



National Archives ²⁰¹² Malta Annual Report



Annual Report
1 January 2012 31 December 2012

National Archives

Malta

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 *The National Archives of Malta*

Members of



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Charles J. Farrugia
National Archivist

Foreword

It's time for us to do the annual stock-taking! The publishing of our annual report gives us an opportunity to review our work and also set targets for years to come. 2012 was another productive year which brought about a number of significant achievements. I invite you to read through this publication which provides you with a summary of the main projects and initiatives carried out. Worth of particular mention are the following:

- The inauguration of a state of the art conservation laboratory
- Infrastructural works on the buildings
- The recruitment of members of staff to consolidate the reading room section, the conservation unit and start the maintenance section
- The Charles Camilleri Bequest

The above projects were just a few building blocks in our long term strategy. The well-being of the holdings cannot be guaranteed without the conservation laboratory and qualified conservators. We now have two full timers in such a role. The works carried out on the buildings were significant. We removed the eye sore of the deteriorating columns at the entrance of our Mdina section. From research we did we got confirmation that at least the situation of the said columns was in a pityful state for more than forty years.

This was also a year during which we maintained high standards when it comes to the level of service to the public. It was also the year during which we experienced an unprecedented increase in the number of new accession of records in one year. The significance of this was even greater, considering the quality of the records. To mention just two examples - this was the year during which we managed to safeguard the Airmalta archives and also acquire the prestigious bequest of the Charles Camilleri music.



Signing of the Charles Camilleri agreement on 29 November 2012

Our international activity during 2012 was also fruitful. It was another year at the helm of the Association of Commonwealth Archivists and Records Managers (ACARM). This year we convened a strategy meeting at the National Archives of Malta. During this meeting a new Honorable Secretary was elected and a strategic report was discussed. This led to the first reform steps that will see a new constitution voted for during 2013. We also kept our active participation on the Archives Portal Europe project APEX. This project is planning to launch a new version of its portal in January 2013.

Apart from the archives projects, I was involved in a number of representative or consultative roles. It was another year of service on the Board of Studies of the Library, Information and Archive Sciences at the University of Malta and the Board of the Faculty of Media and Knowledge Sciences. In these fora' all necessary work was done for a revision of the decision by the University to stop the Diploma in Archive and Records Management. We are now optimistic that the Diploma course will re-commence in October 2013. Another committee on which I served was the Malta Libraries Council. The necessary work was done to have this newly set up body pro-

mote its mission and also embark on projects in the best interest of libraries in Malta and Gozo. This was complimented with my other role, vested through the National Archives Act, to attend all meetings of the National Archives Council.

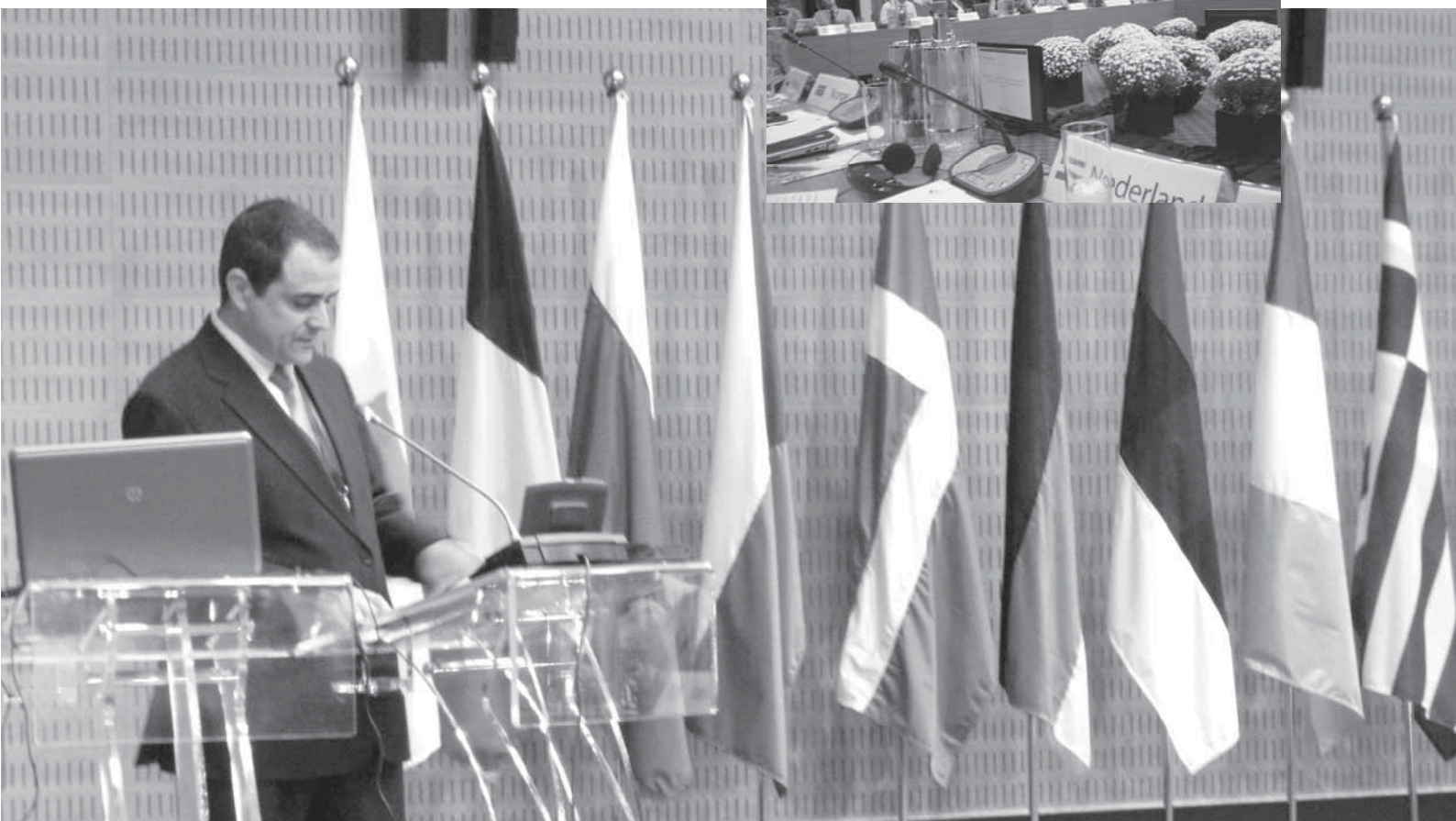
We have more plans for the future. During 2013 we plan to make best use of the millions of digital images we have produced so far. We feel its time for our reading public to start consulting the richness of our holdings from afar. The big challenges here are the issues of interoperability between the various data sources we have, and also procuring the necessary infrastructure at a time when our financial allocation has been reduced.

The biggest challenge for the years to come remains the issue of our buildings. This year we registered an all year record in the number of accessions we managed to get to our archives. A storage area which has been allocated to us at the ex-Rabat Girls' School has been filled up much earlier than projected. During 2012 we raised this issue once more with the authorities and I presented a brief for

a new building to the Permanent Secretary at the Ministry of Finance. The brief puts together a quantification of the storage needs we will have in the next twenty years, the estimated costs for a new state of the art building, and also the identification of government lands which can be earmarked for such a project. During the coming year we will keep up our pressure for such a strategic decision to be taken.

As in previous years I take this opportunity to thank all those who have helped us fulfill our dreams during 2012. Our staff often goes out of their way to see that we deliver. We have kept receiving positive comments about the customer care service in our three reading rooms. Volunteers, the committee and members of the Friends of the National Archives, have also helped in most of our achievements. A word of thanks also to the members of the National Archives Council, who have served for another term and helped us plan the way forward.

Presentation of a case study about the National Archives of Malta at the meeting of EU National Archivists in Nicosia Cyprus on 11 October 2012





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.

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 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.

This unit is responsible for aspects of management that are more effectively catered for in a centralised fashion. Apart from the daily administration management of the head office in Rabat, Malta, that is a core function, the unit has four further functions.

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 and the end of year financial reports are prepared in collaboration with the Archives' accountants.

Purchasing is another core function that this unit manages. Small purchases require quotations for the goods or services to be obtained and ascertaining that the best quality is being obtained at the cheapest price possible. Tender procedures for larger purchases are also undertaken by this unit.

HRMD (Human Resources Management and Development) are also in the remit of this unit. HR related administrative items like attendances – both creation and checking, roster planning and the upkeep of personnel records including leave records are processed by this unit. Further to the administrative tasks, recruitment of new employees is also managed by the unit. Staff are constantly being trained to perform their duties better. Most of the training is carried out on-the-

job with some instances of formal off-the-job training.

The setting up of storage facilities has created the requirement of considerable ICT management. The management of the storage server together with the new data storage software, and with the increase in staff and patron requirements in this area have increased considerably to become one of the major functions of the corporate management unit.

The administration of the Rabat premises includes duties like filing, maintenance management and compilation of reports, including HR related reports, as requested by various government authorities and ministries, and overall day to day running of the premises like management of cleaning services etc.

Finance, Administration and HRD

Tenders issued and awarded

With the aim of further improving the services on offer to our patrons, a series of improvements were planned for 2012. Most of these improvements required the application for permits from various authorities including MEPA (Malta Environment and Planning Authority). Even though incredible progress was registered in all areas, it has not been possible to finalise any of these projects because of the aforementioned permits. One tender was issued for the removal of asbestos-containing drain pipes, but this could not be awarded due to all bidders being in some way incompliant with the exigencies of safety or budgetary constraints. The tender was amended and re-issued but similar conclusions were obtained. Subject to the availability of funds, the tender shall be re-issued in 2013. In addition to this, various public quotations were also requested such as binding works of volumes in Gozo.

Recruitment

During the year, the staff complement at the National Archives was further enhanced with the employment of four new employees: 2 archives assistants – one for Malta and one for

Gozo; 1 assistant conservator; and 1 maintenance person. The employment of a digital preservation officer has till the end of 2012 proven unsuccessful due to difficulty in identifying a qualified person who has the necessary skills required for the position. This has been postponed to 2013.

Staff training

Staff training during the year included the attendance by various staff members to a number of 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.

Collective agreement

Following various discussions with the representing union, an agreement was reached and the collective agreement covering the years 2012 to 2016 was signed towards the end of 2012. This agreement carried substantial improvements in the salaries of all staff.

Upkeep of premises

Structural repairs

Following various consultations with wood aperture professionals, it was concluded that various apertures in our Mdina section had to be replaced since they were a threat to both the documents and the people. Thus, following public quotations, a contractor was selected to replace the most dangerous apertures in Mdina. These were finished and installed in the fourth quarter of 2012.

During the third quarter, repairs regarding the waterproofing of the premises in Mdina and Rabat were carried out. It was ascertained, during these repair sessions, that some apertures in Rabat were a cause of the rainwater seepage. These apertures had also been a source of concern regarding the safety of the buildings. Quotations were collected for the installation of new apertures in Rabat and following a selection process, work on the aper-



The works on the Banca Giuratale's facade

tures was commissioned. These are to be installed in the first quarter of 2013.

Further efforts to enhance the health and safety of staff and patrons at the National Archives, involved the treating of the two main courtyards in Rabat. The scope of the treatment was to reduce the risk of slippery surfaces to a minimum.

With the assistance of one of the major players in pest control, further analysis of the problem and proposed testing of solutions took place throughout the year. Through the efforts of some members of staff, simple measures were taken, like the installation of strips of reflective material, that aided in reducing the amount of pigeons that were damaging the buildings. These efforts are ongoing and shall be further improved as required.

With the employment of a maintenance person in the fourth quarter of the year, various maintenance projects that had been postponed were started.

