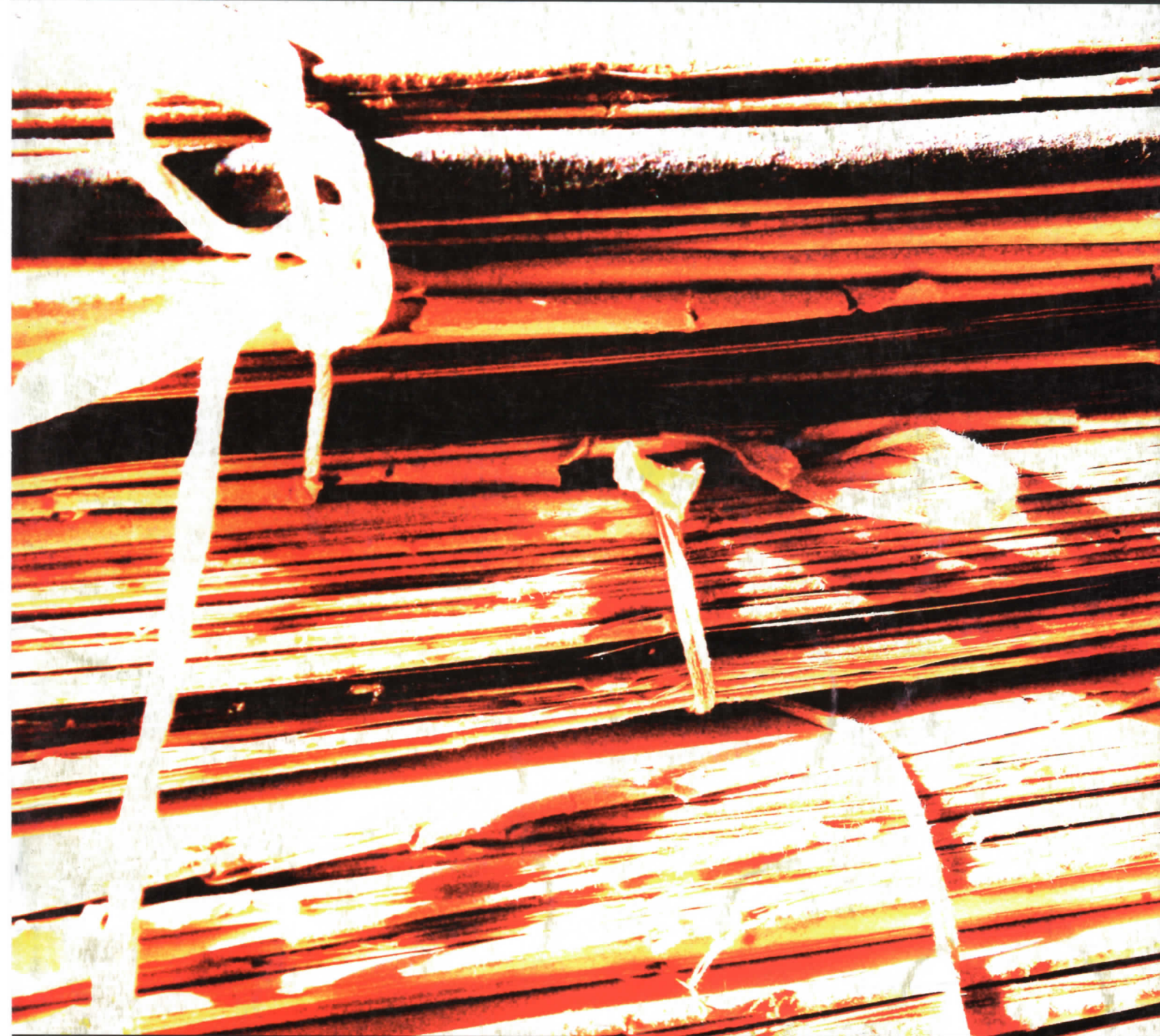




# Annual Report 2008



Annual Report  
1 January – 31 December 2008



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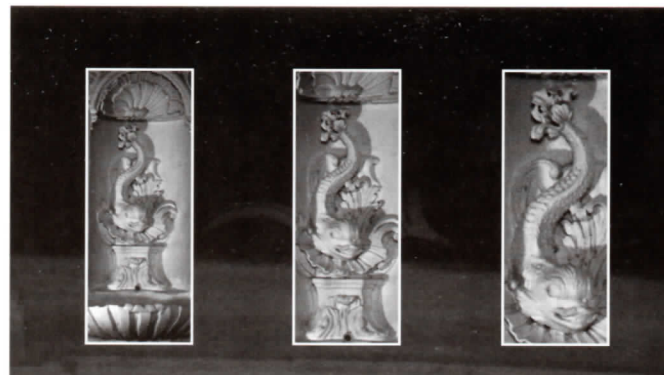
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Detail from the pharmacy  
at the Head Office of  
the National Archives



# Foreword



Last year we set for ourselves three main targets for the current year. These were the consolidation of the organisational set-up of the National Archives, work on making best use of IT to reach our audiences, and the preparations for the CITRA2009 conference.

This report registers progress on all these three fronts. Apart from this, we had new initiatives such as the signing of a collaboration agreement with the United States Holocaust Memorial Museum, the successful bidding for an e-Contentplus project, and the introduction of new opening hours of our repositories, in particular the introduction of the late-night opening on one day in each repository. All this was possible without any increase in the financial or human resources allocation.

There was also a lot of ground work on policies and the National Archives gave valuable input in the formulation of legislation such as the Freedom of Information Act. We also maintained constant collaboration with the University of Malta and supported the courses in Archives and Records Management. Last December another 11 students graduated in Library, Information and Archive studies. I take the opportunity to congratulate the group

both as ex-students of mine and now fellow colleagues in the profession.

I am proud to head a small group of dedicated personnel who have managed to achieve so much with very limited resources. I am sure that we can face the challenges of the coming year with optimism. Hard work and dedication to the profession are the secrets of success.

The upcoming year poses before us the unprecedented challenge of organizing the CITRA conference. It will be an opportunity for the Maltese archives sector to showcase its valuable records. It will also make it possible to reassess the training needs of the archivist in the 21st century. The achievements we have made so far need to be shared with the international community. The shortcomings we have in our systems and structures also have to be remedied with the support of the international community of archivists.

