



National Archives *2011* Malta Annual Report



Annual Report

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National Archives
Malta

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National Archives
Head Office
Hospital Street
Rabat RBT1043
Malta
Tel: +356 2145 9863
Fax: +356 2145 0078
E-mail: customercare.archives@gov.mt
www.nationalarchives.gov.mt

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produced by staff member Marlene Gouder
Photos: Joseph Amodio, Stephen Busuttil, Mario V. Gauci, Marlene
Gouder, Ivan Ellul, DOI

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One of the photos showing '*l-Għajn tal-Ħasselin*'
donated to the National Archives of Malta during 2011
as part of the Agius Bequest

Foreword



During 2010 a number of developments took place in the Maltese archives sector, or in areas which form part of the wider knowledge management or cultural sector. The salient developments were the following:

- The setting up of a new Faculty of Media and Knowledge Sciences (MaKS) at the University of Malta;
- The setting up of a Degree Level course in both librarianship and archives on a full time basis;
- The coming into force of the Malta Libraries Act;
- The second National Forum on Archives and the publication of the second State of Archives Report.

The National Archives is represented on most of these new set ups as the National Archivist was appointed by the Hon Minister on the Faculty Board of MaKS, is also a member of the Board of Studies of the Department of Library, Information and Archive Sciences, and is ex-officio member on the Malta Libraries Council.

It was also a year characterized by active involvement of the National Archives in EU-funded projects, EU Experts' Group meetings and work related with the chairing of the Association of Commonwealth Archivists and Records Managers (ACARM). During the CITRA conference held in Toledo undersigned chaired the AGM of ACARM and proposed a resolution aimed at reviewing all the operation of ACARM and its governance instruments. The resolution was unanimously approved. The process is gaining momentum and it is hoped that a new ACARM constitution will be approved during the ICA Congress in Brisbane this year.

We also continued with the implementation of the National Archives Act, and this year we had the opportunity to put to the test the clause governing the reclaim-

ing of public records. It is with great satisfaction that I report that two volumes which had ended up in private hands are now back in the public domain.

It is however discouraging that no progress at all was registered in identifying solutions for the problem of lack of storage space. During the last years the National Archives proposed two potential sites for development as an extension to the National Archives. None of these were accepted. While we still maintain that the long term solution to this problem should be investment in a purpose-built national archives, we need short term solutions, otherwise departments will lose their trust in us as the final depository of records worth of permanent preservation.

During 2012 we will inaugurate the new Conservation Laboratory at the National Archives. This project has been planned and developed over the last one year, and we managed to identify the area which was the old kitchen of the hospital for this task. After painstaking restoration works on the old furnace by Archives volunteer Mr Michael Bonnici, and technical advice and manual work by our Conservator Mr Mario V. Gauci, the area is ready to be inaugurated. Work during the year under review included the procurement of the necessary equipment including a leaf casting machine. We look forward to the official opening of this facility. This, coupled with the fact that we will be strengthening further our human resources augurs well for the future of our holdings and services.

Charles J. Farrugia

BA (Hons), PG Dip Rec. Mgmt, MA, MA (Lond)
National Archivist



Charles J. Farrugia with Dr. Conrad Thake during the annual public lecture on 7 December 2011; at the CITRA conference in Toledo in October 2011 with Prof. Lorenz Mikoletzky and Directors of the Genealogical Society of Utah; with Prof. Mark Agius and other members of his family on the occasion of the bequeathing of their collection to the National Archives.

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 record-keeping practices within public offices;
- 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 we recruited the Conservator and also got the approvals to employ an Assistant Conservator and two Archives Assistants. The list of positions at the archives is published at the end of this report.

3. Records Management Unit

During 2011 a Records Management Unit (RMU) was formally set up within the National Archives. The role of this unit is to focus on inspections of records within government entities and the evaluation of records to be accessioned by the National Archives. The works on the refurbishment of the RMU office were completed by March 2011, and a few months later a commercial vehicle was purchased in order to facilitate onsite inspections and the transfer of records.

In the beginning of the year under review, the RMU was involved in formulating a retention schedule for all human resources documents in the Public Service. This was done in collaboration with the Office of the Prime Minister and the Data Protection Commissioner.



Records of the Wireless and Telegraphy Department and Passport Applications during the accessioning process

Through 2011 the RMU has inspected and worked with various entities for the selection and assessment of records. The RMU has also received a number of queries regarding records management which were duly answered throughout the whole year. (Table 3)

By collaborating with these entities we have identified the records which are no longer needed for the running of the relative organization. Through a careful appraisal we selected the records to be transferred to National Archives. This work is in line with the scope of the National Archives Act which ensures the preservation of historical material, and also enables us to dispose of non-relevant records, saving entities storage space and additional costs.

4. Archives Processing Unit

The RMU was also responsible for the accession of 183 volumes from the Ministry of Health. These volumes contain patients' records created in various Maltese hospitals during the 19th and 20th century. A selection of over 5000 files from the once operational Wireless and Telegraph Department has also been performed and in the near future these files will be accessioned by the National Archives. Over 130 volumes of indexes for passport applications from the 1950s - 1970s were also deposited.

During 2011, an extensive collection of passport applications from the Passports Department was accessioned. These joined the previous collection which is kept at the Head Office - dated 1815 up to 1979. The total number of items accessioned amounted to 263,000 (for the years 1974-1998).

Another important accession was received from the Attorney General's Office dated 1963-1980. This collection had been listed and organised in the appropriate boxes and folders at the Attorney General's Office before transfer. This is in line with the new policy whereby departments and government entities are empowered and trained on how to prepare material to be sent to the National Archives.

4.1 Accessions

The lists of accessions that reached the National Archives are included in Tables 1 and 2. Amongst other documents received from various Ministries and Departments, we have also received various private donations from the public. Through their generosity the collections of the National Archives have been greatly enriched. This shows that citizens have become more aware of our national heritage, and that the National Archives has become a trusted stakeholder in such a process.

4.2 Sorting and Cataloguing

Through the help of several Maltese and foreign students a lot of material was sorted, re-organised and inputted in various databases conforming to archival standards.

In 2011, different databases, such as the Despatches, Army records, Tourism and OPM, were upgraded and in 2012 these records will be available to researchers. Also, lists and catalogues were created to help primarily the archives' staff to retrieve the material requested by the users more efficiently.

4.3 Digitisation

Digitisation of documents plays a central role in the preservation efforts of the National Archives. Our aim is to make available to researchers most of the material at the Archives which has been digitised so far. Thus this precious treasure will be consulted, not only within the Archives, but comfortably at home from anywhere in the world.

