as an organisation dealing in written records to reflect the current Scottish religious communities, it does so.



Dr Alan Borthwick, George MacKenzie, Keeper of the Records, and Dr David Brown, with some of the Dalhousie papers purchased for the nation.

Maps and plans

The Plans Officer listed just over 1,200 maps and plans during the year, which were added to the Register House Plans series (RHP), detailed in Appendix 1. Further progress on developing and using Geographical Information Systems (GIS) in NAS cataloguing was postponed until the necessary ICT resources can be made available.

Sketch of a fountain in Penicuik, 1862, by C J Wahab, an Indian-born engineer employed to improve Penicuik's water supply. A group of Wahab's engineering drawings were gifted to NAS by Penicuik Historical Society (RHP141745).





HISTORICAL AND WEST SEARCH ROOMS

Readers' daily attendances	2006-2007	2005-2006	1996-1997
Historical	6,882	6,901	9,282
West	2,816	4,111	2,809
Total	9,698	11,012	12,090
Postal and e-mail enquiries	2006-2007	2005-2006	1996-1997
Historical	2,861	2,611	2,996
West	1,693	1,329	814
Total	4,554	3,940	3,810
Photocopies	2006-2007	2005-2006	1996-1997
Historical	16,931	12,786	28,834
West	15,187	16,778	13,996
Total	32,118	29,564	42,830
Productions (originals)	2006-2007	2005-2006	1996-1997
Historical	24,037	36,695	35,364
West	9,830	15,303	13,887
Total	33,867	53,998	49,251
Productions all search rooms (digital)	2006-2007	2005-2006	1996-1997
	28,122	22,704	N/A

In the West Search Room the year began with the continuing upheaval caused by the refurbishment. Owing to problems with asbestos the facility was closed for almost eight weeks, and re-opened on 22 May. In order to minimise disruption to readers, we arranged for records normally seen in the West Search Room, except maps and plans, to be seen in the Historical Search Room. This arrangement worked well, although on several occasions the Historical Search Room was full and readers were unable to gain access. An archivist from the West Search Room assisted in Historical throughout the closure with the extra readers and enquiries.



Considerable staff input went into the refurbishment plans and although the work was carried out under a very tight budget, everyone is delighted with the far brighter and pleasanter working environment. Our readers, including the harshest critics of the previous incarnation, have also voiced their approval. This is particularly pleasing following the severe criticism we received in the 2002 Users' Survey. For more details about the refurbishment see Paper 3 below.

Upgrading access to WRH for disabled users proved not to be feasible at this stage. How to address modern requirements will be considered in the context of NAS's future storage and building strategies and public spending decisions. In the meantime disabled access to most records continues to be directed to General Register House as far as possible. Access to plans continues at West Register House or, exceptionally, at Thomas Thomson House.

The slow decline since 2001-02 in overall daily attendances in the Historical and West Search Rooms continued again this year. The drop of 11.9%, nearly double that of the previous year, occurred mostly in the West Search Room, which was down 31.5%. This was mostly due to the two-month closure of the West Search Room, and in part to the return of several popular record series from West Register House to General Register House during the year.

There was also a decline in the number of original record productions this year. This figure has generally been in the high forty thousands over the last ten years and reached a zenith at 53,998 in 2005-06. This year, however, there was a sharp decline of 37% to a nadir of 33,867 productions. The decrease in Historical productions was roughly three times that in the West, and was not due to fewer readers but to the increasing use of records in digital format, such as wills and testaments. This year's statistics indicate the shift towards more electronic access, as more and more popular series of NAS records are digitised.

This year's growth was in postal and e-mail enquiries, which rose by 34% and 33% in Historical and the West respectively, to just over 4,500 in total. We continue to improve our autoresponse in line with the information available on the website or via fact sheets, in an effort to provide immediate answers to as many enquiries as possible. However, most correspondence continues to require a formal, individually-considered response. As more information and images go onto the website and fact sheets are updated, this situation may change.

NAS continued to write weekly articles for *The Scotsman* newspaper's weekend supplement, based on readers' questions concerning genealogy. They covered a variety of topics including church, criminal and military records, asylum seekers and shipping registers. Whilst these were popular for the eighteen months they appeared, it was agreed to end this arrangement in January 2007, as *The Scotsman* was planning changes to its magazine and it was felt that the articles had served their purpose.

A major development affecting all three search rooms was the introduction of the new electronic ordering system (EOS), starting in the Historical Search Room in May 2006, the West and the Legal Search Rooms in June, and extending to NAS staff in July, and the legal search firms in March 2007. The phased approach across our search rooms allowed us to assess and resolve problems caused by the different records and references involved. After some initial difficulties, the EOS settled down well. Readers are comfortable using it and appreciate being able to monitor progress with their orders, and also to check what they have ordered out on previous visits. The system provides us with detailed statistics to assist our public services by planning record moves and digitising programmes, and monitoring performance targets.



LEGAL SEARCH ROOM

Photocopies (pages)	2006-2007	2005-2006	1996-1997
	678,408	809,956	1,104,192 figure includes copies needed for Registration of Title
Productions (manuscripts)	2005-2006	2004-2005	1995-1996
	113,068	117,385	146,998

The sasine productions were expected to continue to drop this year, but the decrease of 3.7% was much smaller than anticipated and far less than the previous year's drop (10.6%). This slower decline was most probably attributable to the increasing numbers of short, fixed-term mortgages being taken out as home-owners tried to capitalise on the best interest rates. Continuing high house prices and stamp duty also seemed to encourage homeowners to build extensions rather than to move, and this often involves taking out a second mortgage. A definite impact on our production figures is expected when the sasine registers held on fiche are digitised as part of the Register Archive Conversation (RAC) Project. The fiche, covering all counties from 1989 to date, should be digitised by the end of year 2006-07. As about 20-25% of record productions in the Search Room involve sasines from 1989, this should have a dramatic effect on the work of the search room staff.

Correspondence fell 17% on last year's total of 6,090, which was an all-time high and was due in large part to the claims for compensation for respiratory and vibration diseases. The deadline for receipt of these claims is now drawing nearer, so we expect this type of enquiry to fall again substantially next year.

It had been expected that the Legal Search Room would transfer from the Dome upstairs to the Robertson Wing in April, to allow the next building phase of the ScotlandsPeople Project to start. The move was postponed when the building contractor went into receivership in early April. We took the opportunity of making further progress with the electronic ordering system, and developing the RAC tool into a more robust system in advance of the move during 2006-07. The aim was to replace the 300 metres of paper finding aids to the sasines, in order to obviate the need to move them upstairs for public access in the new Legal Search Room.

Our fortnightly meetings with the legal search companies continued, as did regular meetings with other branches, to ensure that no aspects of the move were overlooked. The input and contributions from these various groups proved to be invaluable in planning the move in April 2007.

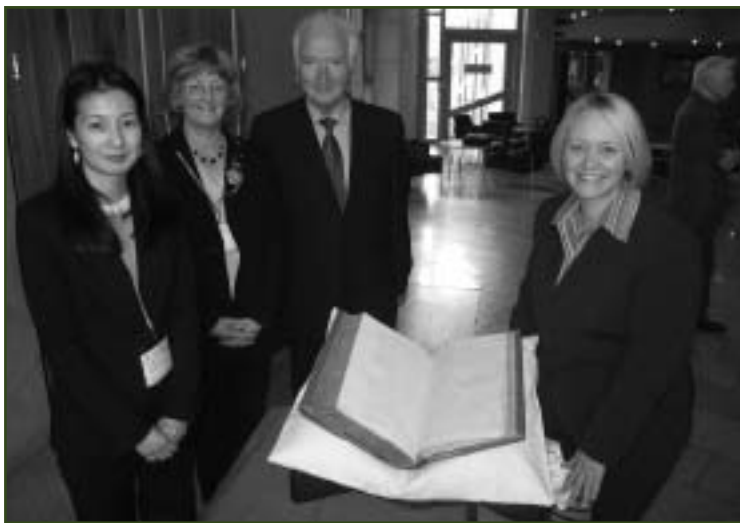
In order to streamline the provision of search room services, in April 2006 Reader Services assumed responsibility for all Archive Attendants directly involved with the search rooms. The new arrangement should make it easier to deal with the impact of future changes such as the increased use of digital images and the opening of the ScotlandsPeople Centre.





Exhibitions

'Leaving it all behind: an exhibition of soldiers' wills, 1857-1966' continued until 28 April. It was the last exhibition in the Front Hall of General Register House. Although the closure of the space for the refurbishment project did not happen as planned, there was no time to organise another exhibition. The 'Face of the Country' exhibition of facsimiles of maps and plans illustrating the development of the Scottish landscape continued at West Register House. A temporary exhibition was mounted there to display three plans from Mercator's *Atlas* (1595) gifted to NAS in 2005-06. NAS loaned several documents from NAS collections for external exhibitions, which included 'Violin Making in Scotland 1730-1950' and 'Henry Raeburn and his Print Makers' at Edinburgh University, and 'If I Can't Vote I Don't Count' at the Scottish Parliament. In April 2006 the NAS supported the launch of Will Relief Scotland 2006 at the Scottish Parliament by displaying David Livingstone's testament, in order to highlight the links between Scotland and Malawi, and the charity's message.



Saho Arakawa and Marilyn Mazs of NAS, Lord Mackay of Clashfern, a patron of Will Relief Scotland, and Cathy Jamieson MSP, Justice Minister, with David Livingstone's testament. Courtesy of Neil Watt, Scottish Executive.

Websites

In the past the NAS, like most other public and private sector bodies, reported website traffic without taking into account the effects of robotic website crawlers or 'spiders' used by search engines, which artificially inflate visitor figures, sometimes by as much as 20%. It is also increasingly difficult to count separate visitors to websites because IP (Internet Protocol) addresses, on which website visitor analysis is often based, increasingly do not correspond to single Internet users. The performance measure for NAS website visits in 2006-7 is the number of visits for each site, less the number of visits by 'spiders'. The NAS continues to evaluate our methodology for collecting visitor data, and further refinements of the performance measure are likely. The table below gives comparative figures for the 'new' performance measure (visits excluding 'spiders') and the total (including 'spiders') for this year and last year.

Overall, the performance of the NAS websites has been satisfactory. In November 2006 the NAS launched the Scottish Archives for Schools (SAfS) website, to allow the development of lively online resources for the Scottish school curriculum. There are now five NAS websites. During 2006-7 visits made to the five sites exceeded 1 million for the third year running, and the number of visits with 'spiders' subtracted passed 1 million for the first time. Since the e-commerce service for wills and testaments was transferred to the ScotlandsPeople website in 2005, the main function of the Scottish Documents website has been to redirect returning customers to the correct site, hence the decrease in visits to Scottish Documents. Visits to the other four sites have increased, unsurprisingly in an era of increasing Internet usage. Nevertheless the NAS has invested much work in improving the accessibility of its websites to all Internet browsers and to disadvantaged users, such as the sight-impaired.

Rather than relying on somewhat crude website visitor figures, the NAS is focusing on measuring the delivery of online services. About 40,000 searches of the NAS, SCAN and National Register of Archives for Scotland online catalogues are made each month, but their performance has been a concern for some time. As a result of feedback about the websites and their future development, it was decided to aim for a replacement online catalogues this year. Replacement catalogues are in the process of being designed. The provision of digital or electronic record surrogates online has been much more successful. Digital copies of testaments are made available via the ScotlandsPeople website, and surrogates of other records are accessible on the SCAN and NAS websites. Together these amounted to 77,473 virtual productions of records in 2006-07 compared to 53,403 in 2005-06.

Website statistics 2005-2006

Website	Visits - including robot crawlers ('spiders') (2005-06 figures in brackets)	Visits - excluding robot crawlers ('spiders') (2005-06 figures in brackets)	Unique visitors (2005-06 figures in brackets)
NAS (www.nas.gov.uk)	586,280 (472,683)	500,809 (415,937)	238,706 (179,272)
SCAN (www.scan.org.uk)	666,155 (572,852)	413,016 (373,490)	175,242 (151,582)
Scottish Handwriting (www.scottishhandwriting.com)	67,653 (54,687)	57,712 (46,329)	24,786 (20,753)
Scottish Documents (www.scottishdocuments.com)	116,814 (162,579)	111,763 (142,459)	50,419 (52,115)
Scottish Archives for Schools (www.scottishdocuments.com)	17,448 (-)	13,036 (-)	5,779 (-)
TOTAL WEBSITE VISITORS	1,454,350 (1,262,801)	1,096,336 (978,215)	494,932 (403,722)





Scottish Archives for Schools (SAfS)

The emphasis this year has been to develop and extend our education service to teachers and pupils throughout Scotland. Our education website, www.scottisharchivesforschools.org was launched in October 2006. Resources available on the website include the Wars of Independence, 1286-1329, and the Union of the Crowns, 1603. Our education staff used this year's NAS exhibition *Leaving it all behind*, based on the wills and correspondence of in the two World Wars servicemen to create a new resource addressing the ethics of war to support Moral, Religious and Philosophical Studies. In partnership with the Scottish Poetry Library, we also used the exhibition to run creative writing workshops for S3 pupils. They wrote their own war poetry, which was published on the SAfS website.

Scottish Archives for Schools

Home | Index of resources | Workshops | Publications | Videoconferencing | Teachers | News | Site help | About us | Contact us

Resources
Our resources provide a variety of activities for pupils in support of the 5-14 Curriculum and National Qualifications p4-14.

Workshops
Our education staff run workshops which give teachers and pupils the opportunity to work with original sources relating the past to life.

Publications
Visit details of our Scottish Archives for Schools (SAfS) resource packs and CD-ROM.

Videoconferencing
From October 2006, we are running a pilot videoconferencing project with schools in East Ayrshire and PFA. VISIT the section of our website for updates on our progress.

Our archives are alive!
Welcome to our education service, Scottish Archives for Schools is a free educational website designed by the National Archives of Scotland (NAS) to support the teaching of Scottish history, as well as wider areas of the Scottish curriculum, in schools and colleges.
Find out about the history of Scotland and its people from the Wars of Independence to the Second World War. Design a warbird poster for William Wallace; study a selection of medieval documents and seals; find out about the lives of Mary, Queen of Scots and her son, King James, and about Scottish servicemen who fought in both world wars.

Leaving it all behind: the impact of war on servicemen, their families and society
Visit our latest resource that draws on a collection of wills and correspondence written by Scottish servicemen who died in WW1 and WW2. Students can consider moral and ethical issues surrounding war that every serviceman must have faced during these times and which every citizen continues to face today.