I am optimistic that the challenges we face will provide us with excellent opportunities for further achievements.

**Charles J. Farrugia**

BA (Hons) MA MA (Lond) PG Dip RM (N'Castle)

National Archivist



## 1. Mission and Functions

### 1.1 Mission

To preserve the collective memory of the Maltese Nation through the preservation and accessibility of all public archives regulated by the National Archives Act.

### 1.2 Functions

The functions of the National Archives are defined in Article 4 of the National Archives Act (2005).

The functions are to:

- i. safeguard the collective memory of the Maltese nation and protect the rights of citizens through the selection, preservation and access to the archives in whatever medium to the highest of standards;
- ii. establish and maintain a register to be known as the National Register of Archives;
- iii. monitor with powers of inspection the recordkeeping practices within public office;
- iv. accept and acquire private records of national significance by gift, purchase, bequest or deposit;
- v. provide leadership to Maltese archives in such areas as preservation of archival records, records management and national cooperation schemes;
- vi. promote the professional training of archivists and records managers.

## 2. Organisational Structure

During the year under review further actions were taken to consolidate the new organisational structure. The four main areas of operation of the National Archives represented by four units in the new organisational set up continued to take shape. (Chart 1, p. 11)

The current staff structure consists of fourteen dedicated employees, thirteen full-timers and one part-timer. The multitude of tasks carried out cannot be managed effectively if the total complement is not increased to around twenty five employees.

It will be of utmost importance that human resources and funding are identified to equip the four new units with the necessary man power and expertise in order to introduce a system of structured performance targets for each unit.

The first Collective Agreement with the recognised Union was signed and is being implemented.

## 3. Records Management Unit

The National Archives' role as an overseer of records management practices in the Public Sector consists of overseeing the management of records in government departments and institutions; the drafting and implementation of retention and disposal schedules; the provision of training to personnel working in the sector; and the putting into place of systems for the smooth transition of records from the originating offices to the National Archives. This system applies to both records in traditional formats, and records in electronic or other modern formats.



A number of inspections of government records were held during this year. These included the Lotto offices, the Office of the President, Ministry of Finance, the Law Courts and a number of government schools. In each case a records management analysis and report were compiled. During the year under review the unit finalised the discussions regarding the retention schedules of a corporate nature.

The Records Management Unit was also responsible for the acquisition of several private deposits. Amongst these there was the Europa Nostra documents, records of the late Mr Justice Gouder and the Banco di Roma documents.

### 3.1 Towards a national records management system

The National Archives Act (V, 2005) puts on our institution the legal obligation to provide professional assistance, advice and guidance on the establishment and management of filing and registry systems. It also invests the National Archives with the authority to inspect record keeping practices and systems of record keeping in public offices.

During the last years the National Archives carried out discussions with the Data Protection Implementation Unit of the Office of the Prime Minister, the Data Protection Commissioner, and MITTS, aimed at establishing a national records management framework. Meetings are planned with the Management Efficiency Unit in order to put forward further proposals in view of the imminent implementation of the Freedom of Information Act.



## 4. Archives Processing Unit

The Archives Processing Unit conducts all the operations involved once the records reach our repositories starting from the accessioning process up to the provision of finding aids in the reading rooms. During 2008 special emphasis was given to the sorting, labelling and cataloguing of the school records. (Table 3, p. 14).

The restoration of Royal Warrants and letters patents was finalized. This project was possible following sponsorship of the Friends of the National Archives and the Ministry of Finance Fond għall-Kawżi Ġusti.

### 4.1 Accessions

During the year under review several accessions were added to the National Archives holdings. (Table 1, p. 12).

In most cases the accessions represent donations by the general public. The collecting policy of the National Archives is very selective and we have refused to accession several records that are either publications or have no national connotation. This helps us keep up to the legal obligations we have, and within the other professional and logistical parameters.

Our section in Gozo was also very active in keeping up the momentum of accessions notwithstanding the similar problem of lack of storage space we have in Malta. In table 2, p. 13, is the list of Gozo accessions during 2008. The system used in the Gozo section is that the records accessions fit directly into the respective fonds.



### 4.2 Sorting

An important task of archival processing is the sorting, cleaning and re-boxing of documents. During the year under review the staff, and in a number of cases volunteers or students, cleaned and re-boxed several records. A complete list of works carried out is in the appendices (Table 3, p. 14).

## 4.3 Cataloguing

The main task of the unit is to bring together the thousands of catalogue entries already available and those currently being developed and apply to them a regime of standards in line with the International Standard of Archival Description ISAD(G). (Table 5, p. 14) Archival cataloguing is a specialisation one has to train in and we are hoping that in a few years time we will have a group of trained people who can tackle the present back log.

In the absence of an automated cataloguing software for the archives, a review of the studies on this area carried out during the last six years will be commissioned. It is hoped that the National Archives will be in a position to identify and acquire an open source specialised cataloguing software to provide the basis for all future cataloguing initiatives.

### 4.4 Reprographics

Throughout 2008 the National Archives maintained both production and quality levels on two large-scale digitisation projects. The first focuses on digitising all shipping records from 1800 onwards. This project is carried out in collaboration with the Genealogical Society of Utah. The second project which is in collaboration with the Hill Museum and Manuscript Library of St John's University, Minnesota focuses on law court records starting in 1530.

During 2008 a third collaboration project was signed with the United States Holocaust Memorial Museum. The agreement signed on 14 April 2008 will result in the digitisation of files that have to do with Jewish persons or other cases of repression.

The various digitisation projects over the last year produced 175,048 digital images. The National Archives is offering to share its expertise and equipment with any other entity interested in forging ahead with the digitisation venture.

## 5. Public Services Unit

The National Archives firmly believes that archives are about people. They are the result of people's activities, used by the people and tell the story of people. This makes us strive hard to reach out to as wide an audience as possible. The main tools in this strategy are the services provided to the public, including the reading rooms services, answering to research requests, the website, our newsletter, the various educational programmes and exhibitions. The main innovation in this regard was the introduction





of the concept of the late night opening. The new opening hours (Chart 2, p. 12) reflect better the needs of our users. All our three premises now open late on one day per week to facilitate access to our holdings.

The entity once more made best use of its newsletter to communicate its achievements to the general public.