The two main projects, sponsored by the Hill Monastic Library and the Genealogical Society of Utah continued at a very good rate of digitisation. (Statistics feature in Table 6. p. 17)

The collection of the National Picture Archive has increased considerably, thanks to a number of donations. This year we had the biggest donation of photographs from the Agius family adding to the already substantial Agius bequests. The project of digitising Mr Tony Terribile's private archive has also continued.

During 2011 the Map Room was equipped with a large format scanner that will facilitate the digitisation services to the public. It is now possible to provide scans of maps and drawings that respect the original scaling.

5. Public Services Unit

The National Archives is proud to possess trained and professional personnel to man its three reading rooms. The staff support the public to identify the records they are after and also to order any copies they might need. The new opening hours that were introduced in 2008, are now widely availed of, as they are providing research opportunities even after the traditional 5 pm.

5.1 Reading Room Services

During the year under review we saw an increase in the specialised requests that reach the Archives. This trend is not easily reflected in the general figures we publish in this report. We had more contacts from migrant communities abroad, from Universities, and also from local specialised companies eager to embark on special research projects. The general assessment is that research is moving from the traditional fact finding endeavour to a more proactive quest for knowledge inspired by the country's increasing emphasis on research and innovation.

Tables 11, 12 and 13 give detailed information showing the number of researchers who visited our reading rooms during 2011. .

6. Outreach

Each year that passes we try to strengthen our outreach programmes and initiatives. 2011 was no exception with emphasis on exhibitions and reaching out via the media.

6.1 Exhibitions

Two exhibitions were organised by the Gozo Section and another open weekend was held at the Legal Documentation Section in Mdina. The Stan Fraser exhibition was also set up at the Head Office in Rabat during the first Rabatfest, while another exhibition focusing on the 1953 competition for the rebuilding of the





Disinfestation of new acquisitions before integrating them with the head office holdings' collection. Restoration works carried out on the survey sheets collection, before and after the work.

Opera House was organised during the annual public lecture.

After clearing the ex-chapel of the National Archives, which in the last few years was used as a sorting area for bulk accessions, an exhibition was set up in it during October, entitled *Witness to War*. This consisted of a selection of photos of WWII by Stan Fraser. The exhibition coincided with the first edition of RabatFest and was very well attended.

Another first this year was a joint exhibition with the Ministry of Tourism, the Institute of Tourism, Travel and Culture of the University of Malta. The event was held at the Ministry of Tourism head office in Valletta. The exhibition brought to an end the first phase of the archiving of three truck loads of Tourism documents.

6.2 National Archives Annual Public Lecture

During the first weekend of May, our Legal Documentation Section in Mdina opened its doors during the MdinaFest, an event that is held annually. The place was manned by our staff and the support of volunteers from the Friends of the National Archives. The general public had the opportunity to view the National Portrait Archive and also ask questions about the services and facilities of the repository.

During the Archive Awareness Week at the end of November, another exhibition was set up with the theme 'The 1953 International competition for the rebuilding of the Royal Opera House'. This was the same topic discussed during the Annual Public Lecture by Dr Conrad Thake. The exhibits consisted of a series of important and unique drawings by different architects submitted for that competition.

Simultaneously, a book bazaar was organised in the same week which had numerous academic and non-fiction books offered for sale thanks to the coordination of the Friends of the National Archives.

6.3 Educational/Cultural Visits

In line with our policy, this year we emphasised on school children participation in our Archives. Students were offered the opportunity, not only to view our build-

ing and unique documents, but also to work for a few hours at the reading room. These students were directly exposed to different aspects of documentation to understand more both our history and archival methodology. We also had various cultural tours during which our holdings were showcased to the visitors and the functions of the National Archives explained.

6.4 Internships

In 2011 several Maltese and foreign students visited our Archives for their practicum in various fields ranging from administration to archival skills and data management. All students terminated their practicum successfully with most expressing the intention to re-visit our National Archives in the future. During the last year, an agreement was signed with the University of Parma, Italy, guaranteeing future exchanges of students reading for a degree in Digital Data.

7. Conservation Section

During the year under review the designs and refurbishment of the area to accommodate the Conservation Laboratory were concluded. Some of the major tasks completed by the conservator were:

Inspection of holdings from the Ministry of Health before transfer to the National Archives in conjunction with the Inspector of Records;

Disinfection and cleaning from bookworm of 2 collections: *Memoriali* and Hospital Patients Registers.

Replacing of folders of Civil Defence – Shelter Drawings (Files 1-14) and blue prints of shelters (Files 15-16).

Make up of folders for safer handling of survey sheets (early 20th cent).

Holdings Condition Survey – 14 *fonds* comprising of 23 series have been examined. These make up c. 40% of the material extant at the Archives.

Most of the conservation equipment, materials and furniture for the new laboratory have been purchased.



Live recording at the archives as part of the M3P project, Leontine singing during Galea family & friends on 3-6-2011; Open day at the Banca Giuratale during the Medieval Mdina Festival on 7-5-2011; Mr Michael Bonnici delivering a talk to the Ladies' Circle group about the old pharmacy 05-25-2011; Mr Joseph Amodio guiding a group from the Association of Lyceum Past Students on 17-9-2011; Ms Marlene Gouder showing some of the holdings to school children who visited on 02-11-2011; The chapel of the archives during the Book Bazaar 3/4-12-2011 organised by the Friends of the National Archives; A tour at the Gozo section guided by Dr Joseph Bezzina; Exhibits during the Public Lecture exhibition on 7-12-2011.

8. Digitisation projects at the Banca Giuratale, Mdina

During the year under review, the Legal Documentation Section operating from the Banca Giuratale in Mdina continued with its digitisation project managed by the Hill Museum and Manuscript Library of Minnesota which was officially launched in October 2007. The studio has now digitized 690 volumes of the

Magna Curia Castellania (MCC) Acta Originalia dating between 1545 and 1713, including 25 volumes of indices which in the coming months will be available online for research.

The year 2011 was the most productive in terms of digitisation. The Mdina laboratory produced 216,795 images, an increase of 19 per cent on the previous year.

During 2011 other digitisation projects were conducted

by the Genealogical Society of Utah which amounted to 495,238 digital images, as explained in the following list:

MCC: *Registrum Patentorum* (1564-1798) 37 volumes – 41,754 images

MCC/Curia Capitanale: *Libri di Carcerati* (1649-1803) 15 volumes – 7,336 images

MCC: *Sup. Botteghi* (1699-1811) 21 items – 26,588 images

MCC: *Registurm Actorum Originalium* (1535-1797) 232 volumes - 419,560 images.