News: A Union for all that?
Look out for our collaborative education project with a series of events for schools to mark the 300th anniversary of the Union of the Parliaments during 2007.
More news

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A Union for a' that

In autumn 2006, NAS entered into a collaborative education project with the Royal Commission on the Ancient and Historical Monuments of Scotland,



Historic Scotland, the National Library of Scotland, the Scottish Parliament, the National Galleries of Scotland and the Law Society of Scotland, to deliver resources and events for primary and secondary pupils in 2007 to mark the 300th anniversary of the Union of the Parliaments. The project, launched in January 2007, will produce a DVD for schools exploring the historical significance of the union, and a programme of learning activities looking at the history of the union and the architectural expression of democratic decision-making. These activities will be designed to support the Curriculum for Excellence.

The first series of Union workshops was delivered in March in Edinburgh, Glasgow, Aberdeen and Dundee to over sixty S3–S6 pupils, in support of the Donald Dewar Memorial Debating Tournament run by the Law Society of Scotland. Later in 2007 six more workshops will be delivered for primary schools in Aberdeen and Edinburgh.

Workshops for Schools

During 2006 our education staff developed content to support our pilot programme of workshops for schools to run from January–June 2007 in General Register House. By the end of March 2007, NAS had welcomed over 150 pupils from P7–S2 from schools in Edinburgh and as far afield as Ayr and Lossiemouth. Our Education Officer continued the programme of workshops for teachers and delivered sessions to primary school teachers and student history teachers in Edinburgh.

Pupils from St Margaret's School, Edinburgh, at a schools workshop in GRH.



Talks and visits

This year, staff in the Historical Search Room continued our successful series of monthly talks in GRH for the general public on the services of the NAS and how to start family or local history research using our records. In addition, staff in Outreach Services delivered specialised talks and workshops in the NAS and beyond to over 500 visitors and students. They included members of the Scottish Association of Family History Societies; journalism students from Telford College, and students of genealogy from Dundee Community College; undergraduates reading history, geography, law and musicology from the Universities of Edinburgh and Glasgow, and postgraduates from the Schools of Scottish Studies and of Literature, Language and Culture at Edinburgh University. On 30 September we opened Thomas Thomson House to the public for the first time as part of Doors Open Day. About 60 visitors enjoyed the opportunity to see behind the scenes, to get an appreciation of how a modern archive building works, and to appreciate where records they might order in the search rooms start their journey. As ever the conservation workshop was the star attraction.



Visitors to Thomas Thomson House, Edinburgh Doors Open Day, 30 September 2006

Publications

Work began on revising the NAS's genealogical guide, *Tracing Your Scottish Ancestors*, and it was agreed with Mercat Press to publish a fourth edition in 2007. The text of *The Scottish Countryside: its changing face 1700-2000*, by Rosemary Gibson, which is based on the NAS exhibition mounted in 1997, was prepared for publication by Birlinn in summer 2007.

The spring issue of the NAS Newsletter appeared as usual, but the Autumn issue was cancelled because of other commitments. Publication of the Annual Report for 2005-6 was delayed until spring 2007.

Media use of archives

A busy year began in April with filming from West Register House for a TV series *Britain's Best Buildings* presented by Simon Thurley, chief executive of English Heritage. The portico of WRH was transformed into a smart club for an episode of the TV drama *Rebus*, featuring Ken Stott as the eponymous detective. At General Register House night filming took place on the roof for the feature film *Hallam Foe* (2007). David Starkey was filmed with the Exemplification of the Act of Union, 1707, for his TV series *Monarchy*, while other documents were featured in a BBC documentary on the Union of 1707 presented by Ruaraidh Nicol. In January 2007 the anniversary of the Scottish Act of Union created considerable media interest in NAS documents, notably Brian Taylor's report on the original Act for BBC Scotland, and networked news stories for BBC and Channel 4. Annabel Goldie MSP, leader of the Scottish Conservatives, visited NAS to inspect the Act, accompanied by the press.

In 2006 another BBC political correspondent, James Landale, visited GRH to film trial records in connection with a documentary on a duel fought in 1826 in Fife by his ancestor, David Landale, about which he had written a book. The story of an emigrant to Canada, who had been adopted in Scotland, was filmed by a Canadian TV company. The *History Detectives* filmed the expert opinions of NAS staff on a document from the West Highland Museum, that purported to date from 1746 and to reveal the location of hidden Jacobite gold beside Loch Arkaig. The resulting feature was broadcast later in 2007. Minor filming was done by STV for a news feature on the abolition of slavery in 1807.

Still images were requested for TV documentaries on Robert the Bruce, the Massacre of Glencoe, the Tay Bridge, and the Australian version of *Who do you think you are?*, and for several academic publications and magazines. Among press articles about NAS, was a story on the plans of the locus of various crimes in the RHP series, published by the *Sunday Post* on 28 May.



Meanwhile NAS genealogical resources were featured in BBC Radio Scotland's highly popular new series *Digging up your roots*, and in a programme about 'Indian' Peter Williamson, kidnapped from Aberdeen in the mid-eighteenth century.



West Register House becomes 'The Register' club for a Rebus TV episode, July 2006

Library

We made considerable progress on the retrospective cataloguing project for pre-1991 accessions. Work on the following classes was completed: Bibliography (BIBL), Dictionaries (D), Law (L), Pamphlets (P), Record Commission publications (REC) and Topography and History Non-Scottish (TH). In addition, during the West Search Room closure for refurbishment, we catalogued and re-referenced 835 volumes from the open shelves and transferred them to new shelving. There were 557 new volumes (including periodicals) added to the Library, of which 320 were gifted and 237 purchased. In total 4,379 new records were added to the CALM catalogue.

JOINT PROJECTS

Sasine Digitisation: The Registers Archive Conversion Project (RAC)

NAS and the Registers of Scotland (RoS) are continuing to make progress in their joint project to digitise Sasine records. The project's objective is to convert records and finding aids from paper and microfiche to digital images, then to index them in order to enable online searching. The records that have now been digitised are available within General Register House, but in due course they will be made available for searching via the Registers Direct data warehouse service operated by RoS.

The first stage of the project is now complete. Sasine finding aids comprising abridgements and indexes have been scanned and data extracted. The data has been loaded into a database that can be searched using a specially developed computer application. With the co-operation of staff and customers, the search application has been implemented and initial problems with performance have been addressed. This search tool has now become the primary means of examining Sasine abridgements and indexes, as the paper volumes have been removed from the Adam Dome to allow refurbishment work to proceed. The tool allows users to identify the Sasines in which they are interested; copies will continue to be produced by NAS staff in the usual way for the time being. The search tool is also being used by RoS staff on an identical database.

All of the Sasine fiche records, encompassing the record volume for all counties from 1989 to 2006, have been digitised. The resulting images have been added to the database and linked to the abridgement and index data. The quality of these images is good and this facility has been well received by staff and customers, who value the speed of access and the clarity of the images. Registers of Scotland have discontinued the production of new fiche. New Sasine records are being created in the form of scanned images which will be preserved by NAS. RoS are now in the process of digitising their own fiche records which form part of the Land Register archive.

In parallel with the fiche conversion, NAS have made good progress in digitising paper Sasine record volumes. A 'twilight' shift operates at Thomas Thomson House and, at the time of writing, half of the paper volumes relating to the county of Midlothian have been digitised. As with the Sasine fiche, the resulting images will be loaded into databases which are held by both NAS and RoS. The NAS intends to speed up the digitisation of Midlothian volumes, subject to the constraints of the refurbishment works at General Register House, with the aim of completing the county's records by mid-2008.

NAS and their customers are beginning to reap the benefits of the work done in making the Sasine records far more accessible. The continuing capture of record volumes, and online access to them, will benefit both the legal profession and the general public undertaking research.

The Scottish Family History Service Project

It is some time since we announced in the Keeper's Annual Report plans for the development of the Scottish Family History Service, so it is worth reiterating the background to the project. The project is a joint initiative involving three of the most venerable government institutions in Scotland - the National Archives of Scotland (NAS), the General Register Office for Scotland (GROS), and the Court of the Lord Lyon (CLL). Between us, we hold the main records which people use as the basis for doing their Scottish family history.

The Family History Service project has the following key aims:-

- First, to create a Family History Service at the Register House campus that is fully integrated behind the scenes, because most people who visit or call do not know, or care, which particular body is responsible for which records.
- Secondly, to provide a similarly joined-up Family History Service over the Internet.
- Thirdly, to establish and promote a new “brand” for the Scottish Family History Service, which emphasises that, between them, the three departments hold the key and authentic information for anyone researching family history in Scotland.
- Lastly, but by no means least, to encourage and promote the setting up of local family history centres. These will probably be run in the main by local authorities. National records such as the digitised images we are looking at today will be made available alongside local archives and documents. This will create local resources that will be greatly attractive to family historians.

Progress on the first objective suffered a serious setback when the appointed contractor went into receivership in April 2006. Our contingency plans have worked well, however, and a new main contractor was appointed early in 2007. The new Centre is scheduled to open in spring 2008. Two new public search rooms, created out of areas previously used as office and storage space, are almost completed. This will open up internal spaces to public use for the first time and will help make the most of the full potential of these marvellous buildings.

There will be better amenities for visitors, with space for exhibitions and enhanced facilities, including a café and shop. There will be a single access point to the Family History service via the front door of General Register House. This will create a focal point for visitors to Edinburgh by exploiting the prominence of the Princes Street entrance. We will also provide much better access for disabled people to the buildings. Colleagues in the Royal Botanic Garden Edinburgh have agreed to advise us on the landscaping of the garden area behind GRH. We are sure that when the Centre opens next year it will be a major tourist attraction in its own right.

The single Intranet service, www.scotlandspeople.gov.uk is now well established and attracts hundreds of ‘hits’ each week from people all over the world. The brand name for the service is ‘ScotlandsPeople’, with the associated strapline ‘Connecting Generations’.

The buildings contain a remarkable store of information reflecting the personal histories of Scots over many centuries. The creation of a single family history centre will unite the efforts of the NAS, GROS and CLL in providing genealogy services and produce a first class facility. We are confident that this will be a magnet to ancestor hunters not only in Scotland, but across the world wherever Scots have settled, and that it will increase our understanding of our past and give a boost to tourism.



Changing Collagen Hierarchies in Parchment

The NAS's three-year partnership with the Conservation Research Section of the National Archives (TNA) at Kew continued. Lee Gonzalez, our sponsored PhD student at the School of Optometry, Cardiff University, is currently evaluating and exploring fundamental questions surrounding the treatment of parchment artefacts, specifically the relative merits of solvents. We expect his work to provide evidence that will allow the revision of current conservation and preservation practice, especially regarding our important early parchment documents.

Statistical Accounts of Scotland

NAS continued to be represented on the editorial board of the Statistical Accounts service (<http://edina.ac.uk/stat-acc-scot/>) and supplied detailed person, place-name and occupational indexes to accompany the images and transcript of the census of Stow, 1801 (GD113/1/468), which we had previously provided.

P.C.	Brought Over	M	F	K	L	S	A	B
		0	0	5		5	1	1
	George Hogg Labourer	1			1			
	Janet Hogg his wife		1					
	Alison Hogg Daughter		1					
	Ann Dickson an old woman in the town	1		1				
	Elixa Henry an old unmarried woman	1						
	Neil Mylre his Daughter illegitimate	1						1
	John Hogg Elixa's Nephew a wandering list	1		1				
	Robt. Innes Labourer	1			1			
	Murron Middlemore his wife		1					
	Adam Bellis John their children	2	1					
	Hugh Brongle Labourer Highway	1			1			
	Betty Wilson his wife		1					
	David & George their sons	2		1			2	
	Maig' Gynison an old widow	1		1				
	James Brongle a small tenant	1			1			
	Neil Wilson his wife		1					
	Thos. Cormiston Smith his son in law	1					1	
	Neil Brongle his wife		1					
	Jonny their Daughter	1	1					1

Census of the parish of Stow, 1801 (GD113/1/468)



CONSERVATION AND PRESERVATION

Conservation Services Branch is responsible for all aspects of conservation and preservation of the records held in NAS, from policy and professional standards to conservation treatments and preservation practices, including storage and handling. CSB aims to implement an increased commitment to collection care, and is preparing for possible changes in operational priorities following the opening of the ScotlandsPeople Centre, in order to promote access to the NAS collections and to genealogical research. In 2006 the Branch assumed responsibility for all aspects of archive attendant services at Thomas Thomson House, the largest of our three storage sites, including record productions, moves and transportation, management of the electronic Record Locations System (now complemented by the Electronic Ordering System), and van services.

NAS continues to give conservation priority to records frequently requested by the public and those records which support the digital programmes committed to enhancing public access. This year saw the completion of the Church records digitising project. The project offered the opportunity for all members of the newly-expanded branch to collaborate and work with local archivists to ensure this ambitious project was completed. We carried out on-site surveys, preparation work and other work, such as providing new boxes and re-housing collections held all over Scotland, culminating with Glasgow City Archives. Planning is now under way with local archives for a programme to revisit records considered to be in too poor a condition to be completed in the initial phase. Thanks go to our colleagues in local archives for their co-operation in making this venture a success.

Conservation staff made considerable progress on the preservation of our photographic collections. They co-operated with Glasgow University Archives, notably in identifying priorities and sharing experience concerning the records of Upper Clyde Shipbuilders, which are jointly owned. This will facilitate complementary policies and strategies to be developed, encourage and develop access, and improve preservation of this vulnerable collection. We commissioned a report from a leading authority to provide an external assessment of current policy. Visits to St Andrews University Archives and Special Collections maintained a mutually useful collaboration and information exchange, which may be expanded.

We have introduced a computer-aided box-making machine to the branch, which has opened up wider possibilities for high-grade customised storage of the NAS collections, and ultimately for a service we could offer externally. The system is very flexible and can make boxes of different designs.

A constant challenge for NAS is to store records at the maximum density without compromising professional standards. Conservation staff continued to work closely with colleagues responsible for records location information and cataloguing, to plan storage and care of the collections.

We made our annual updates to our record-handling guidance and reference manuals, including revised incident control guidance for our volunteer staff teams, and provided training sessions for colleagues. Work on business contingency planning, which would ensure that NAS core services could be maintained in the event of a disaster, is programmed for next year.

NAS maintained its specialist services to select stakeholders, including sealing Letters Patent and Acts on behalf of the Registers of Scotland and the Scottish Parliament respectively. Conservation staff facilitated the increasing demand for exhibition loans of documents from NAS collections.



Conservation staff provided a wide range of conservation and preservation advice and practical input to several bodies, including the Scottish Court Service, the Scottish Executive, the Royal Botanic Garden Edinburgh, the Scottish Catholic Archives, the Glasgow Area Disaster Planning Network, as well as several local authority, university and privately-held archives. They also hosted visits from numerous professional colleagues and stakeholders from the Scottish Executive, the UK, Europe, and as far afield as the Kyushu National Museum Japan.