ICT Digitisation of large documents

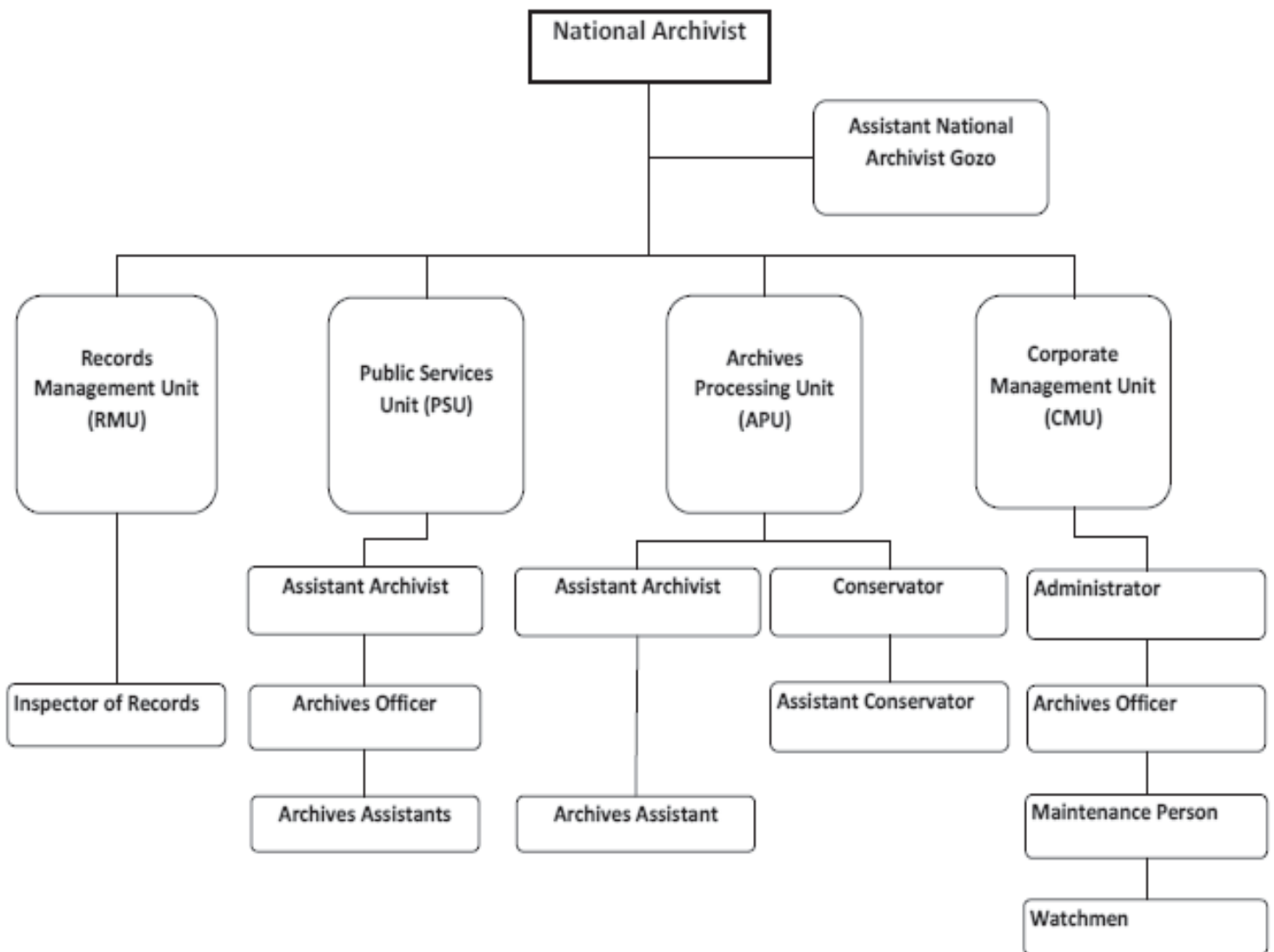
Large scale scans of plans held at the archive are being performed and stored. Since the images generated in these scans are considerably large in size, the need for a dedicated computer was identified. Following the collection of quotations, the required computer was purchased and installed. This, together with the further planned increase in server storage capacity, initiated the plan to digitise all plans in a four stage project. Stage one and two are complimentary whilst stage three and four require further improvements to be in place prior to being started. It is planned to:

- 1) Proceed with the digitisation of the collection;
- 2) Restore any physical damage to the plans prior to digitisation;
- 3) Analyse the possibilities of creation of a specialised storage facility for the physical plans to plan for safe digital storage;
- 4) Once specific collections are completely digitised, develop an infrastructure so as to make the digitised images available online.

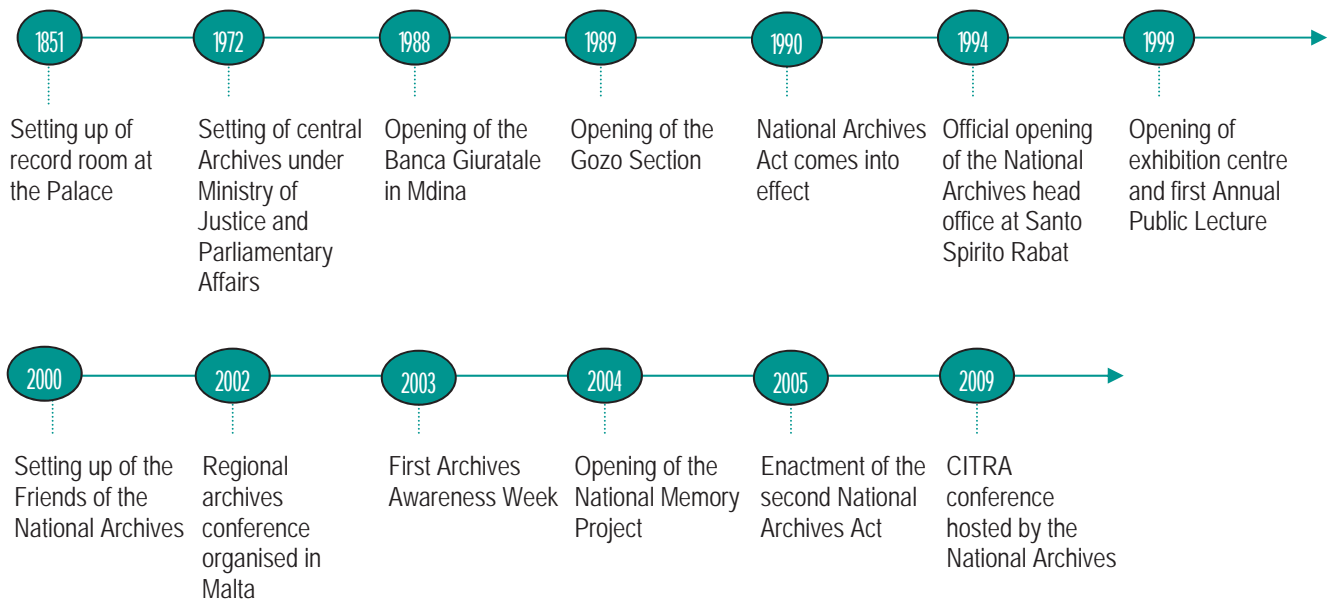
Storage of digitised documents

Together with the ongoing digitisation of documents, the process of cataloguing the digital images on a central database software, proceeded all through the year. With the assistance of a volunteer, to facilitate the input of data into the server, and because of the requirements of the archival software being used, new virtualisation software was installed and virtual servers created. Thus, the current storage server is also being used as a web server. This situation was functional for 2012 but during the next year it is being discussed whether an additional stand-alone storage server for safekeeping of the digital documents, be sourced and installed.

National Archives Malta



Timeline





Onsite Inspections

2012 was a very busy year for the Records Management Unit (RMU). We received requests from various public entities and government Departments/Ministries for consultation regarding the management of public records. The main challenges in every entity were space allocation and retention scheduling.

A number of inspections were performed for which a report was then compiled with the respective data. The collected data was then reviewed and after consultation with the National Archivist a decision was taken regarding the actions that were needed. The decisions that were taken included the transfer of historical records to the National Archives, sampling of records, compiling of retention schedules and (in some cases) the destruction of material not worth of permanent preservation.

Accessions through the RMU

During the last year the RMU was responsible for the transfer and accessioning of a great number of records. One of the largest accessions and transfers that the RMU was involved in was the accessioning of the Airmalta archives. After a number of discussions, the management of Airmalta and the National Archives agreed to transfer all the airline's archives to the NAM. The transfer involved the records of the airline since its inception. This collection is of primary importance for the national airline's history. It consists of the flight logs of each and every flight, administrative and management records, correspondence and other records that were used for the running of the company. Together with the records, the shelving equipment was also transferred to the NAM.

One of the most researched collections within the NAM are the Police fonds. In 2012, this was enriched with the transfer to the NAM of the police archives that were held at the Police Academy in Fort St Elmo. This collection consists of station diaries, court sittings' records, Magistrate books, circulars, correspondence and other miscellanea from various police districts. The dates of these records range between the 1880's and the 1960's.



The rent rolls accessioned during 2012

Another important addition to the NAM holdings was the accession of the Building Notices from the Malta Environment Planning Authority (MEPA). These notices are a mine of information for the architectural and construction work that was performed during the years from 1880 to 1959. Together with the notices, their respective index registers were also accessioned, making these records readily available for research. At a later stage the NAM also accessioned from MEPA the records of the Aesthetic Board. The years covered by these records range from 1936 to 1992. Unfortunately no index is available, so the process of listing and boxing of these records is still in the pipeline.

These records contain information about the procurement of works, services and supplies contracted by the government during the 1970s, and a number of personal files from the same department.

Other important accessions dealt by the RMU include 79 warrants that were issued to architects between 1922 and 1953, personal files from the Civil Aviation Directorate and the political and consular records from the Embassy of Malta in Paris.

Consultations and meetings

Another of the RMU's main roles is to provide assistance to all the public entities, regarding the best practices in managing public records. In 2012 the work on the retention schedule for Human Resources public records was finalised and was published on the government intranet. This retention schedule was the result of a joint collaboration between the National Archives, the Data Protection Implementation Directorate within the Office of the Prime Minister and the Information and Data Protection Commissioner. In December a meeting was held between the same participants to identify more areas of records for which other retention schedules will be formulated.

NATIONAL ARCHIVES MALTA
Records Management Unit

Entity: Government Property Department
 Division:
 Date of inspection: 23/04/2012
 Records Inspector: Ivan Elia

Contact Person:
 Tel. Number / email:

1	Repository	Abbrev.	Full Title	Content Description	Medium	Index	Dates
	Berga ta' Baviera		Rent Rolls / Ledgers	Payments by individuals for renting government properties. Examples of properties: rural & urban areas and government rolls.	Bound Volumes	To Check	1820s to 1992

State of Conservation	Storage Equipment	Fire Fighting Equipment	Quantity
Some of the volumes are badly damaged	Shelving	Fire Extinguishers	c.340 Volumes

Climate Control	Frequency of Reference	Action - after inspection	Priority No.
Dormant	Dormant	Transferred to the National Archives of Malta on the 14/09/2012	1 to 7

NAM/RMU Records Inspection Report 1 of 4 Records at the Government Property Department 23/04/2012

Part of a records' inspection report

The RMU was also involved in the accession of records from the department of contracts.

During 2012, the RMU received a number of requests from Local Councils of various locali-

ties concerning the challenges they are facing in the management of their records. In view of these requests, during last October the RMU together with the National Archivist held a meeting with the Local Councils Association. This meeting paved the way for the formulation of a common retention schedule to be set for all the Local Councils of the Maltese Islands.

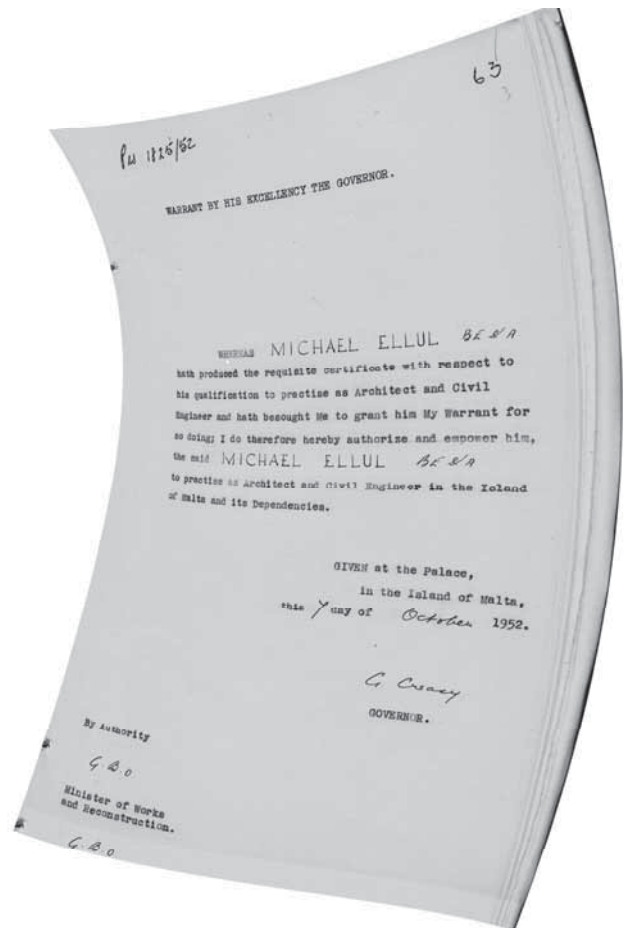
The Malta Information Technology Agency (MITA) contacted the National Archives for consultation to implement a retention period for all the physical and electronic records within the organisation. After the necessary dealings between the NAM and MITA's officials, a retention schedule was formulated and agreed upon for eventual implementation within the agencies' records management system.