### 5.1 Reading Room Services

In tables 7, 8, and 9 there are detailed information showing the number of researchers who visited our reading rooms during 2008.

Research activity in the head office reading room registered an increase of 521 items consulted, 37 researchers and 678 hours of research over the previous year. Research activity at the Legal Documentation Section repository registered increases of 74 in the number of items consulted, 393 hours of research, and 93 in the number of researchers.

The number of researchers visiting the Gozo reading room registered a decrease of 113 in the number of researchers. This meant also decreases of 536 in the number of items consulted and a decrease of 583 hours of research. (Table 9, p. 16). These decreases were predictable at the start of the year as 2007 was a particular year which registered almost a fourfold rise over the figures for 2006.

The total statistics for all reading rooms managed by the National Archives sums up to 1872 researchers spending 4826 hours of research and consulting 5157 items.

The digitisation on demand service introduced last year has established itself with the reading public. This service is not only making it possible to offer better quality copies, but also saving on the wear and tear of the documents.

### 5.2 Exhibitions / lectures

During the year under review the National Archives held several events focused on the educational aspect of archives. Students from different schools had the opportunity to visit the National Archives

and have first hand experience of the importance of documentation for the study of history.

During the year under review, the National Archives maintained the permanent exhibition on Maltese personalities at the Legal Documentation section in Mdina.

The Annual Public Lecture entitled 'L-Arkivji Mużikali tal-għejjer tagħna u kompożizzjonijiet tal-Maltin f'arkivji barranin' was delivered by Mgr. John Azzopardi on 23 October 2008. As in previous years the lecture was very well attended.

During the year 2008, the National Archives Gozo Section mounted two exhibitions. The first was held during the night of Gozo 1234 - Notte Gozitana on 3 May 2008. The exhibition, mounted within the premises of the National Archives, was designated 'Images of Gozo Past II - an exhibition of old photographs'. Forty large photographs from the 1500 plus collection that the Gozo section has amassed over the years were put on display. The second exhibition was held on the occasion of the Archives Awareness Week, by now an established annual event. This year the exhibition featured 'The Coastal Defences of Gozo' and it was open from 30 October to 15 November. The exhibition highlighted the former and present defences of the island. It was divided into two main sections. The first consisted of twenty documents - all conserved at the NAG - related to coastal defenses ranging from 1595 to 1804. The second section of the exhibition consisted of a set of photographs of the major coastal fortifications of Gozo.



### 5.3 Educational / cultural visits

One important aspect of the educational programmes organised by the National Archives is the hosting of school visits from a number of state, private and church schools. The visits are held in all three repositories of the National Archives.

The aim of school and cultural visits is to raise awareness among students, and help them appreciate archives by educating them and also giving them hands on experience. This is a positive approach where the students get to enjoy the opportunity of handling original documents and sample some



of the challenges involved in the cataloguing and reorganisation of archival holdings.

The National Archives also developed an outreach programme for other sectors that are interested in the cultural aspect of the National Archives. The tours are designed to promote awareness amongst the different strata of society, thus promoting the value and use of archives as a national information and educational resource. Several tours were organised during the year. (Table 11, p. 17).

## 5.4 Internships

During the last years the National Archives has attracted a number of students who opted to do their work experience at the archives. Recently we had students coming from MCAST and other students who as part of the Systems of Knowledge project are opting to follow a practical experience at the archives. (Table 12, p. 17).



Students reading for a degree in tourism studies visited the National Archives on 17 December. We intend to build a long standing relation with new institutes at the University of Malta. Work in this direction has already resulted in the inclusion of archives training modules in the courses of the recently set up Department of Tourism, and the Institute of Maltese studies, both at the University of Malta.

## 5.5 National Archives Website

The National Archives aims to be as accessible as possible, thus we envisage building up a comprehensive and user friendly web-site that is primarily functional. 2008 was another year during which we worked incessantly to have our website available to the public. We were faced with several difficulties of an administrative and technical nature that kept us from launching the final product. However, by December 2008 the site was sent to MITA for the quality assurance test.

## 6. Corporate Management Unit

### 6.1 Finance and Administration

During the year under review the National Archives maintained the services of Attard and Giglio Ltd

for accounting provision. In line with the National Archives Act article 25(2) the National Archives once more appointed RSM Ltd as private auditors.

The section is also in charge of collating data and answering PQ's. Another initiative was that of participation in the Public Sector wide-exercise steered by the Better Regulations Unit. The section also shouldered the administration of the National Archives council, and the CITRA organisation committee.

## 7. International Projects

### 7.1 Interreg IIB MEDOCC – ARISTHOT: Sciences In the Mediterranean

Aristhot is an EU-sponsored project that the National Archives is participating in. The objective of Sciences in the Mediterranean was to develop cultural solidarities in the area of the Mediterranean Basin by easing the access for all to a common heritage. The goal of this digitisation of documentary heritage is a better dissemination of the common memory of both sides of the Mediterranean. The Project Sciences in the Mediterranean aims at developing, using the IS tools, the scientific heritage (books, manuscripts, archives, graphic documents, photographs, video and audio records) common to both sides of the Mediterranean basin.

During 2008 the project was finalised and the digitised images and related information can be accessed on the projects' web-site <http://data.internum.org>.

### 7.2 European Archives Group

The National Archivist kept up his position of representative on the European Commission Archives' Experts Group. The group is composed of 27 archives experts representing the 27 EU countries.

### 7.3 EUROPEANA: The European Digital Library

The much awaited European Digital Library has now been launched. The National Archives is participating in this venture and has already submitted links to a number of images available on the Aristhot web-site. It is planned that these efforts intensify once the archives web-site is on-line.



**EUROPEANA**  
connecting cultural heritage





## 7.4 International Council on Archives (ICA)

Malta is a member of the International Council on Archives. During the year under review the National Archives of Malta gave active input to this international organisation. In particular, the National Archivist participated and addressed the International Council on Archives in Kuala Lumpur in Malaysia between 21 to 27 July 2008.

## 7.5 Association of Commonwealth Archivists and Records Managers (ACARM)

The National Archives of Malta is a member of the Association of Commonwealth Archivists and Records Managers. Following the elections for the posts on the Executive Committee of this organisation, National Archivist Charles J. Farrugia was appointed Chairman for the period 2008-2012.