Saho Arakawa of Conservation Services describes her work to visitors on Edinburgh Doors Open Day, 30 Sept 2006

NAS box-making machine



BUILDINGS AND RECORD STORAGE



GENERAL REGISTER HOUSE

Scottish Family History Centre

The year began with a severe blow on 5 April 2006, when appointed contractor for the project, the Peter Walker Group, went into liquidation. This left much of the project unfinished. A great deal of effort was rapidly undertaken to ensure that the buildings and surrounding ground were made safe. Work was completed to stabilise structural walls, and to ensure that the public were not inconvenienced in getting access to General Register House and New Register House.



Incomplete work on the east moat of General Register House, April 2006.

Materials already ordered by the contractor for the works had to be secured from the contractor's yard and various suppliers, and delivered to and stored at Register House. We submitted claims to the Receiver in order to establish our right to any monies which would be available once the Receiver decided on the action to be taken regarding the assets of Peter Walker. Negotiations on the NAS claim have continued since then.

In order to continue with the project and secure another contractor, the NAS's design team speedily prepared new contract documentation. We were delighted that in December 2006 the new contractor, ROK plc, was appointed, to begin work in January 2007.

The new access at the north-east corner of New Register House, which will provide the link with the new family history search rooms in General Register House, spring 2007.





Work recommences on the east moat of General Register House, March 2007.

It was pleasing that in advance of securing the new contractor, we were given permission to employ one of Peter Walker’s subcontractors to complete work in the Dundas Search Room, New Register House. This enabled our colleagues in the General Register Office to reopen that public facility as quickly as possible.

Thomas Thomson House

We completed the work to re-shelve one of our archive stores with new mobile shelving, involving the installation of a raised floor and hand-operated mobile shelf units. Records in the room were either carefully transferred or protected during the work. The work has increased storage space for the records.



Static shelving before the upgrade programme, Thomas Thomson House.



New mobile shelving, Thomas Thomson House.

CORPORATE SERVICES

Finance

Finance and Administration Branch provides support services for office procedures, manages procurement processes across the office and act as liaison with a wide range of external customers, suppliers and other divisions within the Scottish Executive. Payment performance continued to be a key indicator and 99% of invoices were regularly paid within our agreed target time.

In the financial year 2006-2007, the gross expenditure of NAS was approximately £14 million. To offset this, we generated income, mainly from fees and charges and the sale of wills and testaments online, of just over £1 million. We incurred significant impairment charges on General Register House this resulted in an exceptional increase in funding of £4 million to defray them. Impairment charges are incurred when expenditure on an asset is not reflected in an increased value for that asset. While we have spent considerable sums on refurbishing GRH, its market value has not increased, mainly because of the constraints placed on its use for any other purpose. The other main items of expenditure were on salaries (c.£4.3 million), and accommodation costs (c.£4 million), most of which were incurred on the major refurbishment programme at General Register House for the Scottish Family History Service (ScotlandsPeople) project. The NAS Accounts for the year 2006-2007 were audited by Grant Thornton UK, under a contractual arrangement with Audit Scotland. The Accounts will be laid before the Scottish Parliament and a copy posted on our website.

Information and Communications Technology (ICT)

Information and Communications Technology Branch (ICTB) made significant progress on digitising further classes of records and working towards the infrastructure for the Scottish Family History Service (SFHS) project this year.

For SFHS we played a key role in the design, planning and implementation of the SFHS technical infrastructure. With the exception of the applications we have been responsible for all business aspects, including agreeing and negotiating the input of external suppliers, purchasing equipment and other solutions, working with colleagues from other departments, ensuring that the IT systems for the SFHS integrate effectively and efficiently with the NASNet systems and IT strategies, in addition to devising formal ITIL Service Management solutions.

The Genealogical Society of Utah (GSU) completed the kirk session digitisation project including volumes that were brought in from Glasgow City Archives for imaging. We will now start work on developing the website for this material. This website will initially be limited to Church of Scotland stakeholders and local archives.

We signed a further agreement with GSU to digitise the historical sasines. Imaging of Midlothian Sasines 1780-1870 is now well under way. To help with the Registers Archive Conversion (RAC) project, GSU have captured 1,186 Midlothian volumes from 1869. To increase our digitisation capacity we introduced an additional shift last year, which is well established and working well. It is an effective operation offering excellent value for money, and could be extended beyond the lifetime of the RAC project. The two shifts have captured almost 8,000 volumes, representing 38% of the Midlothian Sasines.



We gathered feedback about the websites and their future development, and as a result will be taking steps for a replacement online catalogue.

A major development for staff was the introduction of remote access to email and theOracle, NAS's intranet, launched at the end of November, accompanied by user awareness and training programmes. The new system has proved to be reliable and is delivering significantly enhanced facilities and flexibility to the organisation.

We had planned to re-develop the Scottish Handwriting website early in 2007, but this was deferred to enable work on the Valuation Rolls (VR) digitisation programme. An extensive survey of the scope of the VRs, together with options for creating indexes to this material, will form the basis of a major procurement in the forthcoming year.

ICTB continued work on the Digital Data Archive, the repository for electronic records. The system has not been fully implemented as it is still undergoing debugging but the testing schedule and documentation has been achieved.



Margaret Fox, NAS, with volunteer indexer Mrs Maureen Walker at the NAS stand at the General Assembly 2006.

SERVICES TO RECORD CREATORS, OWNERS AND CUSTODIANS

Impact of Freedom of Information on records management

The Freedom of Information (Scotland) Act 2002 encourages all Scottish public authorities to maintain their records, including their retention, management and destruction, in accordance with the provisions of a Code of Practice (s.61). An important development saw the setting up of a work programme to implement the Code with the Scottish Executive Information Management Unit (SE-IMU). We devised a workbook to assess and audit internal records management procedures and measure conformance with this Code. The workbook operates as a self-assessment tool and was successfully completed by the SE-IMU. NAS staff audited the returns and provided a very favourable final assessment report in December 2006. The unit demonstrated a high level of conformance with records management best practice, achieving a compliance rating of 91%.



George MacKenzie (right) presents the Certificate of Compliance to Ken Glasgow of the Scottish Executive Information Management Unit, with Jackie Brown (SE-IMU), Jenny Cutts and Hugh Hagan (NAS) and Ian Taylor (SE-IMU). Courtesy of Scoop.

The workbook was also published on the NAS website. It was very well received by the Scotland Group of the Records Management Society, and prompted much discussion about its potential use by the records management community and consideration of its wider dissemination.

Agencies and other Public Authorities

Excluding the Scottish Executive and Scottish Parliament, we responded to requests for advice from nineteen stakeholders this year. Responses were made to a wide range of bodies, including: The Cabinet Office, Companies House, HM Customs & Excise, General Register Office for Scotland, Highlands & Islands Enterprise, Fisheries Research Agency, Historic Scotland, Historical Abuse Systemic Review, MET Office, NHS Education Scotland, Parole Board for Scotland, the former Property Services Agency, Queen's Printer for Scotland, Sentencing Commission for Scotland, Scottish Chamber Orchestra, Scottish Courts Administration, Scottish Funding Councils, Scottish Prison Service and Scottish Water.

Local Authority Archives

The future of the Dumfries and Galloway archive service, one of the oldest in Scotland, continued to be uncertain. Although the Council gave an assurance to NAS in late 2006 that the archivist's post would be restored, it remains vacant. The vacancy also clouds the possibility of joint working with Dumfries and Galloway Health Board Archives, whose own future is under review. The situation at Argyll and Bute remains stable, but the post is still part-time. On a brighter note, the 'friendly audit' by NAS of Edinburgh City Archives, which was described in the last Annual Report, was favourably received by the City of Edinburgh Council, and professional appointments have begun to follow.

NAS supplied advice and comment to a number of other councils, including Highland and Scottish Borders, about their plans for significant investment in their archive services. Borders Council's archive opened in spring 2007. The Highland Council's inventive policy of developing local 'spoke' repositories to complement the 'hub' HQ in Inverness took further shape with its plans for an archive service in Lochaber. NAS visited Fort William to discuss the Council's proposals. A funding decision was awaited from East Lothian Council for the long-planned archive, library and museum centre in Haddington.

NAS also produced a draft paper on what constituted 'proper arrangements' for local authority archive services in terms of the Local Government (Scotland) Act 1994, and received responses from various professional bodies. The issue of the guidance was complicated, however, by the uncertain fate after the May elections of the Culture Bill which in its draft had re-invigorated the provisions of the 1994 Act. Much of the emphasis in the Bill lies in trying to measure the quality of local cultural services. In a parallel development, NAS was represented on a UK working group, hosted by TNA, to discuss proposals for developing self-assessment procedures for archive services, initially in local authorities, but ultimately applicable to the whole sector.

Charge and Superintendence

No records were transferred during the year, but preparations were made for the transfer of the Lerwick Fishery Office records (AF29) to Shetland Museum and Archive's new premises. Arrangements were also put in hand for the transfer of the historical records of the Presbytery of Lochaber records in CH2 and CH3 to the new archive in Fort William, which was due to open in late 2007. A table of productions of items under charge and superintendence follows.

Production statistics	2006-2007			
	C & S productions	Total productions	C & S as % of total productions	Copies of C & S material
Unitary Local Authorities				
Aberdeen City Archives	65	1,118	5.81	9
Ayrshire Archives	25	1,643	1.52	Nil
Dumfries and Galloway Archives	179	2,072	8.64	Nil
Dundee City Archives	391	7,418	5.27	59
East Dunbartonshire Archives	Nil	150	Nil	Nil
Falkirk Council Archives	104	5,162	2.01	51

Production statistics	2006-2007			
	C & S productions	Total productions	C & S as % of total productions	Copies of C & S material
Unitary Local Authorities				
Glasgow City Archives	5,102	33,179	15.58	N/A
Highland Council Archive	22	3,822	0.58	4
North Highland Archive	64	1,208	5.30	3
Orkney Archives	141	2,204	6.40	28
Perth and Kinross Council Archive	620	7,998	7.75	606
Renfrewshire Council (Paisley Central Library)	656	18,301	3.58	97
Shetland Archives ¹	17	89	19.10	N/A
Stirling Council Archive Service	382	8,952	4.27	N/A
Universities				
Glasgow University	1,448	11,511	12.58	689
St Andrews University	595	13,448	4.42	155
Other Institutions				
RCAHMS	33	2,300	1.43	2

¹ Closed for most of the period under review in preparation for a move to a new building.

Scottish Council on Archives

As part of its representation on various archives bodies, NAS has been an active 'observer' member of the Scottish Council on Archives (SCA), which represents owners and users as well as record professionals, since its launch in 2002. NAS has offered SCA a base in West Register House, and SCA staff will set up there once the expected official funding has been confirmed. The SCA parallels on a smaller scale the Scottish Library and Information Council for the library sector, and the Scottish Museums Council for museums.

60th anniversary of the NRAS

On 14 December a number of owners, users, colleagues from other institutions and present and former staff of the NRAS gathered in General Register House to mark the 60th anniversary and officially launch our on-line Register. In February 1946, when the Directors of the NRAS held their first meeting, the task of ensuring the survival of historical records in private hands was immense. The difficulties facing the NRAS did not curb their ambitions for its success. From the outset the NRAS aimed to act not only as an index to historical sources but also to advise owners on the preservation and conservation of their archives. At first the Register concentrated on surveying the papers of landed estates but by the 1960s it turned its attention to the declining industries in the west of Scotland.

There are now over 4,200 surveys on the Register, covering the papers of the major landed families, large and small businesses, societies and associations as well as of private individuals. As well as those undertaken by staff of the NRAS, surveys are contributed by our colleagues in the Business Archives Council for Scotland and local authority and university archivists. These surveys, and the work of the NRAS in encouraging better preservation and access, have been of enormous significance in contributing to the advances in the understanding of Scotland's history over the past 60 years. While giving us cause for celebration, the anniversary is also an opportunity to consider the future.

A major part of the NRAS remit is to provide owners of historical papers with advice on preservation, storage and cataloguing issues. Most owners are conscientious about their role as guardians of their family's written heritage and are approaching us increasingly with questions relating to copyright, reproduction and publication. The Duke of Hamilton's archive continues to be the most heavily used collection listed on the Register and during the year the NRAS helped facilitate the imaging of inventories of the art collections in Hamilton Palace for the Virtual Hamilton Palace Project (<http://www.rcahms.gov.uk/hamilton/index.html>).



The NRAS advises and assists owners of private archives about ways to improve the storage of their records.

The number of enquiries received by the NRAS continues to grow and the subjects of these remain wide-ranging, from studies on Dutch cultural links with Scotland in the 17th century, the Dunmore pottery and Scottish Secretaries of State, to Dudley Watkins, artist of 'The Broons', and genealogy. Many researchers are now making good use of the new electronic NRAS catalogue available in the NAS search rooms and on-line, and the resulting multiple requests place a heavy demand on the NRAS's small team. The Assistant Registrar deals with the majority of the incoming enquiries and liaises with the owners and researchers to arrange access. Where permission is granted, owners are often very generous in allowing researchers to have access to their papers *in situ*. Many owners living near Edinburgh choose to deposit their papers temporarily with the NRAS and these are consulted in West Register House.

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

An account of the NRAS from 1946 to 2006 is given on pages 42-3.

Tessa Spencer, Assistant Registrar of NRAS, working in a private archive in the Borders.



The Papers of the Earls of Dalhousie

On 9 March 2007, the Keeper announced that the National Archives of Scotland had purchased the papers of the Earls of Dalhousie. The Dalhousie family had expressed a wish to sell the collection to the nation in early 2005, and following valuations and negotiations with their agents, a price of £1.6 million was agreed. NAS has a limited annual budget for buying records and the final purchase was only possible because of the exceptional generosity both of the Scottish Executive and of the National Heritage Memorial Fund in London, each of whom made available a grant of £800,000.


The bulk of the collection was first loaned to the NAS in 1951 and the family made regular additions to it thereafter, the latest as recently as 2005. From the first, the papers were identified as one of the finest privately-owned collections in our holdings and over the years they have consistently been one of the most popular collections with our readers. Amounting to 75 linear metres of records, constituting some 12,700 catalogue entries (that is single documents, bundles of letters and volumes), they record the activities of many generations of two linked families, the Ramsays, Earls of Dalhousie, and the Maules, Earls of Panmure. The catalogue, produced between 1951 and 1959, is one of our best and may be viewed as part of our online catalogue.