Apart from a total of 712,033 digital images produced as part of the large scale projects, progress was also registered on the parallel project of the digitisation of the Tony Terrible photographic collection which is part of the National Memory Project. More than 1170 photos have been digitized and restored during 2011.

8.1 Reading room services

The number of researchers who visited the Legal Documentation Section at Mdina was 142. They consulted 208 volumes spending around 521 hours of research, mainly in the evening opening hours. The total statistics registered a decrease of 29 in the number of researchers resulting also in a decrease of 37 in the number of volumes consulted and a decrease of 73 hours of research. However, one has to add that some researchers have also consulted records from the Mdina Section at the Rabat repository due to special circumstances.

8.2 Other activities

During the year, the Banca Giuratale hosted for the second consecutive year the Friends of the National Archives Annual General Meeting. It also opened its doors for the Medieval Mdina Festival held on the weekend of May 7 and 8, 2011 organized by the Mdina Local Council and the Malta Tourism Authority. This happened to be the third consecutive year that the National Archives participated successfully in this festival.

The French baroque building and archival settings attracted author Glen Calleja to hold a storytelling evening with the title 'Sakemm tnejn mhux wisq' which was held on April 23, 2011 as part of a promotional programme for his publication eeeeeee!

9. Acquisitions and an Exhibition at the (NAG) National Archives Gozo Section

The National Archives of Malta, Gozo section (NAG) made several important acquisitions amongst which it is worth mentioning the *Ġuljana Masini*. This collection



Mr Franco Masini presenting a volume of the *Ġuljana* to the Prime Minister. Astrid Grech, daughter of Victor Vella-Muskat, presenting a token file related to the Gozo Civic Council to the Prime Minister.

was presented to the Prime Minister Dr Lawrence Gonzi by Franco and Manola Masini, and their daughter Francesca, on 9 July 2011.

Ġuljana is the name commonly given to a collection of data of the acts of civil status, that is births, marriages, and deaths. The source for the information of this collection is parish records. It has been customary for acts connected with religious milestones of persons professing the Catholic Religion to be recorded by parish priests. This was made mandatory for the Catholic Church by the Council of Trent in the sixteenth century. Records in Gozo began after 1551, the year that Gozo was overrun by Turks, the whole population taken into slavery, and every single manuscript was either burnt or taken to the Ottoman capital.

The *Ġuljana* is invaluable to the social history of Gozo as it records all births, marriages, and deaths after 1551. In some cases, the data predates this year as it was gathered from sources outside the island. A full catalogue of the *Ġuljana* is available online at the National Archives website: www.nationalarchives.gov.mt

On the same occasion of the visit of the Prime Minister, Patricia, Roberta, and Astrid, daughters of the late Victor Vella-Muskat (1935-2009), presented another interesting collection of documents to the National Archives Gozo. Victor Vella-Muskat was the last Secretary/Treasurer of the Gozo Civic Council (1961-1973) and over the years he collected a number of interesting documents and other memorabilia related to the Council. The collection includes a set of posters printed prior to the first Council election held on 4 June 1961. A number of documents from the collection were used in the Fiftieth Anniversary Exhibition. The first section of the exhibition consisted of 40 documents related to the foundation and the working of the Committee and the Council. The second complemented the story by a profuse selection of over one hundred photos of the protagonists as well as the old and new emblems of all the districts of Gozo with their parish



EBNA / EAG meeting in Krakow, Poland 7-8 October 2011

churches – the basis of the fourteen electoral districts in which Gozo was divided.

The exhibition was opened by Dr Lawrence Gonzi, Prime Minister of Malta, on 9 July, eve of the fiftieth anniversary of the inauguration of the Civic Council.

10. Corporate Management Unit

Certain aspects that cut across the whole organisation both in Malta and Gozo are managed by the Corporate Management Unit. This unit processes the Human Resources and Administration of the National Archives. Apart from the day to day administration the unit processes:

- Finance related items like invoice processing, payment and filing. Reports relating to the financial status of the Archives like the financial estimates for the year are prepared with the collaboration of the accountants. The section also answers an average of 6 parliamentary questions per week.
- HR related items like attendances – both creation and checking, roster planning and the upkeep of personnel records including leave records. The compilation of various reports relating to human resources as requested by ministry. Staff development is also managed by this unit.
- Administration related items like filing, maintenance management, ICT management and compiling reports as requested by various government authorities and ministries.

10.1 Finance and Administration

Tenders issued and awarded

Various improvements to the services being offered created the need to issue a wide range of tenders, varying from cleaning services to remedial works in the buildings in Rabat. Through the rigorous procedure of vetting tenders set up the previous year, a total of six tenders were successfully issued and awarded. In addition to this various public quotations were also requested like for the polishing of old flooring.

Cleaning Services

VSV Ltd. were awarded a contract for cleaning services during the first quarter of 2011.

Reconfirmation of Mazars Ltd. as the National Archives' accountants.

Following a tender issued in May 2011 for the provision of accountancy services to the national Archives, Mazars Ltd. put forward the best offer and thus were reconfirmed in their role as accountants to the National Archives.

Price Waterhouse Coopers the new auditors

Following a public request for quotations, Price Waterhouse Coopers were selected as the new auditors for the National Archives.

Staff training

Staff training during the year included the attendance by various staff members to various conferences, held both locally and abroad. The workers attending apart from gaining a wider knowledge about their work, also gain important insight into the solutions devised by colleagues from different entities about the solution of that are current at the National Archives.

Collective agreement

An agreement was reached between the management and the representing union regarding the terms for a new collective agreement but due to various circumstances beyond the control of both the management and the union, the signing of a new collective agreement had to be postponed to 2012.

10.2 Upkeep of premises

Fire detection system and CCTV system

The installation of both a fire detection system and a CCTV system were concluded in the first quarter of 2011. The systems are fully functional and have further increased the security for the protection of the documents held at the archives.

Structural repairs

The first quarter of the year saw the refurbishing of various offices at the National Archives head office. These included, refurbishing of part of the administration section to set up a new office, refurbishing the offices to be used by the records management unit and of a hall where the conservation laboratory was to be set up.

Further work was required on the floor of the conservation laboratory, and through a public call for quotations, a contractor was appointed, who restored the flooring to its original condition.