Records Management Training in the UK

In September 2012, Ivan Ellul, Inspector of Records was sent to the UK to undergo a three day training programme at the National Archives of the UK in London (TNA). During this training Ivan Ellul was introduced to the staff members of the Information Management and Practice Department and spoke to all the key persons who worked in the records management sections within the TNA. The areas covered during this training were:

- the building of relationships between the TNA and other public entities
- the formulation of reports, retention schedules and questionnaires
- forms and response letters in connection with the management of public records.
- effective accession process and sampling criteria in order to optimize the evaluation of records for permanent preservation.

During the last day of training, Ivan Ellul attended the Information Liaison Group event. This is a quarterly event organised by the National Archives, to which records managers from all government departments are invited. During this event representatives from various entities focused on a number of topics concerning re-



Architect warrant of Michael Ellul (1952)

ords management. The event provides an excellent opportunity for the records managers to learn how things are being done at the National Archives. TNA personnel get to know better the records managers scattered around the country, and the problems and challenges they are facing within their organisations.

Photo: (Left) Rob Johnson (Centre) Ivan Ellul (Right) Tim Callister at the TNA in London



Entities supported by the Records Management Unit

Economic Policy Department
Malta Information Technology Agency (MITA)
Department of Social Welfare Standards
Malta Environment and Planning Authority (MEPA)
Ministry of Health, the Elderly and Community Care - Procurement & Supplies
Department of Industrial and Employment Relations (DIER)
Public Works Department
Transport Malta - Civil Aviation Directorate
Passport Office
Mgarr Local Council
Office of the Attorney General
Zurrieq Local Council
Malta Tourism Authority
Embassy of Malta in Washington
Isla Local Council
Department of Local Government
Police Academy - St Elmo
Government Property Department
National Audit Office
Institute of Tourism Studies
Malta College of Arts, Science and Technology (MCAST)
Department of Contracts
Embassy of Malta in Paris
Airmalta
Inland Revenue Department
Customs Department
Local Government Association

Reactions to our services

Dan l-aħħar ġejt infittex dokumenti li bil-ghajjnuna tagħkhom irnexxieli nsib passaport originali u dokumenti oħra li kienu siewja għar-riċerka li kont qiegħed nagħmel.

Grazzi wkoll lil min ħa r- ritratti tad-dokumenti u li tpoġġew fuq CD. Dawn id-dokumenti verament ġew ċari u tajbin ħafna.

Filwaqt li niringrazzjakom kollha tal-ghajjnuna nawguralkom tkompli f'dan ix-xogħol siewi li qed tagħmlu

Grazzi ħafna

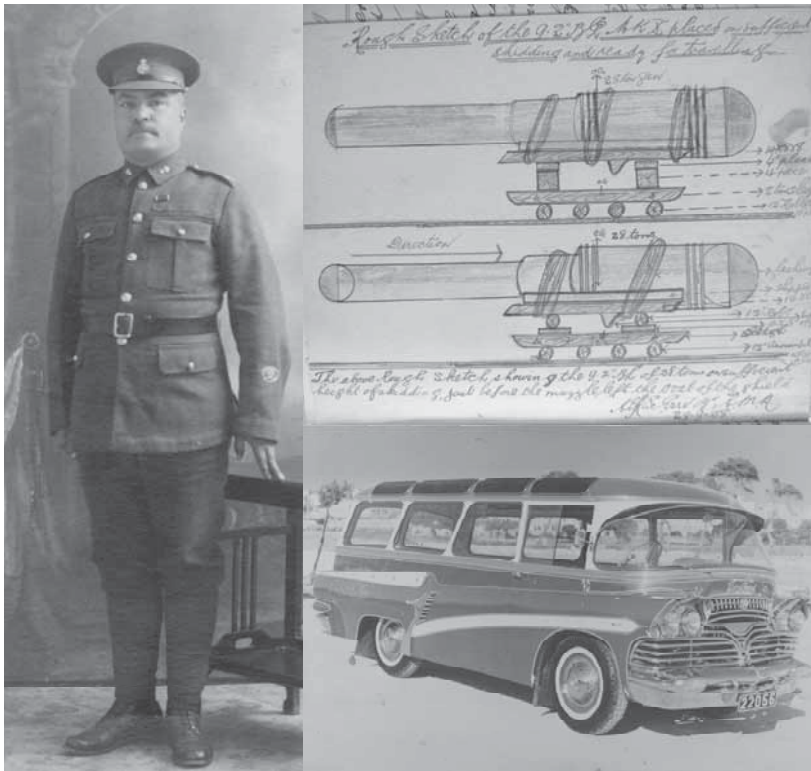
David Bonello
Ħamrun

Accession 2012/40 - Rabat Football Burlesque Tournament 1949



Accession 2012/14 - Photo of Joseph Calleia

Archives Processing



Accessions from the public; Army Records donated by the late B. Alfred Xerri; Tberfil (Striping) - Donation by Artist Bastjan Darmanin

The year 2012 presented a number of challenges and significant achievements for the National Archives of Malta in the area of Archives Processing. The Archives achieved its targets which are in line with the following two scopes: ensuring that records of national significance are secured, described and preserved; making these records accessible and understandable by all who need to consult them.

Once records are in the custody of the National Archives, we ensure that appropriate storage and preservation take place to support continuity of usage of the records by the government and the public.

Accessions

During the year under review the Archives received a large proportion of records generated by Ministries, Departments and other entities working within Public Administration. During 2012, an extensive collection of Building Notices from the Malta Environment & Planning Authority (MEPA) – dated 1880-1959 – was accessioned. Another important accession received from the Police and dating from 1880-1970s consisted of Occurrence books, Court sittings, Magistrate books, station diaries and numerous general files.

We have also received various important private donations from the public. The following are only three from the bequests:

- Drawings showing habit and livery of local confraternities and correspondences by Mr Guido Lanfranco;
- 3 Army books written by the late B. Alfred Xerri, RMA.
- The private archives of Dame Blanche Martin.

The most prestigious acquisition during 2012 was the music collection of Professor Charles Camilleri. Following several months of negotiations, the collection was accessioned. More details about this are given in the section about the National Memory Project.

Accessions – Malta		
	Description	
	Extent	
2012/1	Donation by Mr Joseph Cuiatar of a photo of the KOMR Band battalion (ca.1940)	1 digital image
2012/2	Donation by Mr Guido Lanfranco of drawings and correspondence (1963-1971)	67 drawings and various files
2012/3	Employees' Personal Records from DOI	3 files
2012/4	Donation by Mr Alex Gingell of: Exhibition 1954 Royal Opera House (1954)	1 booklet
2012/5	Donation by Sr. Daniela Micallef of: Souvenir Malta Independence Celebrations, Sept. 16-23 1964	1 booklet
2012/6	Employees' Personal Records from Transport Malta – Civil Aviation Directorate (1949 - 1989)	47 files
2012/7	Warrants from Public Works Department - Technical library (1922 – 1953)	79 items
2012/8	Employees' Personal Records from DOI	9 files
2012/9	JANUS 16mm Film (Euro Architectural Heritage Year) from PWD - Technical library (1975)	1 reel
2012/10	Building Notices from Malta Environment & Planning Authority (MEPA) (1880-1959)	751 volumes
2012/11	Donation by Mr Tony Terribile of Press releases 1988-91 / a number of publications	8 items
2012/12	Donation by Architect Michael Ellul, 19 copies of plans of St Angelo and other historical places	22 plans, 2 cds
2012/13	Donation by Architect Michael Ellul diapositives / offprints / booklet / personal files	Numerous items
2012/14	Original movie photograph of Joseph Calleja purchased from abroad	1 photograph
2012/15	Records related to major Public Works from PWD - Technical library (1950s - 1990s)	190 photographs, ca.60 reports & various publications
2012/16	Procurement of works, services and supplies from Department of Contracts - Oormi Repository (1972 - 1974)	ca. 3000 files
2012/17	Index Registers for Building Notices from MEPA (1880 - 1959)	57 volumes
2012/18	Processi Verbali from the Office of the Attorney General (1981)	307 files
2012/19	Police records collected from the Police Academy - Fort St Elmo (1880s - 1960s)	ca. 1600 volumes
2012/20	Police records collected from the Police Academy – Fort St Elmo (1944 - 1993)	ca.1120 volumes / ca. 3000 bundles / ca. 300 files
2012/21	Personal Files from Department of Contracts (1970s/1980s)	42 files
2012/22	Technical Institute Library Records and Malta DryDocks Reports from MCAST Library (1980s/1990s)	39 items
2012/23	Donation from Dame Blanche Martin of various records and photographs (1940s – ca.2011)	4 boxes + 1 large framed photograph
2012/24	Donation by Mr Basijan Darmanin - (a.k.a. Basijan tat-Tberfil) of photographs regarding the art of striping (Tberfil) and decorating of vehicles	47 digital images
2012/25	Embassies related records from the National Audit Office (1995 - 1997)	158 files
2012/26	Donation by Mr Carmel Gatt of images and documents of the Harper Area Project	1 DVD
2012/27	Rent Rolls from Government Property Department	498 volumes
2012/28	Leli Muscat Folk Singing Collection – purchased by the Friends of the National Archives	207 audio reels
2012/29	Donation by Mr Ruben Zahra of Għana taż-Żubina	27 audio reels; 1 framed picture and recording equipment
2012/30	Donation by Mr S.W.E. Morgan of Army books written by the late B. Alfred Xerri, (1908)	3 army books
2012/31	Donation by Mr S.W.E. Morgan of photo of the late B.Alfred Xerri and certificate of his appointment	2 digital images
2012/32	Donation by Sr. Daniela Micallef of 1. The coronation of her majesty Queen Elizabeth II; 2. Our Royal Family no.694; 3. The crowning of Our King and Queen no.673; 4.Weekly illustrated special In memoriam number: the life and reign of King George V ; 5.Our King and queen (1930- 1951)	1 official programme; 1 hardbound book; 2 journals; 1 large format magazine
2012/33	Procurement of works, services and supplies from Department of Contracts	ca.3500 files
2012/34	Donation by Mr Anthony H. Abela: photos of various date; Ganni Vella Exhib.; souvenir: 50 anniversary of the Times (1918-1985)	7 photos sepia; 2 photos B&W; 1 booklet; 1 large format booklet; 2 cds
2012/35	Airmalta archives	ca.800m of shelving
2012/36	Aesthetics Board Files from MEPA	n/a
2012/37	Donation by Ms Doris Camilleri of music compositions of husband Charles Camilleri	300 musical compositions
2012/38	Index Cards for Police Files from Police Head Quarters (1953 - 1967)	ca. 150,000 cards
2012/39	Political and Consular records from Embassy of Malta in Paris	ca. 225 files
2012/40	Donation by Mr Mario V. Gauci of photographs of Emmanuel Tonna. Royal Visit of 1954, Rabat Football Burlesque Tournament 1949 / Anglo Maltese Society / photos of service men and civil servants	42 photographs + 1 certificate + 1 negative photo
2012/41	Donation by Mr Laurence Zerafa of Flyer for the canteen of Żgħażaġh Haddiema Insara	1 flyer

The Friends of the National Archives also contributed to the accessions process by bringing to the archives a folk music collection which is currently being processed.

Sorting / Cataloguing

Records are kept in the order they were accumulated by the originating department or entity in order to preserve the context in which they were used and to enhance understanding of their meaning. Description involves providing standardized information about the nature and content of the records. The Archives has an ongoing programme to describe records already in its custody to make them more accessible.