In Scottish terms the papers tell of a family that had once had significant landholdings in several counties across Scotland. Such wealth would naturally confer enormous political, economic and social power on them, both in local affairs and centrally in Edinburgh and London, as indeed it gave similar authority to several other Scottish landed families. This fact, however, can only hint at the enormous historical value of the family archive.

Three 18th century family antiquarians, James Maule 4th Earl of Panmure, his brother Harry Maule of Kellie, and Harry's son James, were responsible for assembling one of the particular glories of the collection, an extraordinary body of medieval documents. These include monastic seals and charters for the nunnery of North Berwick, and the abbeys of Inchaffray and Holyrood. Those for Holyrood include the earliest Scottish charter now in Scotland, a grant of property in Edinburgh made about 1127 by King David I. A manuscript of Walter Bower's *Scotichronicon*, a 15th century history of Scotland, is unique for its illuminated initial letters and additional notes. Another early manuscript, *Historia Norvegie*, although first written in the 12th century now exists in its most complete form only in the copy in this collection made in Scotland about 1510. A Latin history of Norway, it contains the earliest surviving account of the Norse settlement of Orkney and records a delightful myth that the Picts built towns morning and evening but hid in underground chambers at midday!

Among the wider correspondence, there are papers relating to the Darien expeditions of the 1690s, including one of a very few surviving letters actually written from the ill-fated colony. Letters relating to Scottish domestic politics include material relating to the Jacobite rebellion of 1715. An inheritance through marriage brought the papers of General John Forbes into the Dalhousie family. Forbes fought in the American War (1757-63) and his military papers include seven letters from George Washington. The considerable achievements of successive earls within the emerging British Empire are fully represented in the archive. The 9th Earl of Dalhousie had an extensive military career in the Napoleonic Wars and from 1810 to 1828 he was successively Lieutenant Governor of Nova Scotia and Governor-in-Chief of Canada. His Canadian papers cover all aspects of government, including relations with the USA. Subsequently he became Commander-in-Chief in India (1829-32) and his Indian papers link with those of his son the 10th





Earl, who was Governor General 1845-56. In all, there are thousands of letters, and they are central for the history of Indian society and administration in the years immediately before the war of 1857. Among many highlights, they include nine unique early photographs of devastated artillery redoubts, taken at Khorramshahr during the Anglo-Persian War (1856-7). The papers of Fox Maule as minister for Scottish affairs (1835-41) include valuable material on British Chartism and on the patronage disputes preceding the Disruption in the Church of Scotland (1843). Later, as Secretary for War (1855-8), his papers provide detailed evidence on the Crimean War and include several notable letters from Florence Nightingale.

Nor should the collection be seen as merely representing the lives and triumphs of the members of a successful family. Archivists generally are sometimes accused of only preserving the records of 'the great and the good', while ignoring the papers of lesser men and women. In practice this misconception reflects the sad reality that, at least until the late 19th century, relatively few ordinary people could write and so leave their own evidence behind. Until well into the nineteenth century, more than half of the Scottish population lived outside the major towns as tenants, cottars, craftsmen and labourers. In consequence, some of the most important evidence about their lives and work derives from the records of their landlords. Indeed in many cases this will be the only surviving written evidence about them, especially if the local parish registers are lost. The Dalhousie archive is a perfect demonstration of why the preservation of collections of major landowners is vital for this wider Scottish social history as well as for family history research. It has a large body of rentals (lists of tenants) and correspondence about estate affairs, particularly for Angus, Midlothian and Aberdeenshire, some of which has already been used by economic and social historians.

Overall, it is difficult to dissent from the verdict of Professor Chris Smout, HM Historiographer in Scotland that as a collection "It contains something to interest every kind of historian". The purchase of the collection will ensure its continued availability to the people of Scotland and to the international research community.

David J Brown
Head of Private Records Branch

Sixty years of the National Register of Archives for Scotland

Looking around at the network of national and local archives and the information we hold on private papers today, it is easy to forget how far we have come and how much has been achieved since the establishment of the NRAS in 1946. Relatively few countries have chosen to emulate the approach of the Register and its UK counterpart, the NRA, and some visiting archivists from abroad have expressed frank astonishment that public money should be expended on assisting private owners look after their archives. Yet without the determination, enthusiasm and energy of those working for the NRAS over the past 60 years, many important collections for Scottish history would have been lost or be inaccessible to researchers.

The Royal Commission on Historical Manuscripts (HMC), founded in 1869 and now part of The National Archives, was the first systematic attempt to locate and record the existence of manuscripts of value for the study of history. The urgency of saving manuscripts was, however, recognised as particularly acute as a result of the Second World War. The submission to the HMC by the British Records Association, founded in 1933, of a memorandum on 'Dangers to Records in the war and post war periods' led to the establishment of a committee to promote the idea of a National Register of Archives. In early 1945 the Treasury released funds to set up the NRA in London and later that year, as a result of lobbying by Dr William Angus, the Keeper of the Registers and Records in Scotland, the Treasury agreed to provide £360 a year to set up a similar Register in Scotland, based in Register House, Edinburgh.

On 28 February 1946 the Directors of the newly created National Register of Archives (Scotland) met in Edinburgh. The group included the Historiographer Royal, Dr H W Meikle, Professor Croft Dickinson and Henry M Paton, as well as other archivists and historians. As a result, 5,000 leaflets were printed announcing the setting up of the Register and its aims and intentions, and in June a batch was sent out to the first area targeted, Wigtown, Dumfries and Kirkcudbright. The first to respond was T W Kennedy of Blackwood Estate, whose agents sent a copy of an inventory of his writs of lands in Dumfriesshire (now NRAS128). By September the survey was ready to move on to the north-east and 320 leaflets were sent out that month. A big boost to the Register came in 1947, when Sir James Fergusson of Kilkerran, who wrote for the Glasgow Herald made a radio broadcast supporting the scheme. As a result many collections of private papers were deposited on gift or loan to Register House, where Sir James became Keeper of the Records in 1949.

The original intention of the Register was to locate and survey a wide range of archives including local authority and ecclesiastical records, business and professional archives, as well as collections of family papers. In actuality, for the first 15 years or so of its existence, because of constraints on its resources and manpower, the NRAS concentrated on private papers. The early surveys were undertaken in situ at some speed and despite difficulties caused by petrol rationing, although major surveys, such as the papers of the Duke of Buccleuch, occupied three members of staff over a period of three weeks. Papers were examined in basement, attic, charter room, estate office or lawyer's office and, within the time available, a general indication of the contents was drawn up. Many of these early surveys have subsequently been resurveyed as additional material has been come to light, and taking into account new areas of research, such as estate management. By the late 1960s the NRAS had surveyed over 500 collections, two thirds of which were of papers of individuals and families.

In the 1960s the attention of the Register turned to business records. The Business Archives Council for Scotland (BAC(S)) was established in 1960, and continues to be a major contributor of surveys onto the Register. In 1970, in order to assist the NRAS target businesses and families in the West of Scotland, Treasury granted £2000 to Glasgow University for three years to set up the Western Survey. This was followed in 1971 by the North Eastern survey, based at Aberdeen



University, and in 1972 by the Eastern Survey at Dundee University. All three Surveys added substantial numbers of lists of the archives of industries in their areas to the Register, often rescuing papers just before they would have been destroyed.

By the 1970s new local authority archives were also beginning to contribute surveys to the Register: 527 surveys in 1971, rising to a high of 2,350 ten years later. There are now nearly 4,300 surveys on the Register, about 500 of which have been superseded. About 2,000 record collections have been deposited in archives, libraries and museums. As the NRAS also acts as a clearing-house for information on private collections both deposited and still in private hands, it relies on the local knowledge of local authority and university archivists. When the NRAS was established, no such network of local archives existed.

Although the archival landscape in which the NRAS operates has changed significantly over the past 60 years, its core functions remain the same. The NRAS continues to identify collections of historical papers and prepare surveys of them, at no cost to the owner. Advising owners on the care and preservation of their archives, often the reason for the owner's initial contact, still forms a major part of its work. The threats to archives remain largely the same as 60 years ago: destruction by flood and pests, poor storage conditions, lack of awareness of their historical value, dispersal by sale etc. The NRAS routinely gives advice on storage and security issues, copyright and reproduction, conservation grants and tax incentives, and will also give objective advice on places of deposit. Very often collections are steered towards an appropriate local local or university archive or other national institution. The NRAS also acts as the point of contact between the researcher and the owner, to arrange access to collections. While most access is given in situ, some owners in the Edinburgh area will deposit their papers temporarily for consultation in the NAS, while others will deposit in their nearest local archive.

Access to information contained in NRAS surveys has been dramatically improved with the creation of the on-line Register (www.nas.gov.uk/nras). The first Directors of the NRAS would be surprised at the ease with which staff and researchers can recover information from electronic searches. The electronic catalogue allows researchers to search easily across surveys in a way impossible when the surveys were only available in paper form. It also enables them to be more specific when they forward requests to the NRAS. This is undoubtedly a great stride forward, although it does add to the burden of work placed on the Register. Responding to nearly 500 enquiries each year occupies the Assistant Registrar full time.

As the NRAS moves into its seventh decade it will undoubtedly face new challenges as well as meeting more familiar ones. The NRAS has, for example, only recently been drawn in to advise private owners on their electronic records, and the impact of the recent purchase of the John Murray Archive for the nation has still to be felt. The 60th anniversary has been a time to stop and reflect on the great success of the Register in making the contents of so many private archives known to the wider world, helping preserve them for future generations, and thereby contributing to advances in the understanding of Scotland's history and its place in the world.

Alison Rosie
Registrar
National Register of Archives for Scotland

Further reading: Alison Rosie, "Something sensible for a change": the National Register of Archives for Scotland', *Scottish Archives*, 10 (2004), pp. 109-122.



PAPER 3: REFURBISHMENT OF THE WEST SEARCH ROOM, WEST REGISTER HOUSE

The West Search Room closed to the public on Friday 30 March and re-opened to the public again on Monday 22nd May 2006 following an extensive refurbishment. In order to minimise the inconvenience to readers during this time, records normally produced in the West Search Room (with the exception of plans) were made available in the Historical Search Room at General Register House on 24 hours' notice. The refurbishment marked the completion of the most important stage in the programme for upgrading the search room, which actually began in December 2002 with the removal of the glass booths to accommodate reader terminals. The most recent improvements were designed to provide a more comfortable, spacious, modern and better-lit working environment for public and staff, and to take account of comments in the NAS User Survey of 2002.

The West Search Room forms part of the conversion of the former St George's Church (Robert Reid, 1810), which closed for worship in 1961 owing to dry rot and structural problems. Following extensive external repairs and wholesale internal reconstruction by the Ministry of Public Buildings & Works, it re-opened to the public as West Register House in April 1971. However, over the years the unsatisfactory design of the original fixed desk-and-chair units became a regular cause of reader complaints, and the furniture no longer met contemporary standards for adjustability or accessibility. In addition, the desktops (65 cms deep x 94 cms wide) had always been too small, and the lack of space had become more pressing owing to the more general use of laptops and preservation aids such as book cushions. In 2004 it was found that a number of seats were structurally unstable and most required to be re-upholstered. It was evident that nothing could be done to upgrade the existing furniture and that a more radical solution was required. With the support of the Scottish Records Advisory Council, a budget of £35,000 was allocated for the refurbishment of the search room in April 2005. Staff furniture was to be replaced along with the readers' desks in order to maximise space and to achieve an holistic design.

The new search room layout and furniture have increased capacity for readers from 19 (16 seated and 3 standing at the plan table) to 23 readers (20 seated and 3 standing at the plan table) and allowed the more flexible use of work benches by both general readers and those inspecting plans. Groups of desks have been replaced by shared benches (80 cm x 268 cm) extending right up to the wall, thereby increasing the available workspace. The bench tops are fitted with two 'Rotax' units, each with three power sockets and two data sockets. While light levels have significantly increased owing to the lighter surfaces, a limited number of task lights are also available. The mirrored strip is both an attractive design feature and a security measure. Disabled access can be provided at the bench in the first window bay, which is permanently set higher than the standard benches and also accommodates microform readers. The island shelving at the top end was removed. Most paper catalogues were withdrawn following the transfer of their content to the Online Public Access Catalogue. The reference library was relocated behind the supervisor's desk in order to improve physical access to library books and the remaining catalogues.





Options for improving the existing layout by separating business and study areas and for reducing traffic through the search room were, however, limited by the search room's L-shaped plan. To achieve improvements in these areas significant structural alterations would have been necessary.

In Reception, lockers with glazed windows and a coat rack have been provided for readers. The new reception desk and visitors' book table match the furniture in the search room. Few will regret the removal of the rather surreal artificial grass and boulders from under the main stair. (The stones were recycled at Thomas Thomson House.) The replacement of the public seating in reception and the re-glazing of the stair window with plain glass to improve lighting on the stair are under consideration.

The design team were Tangram Furnishers Ltd, of Edinburgh. The overall concept was inspired by fact-finding visits to the search rooms of the Royal Institute of British Architects + V&A Partnership, the British Library Map Library and the Royal Geographical Society in London.

The refurbished search room has proved to be a success with both the public and staff. Indeed, readers' reactions to the improvements have been overwhelmingly positive, the lightweight adjustable chairs being singled out for particular praise. The design of the search room in the new Shetland Museum and Archive, which will open in June 2007, is to be based on the West Search Room.

John McLintock
Head of Maps and Plans & West Search Section



West Search Room, Spring 2006

REPORT OF THE SCOTTISH RECORDS ADVISORY COUNCIL

The Council met formally on two occasions in this year. The retention and disposal sub-committee, established in 2004, held its fourth annual meeting in February 2007. An innovation was to hold a full Council meeting outside the premises of the National Archives of Scotland; thanks are due to Edinburgh City Archives for hosting the Council when it met in April 2007. It is intended to continue this practice in future years for at least one of the regular meetings.

The expertise of the Council continues to be called upon regularly in correspondence. The Secretary acts as a centre for electronic communications, which enables the Council to respond timeously where appropriate to consultations by the Scottish Executive, the Scottish Parliament and other bodies.

Membership

Members of the Council for 2006/07 were Professor L Abrams, Mr P Daniels, Professor R Davidson, Mr J Hamill, Professor H MacQueen (Chairman), and Sheriff D Smith. Invited members representing the Society of Archivists in Scotland were Mr K Wilbraham (archivist, Edinburgh City Archives) and Ms L Richmond (archivist, Glasgow University). Mr S Bruce of the Scottish Executive continued to attend the meetings of Council, reporting to it on public records and freedom of information policy in the Executive. A further initiative was to invite participation in Council meetings by representatives of the Scottish Information Commissioner and the Information Commissioner. Dr Ken Macdonald, Scottish representative of the Information Commissioner, attended his first meeting in April 2007 and it is anticipated that he will be joined by a representative of the Scottish Information Commissioner in 2007/08.