Various structural damages had been identified during the year and following the award of a tender, remedial works were successfully carried out during the fourth quarter of 2011. Amongst the works carried out were the support of an arch on ground floor and the removal of dangerous wooden beams in one of the halls.



The NAC held a meeting in the Gozo Section and paid a courtesy visit to the Hon. Giovanna Debono, Minister for Gozo, on 15 September 2011

10.3 Miscellaneous

Purchase of a motor van

Following a tendering procedure a motor van was purchased to provide added ease of transportation of documents to and from the National Archives.

Digitisation of large format documents

To further the efforts of digitisation of documents that the National Archives is constantly undertaking, a large format scanner was acquired. The scanner will be used to provide high quality digital images of the extensive range of plans held at the Archives.

Purchase of Storage for digitised documents

The ever increasing need to store the digitised documents in a safe place with the possibility of making these images available to the general public, was another priority for 2011. A storage server was acquired and archival software identified and installed. Work on the transfer of information to the server and the conversion to the new software's standards started in the third quarter of 2011 and is an ongoing process.

Setting up a Conservation Laboratory

With the room identified and refurbished the process of setting up the laboratory required the acquisition of various specialised equipment. Amongst the equipment acquired were special desks, a leaf casting machine and presses. The purchase of other equipment and consumables will continue during 2012.

11. International Participation

The momentum of active participation in the international archives fora was not only maintained but intensified. Apart from this, the involvement in other EU and international projects was maintained.

11.1 CITRA Bureau Meeting – Simancas, Spain (10-11 February 2011)

On 10 and 11 February 2011, Joseph Bezzina, the Assistant National Archivist, represented the National Archivist in a Bureau Meeting of CITRA – the *Conférence Internationale de la Table Ronde des Archives*, held at the National Archives of Simancas, Spain.

The meeting was under the chairmanship of Martin Berendse, *ICA President*, and National Archivist of the Netherlands. The participants proceeded with an evaluation of the CITRA-Oslo and prepared the programme for CITRA-Toledo to be held in 25-27 October 2011.

11.2 EBNA/ EAG Meetings in Budapest, Hungary – (10-11 May 2011)

The meeting in Budapest was characterised by several presentations on the state of digitisation in Hungarian archives and also the attempts being made to upload collection on-line. National Archivist Charles J. Farugia represented Malta during the meeting.

11.3 MSEG Working Group on Digitisation Statistics – Luxembourg (27 June 2011)

On 27 June 2011, Joseph Bezzina took part in the first meeting of the MSEG – Member States' Expert Group – Working Group on Digitisation Statistics. It was chaired by Javier Hernández-Ros, Head of Unit INFOS E3 *Cultural Heritage and Technology Enhanced Learning*, European Commission.

11.4 Eighth Meeting of Europeana MSEG – Member States' Expert Group

On 28 June 2011, the Assistant National Archivist represented Malta in the Eighth Meeting of *Europeana* MSEG – Member States' Expert Group – specifically, the *Europeana* Finance and Governance Working Group, held at the Euroforum Building, Luxembourg. *Europeana* is the common access point to the collections of European libraries, archives, and museums from all around Europe. The National Archives is coordinating *Europeana* in Malta.



11.5 EBNA/ EAG Meetings in Krakow

National Archivist Charles J. Farrugia attended the EBNA and EAG meetings held under the Polish presidency in Krakow, Poland between 7 and 8 October 2011. During the meetings it was agreed that a working group be set up to refine the report on archives so that this be presented to the Commission.

11.6 CITRA conference in Toledo Spain

National Archivist Charles J. Farrugia represented Malta in a number of conferences in Toledo, Spain between 25 and 27 October 2011. Amongst these there was the CITRA conference, the CITRA Bureau, an ICARUS seminar, the Annual General Meeting of ICA, and the Executive Bureau and Annual General Meeting of the Association of Commonwealth Archivists and Records Managers (ACARM).

11.7 APENet

Full participation in APENet continued with meetings held in Brussels on 10 March 2011 and Stockholm on 28-30 June 2011. The first meeting was attended by Mr Etienne Ferrito and Mr Joseph Amodio and the second by Mr Noel D'Anastas and Mr Ivan Ellul.

11.8 ICARUS and DLM Forum

During 2011 the National Archives joined the DLM Forum and the ICARUS. These affiliations will further strengthen the expertise on the document life cycle management strategies and professional networking.

12. National Archives Council

The National Archives Council kept on its work in line with the remit vested onto it by the National Archives Act (V, 2005) article 15.

The current membership of the Council is the following: Dr Joseph Cassar – Chairperson; Mr Anthony Pace; Ms Isabel Vella; Ms Maroma Camilleri; Mr Leonard Callus; Mgr Ġwann Azzopardi; Dr Lillian Sciberras; Mr John Cremona; Mr Max Farrugia. In line with the provisions of the National Archives Act, Mr Charles J. Farrugia, National Archivist, and Dr Joseph Bezzina, Assistant National Archivist attend all Council meetings.

The meetings during 2011 were held on 9 February (Forum); 28 April; 21 July; 15 September and 24 November. During these meetings the main discussions focused on the issue of right of reclaim of public documents; records management in government; the lobby for a new repository; the organisation of the Forum; and burial records held at the Addolorata Cemetery. In

cases where the Council felt the need the necessary advice was conveyed the Hon. Minister.

During the year under review the National Archives Council convened the Second National Forum on Archives and also published the second State of Archives report.

13. Volunteers

Most National Archives world-wide tap on the valuable input of volunteers in order to help in the mammoth task of cataloguing, sorting and other archival tasks. The input of volunteers continued during 2011 with the main volunteering work performed by Mr Anthony Bonello, Mr Michael Bonnici, Mr Mark Caruana and Ms Jessica Fenech.