## 7.6 CITRA 2009 Conference

On 9 July 2008 the first meeting of the CITRA2009 organizing committee was held chaired by National Archivist Charles J. Farrugia. The other members of the committee are Dr Joseph Bezzina, Assistant National Archivist, Henry Cachia obo the Hon. Minister, Doreen Vassallo Grant obo the office of Director of Corporate Services, Ministry of Education, Alison Borg-Hili, Secretary to the committee.

The conference will be held between 17 and 21 November 2009. The theme chosen by the CITRA Bureau is 'Imagining the twenty first century archivist: new strategies for education and training'.

## 8. National Archives Council

The National Archives Council has the role of an advisory body to Government on all archives matters. It is set up by virtue of the National Archives Act (V, 2005).

The current membership of the Council is the following:

- i. Dr Joseph Cassar - Chairperson;

- ii. Mr Anthony Pace (the Superintendent of Cultural Heritage ex officio) ;
- iii. Mr Joseph Said (the Chairperson of Heritage Malta ex officio);
- iv. Mr Philip Borg (Director Libraries ex officio);
- v. Mr Paul Zahra (the Permanent Secretary in the office of the Prime Minister ex officio);
- vi. Mgr Ġwann Azzopardi, Dr Lillian Sciberras, Mr John Cremona, Mr Max Farrugia

The legislation also stipulates that the National Archivist and the Assistant National Archivist for Gozo attend all the Council meetings.

Meetings during 2008 were held on the following dates: 12 February, 10 July, 4 September, 16 October, 11 December.

The mission of the Council (Article No.15) is to:

1. promote the National Archives and other record keeping entities;
2. ensure and facilitate the collaboration between the different stakeholders with direct or indirect responsibility for the protection and management of the archives sector;
3. advise the Minister on the management of archives in Malta;
4. draw the attention of the Minister or of any organization or person responsible for archives to any urgent action that may be considered necessary for the better management of archives and records;
5. advise the Minister on any matter arising from the provisions of the National Archives Act and on any other matter referred to it by the Minister.



The Council also has the duty to biannually convene a National Forum to discuss the state of archives generally after receiving a relative report to be drawn up by the Council.

The National Forum on Archives was held on 22 October 2008 at the National Archives Head Office in Rabat. The Forum was opened by the Hon. Dolores Cristina, Minister of Education, Culture, Youth and Sport. In preparation for this forum the State of Archives report was published on line on the web-sites of the Ministry ([www.education.gov.mt](http://www.education.gov.mt)), the Friends of the National Archives ([www.fnamalta.org](http://www.fnamalta.org))



and the Malta Library and Information Association (www.malia-malta.org).

## 9. The Friends of the National Archives

The Friends of the National Archives is an NGO set up in 2000. It works in collaboration with the National Archives and raises awareness about archives and records management issues.

Membership of the Friends of the National Archives has continued to grow during 2008. During the year under review the organisation sponsored the restoration of the royal warrants, which project is now finalized. The works were carried out by professional restorer Mario Gauci. The works included the cleaning of parchment, the restoration of the wax seals, and the creation of adequate containers for the said documents.

During 2009 the society will focus its energy on helping with the organisation of the CITRA conference. It will keep communication with the public via its website on www.fnamalta.org. A new membership leaflet will be published during the first weeks of 2009. This will be followed by a membership campaign.

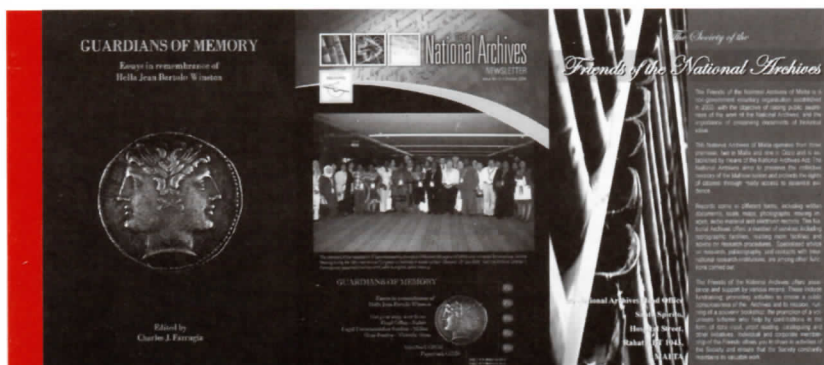


The book is the result of works by 28 scholars who researched a number of academic topics. The launching event was held at the Head Office of the National Archives on 3 June 2008 under the patronage of the Hon Dolores Cristina, Minister of Education, Culture, Youth and Sport.

A second publication during 2008 was the catalogue of the exhibition 'The Coastal Defences of Gozo' held on the occasion of the Archive Awareness Week. The catalogue carried in depth information on the National Archives Gozo, where the exhibition was held, as well as a detailed description of documents and photos exhibited. A souvenir postcard depicting the former Garzes Tower in Mgarr-Gozo was also issued for the occasion.

## 11. Volunteers

As during the previous years, this year we had a number of volunteers who helped us in the reorganisation of newly accessed material and also the cleaning and sorting of other sections. The works included cleaning of documents, photocopying, cataloguing, data input, preparation of mail shots, manning of stands during events and proof reading. The two main volunteers during 2008 were Mr Joseph Sapiano and Mr Anthony Bonello.