Vacancies continue to exist on the Council, as noted in last year's report. The long-heralded Performance and Financial Management Review has never taken place, and the situation remains in a highly unsatisfactory limbo. The Council continues to be well served by the continuing members, but the need to reinforce the Council with new blood is even more urgent than in 2006. The Chairman is of the view that the position is virtually untenable, and notes that his own period in office comes to an end in 2008.

Administrative

Council meetings are attended by the Keeper of the Records of Scotland, the Registrar General for Scotland, and Dr Peter Anderson, Deputy Keeper of the National Archives of Scotland. Dr Alison Rosie of the National Archives of Scotland [NAS] acts as Secretary to the Council. The Council expresses its thanks to them for their assistance and advice. In the interests of transparency, accounts of the Council's own activities are available both via its annual report, published in the Annual Report of the Keeper, and via its minutes, which are on its website <http://www.scottishrecordsadvisorycouncil.info/>.

Freedom of Information

Freedom of information remained an important subject for the Council, which continued to monitor closely the implementation of the new legislation. The Council was kept fully informed on developments, and the Council's retention and disposal sub-committee also heard at its February 2007 meeting further implications of freedom of information for retention and disposal work in the National Archives of Scotland. The Council was satisfied that there had been a professional and committed response to freedom of information in the NAS.





Possible Archives Legislation: Culture Bill and Public Records Strategy

The Council made a submission in the pre-election consultation by the Scottish Executive on the proposed Culture Bill, which makes some useful provision for archives. The Council continues to emphasise the point that archives are not only cultural but also, and in some ways more importantly, part of the essential machinery of government. In this respect, it continued to follow with concern the difficult situations in which a number of local authority archives were placed, by the low priority given to their professional management when put in competition for resources within authorities. Difficulties continue with Argyll & Bute and Dumfries & Galloway despite discussions between their chief executives and Council member Peter Daniels. Our comment last year, that “the resultant threat to the integrity and professionalism of public archive services in Scotland is a matter of deep concern” therefore still holds good, and it remains our view that this threat will be best averted by the creation of a modern legislative and regulatory regime for public archives. Part of that regime should be an advisory body set up to support the public interest in archives and to interact with the Keeper, archive professionals, the Scottish Government and Ministers. Such a body will require an appropriate level of resources to perform this task well.

Accommodation

The Council was concerned by the unforeseen impediments to the development of the Scottish Family History Centre premises on the General Register House campus, and was kept informed about developments. It will continue to monitor closely what looks likely to be an exciting new phase in the exploitation of the resources within Register House.

Links

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

Miscellaneous

The Council monitors with interest the successes of the postgraduate archivist training programmes at Glasgow and Dundee.



Professor H L MacQueen
On behalf of the Members

APPENDIX 1: ADDITIONS TO THE NATIONAL ARCHIVES OF SCOTLAND

REGISTERS OF SCOTLAND

Chancery Records

C15/45	Quarter Seal Warrants	0.24 metres	2003-2005
C29/159	Warrant of Decrees of Service	0.14 metres	2005

Diligence Registers

DI9	Register of Inhibitions and Adjudications	13.54 metres	2006-2007
DI11/219 - DI11/224	Minute Books of Inhibitions and Adjudications	0.26 metres	2005

Register of Deeds

RD5/2006/15 48-31284	Register of Deeds	5.76 metres	2006
RD15	Warrants of Deeds	67.82 metres	2006-2007
RD16/2004/1 -223	Sasine Preservation Writs	1.40 metres	2004
RD23	Register of English and Irish Judgements	1.17 metres	2005-2006
RD25	Certificates of English and Irish Judgements	2.75 metres	2005-2006

Register of Sasines

RS088- RS122	Register of Sasines	4.48 metres	2005-2006
RS158- RS192	Register of Sasines: Minute Books	3 metres	2004-2005
RS193- RS227	Register of Sasines: Presentment Books	0.93 metres	2004-2005





COURT OF SESSION

CS/unlisted	Miscellaneous Court of Session material: Register of Acts and Decrees, general processes and divorce register	0.10 metres	1993-2005
CS318/149/ 1522-CS318/ 149/2675 & CS318/150/0 -1891	Concluded Sequestration Processes: Sederunt books	63.5 metres	2006

HIGH COURT OF JUSTICIARY

JC various	High Court of Justiciary miscellaneous papers: Sitting papers; criminal appeals; justiciary appeals; minute books; index books; appeals index cards; procedure books; books of adjournal.	75.00 metres	1995
JC26/1994/3A- JC26/1994/6A	High Court processes, main series: Sitting papers	0.25 metres	1994
JC36	Trial transcripts	48.50 metres	1961-1987

SHERIFF COURTS

SC16/1/6- SC16/73/2	Kirkcudbright Sheriff Court Civil registers and processes, 1912-1982; Club records, 1925-1979; Adoption records (closed for 100 years), 1962-1980; Small Debt Court books, 1961-1976; Summary Removing Court register, 1910-1976; Summary Cause registers, 1976-1979; Commissary Court registers, 1930-1983; Criminal Court records, 1961-1981	11.00 metres	1910-1983
SC25/2/21- SC25/75/2	Dingwall Sheriff Court Civil registers and processes, 1961-1981; adoption records (closed for 100 years), 1971-1980; small debt court books, 1970-1976; summary removing court records, 1950-1976; criminal court records, 1969-1991; summary cause registers, 1976-1980; commissary court records, 1968-1989	11.00 metres	1950-1991



SHERIFF COURTS

SC30/1/5- SC30/42/3	Lochmaddy Sheriff Court Civil registers and processes, 1907-1980; adoption records (closed for 100 years), 1960-1980; small debt court books, 1963-1976; summary removing court records, 1967-1975; criminal court records, 1961-1978; other sheriff court business, 1881-1975.	2.11 metres	1881-1980
SC32/1/8- SC32/37/2	Portree Sheriff Court Civil registers and processes, 1936-1980; adoption records (closed for 100 years), 1951-1980; small debt court books, 1964-1977; criminal court records, 1959-1978; summary cause registers, 1976-1981; county and other sheriff court business, 1964-1975; administrative court records, 1866-1931.	4.42 metres	1866-1981
SC36	Glasgow Sheriff Court Whipping of juvenile offenders file	0.03 metres	1851-1943
SC41/2/6- SC41/122/2	Linlithgow Sheriff Court Civil registers and processes, 1915-1980; adoption records (closed for 100 years), 1977-1980; small debt court books, 1975-1976; summary removing court records, 1975-1976; criminal court records, 1974-1980; summary cause registers, 1976-1980; commissary court records, 1963-1986	45.00 metres	1915-1986
SC47/2/34- SC47/80/2	Forfar Sheriff Court Civil registers and processes, 1895-1979; adoption records (closed for 100 years), 1967-1980; small debt court books, 1967-1976; criminal court records, 1966-1982; summary removing court records, 1970-1976; commissary court, 1966-1984; summary cause registers, 1976-1978; register of deeds, 1916-1980	17.50 metres	1895-1984
SC70/17	Edinburgh Commissary Office Register of Testaments	4.00 metres	1996-2002



OTHER COURTS

Burgh Courts

B48	Linlithgow Burgh Police Court register	0.025 metres	1960-1975
RH2/8/118	Bound photocopies of Irvine Burgh Court Records	0.20 metres	1621-1674

Justice of the Peace Courts

JP15	West Lothian Justice of the Peace Court register	0.025 metres	1966-1972
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Scottish Land Court

LC1/118-120	Annual Reports	0.03 metres	2005-2006
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SCOTTISH PARLIAMENT

SCP	Meeting of the Parliament, Written Answers, Business Bulletin, Minutes of Proceedings; statutory instruments; signed Acts of the Scottish Parliament; letters' patent; website snap shot	14.52 metres	2005-2007
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SCOTTISH DEPARTMENTS

AD15 & AD27	Precognitions and Fatal Accident Inquiry (Chinook Disaster)	80.50 metres	1995
AD15/89/305	Crown Office Precognitions	2.00 metres	1989

Crown Office, Queen's and Lord Treasurer's Remembrancer

E861	Ultimus Haeres files	6.00 metres	1998-2000
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Scottish Office/Scottish Executive

AF; DD; ED; HH; SEP; S0E	Scottish Office/Scottish Executive files	30.66 metres	
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UNITED KINGDOM DEPARTMENTS

Customs and Excise

CE	Official registration documents and correspondence relating to pleasure crafts registered at Scottish ports	10.00 metres	1903-1993
CE7	Miscellaneous records, including: plan of Portobello harbour, Leith; Map of Dundee Harbour; plans of proposed bonded warehouse, Leith; White Star Line: Blue Book and other papers, Greenock	0.25 metres	1823-1945

SCOTTISH AGENCIES

Historic Scotland

DD	Files on Preservation of Buildings, Protection of Wrecks, Heritage Policy, etc.	6.00 metres	1961-2004
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HM Inspectorate of Education

HMI9	Various school inspection reports	4.56 metres	2005-2007
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Scottish Prison Service

HH8, HH12 & HH21	HMP Edinburgh (Saughton): Prison registers and indexes (including Registers of Punishment), Governors' journals and other related material	11.00 metres	1879-1996
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UK AGENCIES

Companies House

BT2	Dissolved company file: The Edinburgh Cemetery Company Limited	0.04 metres	1952-1984
BT2	Dissolved Company files	3.79 metres	1986



Property Services Agency

	Microfiche plans	3 metres	1900s
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Vehicle and Operator Services Agency

No reference	Traffic area offices registers: issue of badges to bus conductors and drivers	0.80 metres	1935-1988
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SCOTTISH NON-DEPARTMENTAL PUBLIC BODIES

Clinical Standards Board for Scotland

NHS3	Board meeting papers and minutes	0.5 metres	1999-2002
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Crofters Commission

CRO1	Bound and signed minutes	0.10 metres	2005
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Health Technology Board Scotland

NHS4	Board meeting papers and minutes	1.00 metres	2000-2002
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Highlands and Islands Enterprise

HIE	Board meeting papers, minutes, agendas and management group papers	0.20 metres	2004-2005
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NHS Quality Improvement Scotland

NHS2	Board meeting papers	0.5 metres	2003-2004
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Parole Board for Scotland

HH53	Annual Reports	0.30 metres	2000-2005
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Scottish Funding Council

SHF	Agendas, agenda items and minutes, circulars and publications	0.15 metres	2004
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UK NON-DEPARTMENTAL PUBLIC BODIES

British Transport Commission

BR/BTC/2	Annual reports	0.26 metres	1948-1958
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Council on Tribunals: Scottish Committee

CT9	Annual Report	0.02 metres	2006
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INDEPENDENT BODIES

The Sentencing Commission

No reference	The Scope to Improve Consistency in Sentencing Report	2.50 metres	2005
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VALUATION AUTHORITIES

VR	Valuation Rolls for Scotland (all counties)	1.95 metres	2005-2006
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PUBLIC INQUIRIES

Dunblane Inquiry

COM21/4/6/33-69	Dunblane Inquiry - additional file papers	0.23 metres	1996
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DISTRICT COUNCILS

Dunbar District Council

DC4/7/11A	Prestonkirk register of applications for parochial relief	0.10 metres	1928
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CHURCH RECORDS

Church of Scotland

CH2/3	Aberdour Kirk Session	0.02 metres	1959-1987
CH2/63	Carstairs Kirk Session	0.15 metres	1923-1978
CH2/67	Cleish Kirk Session	0.15 metres	1840-1991
CH2/96	Duffus Kirk Session	0.02 metres	1671-1789
CH2/163	Fossoway Kirk Session	0.07 metres	1855-1952
CH2/241	Lilliesleaf Kirk Session	0.06 metres	1877-2004
CH2/384	Drainie, St Gerardine's and High Church	1.01 metres	19th-20th century
CH2/432	Edinkillie Kirk Session	0.10 metres	1866-1961
CH2/487	Kinross Kirk Session	0.02 metres	1855-1949
CH2/524	Greenside Church, Edinburgh	0.25 metres	1883-1991
CH2/552	Jedburgh Kirk Session	0.20 metres	1866-1978
CH2/695	Greenock South now Gaelic Kirk Session	0.50 metres	1790-1966
CH2/738	Lairg Kirk Session	0.15 metres	1870-1947
CH2/740	Linlithgow St Michael's Kirk Session	0.02 metres	1991-2006
CH2/779	Dyke Kirk Session	0.21 metres	1870-1977
CH2/782	Lumphinan Kirk Session	0.20 metres	1864-2004



CHURCH RECORDS

Church of Scotland

CH2/856	Kincardine O'Neil Kirk Session	0.10 metres	1986-2004
CH2/865	Creich (Bonar Bridge) Kirk Session	0.05 metres	1857-2005
CH2/894	Assynt Kirk Session	0.05 metres	1877-1919
CH2/900	Ardgour and Kingairloch Kirk Session	0.02 metres	1959-1988
CH2/1124	Ancrum Kirk Session	0.22 metres	1904-2003
CH2/1137	Mordington Kirk Session	0.15 metres	1855-1927
CH2/1138	Foulden and Mordington Kirk Session	0.25 metres	1881-1974
CH2/1159	Crailing Kirk Session	0.05 metres	1994-2003
CH2/1266	Broxburn Kirk Session, Broxburn St Nicholas, and Broxburn St Andrew's Kirk Session	0.65 metres	1906-1986
CH2/1282	Kilmeny Kirk Session	0.15 metres	1881-1977
CH2/1405	Lochgelly: St Andrew's Kirk Session	1.00 metres	1906-1987
CH2/1425	Maud and Savocho Parish Church	0.03 metres	1875-1927
CH2/1467	Balfron/North Kirk Session	0.05 metres	1857-1980
CH2/1523	St Andrew's Parish Church, Moffat	0.10 metres	1903-1960
CH2/1528	Lockhart Memorial Kirk Session	0.10 metres	1924-1986
CH2/1566	Gilmerton Parish Church	0.80 metres	1838-2001





CHURCH RECORDS

Church of Scotland

CH2/1585	Eaglesham Old Parish Church	0.30 metres	1807-1957
CH2/1587	Eddrachillis Kirk Session	0.05 metres	1871-1958
CH2/1588	Dornoch Parish Church	0.3 metres	1715-1906
CH2/1592	Torphins Kirk Session	0.20 metres	1917-2004
CH2/1593	Hawick St John's Kirk Session	0.50 metres	1880-1959
CH2/1595	Ale and Teviot Kirk Session	0.01 metres	2006
CH2/1597	Pollokshaws Kirk Session	0.27 metres	1863-1965