14. Friends of the National Archives

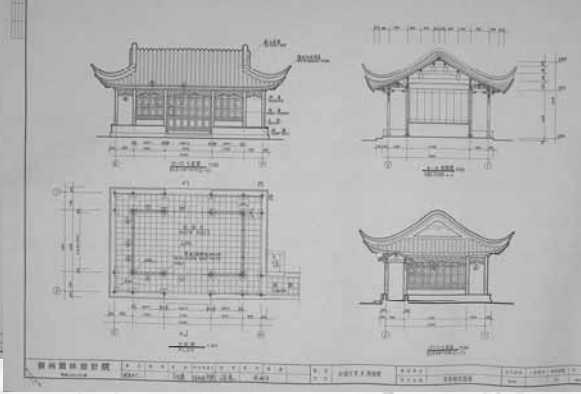
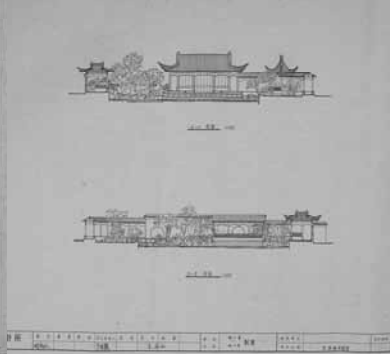
The Friends of the National Archives continued with its constant support to the National Archives. During the year under review the Annual General Meeting was held on 6 May 2011. The main event during the year was the Book Bazaar held on 3 and 4 December. Another joint project was the publication of issue 2 of the Journal *Arkivju*.

15. Publications

Although the National Archives cannot afford to have a specialized section to manage its publications, all its published output is written, proof read, designed and set in-house. During the year under review the National Archives published the *2010 Annual Report*, the *State of Archives Report 2010* for the National Archives Council, the *50th Anniversary of the Gozo Civic Council Exhibition Catalogue* and an issue of its *Newsletter*. The planning and writing up of another publication about APENet and how the public can use the European Archives Portal was also finalised.

16. Reclaiming of Public Documents

The reclaiming of public documents by the National Archives after they have been sold to private owners is one of the clauses of the National Archives Act, V, 2005. Article 31(3) of the Act stipulates that the National Archivist is empowered to reclaim documents in private hands if it can be proven that they have been illegally removed from the public domain. During 2011 we had the first two such cases. Following lengthy discussions and negotiations, two volumes have been brought back into public domain and are now accessible to the public for research at the National Archives. The volumes in question are; a. Government Letters to Committee of the Government Charitable Institutions from 1837-1843; b. Malta Central Hospital Storekeeper's Ledger 1876-1890.



New acquisitions



Chart 1 Organisational structure of the National Archives

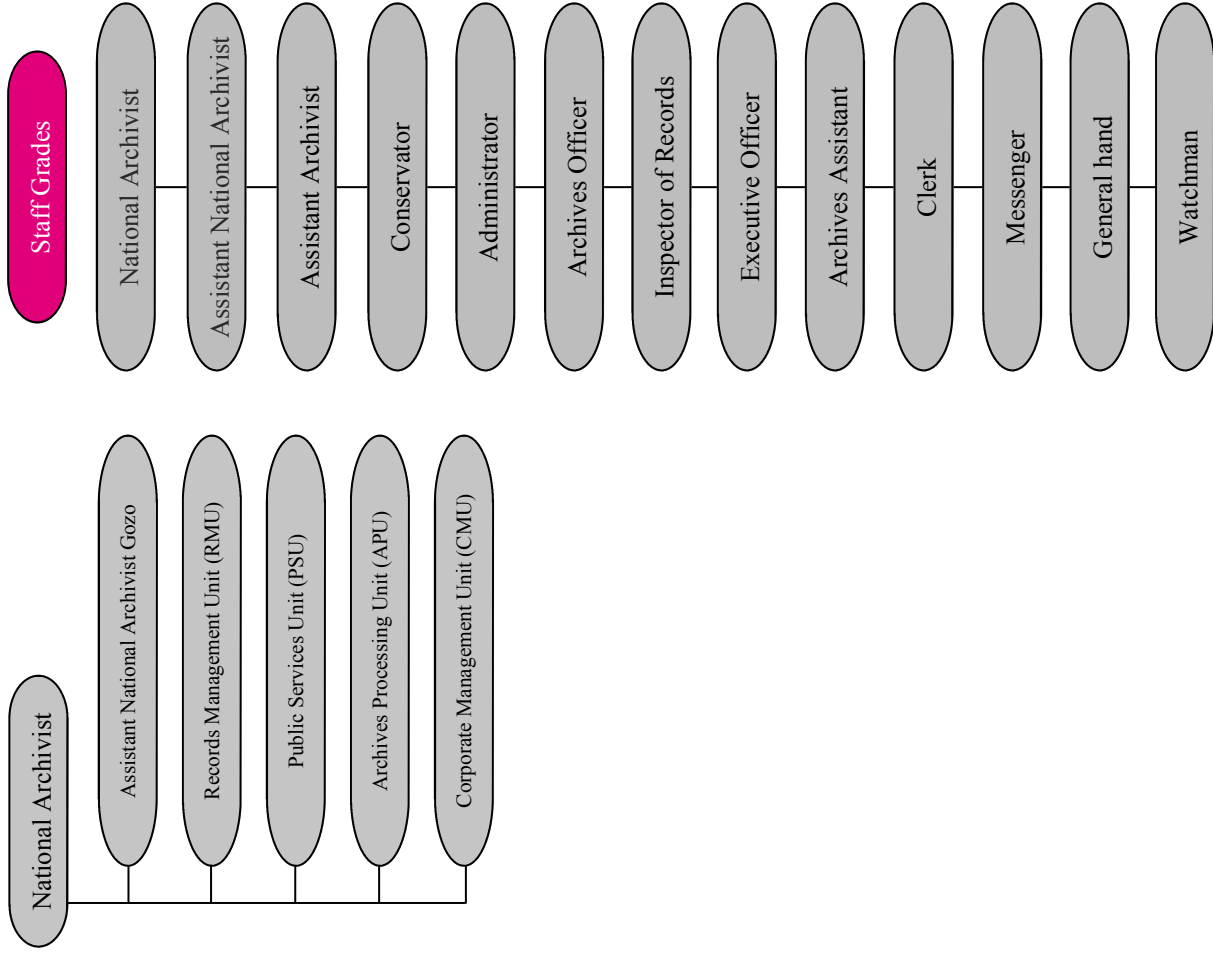


Chart 2 Opening Hours to the Public

Location	Opening Hours
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 (October to May): 7.30am to 5.30pm Saturday: 7.30am to 1.00pm