Images from the Lanfranco confraternities accession

Reorganisation and Relocation of Documents	
Fonds	No of Volumes/ boxes / unit
Passport Applications (MFA)	834 boxes
Customs Department (CUS)	2500 volumes
Legal Documentation (1600-1880)	165 boxes
Treasury Department	4 units
Public Works Department (1948-1970)	200 boxes
Saving bank	2 units
Crown Advocate (CDA)	2 units
Police Department (POL6, POL7, POL8)	312 boxes, 92 bundles, 69 volumes
Charitable Institutions (CIN)	13 volumes
Tribunals of Inferior Criminal Court	7 units
<i>Polizia Giudiziaria</i>	9 units
Passports Indexes	1 unit
Malta Government Gazette	50 volumes
Enemy Property	250 books
Civil Aviation Directorate	6 boxes
MEPA Building Notices	400 boxes
GMR (Gozo)	11 boxes
Central Supplies Section	200 boxes
MCAST Library Records	6 boxes
Department of Contracts Records	200 boxes
Government Property Department Ledgers	500 volumes
Education Resource Centre material	70 boxes
Airmalta Records	200 boxes

One of the ongoing processes carried out by this division of the archives is the cleaning and sorting of all incoming records and their re-boxing. The following are statistics of the works carried out during 2012:

During 2012, files from the Office of the Prime

Sorting, Cleaning and Reboxing of Documents		
Fonds	No of Bundles	No of Boxes
Passport Applications (MFA)	921	886
Petitions to Governor (CSG02)	145	156
Foreign Office (Italian Embassy)	89	81

Minister and official correspondence between the Governor and the Chief Secretary continued to be a priority. Records in high demand, or those that require preservation treatment are identified and given priority. The old records of the various tribunals under the reign of the Order of St John and the beginning of the British administration are also of great interest to the public. Records are protected in archival-quality folders and boxes that are stored on suitable shelving.

Cataloguing	
Fonds	No of Entries
Governor's Despatches from (GOV)	2553
Office of the Prime Minister (OPM)	630
Police Records (POL2)	350
Army Records (Militia/RMA)	712
Foreign Office (Italian Embassy)	143
Reference Library	60

During this year we have also introduced the AToM cataloguing software, which is involving members of staff to input data remotely. We also have data input projects carried out by a volunteer in Australia, who is working on the passport applications database.



The storage areas

Digitisation

During 2012, digitisation priorities continued to focus on the Customs records and on the oldest tribunal in Malta, the *Magna Curia Castellania*. The first phase of the Customs project which started in 2007 in collaboration with the Genealogical Society of Utah, has been completed in April. The second final phase of the project will start in early 2013.



The new digitisation equipment for the Map Room

The digitisation on demand service was highly promoted during 2012. The aim is to avoid damage to fragile and torn documents by handling and photocopying. In fact this year we produced over 7000 digitised images compared to 2011 when we processed 600 images.

During 2012, the National Archives purchased a new large format and high resolution scanner

to ensure a better service to customers, providing a 'to-scale' copy of our large format plans and drawings. This has resulted in better storage capacity for the Archives' cartographic records, which ensures their preservation and accessibility for the future.

Our digitisation projects in numbers:

Digitisation Fonds	No of images
Customs Dep. — Shipping Registers—GSU project	50,579
Magna Curia Castellania—(HMML project)	258,306
Photos collection Malta (National Memory Project)	740
Documents and Passport applications	7,609
Architectural Drawings	303
Appelli Sentenzi	77,648
TOTAL	395,185

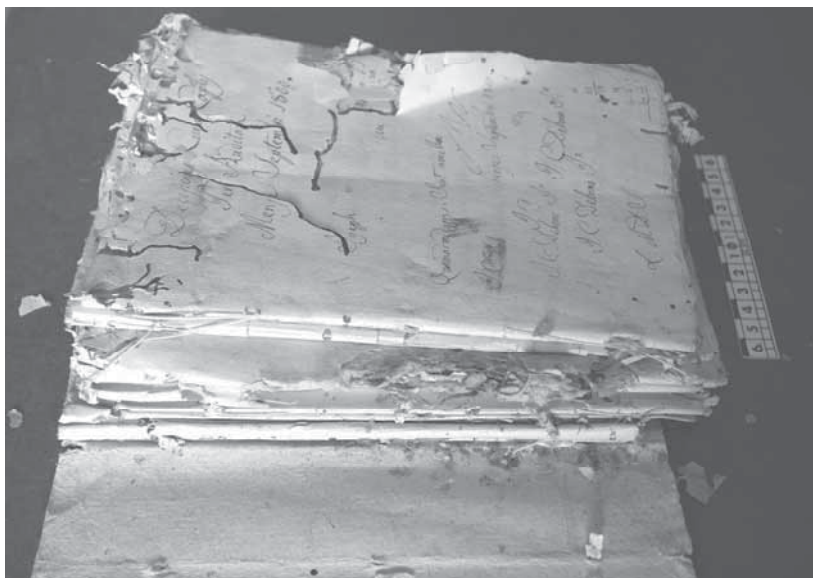
An integral process carried out by the Archives Processing Unit is the house keeping of the collections. We have a standardized procedure for the cleaning of records which is carried out periodically. The records are also reorganised and relocated in a way as to enhance their preservation. A conservation treatment form was developed to be filled in by any member of staff who notices deterioration in any collection. This is passed electronically to our Conservators who input the information in a database. After prioritising the tasks, the conservation intervention is carried out.

Comments from our users

We've just opened your package with my father's RMA records. We see what you meant about it being "a large record ", but 26yrs in the same army, which include 5yrs of War, would generate large records! It will take us a few days to read through and separate the routine notes from the important family history.

GRAZZI HAFNA for your prompt and excellent service ...

Constantine Mifsud
Australia



A document before conservation treatment

After months of preparation and dealings to furnish and equip the Conservation Laboratory, finally Tuesday 19 June was set as the day for its inauguration. The day started with speeches by the Hon Dolores Cristina, Minister of Education and Mr Charles Farugia, the National Archivist.

A power point presentation on the process of Paper Conservation was the next item on the agenda and following this, the Hon. Minister inaugurated the Laboratory, which was blessed by Rev. Mons John Azzopardi. Those present were invited to a tour of the laboratory, which included a demonstration on the process of paper repair using the leaf casting machine.

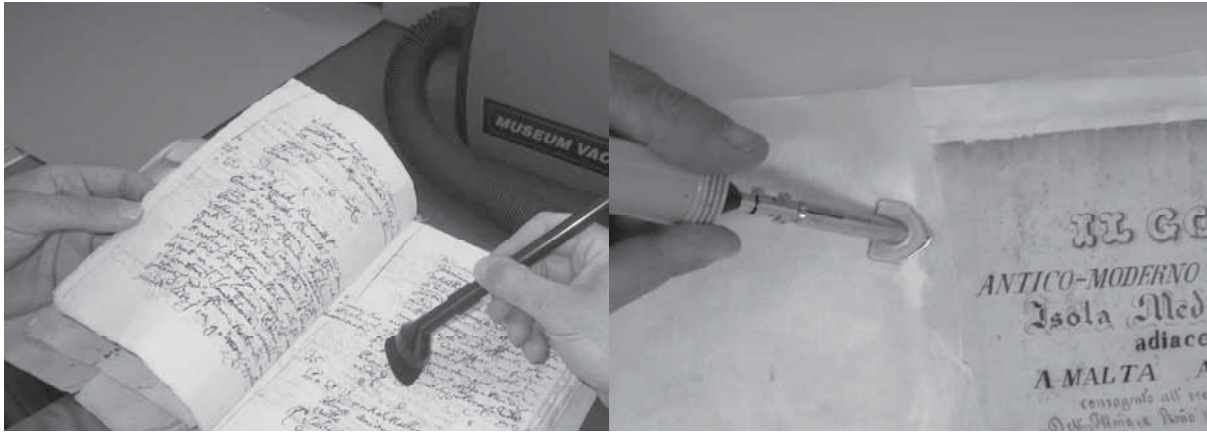
Since that day several important works have been undertaken. These can be grouped under a number of categories:

Conservation work

- *Magna Curia Castellania* – various bundles (17-18th cent.) amounting to ca. 2000 folios. Work consisting of mechanical cleaning, repairs by leaf casting and resewing in sections or bookform.
- Civil defence vol. 14 – *Zurrieq shelter drawings*, (44 plans). Items were fragile and damp due to exposure to humidity. Drying between blotting paper and consolidation of fragile areas by backing with Japanese paper.
- House of Representatives – *Papers laid on the Table 1933*. Work on consolidating the book block to the spine and repairs on a large plan attached to the book.
- NAM Gozo Section – *Descrizione di Gozo 1746, De Soldanis*. Repairs on the first three sections and consolidation of the book block to the spine.
- *Times of Malta* – edition of 22 September 1964. Paper in a fragile state due to brittleness. Reinforced split and weakened areas, enclosed in an acid free folder.
- Crown Advocate. First aid on two volumes
- Blue Books. First aid on two volumes

Pest control

- Anoxia treatment of over 550 volumes from two *fonds*, namely *Customs* and *Hospital*



Dry cleaning of a document using a low suction vacuum and drying localised repairs by means of a tacking iron

records. This treatment involved setting up an airtight tent (kill box), removing the oxygen from it and introducing carbon dioxide, whilst the internal temperature was kept at a constant 25°C, this way the extermination of any insects present in the volumes is guaranteed.

- Arranging a hanging system for frames to be used in the Maestro Camilleri exhibition.
- The mounting of architectural drawings pertaining to Television House to be used in the exhibition '50 years of Broadcasting'.

Anoxia treatment -
The bubble loaded with manuscripts before treatment



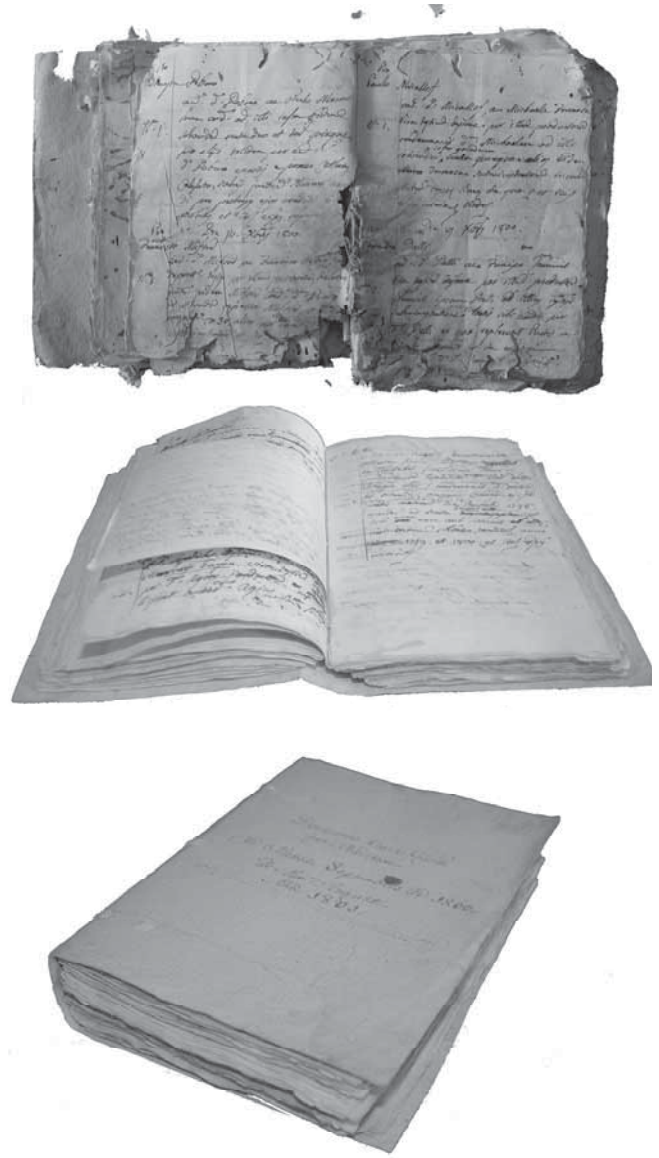
- By Microwave: MEPA Building Notices (751 volumes). Memoriali (23 volumes), Private bequests (6 boxes).

Archival Holdings Condition Survey

Work on the holdings' condition survey continued throughout the year, bringing the total percentage of items surveyed to ca. 80%.