Former Secession and Free Church records

CH3/425	Balfron South Church	0.25 metres	1909-1967
CH3/426	Balfron United Presbyterian, United Free Kirk Session	0.04 metres	1860-1916
CH3/548	Chalmers United Free Church, Kinross	0.02 metres	1880-1907
CH3/552	Stirling Viewfield, Associate Session (Anti-burgher), United Presbyterian, United Free	0.04 metres	1790-1917
CH3/554	Broxburn Free, West United Free, West Church of Scotland	0.55 metres	1894-1975
CH3/812	Greenock Greenbank United Presbyterian, Free, United Free, Church of Scotland	0.40 metres	1743-1955
CH3/814	Greenock West Free, United Free, St Mark's C of S Kirk Session	0.40 metres	1845-1973
CH3/1606	Altnaharra Kirk Session	0.05 metres	1872-2004
CH3/1623	Eaglesham United Presbyterian, Free and United Free Kirk Session	0.35 metres	1836-1960
CH3/1626	Rogart Free Kirk Session	0.05 metres	1818-1927
CH3/1627	Dornoch Free Kirk Session	0.05 metres	1894-1913
CH3/1630	Hamilton Burnbank Free, West United Free, C of S, Kirk Session	1.50 metres	1875-1978
CH3/1631	Dyke (East) Free and United Free Kirk Session (2 accessions)	0.14 metres	1848-1941
CH3/1632	Pollokshaws United Original Secesion Church	0.25 metres	1842-1965
CH3/1633	Hawick East Bank Kirk Session	0.80 metres	1836-1959
CH3/1634	Hawick St Andrew's Free, United Free, Church of Scotland, Kirk Session	0.50 metres	1868-1959





Former Secession and Free Church records

CH3/1635	Broxburn United Presbyterian, East United Free, East, St John's Kirk Session	0.70 metres	1879-1967
CH3/1636	Pollokshaws East Free Church	0.10 metres	1764-1930

Methodist Church

CH11/2	Nicholson Square Methodist Church	0.05 metres	1926-1983
CH11/6	Dunbar Methodist Church	0.03 metres	1939-1959
CH11/39	Crosswinds Community Centre	0.07 metres	1979-1992
CH11/51	Granton Methodist Church	0.10 metres	1980-1997
CH11/64	Tranent Methodist Church	0.05 metres	1970-1995
CH11/2, 12 & 61	Nicholson Square Methodist Church; Wesleyan Methodist Chapel, (Great Junction Street), Leith; Edinburgh and Forth Methodist Circuit	1.3 metres	1926-2005

Miscellaneous documents related to Church records

CH18	Copy of 'The Home and Foreign Missionary Record of The Church of Scotland'	0.01 metres	2 July 1860
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HERITORS' RECORDS

HR50	Rothesay Heritors	0.45 metres	1796-2004
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GIFTS AND DEPOSITS

GD1/885	Letters to Andrew Russell, merchant in Rotterdam	0.02 metres	1692-1693
GD1/905/31	ASLEF Locomotive Journals	0.05 metres	2006
GD1/1401	Account book of Robert Brown, Edinburgh	0.05 metres	1694-1742
GD1/1402	Unidentified business ledger	0.25 metres	c1959-1963
GD1/1406	Documents purchased at Lyon and Turnbull: Letters from various law lords, 18th-19th cents; letter from John Macpherson, 3 Jun 1788.	0.02 metres	18th -19th century
GD1/1407/1	Contemporary copy of letter from Charles I for building 'our house of Lochmaben'	0.01 metres	13 Oct 1628
GD18	Clerk of Penicuik Family: title deeds, legal papers and some heritors' correspondence	0.60 metres	17th-20th century
GD41	Papers of Dick-Lauder Family of Fountainhall	2.50 metres	16th-19th century
GD233	Dundonald Papers: Renunciation of burial place in Dumbarton kirkyard, 1677; and related letter, 1982	0.01 metres	1677-1982
GD268	Loch Family of Drylaw: Visitors' books and photograph albums	0.15 metres	1898-1948
GD281	Carnegie UK Trust: Arts and village hall files	15.01 metres	c1990-2005
GD335	Scottish Rights of Way and Access Society: Newsletter and annual report	0.02 metres	2006
GD345	Grant of Monymusk: Family and estate papers, and correspondence.	2.00 metres	16th -20th centuries
GD362	Papers of the Blackadder Family: titles, correspondence, maps and plans, and genealogical trees.	0.30 metres	19th century
GD433	Earls of Balfour, Whittingehame estate papers	1.50 metres	20th century
GD475	Network Rail: Working timetables and weekly operating notices	0.13 metres	April-December 2006





GIFTS AND DEPOSITS

GD516	Papers of Sheltered and Retirement Housing Owners' Confederation	0.05 metres	1999-2006
GD523	Sir James MacIver MacLeod of Kilmalcolm: Photographs, letters, etc. regarding his time as Consul for eastern Morocco and Consul General in Chile.	3.50 metres	1866-1944
RH23/2/1	Account Book of Thomas Stevenson, Merchant of Leith	0.01 metres	1656-1672

Law Society of Scotland

LS1/3	Council minute books	0.25 metres	2005-2006
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MAPS AND PLANS

RHP	Blyth & Blyth contract drawings, mostly for Waverley Station, Edinburgh	5.00 metres	19th century
RHP	Montgomerie Family, Earls of Eglinton. Miscellaneous minor estate plans and architectural drawings. Related material: GD3	0.44 metres	1664- c1870
RHP141534-141535	Pringle family of Torwoodlee. Architectural drawings of additions and alterations to Torwoodlee House. Copy-original not held.	0.01 metres	1864
RHP141536	Gillespie Macandrew, Edinburgh. Plan of lands in and around town of Culross, by Joseph Udny. Copy-original not held.	0.01 metres	January 1778
RHP141547	Dunfermline Sheriff Court. Plan of square in front of Alloa showing of location of various parties at proclamation of Queen Elizabeth II. Related material: SC21/31/4	0.05 metres	1952
RHP141549	Plan of Lyth Estate, Caithness	0.05 metres	1771



MAPS AND PLANS

RHP141562-141609	Property Services Agency. Architectural drawings for the following government buildings in Scotland: National Library of Scotland, Causewayside, Edinburgh; Customs House, Greenock; Inverleith House, Royal Botanic Garden, Edinburgh; Gallery of Modern Art, Edinburgh; Royal Commission on Ancient and Historical Monuments of Scotland, Edinburgh; Royal Museum of Scotland, Edinburgh; Stuart House, Edinburgh; Lord Cullen House annexe, Aberdeen; Peterhead DHSS extension; Shandon House, Helensburgh; Marine Laboratory, Aberdeen; Springburn JOB, Glasgow; office building, Scarlow Street, Glasgow; office building, Brooms Road, Dumfries; Benmore House, Younger Botanic Garden, Benmore; Freshwater Fisheries Research Facility, Faskally House, Pitlochry; staff housing at the State Hospital, Carstairs; office building, Northgate; HGV testing stations at Ardrishaig, Dundee, Montrose, Wick, Kilmarnock; Meteorological Office, Aberdeen, and weather stations at Corse Hill, Beacon Hill and Hill of Dudwick.	10.75 metres	1936-1994
RHP141610/1-2	Scottish Office: miscellaneous files. Architectural drawings of Glen Cinema, Paisley. Related material: HH1/1981	0.04 metres	1930
RHP141611	Criminal case files. Plan of prisoners' burial ground at Barlinnie Prison, Glasgow. Related material: HH16/643	0.01 metres	1945-1952
RHP141612/1-2	Public buildings (Scotland) files. Plans for additional storage in back dome of HM General Register House, Edinburgh. Related material: MW5/100	0.01 metres	1937
RHP141613-141618/4	Ancient Monument Files. Architectural drawings of Bothwell Castle; and plans of coal workings at Bothwell Castle. Related material: MW1/8	0.03 metres	1920-1931





MAPS AND PLANS

RHP141619-141676	Public buildings (Scotland) files. Architectural drawings of the following public buildings, in Edinburgh: General Register House, Princes Street; National Gallery of Scotland and Royal Scottish Academy, The Mound; Scottish National Portrait Gallery, Queen Street; Royal Observatory, Blackford Hill; Scottish Land Court; Geological Survey Offices; National Library of Scotland, George IV Bridge; Royal Scottish Museum, Chambers Street; Governor's House, Calton Hill; HMS 'Claverhouse', Granton; General Post Office; St Andrew's House, Regent Road; and the United College of St Salvador and St Leonard's, St Andrews. Related material: MW5	0.31 metres	1851-1969
RHP141677	Plan of toll road from Livingston to Glasgow, and from Hamilton to Strathaven. Surveyed by William Douglas, and engraved by Thomas Kitchin.	0.06 metres	1771
RHP141678	McEwen family of Marchmont, Berwickshire. Plan of orchard. Related material: GD441/13/9	0.01 metres	1768
RHP141679-141732	Royal Parks and Gardens. Plans of Holyrood Park and architectural drawings of Abbey Brewery, the James Clark School, and park lodges, pavilions, public conveniences etc. Related material: MW3	0.15 metres	1848-1950
RHP141733	Edinburgh University Library. Plan of Abbotsford estate by John Morrison. Copy-original not held.	0.05 metres	1819-1820
RHP141734/1-2	Museums and Galleries Files. Architectural drawings of winning entry in competition for proposed National Galleries of Scotland gallery in Glasgow. Related material: ED3/429	0.02 metres	1996
RHP141735	Angus McGregor, Esquire, Tynninghame, East Lothian. Plan of estate of Wester Pencaitland by William Moore, surveyor, Edinburgh. Copy-original not held.	0.01 metres	1847
RHP141736	Records of Balfron United Presbyterian/United Free Kirk Session. Plan of church and old manse by James Clark, surveyor, Balfron. Related material: CH3/426/8	0.01 metres	1859



MAPS AND PLANS

RHP141737-141744	Steuart Fotheringham of Murthly. Plan of Bogley parks, Perthshire; estate plans and architectural drawings. Related material: GD121	0.06 metres	19th century
RHP141745/1-42	Penicuik Historical Society. Drawings of Penicuik water project by C J Wahab	1.07 metres	1860-1862
RHP141746	Collins Family Papers. Map of Canada and Nova Scotia by W & A K Johnstone, Edinburgh	0.01 metres	mid 19th century
RHP141747-141756	Blackadder Family. Plans of Blackadder estate, Netherbyres and Rosemount estates, etc. by Blackadder family. Related material: GD362	0.44 metres	mid 18th century-1851
RHP141757-141771, 141775-141803	Royal Palace Files. Architectural drawings of the Palace of Holyroodhouse and environs	0.15 metres	1833-1922
RHP141772-141773	Roads and Bridges files. Architectural drawings of proposed Forth Road Bridge	0.01 metres	1934
RHP141774	High Court processes, main series. Architectural drawing of house etc at No 2 Blackburn Place, Ayr	0.01 metres	[1969]
RHP141804-141805	Mr Guild, Edinburgh. Plans of farm of Fellow Hills and lands of Horndean, Ladykirk, Berwickshire.	0.05 metres	1790-1814
RHP141806-141808	Scottish Gas Board. Plans of gasworks in Aberdeen and Rothesay	0.01 metres	1836-1914
RHP141809	Rail Passengers Committee. Official railway map of Scotland, 1941.	0.05 metres	1941
RHP141810	Post Office plan of Edinburgh.	0.01 metres	1911





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

The following list, which is arranged in accession order, gives brief details of all surveys added to the Register from April 2006 to March 2007. In the case of surveys contributed by other than National Archives of Scotland staff, the source is attributed in brackets at the end of the entry. The entry also shows the reference number in square brackets where the papers have been deposited in a local archive and number of pages in each survey. Additions to earlier surveys appear at the end of this list.

NEW SURVEYS

4100. Papers of Hew Lorimer (1907-1993), sculptor. Personal and business papers. Including:

Personal correspondence, 1918-93. Correspondents include: members of his family including his father Robert S Lorimer (1864-1929), architect, and his uncle John H Lorimer, (1856-1936), artist; Douglas Strachan (1875-1950), stained glass artist; Thomas Whalen (1903-1975), sculptor; Eric Gill (1882-1940), artist and typographer; Charles d'Orville Pilkington Jackson (1887-1973), sculptor; Anthony Foster (d. 1957), sculptor; Peter F Anson (1889-1975), artist; Leslie Gordon Kinnear (d. 1957), artist; Effie Charlton Fortune (1885-1969), artist; Sir David Young Cameron (1865-1945), artist and His Majesty's Limner in Scotland; Frank Deas (c 1871-1951), architect; Reginald Fairlie (1883-1952), architect; Basil Spence (1907-1976), architect; Sir Reginald Maufe (1883-1974), architect; Douglas Bliss (1900-1984), printmaker and Director of the Glasgow School of Art; Hubert Wellington (1879-1967), artist and Principal of Edinburgh College of Art and his wife, Irene Bass Wellington (1904-1984), calligrapher; Russell Kirk (1918-1994), writer; George Scott Moncreiff (1910-1974), writer and Janet Teissier du Cros (nee Grierson) (1905-1990), writer.

Personal correspondence of Mary Wylie Lorimer (d. 1970), artist, 1937-70.

Business correspondence, 1930-70, including sketches of designs for memorial plaques and gravestones and a log book of commissions, 1938-52. Commissions include sculptures for Pollok House; panels for Fasnakyle Generating Station; National Library of Scotland panels and Our Lady of the Isles.

Legal and financial papers, 1934-73.

Papers relating to Kellie Castle, 1915-73, including correspondence, inventories and accounts and papers relating to the purchase by the National Trust for Scotland. Correspondence with National Trust for Scotland relating to Lorimer's role as Trust representative in Fife, 1963-74, concerning the Little Houses Improvement Scheme, NTS tours and lectures and Europa Nostra.

Papers relating to Preservation Societies, 1945-73 including the Scottish Civic Trust, Central and North Fife Preservation Trust, St Andrews Preservation Trust. Arts Committee of St Andrews papers, 1953-67; Scottish Fisheries Museum Trust papers, 1965-73. Papers relating to the Scottish Craft Centre, 1952-60; Fife County Council papers, 1960-73; papers relating to the Royal Scottish Academy, 1957-73.

Lectures and research notes, c 1940-71; diaries, 1935-81; commonplace book of poems and quotations, c 1903-7; miscellaneous drawings and sketchbooks, 1890-c 1936, including a sketch of two angels by Robert S Lorimer, 1890; photographs, c 1880-1970; press-cuttings, 1927-68. 60 pages.