Table 1 Accessions – Malta		
	Description	Extent
2011/1	Donation by Mr John Dawson of photos taken by the late Royal Engineer J. Dawson	8 photos
2011/2	Donation by Mr Joe Scerri of facsimiles and digital images related to the British Army	12 facsimiles in colour / 15 digital images / 1 PDF
2011/3	Donation by Mr Michael Bonnici	3 framed lithographs
2011/4	Donation by Mr Vincent Ellul	Various digital images
2011/5	Files from OPM Registry	185 boxes
2011/6	Donation by Mr Giorgio Peresso	Various digital images
2011/7	Files (1963-1980) from the Attorney General's Office	119 boxes
2011/8	Donation by Ms Winnie Calleja of records of the late Mr John M. Calleja	Various digital images and documents
2011/9	Register (1876-80) from the Central Hospital	1 volume
2011/10	Donation by Mr Anthony Micallef of various past Lyceum papers examination papers and other correspondence	Various documents
2011/11	Received from Passport Office various volumes (1803-1991)	133 volumes
2011/12	Received various plans and 2 large photo from the Comino Pig Farm	Various plans and 2 photos
2011/13	Donation by Mr Spiteri of an image of the: 1st Batt. KOMR	1 digital image
2011/14	Donation by Dr Joseph Borg of drawings related to the Chinese Garden and reports related to agriculture	60 plans and documents
2011/15	Transfer from the office of the Principal Permanent Secretary, of a volume: <i>lista dei volume e alter scritture dell'Archivio dell'Ordine Gerosolimitano e dell'Universita'</i>	1 volume
2011/16	Passport Office passports applications dated 1974-1998	263,000 items
2011/17	Donation of various papers by Ms Carmelina Grech	Various documents
2011/18	Donation by Fr Charles Cini of various photos	50 photos
2011/19	Received from the Ministry of Health Patients' Admissions and Discharges registers from various hospitals (1815-1970s)	183 volumes
2011/20	Donation by Mr Steve Borg	1 B&W photo
2011/21	Donation by Mr Guido Lanfranco of Confraternities studies	3 boxes
2011/22	Donation by the Director of the National Archives of Romania	1 DVD
2011/23	Donation by Family Agius	9 photo albums / 10 boxes of negatives / 1 vol. of photos and cuttings/ postcards
2011/24	Wireless and Telegraphy Department (1929-2008)	c.6000 files
2011/25	Donation by Mr Michael Ellul photos of the Palace House of Parliament, May 1975-1976	29 B&W photos
2011/26	Donation by Mr Tony Terribile of DOI Press Releases (1988-1993)	3 albums
2011/27	Drawings of Television House, G'Mangia	257 plans
2011/28	Passport Office administration files	ca.600
2011/29	Donation by Mr John Grima of emigration documents	2 documents
2011/30	Government Letters to Committee of the Government Charitable Institutions from 1837-1843	1 volume

Table 2 Accessions – Gozo		
Fonds	Description	Extent
AG	Archives Gozo (National Archives – Gozo section) AG/01 - Correspondence AG/04 - Exhibition Catalogues AG/05 - Miscellanea	1 volume 1 volume 12 volumes
CC	Civic Council - CC/05 - Administration and Functions - Reports CC/06 - Miscellanea CC/07 - Miscellanea Loose	5 volumes 10 volumes 19+20 items
CP	Circulars and Posters - CP/03 - Posters	1 volume
HI	Hospital and other Institutions - HI/20 - Miscellanea	1 volume
GM	Ġuljana Masini (88 vols) GM/01 - Baptisms-Marriages-Deaths GM/02 - Family trees • <i>Alberi genealogici</i> GM/03 - Notarial Acts	44 volumes 13 volumes 31 volumes
LC	Local Councils - LC/13 - Xewkija LC/14 - Żebbuġ	1 volume 1 volume
PA	Photographs and albums PA/01 - Historic Photos	2 volumes (120 photos)
PM	Plans and Maps PM/02 - Village Plans (Large Sketch Plan Victoria+Fontana)	
PW	Public Works - PW/05 - Projects	1 volume
SN	Street Naming (06 vols) SN/03 - Village Files SN/04 - Miscellaneous	5 volumes 1 volume
SS	State Schools SS/36 - Gozo/Secondary Girls•Log Books SS/37 - Gozo/Secondary Girls•Daily Attendance + Class Registers SS/38 - Gozo/Secondary Girls•Correspondence SS/39 - Gozo/Secondary Girls•Staff Papers SS/40 - Gozo/Secondary Girls•Examinations + Class Assessments SS/41 - Gozo/Secondary Girls•Misc SS/42 - Gozo/Secondary Girls•Other Schools	
ZM	Miscellanea - ZM/01 - Misc volumes	46 volumes

Table 3 Entities supported by the Records Management Unit
Enemalta Corporation
Public Registry
Passport Office
Fortunato & Enrico Mizzi Foundation - consultancy on the digitisation process
Mediterranean Offshore Bunkering Company Limited
Public Works Department - Records Section
Department of Contracts
Ministry of Health
Department of Social Welfare Standards
Malta Environment and Planning Authority - preparation for the accession of Building Notices
Ministry for Infrastructure Transport and Communications
Industrial Property Registrations Directorate - Commerce Department
Office of the Attorney General
Embassy of Malta in Washington - transfers of documents to Malta
Financial Policy & Management Division
EU Funds Management Unit
Kunsill Lokali Żejtun
Ministry of Justice and Home Affairs

Table 4 Sorting, Cleaning & Reboxing of Documents		
Fonds	No of Bundles / folders	No of Boxes
Maltapost (POS)	27 folders	-
Public Lotto Department (PLD)	-	147
Petitions (CSG02)	285 bundles	305

Table 5 Cataloguing	
Fonds	No of Entries
Governor's Despatches to (GOV)	2744
Office of the Prime Minister (OPM)	1529
Passport Applications (MFA)	526
Army (KOMR & RMA)	9411
Reference Library	250

Table 6 Digitisation/Microfilming	
Fonds	Number of images
Customs Department—Shipping Registers—GSU project)	570,160
Passport Applications (MFA) - (GSU project)	14,556
Magna Curia Castellania—(HMML project)	216,795
Photos collection Malta (National Memory Project—NMP)	1,170
Documents and Passport applications	601
Architectural Drawings	659
Photographic collection	96
TOTAL	804,037

Table 7 Reorganisation & Relocation of Documents	
Fonds	No of volumes/ boxes / plans / unit
Hansard Parliamentary Debates	1596 volumes
Attorney General (CAD)	119 boxes
Aide de Camp's Office (ADC)	23 boxes
Public Lotto Department (PLD)	154 boxes
Post & Telephones (POS)	17 boxes
Passport Branch (MIG)	79 boxes
Malta Relief Fund	92 boxes
Health (San Vincent de Paule)	222 volumes
Education (EDU2)	78 boxes
School Records	2 units
Office of the Prime Minister (OPM)	794 boxes
Air Raid Precautions & other wartime correspondence (ARP)	42 boxes
<i>Amministrazione dei Beni Pubblici</i> (ABP)	2 units
<i>Monte di Pietà`</i> (MDP)	2 units
MFA01 - Passport Applications	4587 arch files
Malta Parliamentary Debates	300 volumes
Malta Blue Books	180 volumes
Education Resource Centre	500 volumes / bundles
General and Miscellaneous Reports	700 items