Work related to Exhibitions

- The covering of exhibition boards with felt, which facilitates the fixing of exhibition materials to the boards by means of velcro.



A document before and after conservation treatment

Inspection and consultation visits

- Inspection of MEPA documents before transfer to the National Archives.
- Consultation visit to the Archives of the MU-SEUM Society at Blata l-Bajda.
- Visit to the Gozo Section of the National Archives to advice on archival quality binding of volumes from the collection *Universitas Gaudisii* (1560 – 1819).

Creation of an electronic notification form for the reporting of damage in Archival holdings

- A form was created for internal use among the archives staff, so that any type of damage encountered in materials produced for researchers could easily be identified and reported to the Conservators for future intervention.



Repairing of the spine and attaching the text block to the covers

Visits to the Laboratory

- 1 March - Members of the Archives Council
- 4 April - Higher Secondary Giovanni Curmi
- 26 June - Members of the Friends of the Archives
- 4 October – *Lejla ta' Ħajr lill-Voluntiera*
- 8 November - Students from the Institute of Maltese Studies
- 13 November - St Martin's College Forms 2 and 3.

Participation on the media

- Coinciding with the inauguration of the Conservation Laboratory the National Archivist and Conservator were interviewed during the programme 'Sellili' on the National Television Station.



Public Services



The National Archives has trained and professional personnel to manage its three reading rooms, and staff providing users with professional advice and high quality service. This includes research facilities and services, records digitisation, website interaction, exhibitions, educational programs and events that help public to access, research and interpret the records held by the Archives.

During 2012, 322 researchers, both local and foreign, used our customer care service online, asking an array of questions. Most of the online research was related with those who served in the Maltese forces during World War I and World War II, and also with records about people who migrated to Australia, Canada and other destinations after World War II. This year the number of online researchers increased by 100.

Reading Room Services

The Archives strives for excellence in its delivery of services, that facilitate access to its records, including reference and digitisation services, exhibitions, publications and on-line access.

The Archives' reading rooms are provided with catalogues, a reference library and reading aids, such as magnifying glasses, gloves, pencils and foam cushions to support documents and avoid damage to the bindings. During 2012, the accessibility of research was extensively informative to help the researchers more effectively. In fact, more data has been added to the two computers in the reading room, with the addition of a Wi-fi connection. A list of this data will be provided as soon as possible on our website.

Outreach

To encourage Maltese and foreign citizens in engaging with archival records, the Archives offers a range of educational activities and programs. Local schools and academic students visit the Archives regularly throughout the year, especially during the Archives Awareness Week, which saw an increase on the past years, with a total of 250 students.

Head Office Research			
Month	Researchers	Items consulted	Total hours
January	068	165	159
February	095	225	403
March	133	243	408
April	141	264	281
May	129	260	267
June	066	171	168
July	130	366	331
August	111	444	317
September	131	280	327
October	132	261	327
November	172	394	295
December	107	173	264
Total	1415	3246	3547

Legal Documentation Research			
Month	Researchers	Items consulted	Total hours
January	003	010	004
February	003	006	009
March	010	024	035
April	014	018	045
May	012	033	036
June	014	014	045
July	027	031	094
August	009	002	035
September	007	009	039
October	007	007	019
November	021	026	042
December	013	015	045
Total	140	195	450

Gozo Research			
Month	Researchers	Items consulted	Total hours
January	009	011	019
February	013	016	026
March	022	034	056
April	039	074	097
May	035	052	083
June	030	064	063
July	018	037	034
August	036	055	080
September	021	026	040
October	026	034	058
November	029	079	378
December	015	024	031
Total	293	506	965

Public Lectures / Exhibitions

The Archives organises public events to highlight its records and to create awareness. Exhibitions are an effective way for the Archives to provide access to its records. While touring exhibitions enable the Archives to reach more people, the permanent exhibition at the Banca Giuratale, in Mdina allows visitors to view the Portrait Gallery of the Maltese personalities.

The following is a list of some public lectures,

seminars and exhibitions which were organised throughout the year 2012:

- A public lecture and exhibition by Mr J. Attard Tabone, in collaboration with the Malta Historical Society, entitled *Massimo Gauci: the first Maltese artist -lithographer* – 15 May
- Meeting of the Commonwealth Board, ACARM – 24 July
- FOI seminar - 10 August
- A public lecture by Dr Dianne Reilly entitled *The State Library of Victoria Australia with particular reference to*

School / Cultural visits:			
Date of visit	Name of organisation	No.	Location of activity
17 March 2012	Institute of Tourism Studies	20	Head Office
22 March 2012	Giovanni Curmi Higher School	20	Head Office
29 March 2012	Giovanni Curmi Higher School	25	Head Office
04 April 2012	Giovanni Curmi Higher School	17	Head Office
27 April 2012	Delegation from University of Poland	6	Head Office
29 April 2012	Girls Junior Lyceum Zejtun School	25	Head Office
25 May 2012	Faculty of Arts, Department of History	29	Head Office
25 May 2012	Malta Association of Pharmacy Technicians	20	Pharmacy
20 June 2012	Visit by Mr Brian Robert, Archives officer from Isle of Man - Public Records Office, UK	3	Head Office
21 June 2012	Giovanni Curmi Higher School	20	Head Office
30 August 2012	Visit by Mr and Mrs Davis	2	Head Office
13 November 2012	St Martin's College	25	Head Office / Banca Giuratale
3 September 2012	Delegation from Library University of Poland	11	Head Office
08 November 2012	Mature students from Institute of Maltese Studies	7	Head Office
13 November 2012	St Martin's College	35	Head Office
24 November 2012	Mediterranean Institute, University of Malta	6	Head Office / Banca Giuratale
27 November 2012	Faculty of Media and Knowledge Sciences	13	Head Office
27 November 2012	Institute of Tourism Studies	4	Head Office
27 November 2012	Institute of Tourism Studies	4	Head Office
28 November 2012	University of Third Age	25	Pharmacy

its migrants records in collaboration with MaLIA – 17 September

- Exhibition of plans by Architect C. Falzon entitled *50 years of Broadcasting: The buildings* – 26-30 November



National Archives Annual Public lecture

- Annual public lecture by Mr Andy O'Dwyer, Technologist and Project Manager at the BBC Research and Development Department with the theme was *Challenges for Archives in an Olympic Year* – 27 November
- Exhibition of the music and memorabilia of composer Charles Camilleri followed by a concert in his honor and the signing of the bequest agreement – 29 November

Quotes from visitors

9 ta' Settembru

Sinjur

Fl-aħħar, nhar il-Ħamis ... Li ridt sibnieh. Fraħt. Kullhadd ferah miegħi.

Fil-21 ta' Ottubru, 1996 bdejt it-tiftix tiegħi fl-Arkivju Nazzjonali u għandi r-riżultat tal-kompjuter....

Issa wasalt? Baqaghli x'nagħmel; imma għall-anqas issa għandi l-komfort ta' ritratt ...

Joseph Farrugia
Riċerkatur Malti

Educational / Cultural Visits

In line with our policy, throughout the year we organised a substantial number of educational visits. Students were offered the opportunity, not only to view our building 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 both our history and archival methodology.



Internships held at the National Archives			
Course	Organizing institution	Number/ hrs	Type of training
SOK	Giovanni Curmi Higher Secondary	13/29 5	Archival skills in particular sorting, cataloguing and data input
SOK	Junior College	10/21 9	Archival skills in particular sorting, cataloguing and data input
BTec extended Diploma in Business / AAT Diploma in Accounting	MCAST	3/300	Administration skills
B.LIAS	University of Malta	1/50	Archival skills in particular sorting, cataloguing and data input in Atom
Lithuanian student	University of Lithuania	1/142	Administration skill and data input in Atom
German students	Easy School / LAL IELTS	2/240	Archival skills in particular sorting, cataloguing and data input
French student	School of Arts	1/50	Archival skills in particular sorting, cataloguing and data input
Italian students	Paragon	1/325	Archival skills in particular sorting, cataloguing and data input
Turkish student	University of Turkey	1/210	Archival skills in particular sorting, cataloguing and data input
Finland Student	University of Tampere	1/300	Administration skill, and data input in Atom

Apart from educational visits, the general and scholarly public are exposed to archival holdings also through the organisation of exhibitions. The themes of such exhibitions are chosen carefully, in order to commemorate anniversaries or the donation of records. Besides the possibility to have a look at the treasures documenting our nation's past, the exhibitions provide an opportunity for the public to visit the premises which are a monument in their own right.

General archival awareness is promoted among the people through tailor made itineraries around the various areas of the

Head Office: - the reprography Section, the Preservation Section, the old Pharmacy, the Conservation Laboratory, etc. The same approach is taken in the Mdina section, where they can also view the digitisation project on the *Magna Curia Castellenia*.

Internships

Each year, the National Archives welcomes dozens of Maltese and foreign undergraduate and graduate students who wish to learn more about various aspects of archival, preservation, and conservation work. Internships are offered throughout the year and can vary in length. They are offered in a wide variety of activities such as:

- Conservation and preservation of paper;
- Research in our holdings in order to answer various researcher inquiries

Interns Teija Kuovo working on data input and Francesco Olivo digitizing passport applications.



- Helping in the Reading Room to see how reference staff answer inquiries in person;
- Digital preservation;
- Cataloguing work
- Sorting and cleaning of records
- Conducting of surveys and questionnaires.

Interns usually work under the supervision of an Assistant archivist. All students who terminate their practicum receive a letter of reference and most of them express their wish to revisit the archives.

A number of volunteers support the Archives each year, dedicating their time and energy to help accomplish a wide variety of archival projects. Volunteers range from recent graduates to retired individuals wishing to learn new skills, or apply their well-developed skills to preserve the historical records of the Archives. Their generosity is remarkable and they bring to the workplace an added degree of diversity and experience.

Interaction with the general public

Another normal process for the National Archives, is to invite the media to view its services and participate in educational programmes on local TV and radio stations. During the year under review we had the following media exposure:

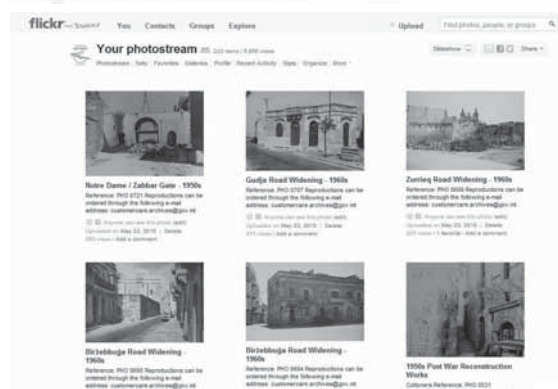
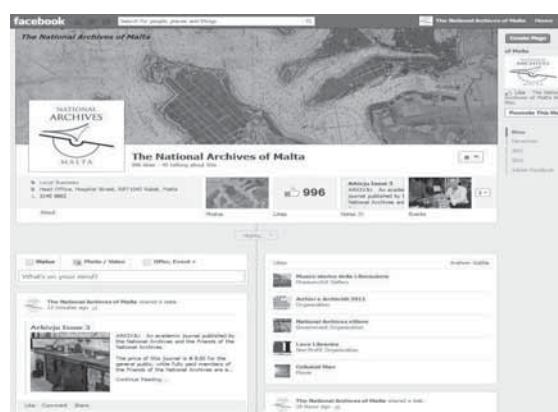
Table 13 The National Archives in the media	
Programme or event	Station
TV interview with National Archivist and Conservator	Sellili - PBS
Radio Programme interview with National Archivist (1)	Campus FM
Radio Programme interview with National Archivist (2)	Campus FM
News coverage – Opening of Conservation Laboratory	Most stations
News coverage – Lejla għall-Voluntiera	Most stations

In awareness of the greater influence that social media is having in the field of mass communication, we have worked on more infiltration in this sector. We are making the best use of 'Facebook', 'Flickr' and 'Issuu' to promote our expertise and services to the general and specialised public. The results of such activity

were the following:

Facebook		Flickr	
Albums	36	2012 Uploads	33
Photos	283	Pictures	220
Notes	6	Views	5751
Events	4	Sets	20
Shared Links	118	Contacts	51
Total Users	987		

Issuu online Library	
2012 Uploads	14



Our Facebook, ISSUU, and Flickr pages, and the Malta's Lost Voices database available at NAM



The information flyers published during the year



Publications during the year

Publications

During the year, the National Archives' staff works on the production of a number of publications. Some of these are statutory such as the annual report, which is an obligation under the National Archives Act. Others are of an informative nature such as the newsletter. All write ups, photography, design and setting are done in-house. The annual report is presented to the Minister responsible for the sector, for eventual submission to Parliament.