4238. Royal College of Physicians and Surgeons of Glasgow. Papers of Royal Medico-Chirurgical Society of Glasgow, including: minute books, treasurer's receipts books and papers relating to agendas and the constitution of the Society, 1844-1987 [RCPSG 3]. Papers of Joseph Lister, Baron Lister, (1827-1912), surgeon and founder of a system of antiseptic surgery, including: correspondence to Sir William Macewen and Sir Hector Cameron, and material relating to centenary celebrations of Lister's birth, 1867-1965 [RCPSG 11]. Papers of Sir Thomas James Thomson (b. 1923), physician and gastro-enterologist, including: Glasgow University medical yearbooks and photograph album, 1960-86 [RCPSG 19]. Papers of Dr. William Mackenzie, (1791-1868), ophthalmologist, including: diaries, correspondence, lecture notes, case histories, printed material and drawings 1786-1866 [RCSPG 24]. Professor T.C. White (1911-1980), orthodontist: diplomas, 1898-1977 [RCPSG 26]. Papers of Glasgow Royal Infirmary, including: printed pamphlets, photographs and miscellaneous material, including an inventory of surgical instruments and catalogue of Surgery-Class Museum, 1820-1950 [RCPSG 28]. Young papers: Professor Archibald Young (1873-1939), surgeon, President of the Royal Medico-Chirurgical Society, 1924, President of the Association of Surgeons of Great Britain and Ireland in 1927, President of the Royal Faculty of Physicians and Surgeons, 1935-1937: student notes, testimonials and appointments, papers and photographs relating to the South African War, working papers, correspondence between Young and other leading members of the medical profession, addresses, articles, obituaries and trade literature, 1883-1957; Dr. Archibald Young (1913-1996): correspondence and article, 1934-52; Papers of Dr. Stuart Young (1918-1998), surgeon: student notes, working papers, RCPSG examinations, addresses, articles and works, 1948-83 [RCPSG 39]. Dr. James Willocks' Obstetric Collection including: papers relating to William Smellie's work on obstetrics, photographic prints, glass negatives of obstetrics cases and printed material, 1876-1971 [RCPSG 45]. Papers of Sir Andrew Watt Kay (b. 1916), surgeon, President of the Royal College of Physicians and Surgeons of Glasgow, 1972-1974, including: letters received, unpublished addresses, honorary degree presentation, educational awards and honorary titles and photographs, 1933-88 [RCPSG 46]. Papers of Glasgow Eye Infirmary, including: annual reports, documents relating to William Brown, medical and ophthalmological photographs, prints and illustrations and documents relating to ophthalmological instruments, 1764-1998 [RCPSG 47]. Papers of Dr. James Fergusson Boyd, pathologist, including: lecture notes from Glasgow University, 1946-60 (2005) [RCPSG 51]. Papers of Dr. Alexander Dale (1901-1964), surgeon, Superintendent of Mearns Kirk Hospital, including: certificates of qualification, testimonials and appointments, papers relating to war service, general correspondence, articles and works, photographs and slides relating to Mearns Kirk Hospital and staff, c. 1907-1973; papers of Dr. Elizabeth Dale (nee Robb): certificates of qualification, correspondence and newspaper cuttings, 1929-95 [RCPSG 52]. Papers of Dr. Mathew Garrey, (d. 2004), obstetrician and gynaecologist, President of the Royal Medico-Chirurgical Society of Glasgow, including: photographs of Glasgow Royal Infirmary residents, instrument catalogues for gynaecology and obstetrics, 1938-2004 [RCPSG 57]. Papers of Adam and Derek Brown Kelly, ENT surgeons: reprints of articles and correspondence, 1892-1969 [RCPCG 58]. William R. Snodgrass (1890-1955), physician: photograph of the Fellows of the Faculty of Physicians and Surgeons of Glasgow, 1925 [RCPSG 59]. Mr. Roy Miller, ENT Surgeon, miscellaneous printed material, 1907-2000 [RCPSG 61]. Mr. William Reid, surgeon: photograph of Fellows of the Royal Faculty of Physician and Surgeons of Glasgow, 1925 [RCPSG 62]. Dr. John Knight Davidson OBE, radiologist: operating and maintenance instructions for X-Ray Unit, papers relating to the Health Care International Hospital, Clydebank, c. 1940-2002 [RCPSG 65]. Osbourne Henry Mavor (1888-1951), physician and playwright: photocopy of poem, 'Ballad of John Glaister' by O.H. Mavor and Walter Elliot, c. 1914 (1999) [RCPSG 66]. Dr. James E. Bennet, photocopy of cartoon of operating



theatre, Elder Cottage Hospital, Glasgow, 1948 (2000) [RCPSG 68]. Book celebrating the 90th birthday of Donald Buchanan Brown (b. 1910), formerly Consultant Surgeon at the Western Infirmary, Glasgow, compiled by Professor A.E. Stuart, Dr. A.R. Morrison and Professor E.W. Walls, 2000 [RCPSG 69]. Papers of Professor I.T. Boyle (1935-2001), physician, President of the Bone and Tooth Society, Vice-President (medical) of the Royal College of Physicians and Surgeons of Glasgow (1992-94), including: material relating to Glasgow Royal Infirmary, correspondence and papers relating to RCPSG and printed material 1759-2001 [RCPSG 70]. Papers of Dr. Elma Douglas, Ophthalmologist, including: photographs of ophthalmic instruments, 1967, 1980, 2005 [RCPSG 71]. Scottish Society of Physicians: minute books, 1959-2003 [RCPSG 76]. Dr. I.R. MacIntyre (d. c. 1988), general practitioner: final year dinner booklet and photograph, 1931 [RCPSG 77]. William Herbert Brown (1878-1959), dermatologist: glass negatives, photographs and stereoscopic prints, volume on diseases on the skin, 1917-70 [RCPSG 78]. Professor W.A. Mackay (1906-1991), surgeon: lantern slides relating to heart disease and hypertension, c. 1948-1955 [RCPSG 79]. William Loudon Reid (1845-1931), obstetrician and gynaecologist, President of the Royal Faculty of Physicians and Surgeons of Glasgow, 1905-7: lantern slides of fishing trips in Scotland and abroad, 1904-13 [RCPSG 80]. Papers of Mr. Samuel Lovell Davidson (1912-1999), paediatric surgeon, including: notes on medicine and surgery, articles and correspondence, c. 1940-1965. [RCPSG 81]. Papers of Glasgow Odontological Society, including: minute books, rules, *Transactions* and commemorative album, 1902-2002 [RCPSG 82]. Dr. R.L. Paterson, medical missionary: pamphlet on the Nessie Knight Hospital at Sulenkama, c. 1950 [RCPSG 83]. Mr. Joseph Schorstein (d.1976), neurosurgeon: records of surgical operations performed, admission and discharge books, 1943-45 [RCPSG 84]. John Thomson Murray (b. 1909), dentist: certificates, class tickets, biographical details and notebooks, 1927-2003 [RCPSG 85]. Papers of Sir Alexander Macgregor (1881-1965), Medical Officer of Health for Glasgow, Honorary Physician to His Majesty the King: academic qualifications, diaries, papers relating to military service, publications, press cuttings, papers relating to honours received, 1906-67 [RCPSG 86]. Mr. Thomas Kay (1868-1938), surgeon: list of travel expenses of civil surgeons and lists of contents of surgical bag, 1901 [RCPSG 87]. Recording made by Mr. Ronald McRae, orthopaedic surgeon, of lecture by David Lloyd Griffiths on 'Tuberculosis of Bone and Joint,' 1970 (2003) [RCPSG 88]. Papers of Professor William Watson Buchanan (b. 1930), including pictures of hospitals in Glasgow and the Hunter House at old Calderwood, c. 1960-2004 [RCPSG 89]. Dr. John Buchanan Barr, MBE, (d. 2003), general practitioner: educational certificates and papers relating to war service, 1927-83 [RCPSG 90]. Papers of Mr. Arthur H. Jacobs (1899-1974), urologist, including: correspondence relating to Royal Faculty/College of Physicians and Surgeons of Glasgow including the portrait of Princess Alexandra, reprints and medical articles, 1920-69 [RCPSG 91]. Norman Burns, photographs of time spent as a patient at Mearnskirk Hospital, Glasgow, c. 1946-1954, [RCPSG 93]. John Alexander Thomson (1933-), physician: college brochure, papers relating to Glasgow Royal Infirmary and the centenary of the Royal Hospital for Women, Glasgow, c. 1970-1994 [RCPSG 94]. Western Infirmary Golf Club: match result cards, slides, 1971-82 [RCPSG 95]. Sir John W. McNee (1887-1984), Regius Professor of the Practice of Medicine at the University of Glasgow, 1936-53: photograph of Sir John, 1951 [RCPSG 96]. (*Archivist, Royal College of Physicians and Surgeons of Glasgow.*) 389 pages.

4240. Papers relating to properties in Culross, Fife. Mainly titles, with some other papers, relating to properties in Culross, including houses in the Causewaygate, Kirkgate, Gutterflat and Parleyhill, lands of Orchard and Salter Croft, 1560-1950, including a plan of the town of Culross, Jan 1778 [plan copied for NAS as RHP141536]. 5 pages.



4242. Edrington Group Ltd., whisky distillers, Glasgow. Including the papers of Edrington Group Ltd. and its subsidiaries: Burnfoot Blending Co. Ltd., spirit blenders and distillers: minute books, 1962-2005; share records, 1962-99; Memorandum and Articles of Association and Certificate of Incorporation, 1962. Clyde Bonding Co. Ltd., distillers, Glasgow: minutes 1937-2000; attendance book 1982-99; share records, 1938-2001; Employee Fund records, 1970-2001. Clyde Cooperage Co. Ltd., coopers, Glasgow: minute books, 1884-2002; attendance books, 1985-97; share records, 1918-97; photographs, 20th century; VAT building instructions, 1995; price lists, 1876-1900; order book, 1861-65; salary records and private ledgers, 1886-1966. Master Coopers of East & West of Scotland: minute book, 1905-12. Cochrane Blair & Co. (Distillers) Ltd., distillers, Glasgow: minute book, 1935-2004; share records, 1934-93. Doune Products, distillers, Perth: minute book, 1967-2005; share records, 1967-95. Edrington Group Ltd., distillers, Glasgow: minute books, 1970-97; attendance books 1983-97; share records 1961-2000; pension fund records, 1948-99. Edrington (Trustees) Ltd., Glasgow: Register of Members, 1992. Glenfyne Distillery Co. Ltd., distillers, Glasgow: minute books, 1919-2005; share records, 1919-93. Glengyle Distillery Co. Ltd., distillers, Glasgow: minute book, 1934-2005; register of members, 1934-1993. Hepburn & Ross Ltd., distillers, Glasgow: minute books, 1936-2005; register of members, 1936-87. Highland Distillers Ltd., distillers, Perth: Share Committee minutes, 1990. Jon, Mark & Robbo's Easy Drinking Whisky Co. Ltd., Glasgow (formerly Robertson & Co. (Distillers) Ltd.): minute book 1937-2005; share records, 1937-93. Kinloch Distillery Co. Ltd., distillers, Glasgow: minute book, 1934-2005; register of members, 1934-1982. Lang Brothers Ltd., distillers, Glasgow: minute books, 1992-96; prospectus, 1897; Memorandum & Articles of Association, 1897, 1967. James McCredie & Co. Ltd., distillers, Glasgow: minute book, 1940-2005; register of members, 1941-1986. Marshall McGregor Ltd., distillers, Glasgow: minute book, 1992-2005. Robertson & Baxter Ltd.: minute books, 1927-93; board papers 1993-97; attendance books, 1962-99; share records, 1927-2001; register of directors, 1937-1994; Memorandum & Articles of Association, 1895; Employee Funds' minutes, 1969-2001. Robertson & Baxter (St. Vincent Street) Ltd., Glasgow: register of members, 1984-94. Robertson & Baxter (West Nile Street) Ltd., Glasgow: minutes 1985-2002; register of members, 1985-1990. Row & Co. (Distillers) Ltd., distillers, Glasgow: minute book, 1934-90; share certificate book, 1990-92; register of members, 1934-92; Memorandum & Articles of Association, 1934. Stuart Sloan & Co. Ltd., distillers, Glasgow: minute books, 1962-2005; share records 1962-99; Certificate of Incorporation, 1962; Memorandum & Articles of Association, 1962. Thomas Waugh & Co. Ltd., distillers, Glasgow: minute books, 1934-2005; share records, 1934-99; Certificate of Incorporation, 1934; Memorandum & Articles of Association, 1934. West Highland Malt Distillers Ltd., distillers, Glasgow: minute book, 1930-2005; share register, 1930-88; Memorandum & Articles of Association, 1930. West Nile Computer Services Ltd., Glasgow: share records, 1989. (*Surveying Officer, Business Archives Council of Scotland*) 12 pages.

4243. Diary of Robert McNair Wilson (1799-1874), minister of Maryhill Chapel of Ease and first minister of Maryhill Free Church, 1828-1844. Manuscript copy (c 1900) of Wilson's diary which mainly covers the years 1842-43 when Wilson was agonising over his decision whether to leave the established church. It records his visits to members of the sick, attendance at funerals, family illnesses, visits to the local school, factory and foundry and to workers at the dry dock on the Forth and Clyde Canal, and a visit to Edinburgh to see the Queen and Prince Albert. [NRAS4243]. 3 pages.



4244. The Scotch Malt Whisky Society Ltd. Corporate records, including: Memorandum and Articles of Association, Certificates of Incorporation, Directors' board papers, AGM/shareholders' papers, annual reports and accounts, Directors' reports, amalgamation/acquisition papers, 1983-2005; share records, including: prospectuses, register of shareholders, application and allotment records, correspondence, 1991-98; legal records, including: patents and trademarks, agreements, franchise agreements, correspondence, overseas expansion records, 1993-2006; administrative records, including: management meetings, staff meetings, correspondence, consultancies/commissioned reports, 1994-95; accounting and financial records, including: balance sheets/profit and loss accounts, business plans and budgets, correspondence, 1982-2005; membership records, including: correspondence and competitions, 1994-2001; society publications, including: newsletters, bottling lists, events, 1983-2006; operational records, including: bottlings, whisky tastings, kitchen records, visitors' books, whisky school papers, 1987-2004; marketing records, including: papers relating to design/corporate identity, leaflets, press cuttings, videos and DVDs, photograph album, subject files, 1990-2003; staff and employment records: staff handbooks, investors in people records 1997-98; property records, including printing plates and drawings, of the Vaults, Queen Street and London premises, miscellaneous plans and drawing, 1894-2006. (*Surveying Officer, Business Archives Council of Scotland*). 22 pages.