Table 8 Voluntary works held at the National Archives			
Course	Organizing institution	Number/hrs	Type of training
Anthony Bonello	Voluntary	1/438	data input, research

Table 9 Internships held at the National Archives

Course / nationality	Organizing institution	No. / hrs	Type of training
Systems of Knowledge	Giovanni Curmi Higher Secondary	13 / 280	Archival skills in particular sorting, cataloguing and data input
Systems of Knowledge	Junior College	11 / 266	Archival skills in particular sorting, cataloguing and data input
B.A. Tourism	Tourism Institute	8 / 335	Sorting, data input, setting up of exhibition
Administration	Leonardo Mobility Project	2 / 705	Administration skills
Management / German	Paragon	4 / 503	Archival skills in particular sorting, cataloguing and data input
MA Archives / French	Paragon	1 / 112	Archival skills in particular sorting, cataloguing and data input
Arts / Italian students	Paragon	1 / 349	Archival skills in particular sorting, cataloguing and data input
I.T. / Ethiopian student	University of Pisa	1 / 115	Data management

Table 10 Other Research Requests

Type of Request	No.
Phone	Average of 7 calls daily
Customer Care enquiries	231 (with an average of 5 replies per query)
Ordnance Department Plans research	69 sessions (96 hrs)

**Table 11 Monthly Statistics of Reading Room Research
Head Office – Rabat**

Month	Items	Researchers	Hours of Research
January	201	82	192
February	120	126	432
March	296	246	717
April	390	160	469
May	283	110	289
June	143	83	142
July	233	109	309
August	263	103	263
September	188	108	371
October	217	107	280
November	191	107	303
December	159	85	183
Total	2334	1450	3950

**Table 12 Monthly Statistics of Reading Room Research
Legal Documentation Section – Mdina**

Month	Items	Researchers	Hours of Research
January	13	15	40
February	7	9	15
March	3	3	4
April	2	4	7
May	14	15	34
June	12	19	49
July	20	19	90
August	21	38	102
September	15	26	67
October	8	7	24
November	15	38	47
December	12	15	37
Total	142	208	516

**Table 13 Monthly Statistics of Reading Room Research
Gozo Section – Gozo**

Month	Items	Researchers	Hours of Research
January	65	21	33
February	45	26	43
March	76	24	39
April	156	44	31
May	27	14	19
June	41	11	17
July	30	13	17
August	85	22	31
September	53	14	23
October	29	12	26
November	23	13	16
December	51	14	26
Total	681	228	321

Table 14 School / Cultural visits:

Date of visit	Name of organisation	Number	Location of activity
11 April 2011	Giovanni Curmi Higher School	9	Head Office / Mdina
12 April 2011	Giovanni Curmi Higher School	9	Head Office / Mdina
11 March 2011	Visit by Mario Pisani, Richard England and Conrad Thake regarding plans of Piacentini	3	Head Office
18 March 2011	University of the Third Age	60	Head Office
15 April 2011	Students from University	2	Pharmacy
25 May 2011	Ladies Circle, Paola	35	Pharmacy
26 May 2011	MCST Science Popularisation Unit	3	Pharmacy
09 June 2011	Sliema and St Julians Group of British Residents Association	29	Head Office
15 June 2011	Official visit by Permanent Secretary Dr James Calleja MEEF	1	Head Office
04 July 2011	Relatives of the Late Hella Jean Bartolo	3	Head Office
07 December 2011	Department of Built Heritage	6	Head Office
15 December 2011	Pharmacy students accompanied by Prof. John Rizzo Naudi	3	Pharmacy

Table 15 The National Archives in the media

Programme / event / publication	Station / Other media
Filming for 'Who Do You Think You Are?'	Australia
Programme - <i>Libreriji u Arkivji – Santu Spirtu</i>	Education 22
Programme - <i>Libreriji u Arkivji – Banca Giuratale</i>	Education 22
Programme - <i>Libreriji u Arkivji – Gozo</i>	Education 22

Table 16 The National Archives on the web

Facebook Activity in 2011					
Albums	Photos	Notes	Events	Shared Links	Total users
22	120	19	3	67	682
Flickr					
Pictures Uploaded in 2011	Total No. Of Pictures	Total Views	Total Contacts		
39	212	3707	48		
Issuu online library					
No. Of Publications uploaded in 2011					
13					

Statement of Comprehensive Income

		2011 (Unaudited)	2010 (Audited)
	Notes	€	€
Income			
Government Subvention	2	307,500	275,000
Funds from the Ministry for Gozo	3	63,699	63,610
Other Income	4	6,934	12,350
Net Proceeds from APEnet	5	-	16,339
Total recurrent income		378,133	367,299
Operational Costs	Stat I	(324,292)	(268,409)
Administrative Expenses	Stat II	(62,281)	(65,727)
(Deficit) / Surplus before Interest		(8,440)	33,163
Interest receivable	8	415	191
(Deficit) / Surplus for the year before transfer of Depreciation		(8,025)	33,354
Transfer of depreciation on assets taken over from Government		17,570	17,570
Surplus for the year		9,545	50,924

Statement of Financial Position

As at 31 December 2011

		2011 (Unaudited)	2010 (Audited)
	Notes	€	€
ASSETS			
Fixed assets			
Tangible assets	10	<u>147,550</u>	<u>81,402</u>
Current assets			
Debtors & Prepayments	11	1,880	3,065
Cash at bank		<u>107,486</u>	<u>153,636</u>
		109,366	156,701
Total Assets		<u>256,916</u>	<u>238,103</u>
RESERVES AND LIABILITIES			
Accumulated fund	12		
- Capital vote		27,815	45,385
- Recurrent vote and operating activities		<u>184,172</u>	<u>174,626</u>
		211,987	220,011
Creditors: Amounts falling due within one year			
Trade and other creditors	13	11,918	3,107
Accruals and other payables	13	<u>33,011</u>	<u>14,985</u>
		44,929	18,092
Total Reserves and Liabilities		<u>256,916</u>	<u>238,103</u>