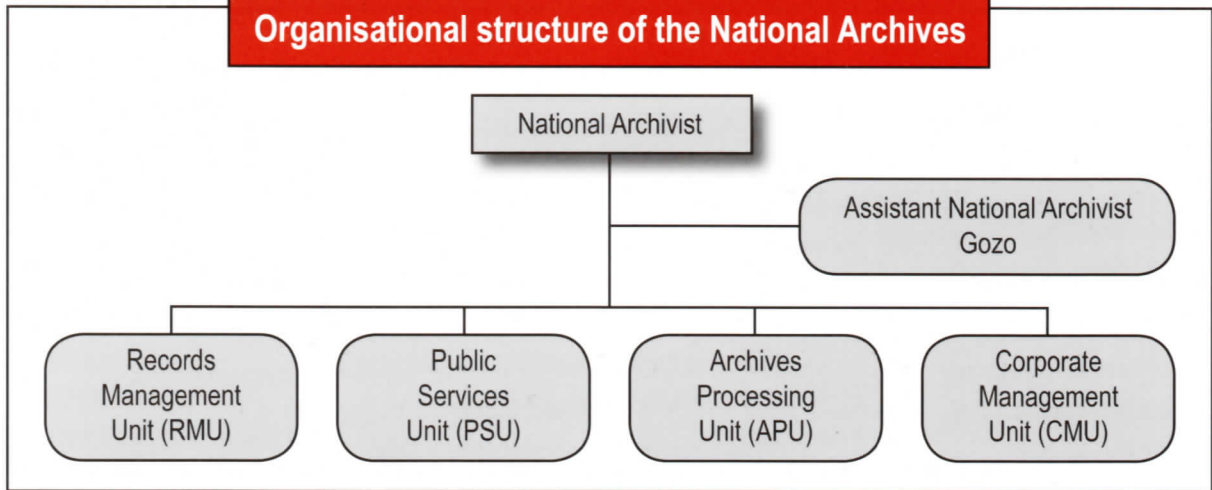


## 10. Publications

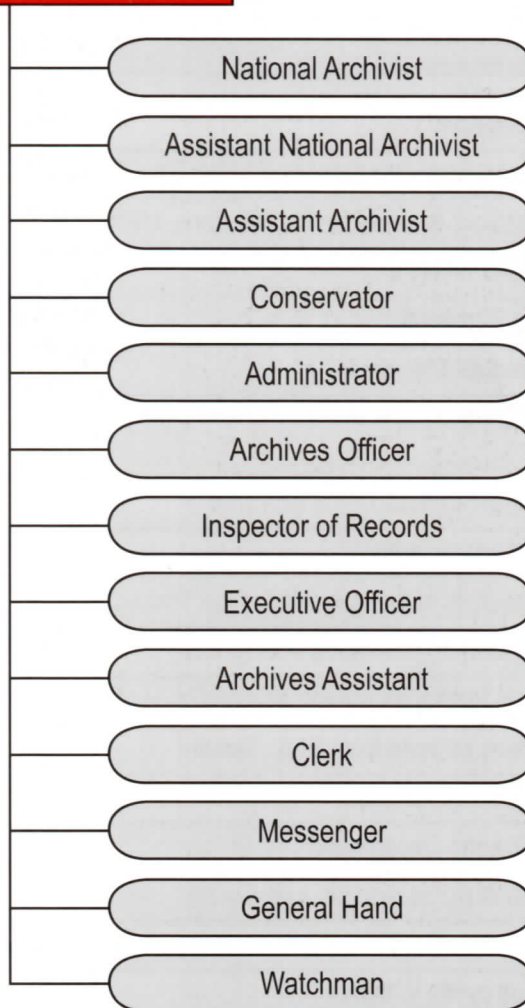
The last years saw a number of publications originating from the National Archives. The regular newsletter has maintained the tradition of communicating the message of the archives to the general public. Other technical publications such as 'Preserving Digital Archival Holdings' were also compiled.

The main publication during 2008 was the book 'Guardians of Memory: essays in remembrance of Hella Jean Bartolo Winston'. The aim of this edited work was to commemorate a person who gave a valuable contribution to the Maltese records management and archives sector.

**Chart 1**  
**Organisational structure of the National Archives**



**Staff Grades**



## Chart 2

### Opening Hours to the Public:

#### Head Office, Rabat

Monday / Tuesday / Wednesday / Friday	8.00am to 2.00pm
Thursday	10.00am to 2.00pm / 3.00pm to 7.30pm
Saturday	8.15am to 12.45pm

#### Legal Documentation Section, Mdina

Tuesday / Wednesday / Thursday / Friday	8.00am to 2.00pm
Monday	8.00am to 2.00pm / 3.00pm to 7.30pm

#### Gozo Section, Rabat

Monday - Friday	7.30am to 1.30pm
Wednesday	7.30am to 5.30pm
Saturday	7.30am to 1.00pm

**Table 1** Accessions – Malta

Accession No.	Description	Extent
2008/1	'Malta in Prospettiva' donated by Mr Tony Feneck	1 manuscript
2008/2	Documents donated by the Salesians, Malta	Photos and miscellaneous
2008/3	Tarxien Primary C	4 volumes
2008/4	Paola Primary A	4 volumes
2008/5	Qormi S.G. Primary A	8 volumes
2008/6	Paola Primary B	39 volumes, 3 boxes, 3 albums
2008/7	National Statistics Office worksheets	1 envelope
2008/8	Attard infants school	1 volume
2008/9	Manuscripts of the Hon. Mr Justice Tancred Gouder	6 volumes
2008/10	National Statistics Office worksheets	13 envelopes
2008/11	Europa Nostra documents donated by Ms B. Martin	1 folder
2008/12	Hansard volumes from F.I.S., Valletta	18 boxes
2008/13	Mosta school records	8 boxes
2008/14	Public Lotto Department	2 boxes
2008/15	Banco di Roma records, Law Courts	36 boxes
2008/16	Photos from the Harker collection donated by Midsea Ltd.	1 cd
2008/17	Photos by Ms V. Vella	48 digital photos



**Table 2      Accessions – Gozo**

<b>Fonds</b>	<b>Description</b>	<b>Extent</b>
AG	Archives Gozo (National Archives – Gozo section) AG/01 - Correspondence AG/04 - Exhibition Catalogues AG/05 - Miscellanea	1 volume 2 volumes 2 volumes
CC	Civic Council CC/06 - Miscellanea	2 volumes
CG	Curia Gubernatoriali (Courts of Law) CG/27 - Commissioner of Justice - Lawsuits (new)	211 volumes
CI	Charitable Institutions CI/02 - Accounts of Expenditure CI/04 - Gozo Prisons	1 volume 39 volumes
CP	Circulars and Posters CP/03 - Posters	1 volume
HI	Hospitals and other Institutions HI/20 - Miscellanea	2 volumes
LC	Local Councils LC/02 - Fontana LC/03 - Għajnsielem LC/05 - Għasri LC/08 - Nadur LC/13 - Xewkija	1 volume 1 volume 1 volume 1 volume 1 volume
PA	Photographs. Albums PA/01 - Historic Places and Events PA/04 - Ministry of Gozo • Miscellaneous	2 volumes 4 volumes
PM	Plans and maps PM/09 - Reproductions PM/10 - Historical buildings - restoration	3 items 30 items
SS	State Schools SS/29 - Xagħra/Admission, Attendance, Log-Books SS/30 - Xagħra/ Miscellanea	14 volumes 9 volumes
ST	Statistics ST/01 - Censuses	1 volume
ZM	Miscellanea ZM/01 - Misc volumes ZM/02 - Misc papers / French occupation	70 items 4 items