Other publications during 2012 included a guide book in Maltese on how to access and use the Archives Portal Europe. This was funded under the APEX EU project.

The publication will be distributed to students and other interested members of the public, free of charge. We also published a set of four flyers, aimed at introducing to our patrons the different specialisations of the archives, in particular: the Records Management; the Users' services; the Conservation lab and; the Friends of the National Archives. Our Gozo section also produced its exhibition catalogue about Città Victoria. This was written and produced in-house by our Gozo team and sponsored by HSBC.

Shaun Micallef - Australian Actor, Comedian & Writer
TV Programme - Who do you think you are? - Australia



Upon reading extracts from Sliema Police Records of Stuart Street bombing during 1942 at our reading room in Rabat

"75 years later I can imagine what it would have been like to put up ... I can sort of get why my dad wouldn't talk about it. Rather, tell me about the dog fights, rather than the bombs. I get why he would have wanted to bury it."

Legal Documentation section



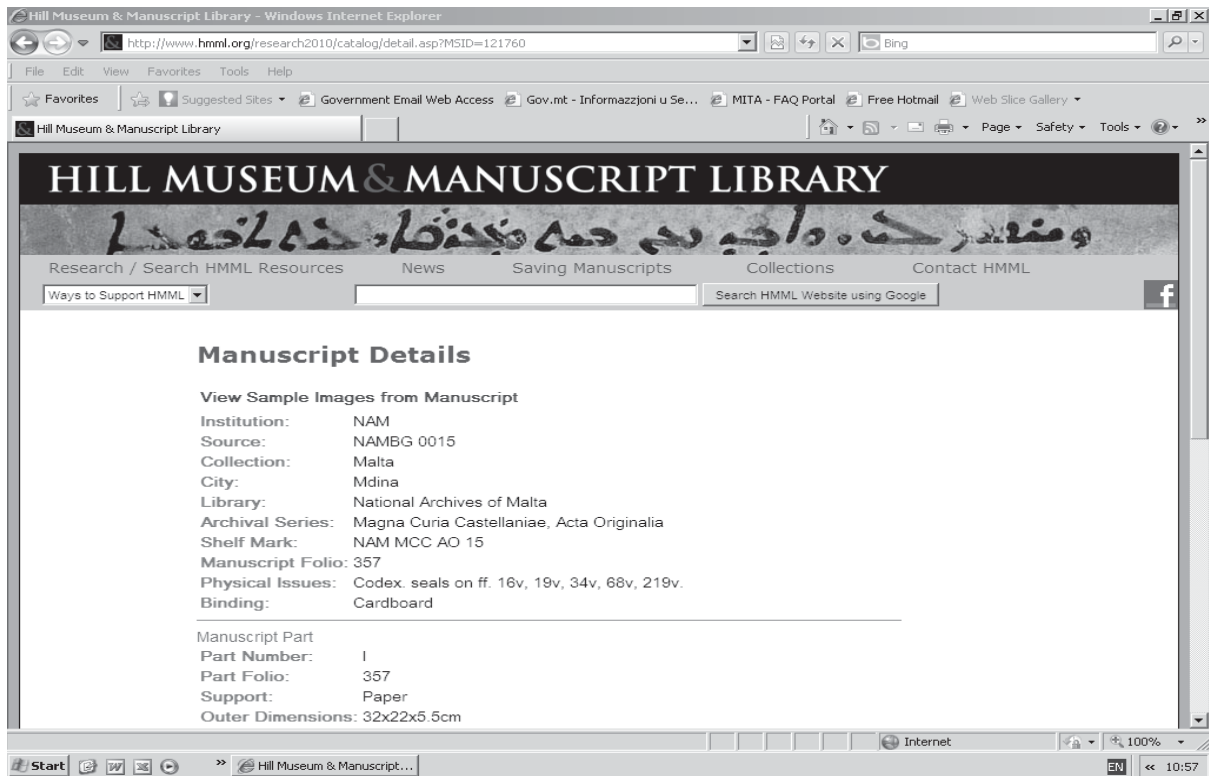
The Banca Giuratale in Mdina is not only one of the finest architectural gems we have in the old city, but also holds within it a centre of activity. It has been used for a quarter of a century to preserve the archival records originating from Tribunals and Courts dating back to the sixteenth century. From 2004 onwards it has also offered to the general public a showcase about Maltese distinguished personalities through the National Portrait Archive. The statistics of use of our services in this section are included in the User Services section, while information about the digitization which takes place on the Tony Terrible collection is included under the National Memory Project. Apart from this activity, the Banca Giuratale is also the seat of one of our three digitization laboratories. Over here the work in collaboration with the Malta Study Centre is carried out. This Center which is celebrating its 40th anniversary is part of the Hill Museum and Manuscript Library at the Saint John's University in Minnesota. In this annual report we thought fit to give particular attention to this project which has so far produced more than a million images from our rich archival holdings.

Manuscript Preservation Initiatives

The National Archives of Malta is now on its fifth year since the signed agreement with the Malta Study Center of the Hill Museum and Manuscript Library (HMML) of Minnesota to digitize the records of the *Acta Originaria* of the Magnia Curia Castellania, the largest and busiest court on the island during the Order of St John in Malta.

Since October 2007, the digitization studio at the Mdina Banca Giuratale has digitized 895 volumes, covering the period between 1543 through 1747. There are 1,411 volumes in all, covering the years between 1543 and 1798. In addition, the 25-volume handwritten index that Dr Giuseppe Portelli Carbone LL.D. prepared in the late 19th century has been digitized, and the National Archives has made PDFs of the scans available on its website.

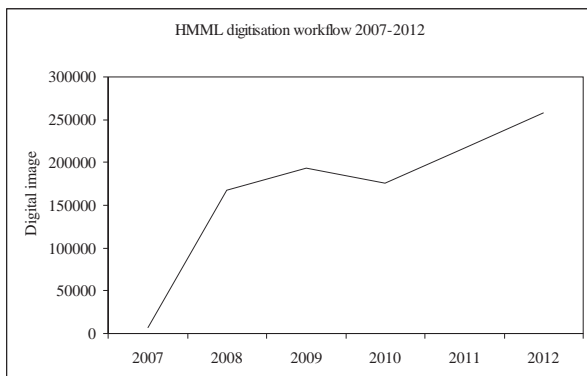
As at December 2012, a total of 205 volumes amounting to 1,019,174 digital images have been photographed. The year under review was the most productive year in this field with a production of 258,306 images, an increase of 41,511 images on the previous year and 82,765 images more than 2010. The graph following explains the progress of digital workflow between 2007 and 2012.



To find manuscript records from this collection in OLIVER database, go to: OLIVER Manuscript Search: http://www.hmml.org/research2010/catalog/mss_search.asp, use the "City" drop-down menu to select the city, "Mdina," and the "Library" drop-down to select, "National Archives of Malta."

Multiple Backups Enhance Data Safety

The Malta Study Center which is an integral part of HMML, was established in 1973 in collaboration with the Honorary Consul General of Malta Chev. Joseph S. Micallef, K.M. The mission of the Center is to preserve and make accessible archival material related to the history of Malta and the Order of St John. The Center is the only location outside Malta where scholars have access to the archives of the Knights of Malta, as well as other archival treasures.



The HMML digitisation project began in 2003. HMML has adopted a strategy to safeguard its digital data by creating backup copies and having these copies in different places.

How it works?

Inside the camera, two files of each image taken are created simultaneously, a RAW image file (digital negative) and a high-quality JPEG image file. The JPEG image is immediately usable and the RAW can be converted into a new JPEG if need be.

The National Archives make a set on external hard drives containing RAW and JPEG images for their own use. A second set is copied to an external hard drive for shipment to HMML. When it arrives at HMML, the JPEG files are copied to the on-campus secure server. JPEGs on the server are backed up on digital tape. RAW files on hard drives are also backed up to digital tape; these are shipped out of state for safekeeping.

The HMML is in partnership with the World Digital Library (WDL), a web-based resource that features unique cultural materials from libraries and archives from around the world.

Metadata and Markup

Descriptive metadata and text markup standards, design, and activities are determined by the nature of the desired user discovery experience. Metadata and markup activities include defining the appropriate schema(s) to use, the "level" of objects to be described, controlled vocabulary development, and the extent of the description to be created.

Metadata is created and/or transformed to meet the definitions in the project plan. This work can take place before, during, or after digital conversion. Pre-existing descriptive metadata for the physical item(s) are transformed to describe the digitized item(s), and/or new descriptive metadata are created. When needed, XML text markup is created for textual materials.

Finding manuscripts on HMML's Online Manuscript Database

Records for manuscripts digitised at the National Archives of Malta are available online. Researchers can find relevant source of infor-

mation on the physical characteristics of the volume, including the written language/s of the text, dates, folios, outer dimensions, binding, status of text and other information such as the presence of seals, insignia and plans. The user has the opportunity to access samples of images from selected manuscripts through *Vivarium*, HMML's online image database.

Educational Aspect

The educational aspect of our holdings is highly important. The Banca Giuratale welcomes a number of school and cultural tours. Information about the visits carried out during 2012 is given in the section on Public Services. Furthermore, each year the Banca Giuratale opens its doors to the public during the Mdina Medieval Festival. Thousands of people take this opportunity to visit the premises. This year a power point presentation showcasing some of our treasured historical photos was presented to the public. We also estimate that several hundred people visit the portrait gallery weekly while they are on tourist tours of the town.

Students attending the module on sources by lecturer Charles Farrugia as part of their Master in Maltese Studies following the explanation by Noel D'Anastas at the Legal Documentation repository on 12 November 2012

Photo of the front screen of the power point presentation used during the Mdina Festival





The NAG – the National Archives (Gozo Section) – was founded on 1 August 1989 and was officially inaugurated on 24 November 1989. The NAG is the public record office for the documentation produced and received by past and present Government departments and establishments of the islands of Gozo and Comino.

During the year under review Mr Anthony Calleja retired from service. He was replaced by Francesco-Pio Attard on 27 February 2012. This made it possible for the section to maintain its services to the public, continue with the cataloguing process and also the work on a storage repository at Għarb.

The NAG, up to 31 December 2012, held *fonds* from twenty-seven [27] different entities, each of which is subdivided to reflect the diverse activity carried out by the entity that created the fond.

During the year 2012, the Assistant National Archivist proceeded with his visits to Government establishments to make an appraisal of the documents preserved therein. During the year, these on-the-spot checks were carried out at the Law Courts and at the De Soldanis Secondary School in Victoria. A number of registers were identified for transfer from these entities to the NAG. Contacts were also made with the NSO-National Statistics Organization.

Another focus during the year under review was the academic work of analysis on the oldest section of the Archives, the records of the old *Universitas*, the regional government of Gozo during the rule of the Knights (1530-1798). Fifty volumes have been professionally restored.

One of the tasks of the Gozo section is that of making the general public conscious of this written memory of the Maltese nation. In this regards, the Assistant National Archivist proceeded with the publication of a document every month from the registers of the *Universitas*, the oldest section of the NAG. It is serialized in the monthly magazine *Il-Ħajja f'Għawdex*, a Gozo magazine, under the designation *Għawdex erba' mitt sena ilu – Gozo four hundred years ago*. The series will be retained for the twenty-second consecutive year. Up to December 2012, two hundred and eight documents

were transcribed, translated, and published with an explanation. Besides, an exhibition was held during 2012 to make the general public aware of this heritage.

New deposits

It must be pointed out that most of the new deposits are either the result of internal growth of existing sections, *or* the reshuffling of existing fonds, or the cataloguing of documents already deposited at the NAG. As stated above, it was not possible for the NAG to accept new deposits. Notwithstanding, during the year 2012, the NAG was enriched with items in the following fonds.