4245. Glen Moray Distillery, Elgin. Papers, 1897-2005, including: correspondence, 1962-85; staff records, including wages' books, 1933-2002; photographs of distillery and staff, 1913-2005; production records, including compare register, 1897-1985, draff books, 1963-70, warehouse registers/bond books, 1922-93; building and site correspondence and plans, 1924-c1990s. (*Surveying Officer, Business Archives Council of Scotland*). 8 pages.

4246. Records of Glenmorangie Distillery, Tain, and Glenmorangie House, Cadboll, near Tain. Papers of Glenmorangie Distillery, 1849-2006, including: wages books, 1912-94; cash books, 1912-93; warehouse registers, 1910-91; compare registers, 1911-79; visitors' books, 1965-2006; plans of distillery, 1887, nd; photographs of distillery, nd. Papers of Glenmorangie House, 1842-c2000, including: printed material, 1897-1997, nd; photographs of Glenmorangie House and Cadboll farm, c1920-c2000, nd; letter from the Queen Mother concerning her visit to Glenmorangie, 1991. (*Surveying Officer, Business Archives Council of Scotland*). 11 pages.

4247. Highland Council Archive. British Aluminium Company, Foyers and Invergordon works. Correspondence and related papers, 1967; photographs mainly of machinery and staff at Foyers, c.1960s; magazine cuttings and related material, c.1960s and newspaper cuttings, 1896-1982. [D266]. (*Archivist, Highland Council Archive.*) 2 pages.

4248. Highland Council Archive. Rotary Club of Loch Ness, Inverness-shire. Including: minutes, 1990-94; correspondence, 1994-2002; correspondence files of Mr. Ian A. MacDonald, Secretary of the Rotary Club, 1990-94; inaugural papers including photographs, 1990; applications for membership and related correspondence, 1991-94; papers relating to Club Assemblies, Annual General Meetings and associated reports, 1996-2005; notices to Club members, 1997-99; photographs of Rotary Club members and events, 1995-2001; press cuttings, 1993-2002; printed material, 1991-2004; miscellaneous records, 1997-2004. [D1029/1]. (*Archivist, Highland Council Archive.*) 4 pages.

4249. Highland Council Archive. North of Scotland Hydro Electric Board: Strathfarrar and Kilmorack Project, Inverness-shire. Plan, contract drawing and photograph albums, 1958-66. [D1041/1]. (*Archivist, Highland Council Archive.*) 2 pages.



4250. Highland Council Archive. Inverness Mountaineering Club, Inverness. Including: minutes, 1950-96; registers, 1968-70; log books, 1954-992; correspondence files, 1968-82; circulars, 1952-69; printed material, 1937-2000; lists of previous meets and members, 1972-98 and miscellaneous material, 1958-2000. [D1058/1]. (*Archivist, Highland Council Archive.*) 2 pages.

4251. Highland Council Archive. Papers of Captain John Smith, OBE, army officer. Including: personal correspondence, 1944-49; business correspondence, 1949; papers relating to military service, 1941-45; bills and accounts, 1943-49; correspondence to Mrs. E. M. Smith, 1944-49; printed material, nd. and miscellaneous records, c.1940s.[D1069/1]. (*Archivist, Highland Council Archive.*) 5 pages

4252. Private John Grant, (d. Gallipoli, Turkey, 28 June 1915), 4th Royal Scots (Lothian Regiment). Personal papers, 1915-23, including: letters from Grant to his mother written en route to Gallipoli, 25 May-25 June 1915; brief journal with description of events and places visited en route to action at Gallipoli, 28 May-14 June 1915; 3 poems written by Grant, nd.; two testimonials written for James Haddow, sheet metal worker, and Grant's brother-in-law, Jan 1923. [NRAS4252]. 3 pages.

4253. Heriot-Watt University Archive. William Watson and Sons, woollen manufacturer, Hawick. Pattern and range book, 1924-30; 'William Watson and Sons, Manufacturers, Dangerfield Mills, Hawick' by J. Gordon MacDonald in Hawick Archaeology Society Transactions, 2005. [WW]. *Archivist, Heriot-Watt University, 4 pages.*

4254. Highland Council Archive. Anderson, Shaw and Gilbert, solicitors, Inverness. Legal papers concerning trusts and bequests: Donald Fraser Bequest, including: minute books and chartularies, 1885-1999; Major John Barclay's Trust, including: Lochgorm feu duties, titles in Annfield Road, Colonel and Mrs. Iain Cecil Barclay's marriage contract trust papers, relating to feu duties in Academy Street, Inverness, Merchiston Crescent, Edinburgh and Abertaff fee duties, 1776-1965; Hastilow's Trust, including: feu charters and dispositions relating to Muirtown and Clachnaharry, will of George Reginald Hastilow and associated documents, 1876-1998; Inshes Trust: teind roll of the United Parishes of Inverness & Bona, 1956; dispositions and other papers concerning Murray Place, Haugh, Inverness, 1824-1924; papers concerning High Street, Forres, 1821-1973; papers concerning Ardconnell Terrace, Inverness, 1866-1948; family Bible, 1822. [D1073]. (*Archivist, Highland Council Archive.*) 19 pages.

ADDITIONS TO EXISTING SURVEYS

482. Pringle family, of Torwoodlee, Selkirkshire. Architectural plans, sections and elevations (7) of additions to Torwoodlee House by Peddie and Kinnear architects, July 1864. Copies available in NAS, RHP141534. Architectural drawing of steadings at Torwoodlee House showing stables, byre, barn, pig styes and dwelling houses, c.1864. Copies available in NAS, RHP141535. 3 pages.

832. Maitland family, Earls of Lauderdale. Papers of Anthony Maitland (1785-1863): Letterbook as Captain of HM Ship Pique, 1812-21.

Papers of Thomas Maitland (1803-1878), 11th Earl of Lauderdale, 19th century: naval commissions and grant of a knighthood, 1825-43; passport as 'principal naval aide-de-camp to the Queen travelling to the Continent', 1868; photographs, 19th century.



Papers of Frederick Henry Maitland (1840-1924), 13th Earl of Lauderdale: military commissions, 1862-88.

Papers of Ian Colin Maitland (1891-1953), 15th Earl of Lauderdale, mainly relating to his musical ventures as a songwriter, c1920-1939: correspondence with John P Ross, Director of the National Entertainment Services regarding attempts to get a musical comedy produced, 1932-35; correspondence from Royston H Lee, London regarding attempts to get the musical comedy 'Love in a Mist' produced, 1935-36; correspondence from Victor Jourado, London concerning the manufacture of synthetic diamonds, 1935-38; Piano and voice scores and lyrics, 1930s, including the script for 'Valora: A Musical Play', 1935; papers relating to Scottish Constructions Ltd, 1939.

Papers of the Bell-Irving family, 1890-1980s: correspondence, personal and business, of James Jardine Bell-Irving, mainly from his wife Eva Piercy, 1890-1936; correspondence of Eva Gertrude Bell-Irving, 1890-1943; photographs, c1900-1960s; financial papers, including papers relating to stocks and shares, 1900-36; papers relating to Makerstoun House and estate, 1920s-1930s; will, trusts and settlements, 1890s-1930s; papers relating to Jardine Matheson & Co, 1916-1935; newspaper cuttings book relating to the engagement and wedding of Ivy Bell-Irving to the Hon Ian Colin Maitland, 1913; diaries of Eva Gertrude Bell-Irving written during her travels in Australia, and visits to Ceylon, Egypt and Sardinia, 1887-88, and in Japan, 1890.

Lauderdale estate correspondence, 1881-1925, including letters relating to portraits at Thirlestane Castle and Blainslie Recreation Hall; history of Thirlestane Castle during the Second World War, nd.; papers relating to Thirlestane Castle shootings, 1930-c1986; plates used to produce the first castle guidebook, 1940s; accounts and balance sheets, 1912-22.

Letterbook of Sir Thomas Maitland (1760-1824), governor of Malta and Commander-in-Chief in the Mediterranean, 1816-22; volume of copies of the letters written by Robert Baillie (1600-1662) to William Spang, John Maitland, 2nd Earl of Lauderdale covering the years 1643-47, 19th century. [NRAS832/237-320; NRAS832/Volume 399-413]. 21 pages.

2177. Douglas-Hamilton family, Dukes of Hamilton and Brandon. Hamilton Bridge Minutes, accounts and reports, 1777-1836; Hamilton Palace cellar book, 1822-31; valuation roll of Lanarkshire, 1747-73; survey of lands in Woodford, Surrey, estates at Upper and Lower Woodford held by William Beckford, mid 19th century; factor's letterbook relating to estates of Sir David Moncreiffe, 1828-33; Genealogical History of the Ducal House of Hamilton, early 19th century; Account of the Family of Hamilton ascribed to George Chalmers (1742-1825); visitors books, Hamilton Palace, 1798-1934; exercise book of Douglas Hamilton, 8th Duke of Hamilton (1756-1799) containing essays on history, mythology and statesmanship with comments by his tutor, Dr. John Moore (1729-1802), 1773; Inventory of Hamilton Palace paintings, c.1900; Inventories of Dungavel Lodge, 1919 and 1940; Inventories of Ferne, Donhead, Salisbury, 1917 and 1920; household account book (Lancaster estates), 1705-6; Cleveley Estate Book, including farm and tenants names, co. Lancaster, showing extent, crops planted and yearly value, 1834-40; precept of sasine by Robert, commendator of Holyrood, in favour of James Hammyltoun, Lord of Arran, son and heir of James, Duke of Chatelherault, Earl of Arran, of the lands of Easter and Wester Saltcottis and others named, 1553.

Papers relating to Douglas Douglas-Hamilton, 14th Duke of Hamilton (1903-1973), concerning his presidency of the British Airline Pilots Association, 1970-71.



Diaries and correspondence of Major Robert Montague Poore (1866-1939) and his wife Flora Douglas-Hamilton (d.1957), mainly relating to his service as Provost Marshall in South Africa during the Boer War, c.1890-1931: R. M. Poore diaries, 1899-1900; correspondence to his wife, 8 Feb 1900-24; photographs, c.1890-1931. Flora Douglas-Hamilton, diaries, 1899-1900; correspondence to her husband, 24 Aug 1901-9 Jan 1902. 11 pages.

3563. Edinburgh Central Library. Local History Collections:

Literary papers: Papers of James Ballantine (1807/8-1877), artist and writer, *The Dominie of Corstorphine*, nd [qYPR 4057 B14]; poems in the Scottish dialect, 1834 [YPR 4057 B14].

Business records: Howard & Wyndham Ltd., accounts, 1895-1904 [qPN 2605 L98]; Rowntree Mackintosh, miscellaneous documents relating to the closure of the Rowntree Mackintosh factory, 1985 [qYTX 783]; Robert Wilson, account book, 1829-41 [YDA 1820 W75].

Education records:Rothsay House School, Miss Millidge's scrapbooks, 5 volumes, 1947-53 [qYLF 1135 R84].

Societies:Leith Pupil Teachers Club, minutes of the annual business meeting, 1913-54 [L 107].

Trade unions, welfare organisations etc.: Edinburgh Courant Fund for Destitute Children, minute books, 26 Nov 1894-1982; accounts, Oct 1922-Dec 1991 [qYHV 941 C85]; Incorporation of Porters of Leith, papers, 1802-53 [fHD 6462 P84L].

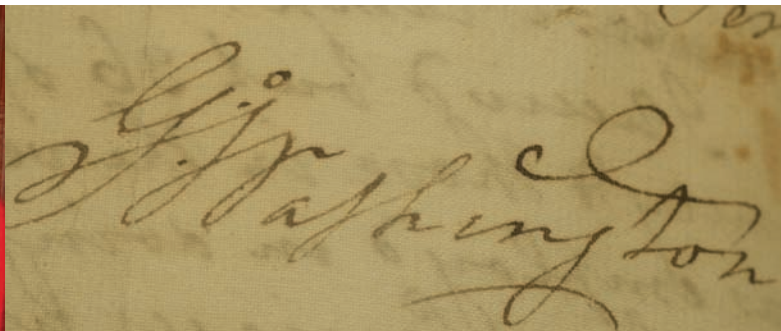
Miscellaneous papers: Ratho Parish, general register of the poor, 1892-1929 [qYHV 243 R23]; Rover Scouts, 7th Holyrood crew, notebook, compiled by J Scouller, 1936-51 [YHS 3313 B7]; Charles Brodie Boog Watson, manuscript concerning William Creech, nd [qYZ 325 C91]; Geoffrey Williams, *Waterson and the kinetic theory of heat*, nd [qYQC 16 W33].
(*Librarian, Edinburgh Central Library.*) 1 page.

4175. Highland Council Archive. Cameron-Head family, of Inverailort, Inverness-shire. Papers including: family and military photographs, family correspondence, and financial papers, c1890-1998. [D1075]. (*Archivist, Highland Council Archive.*) 1 page.

4162. Dundee City Archives. Private collections:

Bellfield Nursery School. Log book, Oct 1937-Jun 1985.Including: autobiographical notes of Miss Jessie Porter, Head Teacher, [c 1956] and card advertising new nursery school at Blackness Road, Aug 1934. Gray family, of Dundee and Longforan. Family Bible, 1698; *The Psalms of David in Meeter*, 1698, and manuscript notes concerning family baptisms and marriages, [1702-1815]. [GD/X424/1]. Transcript of manuscript entries by Mr. Peter C. Nutt FSG, Genealogist and Record Agent, nd. [GD/X424/2]. (*Archivist, Dundee City Archives.*) 2 pages.





Back

From Left to Right:

Dr Alison Rosie, Gillian Roberts and Tessa Spencer of the National Register of Archives for Scotland at a reception to mark its 60th anniversary, 2006.

George Washington's signature – one of several letters acquired as part of the Dalhousie papers (GD45/2/83).

Lee Gonzalez, who is undertaking a PhD in the treatment of parchment at Cardiff University, sponsored by NAS in partnership with TNA (see Joint Projects).

Main illustration

The Exemplification of the Act of Union passed by the House of Lords and House of Commons, 1707 (SP13/120)

Front

From Left to Right:

The crew from Lion Television filming a 'History Detectives' educational programme at Thomas Thomson House, March 2007 (see Access).

Jackie Thorburn of NAS (far right) shows Friends of the Royal Botanic Garden Edinburgh the Botanic Garden plan she conserved.

Professor Charles Withers, Edinburgh University, with two of his geography honours students at a workshop on NAS sources, October 2006.

Main illustration

Dr Alan Borthwick, NAS, holding one of the Dalhousie papers purchased by NAS, against a projection of the 'Scotchchronicon', which was also part of this important acquisition for the nation. Picture: Colin Hattersley.

Copies of this report are available for purchase from the Keeper of the Records of Scotland, National Archives of Scotland, HM General Register House, 2 Princes Street, Edinburgh EH1 3YY.

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