**Table 3**      **Sorting, Cleaning & Reboxing of Documents**

<b>Fonds</b>	<b>No of Bundles / Volumes</b>	<b>No of Boxes</b>
Ordinances	50	-
Blue Books	80	-
Passport Applications (MFA)	209	158
Labour and Emigration (LED)	138	-
Education (EDU)	46	-
Public Works (PWD)	-	287
Office of the Prime Minister (OPM)	30	-
Chief Secretary to Government (CSG)	66	63
State Schools Malta (SSM)	386	-

**Table 4**      **Reorganisation & Relocation of Documents**

<b>Fonds</b>	<b>No of Volumes</b>
Monte di Pietà (MDP)	36
Customs (CUS)	95
Chief Secretary to Government (CSG)	46
Others	14

**Table 5**      **Cataloguing**

<b>Fonds</b>	<b>No of Entries</b>
Governor's Despatches (GOV)	2496
Passport Applications (MFA)	418

**Table 6 Digitisation/Microfilming**

<b>Fonds</b>	<b>Number of images</b>
Customs Department - Shipping Registers	152,795
Photos collection Malta (National Memory Project - NMP)	880
Photos collection Gozo (NMP)	2,856
Passport Applications	116
Architectural drawings	51
Customs Department	2,856
GOV	306
PW	64
Magna Curia Castellania Indices	15,115
Various	9
<b>Total</b>	<b>175,048</b>

**Table 7 Monthly Statistics of Reading Room Research  
Head Office – Rabat**

<b>Month</b>	<b>Items</b>	<b>Researchers</b>	<b>Hours of Research</b>
January	318	91	192
February	315	92	232
March	394	130	301
April	280	156	457
May	160	73	192
June	150	109	369
July	240	110	391
August	388	150	453
September	345	127	371
October	373	109	281
November	465	148	421
December	233	100	259
<b>Total</b>	<b>3661</b>	<b>1395</b>	<b>3919</b>



**Table 8 Monthly Statistics of Reading Room Research  
Legal Documentation Section – Mdina**

Month	Items	Researchers	Hours of Research
January	14	03	03
February	32	10	30
March	16	04	13
April	29	16	55
May	21	18	58
June	65	25	90
July	76	40	134
August	44	23	82
September	11	16	51
October	17	15	49
November	14	11	38
December	12	08	21
<b>Total</b>	<b>351</b>	<b>189</b>	<b>624</b>

**Table 9 Monthly Statistics of Reading Room Research  
Gozo Section – Rabat – Gozo**

Month	Items	Researchers	Hours of Research
January	45	21	32
February	57	17	24
March	114	38	48
April	287	57	38
May	35	10	15
June	36	11	18
July	44	18	28
August	83	22	38
September	72	12	25
October	59	20	37
November	270	51	61
December	43	11	19
<b>Total</b>	<b>1145</b>	<b>288</b>	<b>383</b>

**Table 10 Other Research Requests**

Type of Request	No.
Phone	Average of 2 calls daily
Customer Care e-mail	283
Army records requests	27
Ordnance Department Plans research	53

**Table 11 School/Cultural Visits:**

Date of visit	Name of organisation	Number	Location of activity
18 January 2008	Diploma in Baroque studies students, UOM	14	Head Office
11 February 2008	Rotary Club members	40	Head Office
9 April 2008	Case study as part of the Diploma in Archives and Records Management dissertation	22	Head Office
8 July 2008	Presentation about archival materials by representatives from Tschudi Production, Switzerland	40	Head Office
24 October 2008	Archivists of Foreign Affairs Archives of the EU	12	Head Office and Legal Documentation Section (LDS)
26 October 2008	Documents exhibited at Law Courts in Valletta during Open Day	-	Law Courts, Valletta
27 October 2008	Visit by Italian Interior Minister Roberto Maroni and Minister Carm Mifsud Bonnici	-	LDS
11 November 2008	San Andrea School parents	20	LDS
17 December 2008	Department of Tourism, UOM	40	Head Office / LDS

**Table 12 Internships held at the National Archives**

Course	Organizing institution	Number/hrs	Type of training
Systems of Knowledge	Giovanni Curmi Higher Secondary	4 / 64	Archival skills in particular sorting and cataloguing
B.A. (Hons) History	Department of History, University of Malta	1 / 27	Sorting of passport applications
Diploma in Archives and R.M.	Centre for Communications, UOM	1 / 100	Advanced archival skills
Diploma in Library and Information Studies	Centre for Communications, UOM	1 / 50	Introduction to archival skills
Archival skills course	Giovanni Curmi Higher Secondary	5 / 125	Introduction to archival skills



**Table 13 The National Archive in the media**

Date	Programme or event	Station
4 January 2008	Interview on Life and Style	NET TV
10 January 2008	Interview on Il-Gardjola	RTK radio
15 April 2008	Interview for magazine GRIP	Malta International Airport
10 July 2008	Interview regarding Guardians of Memory	Radju Malta
18 August 2008	Interview regarding Guardians of Memory	Campus FM
22 October 2008	Coverage of Archives Form	Various
30 October 2008	Coverage of Gozo exhibition	Various