Accessions, Gozo		
Fonds		Vols
Archives Gozo – AG	AG/01 - Correspondence	1
	AG/04 - Exhibition Catalogues	1
	AG/05 - Miscellanea	8
Circulars and Posters – CP	CP/03 - Posters	1
	CP/04 - Miscellanea	3
Local Councils – LC	LC/03 - Ghajnsielem	1
	LC/06 - Ta' Kerċem	1
	LC/07 - Munxar	1
	LC/08 - Nadur	1
	LC/09 - Qala	1
	LC/10 - San Lawrenz	1
	LC/12 - Xaghra	1
	LC/13 - Xewkija	1
	LC/14 - Żebbuġ	1
Photographs and albums – PA	PA/01 - Historic Photos	62
Plans and Maps – PM	PM/09 - Miscellanea	10
Street Naming – SN	SN/03 - Village Files	4
	SN/04 - Miscellaneous	1
Statistics – ST	ST/03 - Colonial/Annual Estimates	14
	ST/05 - Government Department Reports	55
	ST/06 - Demographic Review	14
ZM – Miscellanea	ZM/01 - Misc volumes	40

Research and other events

The number of researchers at the NAG during 2012 was 293, a significant increase of more than 28% on the previous year 228 (2011); and close to 303 (2010). The number of items consulted amounted to 965, another significant increase of almost 42% on previous year: 681 (2011) and 762 (2010). The number of research hours amounted to 506, a significant increase of 57% on the previous year: 321 (2011) and 405 (2010). The amount of volumes handled



Dr Joseph Bezzina, Assistant National Archivist (left) describing the exhibits to (from left to right) Mr Anton Tabone, Acting President of Malta; Mr Charles Farrugia and Dr Samuel Azzopardi, mayor of Victoria.

throughout the year amounts to over 6% of the NAG holdings. It must be noted that holdings are on a constant increase.

During the year 2012, the NA-Gozo mounted an exhibition on the occasion of the one hundred and twenty-fifth anniversary of the elevation of the ancient Citadel and town of Gozo to a *City* with the name of Victoria (1887-2012); as well on the twenty third anniversary of the inauguration of the National Archives Gozo Section (1989-2012).

The exhibition consisted of 42 documents and historic photos related to the granting of the title of City by Queen Victoria on the occasion of the fiftieth anniversary of her accession to the Throne. It was mounted at the National Archives (Gozo Section) and inaugurated by Samuel Azzopardi, Mayor of the City of Victoria on 8 June 2012. It remained open until 31 July 2012.



Donation of archival records from the National Archivist to the Gozo section

An exhibition catalogue and a commemorative card were also published for the occasion. The catalogue with detailed information on the exhibits as well as on the NAG is the twelfth cata-

logue published by the NAG; the commemorative card is the sixth in the series. A total of twenty-six cards have been issued by the NAG. The costs of the exhibition were sponsored by the Victoria Local Council.

During 2012 the storage problems at the Gozo section were partially remedied through the allocation of a storage area at Għarb. The new repository has a total of 296 metres of shelving. The provision of a new electrical installation took further time. It was only on 14 December 2012, that the deposit was cleaned and prepared for the first transfers. These will take place in early January 2013.

The cataloguing of the majority of the holdings is almost complete and, during 2012, the handwritten catalogues of the NAG accumulated during the past twenty three years have been inputted into a database. It is hoped that during 2013 more catalogues and images from the Gozo section be put online for easy access to our holdings.

Postcard issued by NAG on the occasion of the 150th Anniversary of the granting of the title of City of Victoria. *Oppido lus Civitatis Attribuit Et Victoriae Nomen Indidit* – a painting with a number of landmarks of the city of Victoria; the work of John Grima (2004) at the Victoria Local Council premises. 2006. Photo Daniel Cilia



National Memory Project



When on 22 March 2004 the President of Malta Dr Guido de Marco launched the National Memory Project at our Legal Documentation Section in Mdina, little did we imagine that this project was to change completely the outlook of the National Archives. Over a span of eight years we have developed the portrait archive, scanned thousands of images under the picture archive initiative, accessioned a number of films and sound snippets and also embarked on initiatives such as deals with the private sector to enrich the National Archives with musical compositions. During the year under review a number of initiatives were taken. The biggest achievement was the agreement with the heirs of Professor Charles Camilleri for the deposit of his musical works.

The music of Charles Camilleri

Charles Camilleri was one of the few native Maltese composers to have succeeded in making a significant impression in international musical scenarios. His aptitude to draw on diverse cultural traditions and marry them in an eclectic yet highly individual style proved particularly persuasive.

Prof. Charles Camilleri, who died aged 77 on January 3, 2009, left his considerable opus in the care of his family, mainly his widow Doris. Mrs Camilleri has recently donated all the music works and other ephemera and memorabilia of her late husband to the National Archives. The collection estimated totals circa 300 music scores. More than half this music has been published and performed locally and abroad. The bequest will enhance the Archives' audiovisual repository which has also been working to preserve Maltese *Għana* and old Maltese recordings of the 1930s in the project entitled 'Malta's Lost Voices'.

The signing ceremony of the deed of donation took place on the premises of the National Archives at Rabat on November 29, 2012. As part of the signing agreement to preserve, organize, catalogue and promote performances of Camilleri's music, the National Archives coordinated a tribute concert to Charles Camilleri



Exhibits from the collection of Charles Camilleri during the Archives Awareness week

under the auspice of Hon. Dolores Cristina, Minister of Education and Employment. Works by Camilleri were performed, including *Centrifuge* for flute and clarinet, *Reflections* for cello and piano, and *Kanti Popolari* for soprano and piano.

Classification and cataloguing of works

Before the collection was temporally transferred to the National Archives in mid 2011, the music scores were randomly piled, most of them without any logical sequence, at the premises of the family of the late Prof. Camilleri in Naxxar. Groundwork sorting was held in place by Mr Ivan Ellul and Mr Noel D'Anastas, employees of the National Archives. A preliminary list of works was initially drawn up by Ms Priscilla Camilleri.

The collection which comprises original manuscripts, photocopies from original scores, printed computer sets, published works and original sketches of unfinished works is now being formulated and organised with such care and sensitivity. Sorting, classification and cataloguing of works is being done by Mr D'Anastas, assistant archivist, whose experience in this field goes back to the late 1980s when he catalogued many of the music scores preserved at the Mdina Cathedral Archives.

The catalogue is being organised in a systematic and chronological order following this scheme:

Vocal Music
Operas,
Oratorios and Cantatas

Other vocal works
Choral unaccompanied
Solo voice unaccompanied/with instruments

Works for Orchestra
Full orchestra
Chamber orchestra
String orchestra
Concertos
Concertinos with string orchestra

Chamber Music
String quartettes
Violin and piano
Cello and piano
Other chamber works with piano
Percussion
Other combinations

Keyboard
piano
two pianos
piano: instructional
organ

Other solo instruments
strings
flute
one percussionist
other instruments
fantasia concertante for solo instrument
(in three movements)
recordings

The catalogue is being compiled adopting, as much as possible both international standard descriptions of musical manuscripts as established by the RISM (*Repertoire Internationale des Sources Musicales*) and even other descriptive standards. Manuals for the music cataloguing and description written by M. Dona, E.Zanetti, A. Zacca Laterza and M.Gentili Tedeschi are also being consulted.

Each catalogue entry will include the manu-



"You owe it to yourself to get this." ★★★★★ Paul Vernon, *ROOTS Magazine*.

script number; the conventional title; the physical description including remarks about autography or otherwise copy, date, number of pages and size of score, the music setting as found on the full score followed by a list of the vocal and/or instrumental parts joint and other relevant information: from the type of binding used to dedications. The relation of a particular

During the transferring of Charles Mangion (iż-Żubina) collection to the National Archives

music score to other adaptations having same music is also noted.

Later, the music score of Camilleri is to be digitised to facilitate the study of scores outside Malta. The Charles Camilleri music collection is available at the National Archives for consultation and performance. Those interested to consult and/or perform music by Camilleri may kindly sent their formal request to the National Archives customer service on customer care.archives@gov.mt

Sound Archives

In past years the National Archives worked in collaboration with the Department of Information, the Public Broadcasting Services and Ms Veronica Galea regarding film and sound archives. During 2012 particular progress was registered in the area of Sound Archives. We continued the promotion for the National Memory through the loan of the voice recording



machine to D'Amato Music shop. They exhibited this valuable item at their shop window for the occasion of the launching of the 'Malta's Lost Voices' CD. The CD with recordings of Maltese music from the early 1930s was another step in the collaboration between Andrew Alamango, the Ministry of Education and Employment and the National Archives.

In order to put this process in an international perspective, National Archivist Charles Farrugia made contacts with the National Sound Archives of Wales. During a visit to their headquarters on 23 August 2012 at the National Library of Wales potential ways of collaboration between the two institutions were discussed.

Another agreement was reached with Mr Ruben Zahra who is also a music specialist. Under this agreement a number of photos, sound reels, sound equipment and memorabilia was accessioned. Most material was held by Mr

Charles Mangion (iz-Zubina). There are plans to work on the digitization and further study of this collection in collaboration with Mr Zahra.

The Leli Muscat *ghana* collection brings together a large number of recordings which he carried out at the various clubs and folk singing venues during the 1970s.

Another initiative in the field of sound archives came via the Friends of the National Archives. Council member Steve Borg brought to the attention of the organization the availability of a collection of Maltese folk song. After careful deliberation and tests on the collection the Friends bought the material and deposited it at the National Archives.

Apart from the acquisition, Steve Borg carried out the preliminary listing for the collection. Once the collection is digitized it will be available to the public.

Photos from the Tony Terribile collection digitised as part of the National Memory Project



Maltese lace Woman



Pedlars.



The voice recording machine exhibited at D'Amato Music Shop in Valletta—Promoting the National Memory Project



The Postcards issued for the Mdina festival

Picture Archive

Some years back an agreement was reached with Mr Tony Terribile to digitize and make available to the public an extensive collection of postcards, historical records and memorabilia from his private collection. This process continued during the year under review. The current work covers the accounts about the Catholic church activities which Mr Terribile has compiled over the years.

Two more postcards were published to be added to the previous ones forming the National Memory Project collection. This year's postcards which were distributed free of charge to all persons visiting the Legal Documentation Section during the Mdina festival focused on 'Views of Maltese Lifestyle'. One postcard showed *L-Għajn tal-Fasselin* and the other transport at Hamrun.

Folksinging reels recovery 2012_Leli Muscat collection

Leli Muscat II-Gexilli with his field recordings



Supporting Organisations and Volunteers



THE NATIONAL ARCHIVES COUNCIL



The National Archives Council is set up in line with Article 14 of the National Archives Act 2005 (Cap. 477) stipulates that:

(1) There shall be a National Archives Council, appointed by the Minister, which shall be composed as follows: (a) a Chairperson; (b) the Superintendent of Cultural Heritage *ex officio* or his representative; (c) the Chairperson of Heritage Malta *ex officio* or his representative; (d) the National Librarian *ex officio* or his representative; (e) the Permanent Secretary in the office of the Prime Minister *ex officio* or his representative; (f) a person to represent the non-governmental archives or records centres; (g) three other persons chosen from amongst persons known to be users of and familiar with archives, records management and information professions, or working in non-governmental organizations dedicated to information and archives, one of whom shall be appointed by the Minister responsible for Gozo.

The National Archivist and the Assistant National Archivist for Gozo shall attend all the meetings of the Council but shall not vote at such meetings:

Article 15 of the same legislation defines the functions of the Council which are the following: (a) promote the National Archives and other record keeping entities; (b) ensure and facilitate the collaboration between the different stakeholders with direct or indirect responsibility for the protection and management of the archives sector; (c) advise the Minister on the management of archives in Malta; (d) draw the attention of the Minister or of any organisation or person responsible for archives to any urgent action that may be considered necessary for the better management of archives and records; (e) advise the Minister on any matter arising from the provisions of this Act and on any other matter referred to it by the Minister.

The Council shall also biannually convene a National Forum about the archives to discuss the state of the archives generally after receiving a relative report to be drawn up by the Council. There shall be invited to attend at such Forum, among others, Departments and other Government entities, Mayors of Local Councils, owners of private archives and their archivists, non-governmental

organisations having an interest in the maintenance and safeguarding of archives and public records, the University of Malta, other education institutions, specialists, consultants, representatives of the commercial sector, persons who make use of the archives, and any such other party showing to the Council in writing that it has an interest therein. The Forum procedures shall be published and sent to the Minister.