Statement of Changes in Accumulated Fund

	Capital Vote	Recurrent vote & operating activities	Accumulated Fund
	€	€	€
Financial year ended 31 December 2011			
Balance at 1 January 2011	45,386	174,626	220,011
Deficit for the year	-	(8,025)	(8,025)
Transfer of depreciation on assets taken over from the government to capital vote.	(17,570)	17,570	-
Balance at 31 December 2011	27,816	184,171	211,987

Statement of Cash Flows

	Notes	2011 (unaudited) €	2010 (audited) €
Cash Flows from Operating Activities			
(Deficit)/Surplus for the Financial Year		(8,025)	33,354
Adjustments for:			
Depreciation of tangible fixed assets		33,537	22,969
Interest Receivable		(415)	(191)
Operating profit before working capital changes		25,097	56,132
Decrease in Debtors		1,184	94,040
Increase / (Decrease) in Creditors		26,837	(28,051)
Cash generated from operations		53,118	122,121
Interest Received		415	191
Net Cash from Operating Activities		53,533	122,312
Cash Flows from Investing Activities			
Purchase of Tangible assets		(99,683)	(9,222)
Net movement in cash and cash equivalents		(46,150)	113,090
Cash and cash equivalents at the Beginning of the Year		153,636	40,546
Cash and cash equivalents at the End of the Year	14	107,486	153,636

Notes to the financial statements

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 2011, €330,000 was allocated to meet the National Archives of Malta's recurrent operation and capital expenditure for the calendar year 2011. The actual funds made available were €307,500. A further €63,699 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 €9,545 on recurrent and operating activities bringing the total accumulated fund on operating activities to €194,370. 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%

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. During 2011, €22,500 of the allocated subvention was not made available to the entity.

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 €63,699 was transferred in 2011.

4. Other Income

Other income generated from operations is estimated to be €6,934. 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. APEnet

The National Archives of Malta participated in the APEnet (Archives Portal Europe) project. This project is a Best Practice Network project supported by the European Commission in the eContentplus programme and its objective is to build an *Internet Gateway for Documents and Archives in Europe* where fourteen European National Archives in close cooperation with the EUROPEANA initiative will create a common access point to European archival descriptions and digital collections.

6. Payroll costs and personnel information

	2011 (unaudited) €	2010 (audited) €
Wages and Salaries	238,070	210,583
Social Security contributions	18,131	15,835
Council Members	108	463
	<u>256,309</u>	<u>226,881</u>

Number of employees as at year end:

Full time	13	12
Part time	1	1

7. Surplus before interest

The surplus before interest is stated after charging:

	2011 (unaudited) €	2010 (audited) €
Staff Costs (Note 6)	256,309	226,881
Depreciation of tangible assets (Note 10)	33,537	22,969
Auditors' remuneration	2,360	519
Costs related to Sound Archiving Project	-	5,000

8. Interest Receivable

	2011 (unaudited) €	2010 (audited) €
Bank Interest	<u>415</u>	<u>191</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
	€	€	€	€	€	€	€	€	€	€	€
Cost											
As at 01.01.2011	12,840	6,965	66,518	11,968	23,018	9,710	618	11,164	37,122	7,292	187,215
Additions	27,081	-	-	17,697	3,395	5,835	3,174	11,974	12,208	18,319	99,683
As at 31.12.2011	39,921	6,965	66,518	29,665	26,413	15,545	3,792	23,138	49,330	25,611	286,898
Depreciation											
As at 01.01.2011	1,836	5,225	49,887	7,480	11,188	7,406	618	4,563	14,673	2,935	105,811
Charge for the year	1,996	1,045	9,978	3,708	2,641	3,109	1,252	2,314	4,933	2,561	33,537
As at 31.12.2011	3,832	6,270	59,865	11,188	13,829	10,515	1,870	6,877	19,606	5,496	139,348
Net Book Value											
As at 31.12.2011	36,089	695	6,653	18,477	12,584	5,030	1,922	16,261	29,724	20,115	147,550

Notes to the Financial Statements - continued

11. Trade and Other Receivables

	2011 (unaudited) €	2010 (audited) €
Trade Receivable	-	1,405
Prepayments	1,880	1,660
	<u>1,880</u>	<u>3,065</u>

12. 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.

13. Creditors

	2011 (unaudited) €	2010 (audited) €
Amounts falling due within one year:		
Creditors	11,918	3,107
Indirect tax and social security	5,102	-
Accruals	27,909	14,985
	<u>44,929</u>	<u>18,092</u>

14. Cash and Cash equivalents

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

Statement I	2011	2010
Operational Costs	(unaudited)	(audited)
	€	€
Salaries and Social Security	256,309	226,881
Water and Electricity	6,934	4,105
Insurance	1,192	535
Telecom Expenses	3,709	2,744
Miscellaneous Purchases	17	123
Cleaning Expenses	8,269	2,670
Computer Expenses	-	358
Office Expenses	2,960	3,485
CITRA Conference Expenditure	-	2,270
Repairs and Maintenance	11,365	2,269
Depreciation Charge:-		
Shelving	9,978	9,977
Furniture and Fittings	4,933	3,714
Climate Control Equipment	2,641	2,302
Computer Equipment	3,109	1,942
Computer Software	1,252	6
Passenger Lift	1,045	1,045
Office equipment	2,314	1,116
Improvements to Premises	1,996	642
Fire Alarm System	2,561	729
Motor Vehicles	3,708	1,496
Total Operational Costs	324,292	268,409

Statement II	2011	2010
Administrative Expenses	(unaudited)	(audited)
	€	€
Rent	24,179	24,179
Staff Training Costs	900	520
Advertising	848	256
Staff related expenses	1,994	1,988
Motor Vehicle Expenses	3,514	2,516
Printing, postage and stationery	7,685	6,020
Audit Fee	2,360	519
Accountancy fees	4,668	4,948
Professional fees	3,989	3,332
National Memory Project Costs	-	2,799
Public Training Courses expenses	-	1,600
Conservation Laboratory expenses	2,558	-
Travelling	6,633	5,453
Subscriptions and Brochures	1,959	1,207
Miscellaneous Expenses	839	874
Equipment Hire	-	2,546
Bank Charges	155	176
Sounds Archive Development costs	-	5,000
Aristhot related expenses	-	1,794
Total Administrative Expenses	62,281	65,727



The National Archives
Head Office
Hospital Street
Rabat RBT1043
Malta

Tel: +356 2145 9863

Fax: +356 2145 0078

E-mail: customercare.archives@gov.mt

Web site: www.nationalarchives.gov.mt

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