### Photo captions

(starting from left to right)

p. 5 Presentation of digital photos from the Harker collection by Midsea Ltd. Mr Paul Mizzi, the National Archivist, Mr Joseph Mizzi, Mr Kevin Casha; Mr Francis X. Gouder presenting the documents of the late Mr Justice Tancred Gouder; Ms Blanche Martin presenting the Europa Nostra documents

p. 6 Systems of Knowledge students carrying out their practicum

p. 7 The Hon Dolores Cristina, Minister of Education, Culture, Youth and Sport addressing the National Forum on Archives on 22 October 2008. In picture, the National Archivist, the President of the National Archives Council Magistrate Joseph Cassar and Assistant National Archivist Dr Joseph Bezzina

p. 7 The digitization laboratory at the Legal Documentation Section in Mdina; the panel at the launching of the 'Guardians of Memory' publication including Prof. George Camilleri, Ms MaryAnne Muscat, Mr Charles J. Farrugia and Prof. Henry Frendo; One of the exhibitions at the Gozo section

p. 8 Students during workshops held at the National Archives; Ms Evelyn Pullicino supervising students during their archives practicum; students touring the stacks at the Head Office

p. 8 The publicity heading of the EUROPEANA

p. 9 The Archivists of Foreign Affairs Archives of EU countries during a visit to the National Archives on 24 October 2008

p. 9 Renovation works were carried out at the Head Office in Rabat; Tschudi directors presenting their archival products to a local audience at the archives on 8 July 2008; Mr Noel D'Anastas showing documents to Italian Minister Roberto Maroni and Justice Minister Dr Carm Mifsud Bonnici during a visit to the Legal Documentation Section in Mdina on 27 October 2008

p. 10 The front cover of 'Guardians of Memory: essays in remembrance of Hella Jean Bartolo Winston'; The newsletter issue published during 2008; The forthcoming Friends of the National Archives membership leaflet

p. 10 Restorer Mario Gauci working on the restoration of seals of Royal Warrants

## Unaudited Financial Statements for the year ended 31 December 2008

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### INCOME AND EXPENDITURE ACCOUNT

		2008	2007
	Notes	€	€
<b>Income</b>			
Government Subvention	2	280,000	209,644
Funds from the Ministry for Gozo	3	57,984	41,929
Other Income	4	18,672	4,796
Funds from Aristhot Medocc Programme	5	5,683	3,743
<b>Total recurrent income</b>		<b>362,339</b>	<b>260,112</b>
Operational Costs	Appx 1	(262,877)	(226,480)
Administrative Expenses	Appx 1	(67,967)	(51,836)
<b>Surplus/(Deficit) before Interest</b>	8	<b>31,495</b>	<b>(18,204)</b>
Interest receivable	9	905	545
<b>Surplus/(Deficit) for the year before transfer of Depreciation</b>		<b>32,400</b>	<b>(17,659)</b>
Transfer of depreciation on assets taken over from Government		17,570	17,570
<b>Surplus/(Deficit) for the year</b>		<b>49,970</b>	<b>(89)</b>



**BALANCE SHEET**  
**As at 31 December 2008**

	Notes	2008 €	2007 €
<b>ASSETS</b>			
<b>Fixed assets</b>			
Tangible assets	10	<u>109,695</u>	<u>115,946</u>
<b>Current assets</b>			
Debtors & Prepayments		6,692	981
Cash at bank		44,440	12,685
		<u>51,132</u>	<u>13,666</u>
<b>Total assets</b>		<u><u>160,827</u></u>	<u><u>129,612</u></u>
<b>RESERVES AND LIABILITIES</b>			
Accumulated fund	11		
- Capital vote		80,526	98,096
- Recurrent vote and operating activities		36,984	(12,986)
		<u>117,510</u>	<u>85,110</u>
<b>Creditors: Amounts falling due within one year</b>			
Trade and other creditors	12	<u>43,317</u>	<u>44,502</u>
<b>Total Reserves and liabilities</b>		<u><u>160,827</u></u>	<u><u>129,612</u></u>

## STATEMENT OF CHANGES IN ACCUMULATED FUND

	Capital Vote €	Recurrent vote & operating activities €	Accumulated Fund €
<b>Financial year ended 31 December 2008</b>			
Balance at 1 January 2008	98,096	(12,986)	85,110
Surplus for the year	-	32,400	32,400
Transfer of depreciation on assets taken over from the government to capital vote.	(17,570)	17,570	-
<b>Balance at 31 December 2008</b>	<b>80,526</b>	<b>36,984</b>	<b>117,510</b>



## CASH FLOW STATEMENT

	Notes	2008 €	2007 €
<b>Cash Flows from Operating Activities</b>			
Surplus/(Deficit) for the Financial Year		32,400	(17,659)
Adjustments for:			
Depreciation of tangible fixed assets		21,331	20,247
Operating profit before working capital changes		53,731	2,588
Increase in Debtors		(5,711)	(980)
Increase / (Decrease) in Creditors		(1,185)	9,785
Cash generated from operations		46,835	11,393
<b>Net Cash from Operating Activities</b>		<b>46,835</b>	<b>11,393</b>
<b>Cash Flows from Investing Activities</b>			
Purchase of Tangible assets		( 15,080)	(9,315)
<b>Net movement in cash and cash equivalents</b>		<b>31,755</b>	<b>2,078</b>
<b>Cash and cash equivalents at the Beginning of the Year</b>		<b>12,685</b>	<b>10,607</b>
<b>Cash and cash equivalents at the End of the Year</b>	13	<b>44,440</b>	<b>12,685</b>

# Notes to the financial estimates

## 1. Accounting policies

The principal accounting policies adopted in the preparation of these financial statements are set out below:

### Accounting convention and basis of preparation

These financial statements are prepared in accordance with International Financial Reporting Standards and under the historical cost convention

The Entity finances its operations through a subvention voted by the Government in its annual financial estimates for the Ministry of Education, Youth and Employment. In 2008, €280,000 was allocated to meet the National Archives of Malta's recurrent operation and capital expenditure for the calendar year 2008. A further €57,984 has been transferred from the Ministry of Gozo in order to finance the detailing of two employees and the employment costs of an Assistant National Archivist for the Gozo Branch.

In September 2005, the Government transferred moveable property owned by it and currently in use by the National Archives of Malta to the Agency under the same title by which they were held by the Government immediately before the said date in accordance with Article 29 of the National Archives Act.

During the year, the National Archives of Malta had a surplus of €50,480 on recurrent and operating activities bringing the total accumulated fund on operating activities to €37,494. These financial statements have been prepared on a going concern basis that assumes that the National Archives of Malta will continue in operational existence in the foreseeable future. The validity of this assumption depends on the National Archives ability to receive adequate financial revenues from the Government of Malta to meet its operating and capital commitments

### Tangible Fixed Assets

Tangible fixed assets are stated at cost less accumulated depreciation.

Gains and losses on disposal of tangible fixed assets are determined by reference to their carrying amount and are taken into account in determining operating profit.

Depreciation is provided for on the straight-line method in order to write off the cost of each asset to its residual value over its estimated useful life as follows:

Improvements to Premises	15%
Passengers Lift	15%
Shelving	15%
Motor Vehicles	12.5%
Climate Control Equipment	10%
Computer Equipment	20%
Computer Software	33%
Office Equipment	10%
Furniture and Fittings	10%



## **1. Accounting Policies - continued**

### **Cash and Cash equivalents**

Cash in hand and at banks and short-term deposits which are held to maturity are carried at cost.

Cash and cash equivalents are defined as cash in hand, demand deposits and short-term, highly liquid investments readily convertible to known amounts of cash and subject to insignificant risk of changes in value.

For the purpose of the Cash Flow Statement, cash and cash equivalents consist of cash in hand and deposits at banks, net of outstanding bank overdrafts.

### **Creditors**

Amounts payable are carried at cost which is the fair value of the consideration to be paid in the future for goods and services received, whether or not billed to the company.

## **2. Government Subvention**

Amounts advanced by Government for recurrent expenditure are made in the form of subventions from the consolidated fund in accordance with Section 20 of the National Archives Act. In accordance with the selected accounting policy, these amounts are accounted for upon an accrual basis.

## **3. Funds from Ministry for Gozo**

In 2007 an agreement was reached with the Ministry for Gozo to transfer monies from its vote to the National Archives of Malta to finance the Gozo branch's employment costs and contribute towards its general and administrative running costs. These costs were previously funded from the vote of the Ministry for Gozo. An amount of €57,984 was transferred in 2008.

## **4. Other Income**

Other income generated from operations is estimated to be €18,672. The service provided by the National Archives of Malta to the general public is free of charge. Mainly, the income is generated from photocopy and digital imaging services and courses which are charged at minimal rates.

## **5. Funds from Aristhot –Interreg IIIB Medocc Programme**

The National Archives of Malta actively participated in the Aristhot – Interreg IIIB Medocc programme which is funded by European Union. The funds received from this programme during 2008 amounted to €5,683.

## 6. Payroll costs and personnel information

	2008 €	2007 €
Wages and Salaries paid by Government	-	10,624
Wages and Salaries paid Directly	208,868	171,628
Social Security contributions	15,585	14,202
Council Members	411	464
	<u>224,864</u>	<u>196,918</u>
<b>Number of employees</b>		
Full time	12	12
Part time	1	1

## 7. Surplus/(Deficit) before interest

The surplus/(deficit before interest is stated after charging:

	2008 €	2007 €
Staff Costs (Note 6)	224,864	196,918
Depreciation of tangible assets (Note 10)	21,331	20,249
Auditors' remuneration	591	478
	<u>          </u>	<u>          </u>

## 8. Interest Receivable

	2008 €	2007 €
Bank Interest	905	545
	<u>          </u>	<u>          </u>

## 9. Taxation

The National Archives of Malta is exempt from any liability for the payment of income tax in accordance with Section 13 of the National Archives Act, 2005.

## 10. Tangible fixed assets

	Improvement to Premises	Passenger Lift	Shelving	Motor Vehicles	Climate Control	Computer Equipment	Computer Software	Office Equipment	Furniture and Fittings	Fire Alarm System	Total
	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Euro	Euro
<b>Cost</b>											
As at 01.01.2008	-	6,965	66,518	11,968	21,419	5,949	618	8,480	25,980	7,470	155,366
Adjustment to Carrying Amount										( 177)	( 177)
Additions	11,040	-	-	-	1,599	1,276	-	670	672	-	15,257
As at 31.12.2008	11,040	6,965	66,518	11,968	23,018	7,226	618	9,149	26,652	7,292	170,446
<b>Depreciation</b>											
As at 01.01.2008	0	2,091	19,954	2,991	4,283	2,380	204	1,617	5,153	747	39,420
Charge for the year	552	1,045	9,978	1,496	2,302	1,445	204	915	2,665	729	21,331
As at 31.12.2008	552	3,135	29,932	4,487	6,585	3,825	408	2,532	7,818	1,476	60,751
<b>Net Book amount</b>											
As at 31.12.2008	10,488	3,830	36,586	7,481	16,433	3,400	210	6,617	18,833	5,816	109,695



## Notes to the Financial Statements - continued

### 11. Accumulated Funds

#### Capital Vote

The Capital Vote represents assets taken over from Government, net of depreciation.

#### Recurrent vote and operating activities

The recurrent vote and operating activities represent the accumulated deficit or surplus resulting from operations.

### 12. Creditors

	2008	2007
	€	€
<b>Amounts falling due within one year:</b>		
Creditors	20,284	8,635
Indirect tax and social security	-	3,785
Accruals	20,233	32,082
	<hr/>	<hr/>
	43,317	44,502
	<hr/>	<hr/>

### 13. Cash and Cash equivalents

Cash and cash equivalents consist of cash in hand and balances with banks.

## Operational Costs

	2008 €	2007 €
Salaries and Social Security	224,864	196,918
Water and Electricity	5,964	3,962
Insurance	349	-
Telecom Expenses	3,920	3,091
Miscellaneous Purchases	189	-
Cleaning Expenses	2,098	1,088
Computer Expenses	792	550
Office Expenses	843	35
Packaging Material	-	908
Repairs and Maintenance	4,023	1,174
Depreciation Charge:-		
Shelving	9,978	9,977
Furniture and Fittings	2,665	3,345
Climate Control Equipment	2,302	2,143
Computer Equipment	1,445	1,190
Computer Software	204	205
Passenger Lift	1,045	1,046
Office equipment	915	848
Improvements to Premises	552	-
Fire Alarm System	729	-
<b>Total Operational Costs</b>	<b>262,877</b>	<b>226,480</b>

## Administrative Expenses

	2008 €	2007 €
Rent	24,179	24,179
Staff Training Costs	5,066	5,232
Advertising	444	1,204
Staff related expenses	894	1,514
Motor Vehicle Expenses	3,339	2,185
Printing, postage and stationery	13,717	2,106
Accountancy and Professional fees	7,817	5,821
Travelling	7,960	6,129
Subscriptions and Brochures	1,185	815
Miscellaneous Expenses	1,149	408
Audit Fee	591	478
Bank Charges	131	270
Depreciation charge:-		
Motor vehicle	1,496	1,495
<b>Total Administrative Expenses</b>	<b>67,967</b>	<b>51,836</b>



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