The Council in office during the year under review was appointed by the Hon. Dolores Cristina, Minister of Education and Employment on the 29 May 2009 and re-appointed in 2012:

President

Magistrate Dr Joseph Cassar

Members

Dr Anthony Pace, Superintendent of Cultural Heritage

Ms Isabel Vella, on behalf of Heritage Malta

Ms Maroma Camilleri, on behalf of the Malta Libraries

Mr Leonard Callus, on behalf of the Office of the Prime Minister

Mgr. Rev. Ġwann Azzopardi

Dr Lillian Sciberras

Mr Max Farrugia

Mr John Cremona

During the year under review the National Archives Council met on the following dates: 1 March, 5 May, 26 July, 20 September, and 6 December 2012. Work has also started on the compilation of the 2010 *State of Archives Report*. Although the publication of this report is a legal obligation on the Council, it has been the norm till now for the National Archives to produce this document for the Council. The document is expected to be launched and discussed during the National Archives Forum to be held during the first quarter of 2013.

Amongst the themes discussed during 2012 there was the progress on the appointment of records officers in government, the issue of

storage space at the National Archives, the records at the Public Works records office, retention schedules in government, the impact of Data Protection and Freedom of Information legislation on record keeping, and collaboration with other stake holders such as Malta Libraries and the University of Malta. A detailed report of the meetings of the Council will be published in the State of Archives Report 2012.

FRIENDS OF THE NATIONAL ARCHIVES

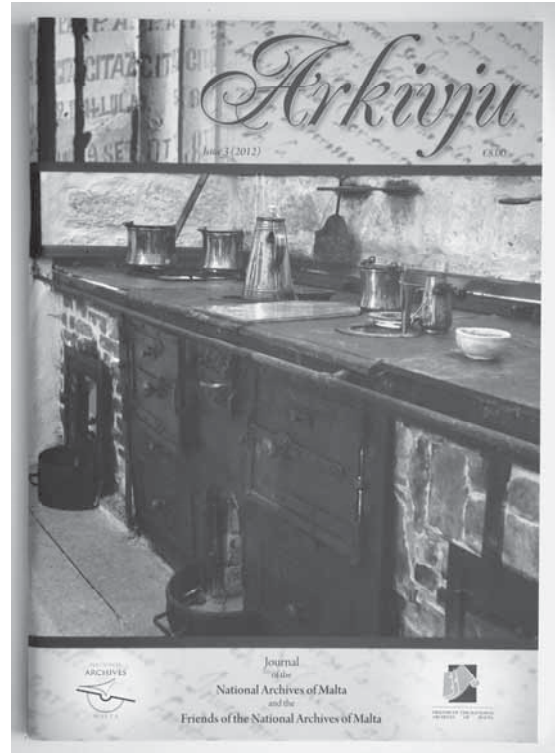


FRIENDS OF THE NATIONAL
ARCHIVES OF MALTA

- One of the projects supported by the Friends in 2012 was the start of the digitisation of maps and plans kept at the National Archives. This was made possible through the sum of €1,000 that had been raised during a book bazaar organised over three days at the end of 2011.
- Thanks to the personal initiative of Mr Steve Borg, the Friends managed to secure a unique collection of over 200 reels containing live tape-recordings of leading Maltese folk singers spanning from the early 60s to the 1980s. The same committee member carried out the cataloguing exercise. Once these tapes have been digitally restored, they will form part of the National Memory Project.
- This year marked the achievement of a mammoth task by one of the Friends' life members, Mr Mark Caruana. In a little more than twelve months he managed to compile a detailed chronological database of Maltese passport applications and bills of health that were issued between the years 1870 to 1921. This database was presented to the National Archives and will serve as an essential tool for prospective researchers.

- A number of committee members were present to give a helping hand at the Banca Giuratale during the annual Medieval Fest held in Mdina. During this event the archive is open for the public all weekend, and as a result there is always scope for extra personnel to help guide the large number of visitors that attend each year.
- In 2012 the Friends of the National Archives pursued their objective of trying to convince the authorities about the pressing need of new centralised state of the art premises for all archival repositories. Following a news item published in the local papers in May, the President Mr Max Farrugia wrote to the Prime Minister and urged him to do his utmost in order that this urgent matter is addressed without delay.
- Ms Melody Morgan-Busher was appointed to develop and re-launch the association's website. It was felt that such a technological tool was vital to keep in touch with existing members and also help reach out to the general public.
- A number of committee members helped man the archives stand during the National Book Fair, which was held at the Mediterranean Conference Centre from 7 to 11 November. During this event the Friends also launched the third edition of their

Our stand at the Malta Book Fair



annual academic journal, *Arkivju*, which was very well received.

- Following the dissolution of Parliament the committee of the Friends decided to draw up a series of proposals and submitted them to the three main political parties with a view to being included in their respective electoral programmes:
 1. A new state of the art archive building, to provide centralised premises for all national archive holdings. The centre should have ample space where new acquisitions could be stored before being incorporated with the main National Archives collections. Moreover such an edifice should also cater for specialised vaults to accommodate the sound and film archives of the National Memory Project;
 2. The granting of professional status for archival grades;
 3. The development of a records management policy for electronic records. Such policy should primarily be based on archival principles rather than simply Information Technology;
 4. The introduction of tax credits for archival bequests / donations.



The restored old furnace

Volunteers

This section will highlight the work of three volunteers who support the National Archives on a regular basis. There are a number of people who help out in a particular event. Others support us through the granting of access to their collections for digitization. A case in point is Mr Tony Terribile. There are also students who give voluntary contribution to the National Archives on placements.

Anthony Bonello

Mr Bonello has been contributing towards the work of the National Archives for a number of years. He is a life member of the Friends of the National Archives and also a qualified proof-reader of Maltese. During the year under review Anthony has been responsible for the writing up and putting together of the Guide on how to use the Archives Portal Europe. Apart from this, he also carries out all proof reading of Maltese text of the numerous publications or com-

munications of the archives. He has also worked on the digital selection and enhancement of images earmarked for the publication 'Valletta: *Porta Reale* and its Environs' authored by Architect Michael Ellul and which the National Archives will publish in 2013.



Anthony Bonello

Michael Bonnici

Mr Bonnici has finalised the work on the restoration of the old kitchen furnace. He carried

out all the manual and intellectual work connected with this museum showpiece. Apart from this, he continued collecting pharmacy equipment and also managing tours visiting the Old Pharmacy from time to time. Mr Bonnici has also carried out other restoration works on the old furniture of the chapel.

Mark Caruana

Mr Mark Caruana is a Maltese but lives in Australia and has been very active in promoting the history of Maltese migration. During 2012 Mr Caruana compiled a database of bills of health issued in Malta for the years 1815-22 and 1836-50. The former consists of the name, surname and date of applicant while the latter includes also the destination. Unfortunately the years 1823-35 and 1851-1869 are missing. The database of passport applications starts from 1870-72 and 1886-1918. This database includes the

name and surname of the applicant, date of applying for a passport, age of applicant, town or village of birth, residency, occupation, destination and remarks, if applicable.

Through the efforts of Mark Caruana the National Archives will produce a unified database which will serve as a tool for academic research, genealogy and ancestry identification.



Mr Mark Caruana with National Archivist Charles Farrugia

This is what the database or index looks like.

Surname	Name	Son of	Age	Destination	Issue	Place of Birth	Residence	Occupation	Remarks
Xerri	Vincenza	not stated	37	Egypt	12.07.1871	Naxxar	Naxxar	not stated	accompanied by children GioMaria 13, Carmelo 5, Francesca 4, Filomena 6m

The *Lejla għall-Voluntiera* held on 4 October 2012 at the National Archives to thank volunteers



International Activity



Photo of participants of the Apenet 4th General Assembly held in Madrid on 12 January 2012.

During the last decade the National Archives of Malta has integrated itself in the various international structures supporting the archival community. The peak of such initiatives was reached in November 2009 when Malta hosted the International Round Table Conference CITRA which attracted 250 archivists from 91 countries. That event further showcased our rich archival heritage, and our skills in handling such a big event with minimal resources. During 2012 we maintained our momentum with active participation in EU and other international fora. What follows is an account of international participation during 2012:

Between 11 and 13 January 2012, members of staff attended the Archives Portal Europe meeting in Spain. During this meeting the transition of the project from Spain to the Netherlands as lead partners was discussed.

Between 13 and 15 March 2012, members of staff attended the APEX kick-off Meeting at the Nationaal Archief, The Hague. APEX (Archives Portal Europe network of excellence) is continuing the work of the APENet project, but focuses on expanding the Archives Portal Europe network by getting more partners/countries on board, helping regional and local institutions holding archival content to publish their data via the Archives Portal Europe, and thus forwarding more archival data towards Europeana. APEX is definitely a remarkable project and the NAM is extremely proud to be a part of it.

On 29 May 2012 the National Archivist attended the European Board of National Archivists meeting in Copenhagen. The event showcased several innovative initiatives in the field of digital archives and also discussed the future of the national archives services in the respective countries.

On 30 May 2012 the National Archivist participated in the European Archives Experts Group meeting in Copenhagen. During this meeting the suggested amendments to the

Data Protection Directive were discussed and a position taken on the same topic.

On 30 May 2012 the National Archivist participated in APEX General Meeting in Copenhagen. Apart from the normal work of a general meeting the focus of this event was on the preparation for the appointment of Country Managers to steer the project.

On 31 May 2012 the National Archivist participated in European Branch of the International Council on Archives meeting in Copenhagen. The role of EURBICA and its strategic directions were discussed in particular with regards to projects such as EURONOMOS. This is a project about the archival legislation in EU countries.

Between 13 and 15 June 2012 a member of the National Archives Council attended the EUROPEANA Plenary meeting in Leuven Belgium. The meeting consisted of several parallel sessions on the various aspects of digitization of cultural heritage. The meeting was also addressed by Yvo Volman from the EU Commission who expanded on Public Sector Information and Cultural Institutions and the PSI Direc-

tive new proposals which extend the reach of the directive to cultural institutions such as libraries, museums and archives.

Between 25 and 27 June 2012 the National Archives participated at the ICARUS General Assembly in Switzerland. This was the first AGM attended by the institution after its joining this organization.

On 11 October 2012 the National Archivist participated in EBNA meeting in Nicosia, Cyprus. During this event Mr Charles Farrugia presented a paper entitled 'Your Most Obedient Servant – from serving the Crown to serving the People!' The conference showcased the richness of Cypriot history and also trends in archival development in countries like Ireland and the Netherlands where attempts at merging the National Archives with other institutions have been made.

On 12 October 2012 the National Archivist participated in European Archives Expert Group meeting in Nicosia. During this meeting members were presented with the position about the Data Protection Directive and its effects on archival services.

The family photo of the meeting of the European National Archivist in Copenhagen, 29 May 2012.



On 12 September 2012, the Assistant National Archivist took part in the second meeting of the MSEG-Member States Expert Working Group on Digitisation Statistics and the *Enumerate* project held at the Euroforum Building, Luxembourg. Its purpose was to discuss a methodology on how to carry out an evaluation of the most important deposits in Archives, Libraries, and Museums that are to be digitized; to compute an estimate of the costs involved; and to explore what is needed further to continue to support the project.

On 12-13 September 2012 the Assistant National Archivist attended the tenth meeting of the MSEG-Member States Expert Group on Digitisation and Digital Preservation that was also held at the Euroforum Building, Luxembourg. It discussed the recommendations and conclusions reached at the Council of Ministers regarding Digitisation and Digital Preservation within the framework of Europeana.

On 30 October 2012 the Assistant National Archivist took part in the second European Cultural Commons Strategic Briefing held at Limassol, Cyprus. It was established that there is a strong need for the Cultural Heritage sector to investigate new ways of collaboration to make its shared cultural heritage widely available.

Comments from International visitors

We are very honored to be in Maltese National Archives, to get to know history of Archives and believe to be back soon. We shall praise your hospitality all over Poland.

Thank you

Group of Academics and technical staff from the Lublin University of Technology, Poland.

Association of Commonwealth Archivists and Records Managers

This was also another year of work within the Association of Commonwealth Archivists and Records Managers (ACARM). Our National Archivist continued the fifth year as Chair of the organization. A strategy meeting was convened in Malta on 24 July 2012. During the said meeting Mr Kelvin Smith was appointed as Honorary Secretary and Mr James Lowry as the person responsible for Educational programmes. This meeting paved the way for other initiatives such as the development of a new website (www.acarm.org) and the development of the social media activities of the organization. Preparations are in the pipeline for the AGM of the organization.

Lectures at the Central European University, Budapest

Between 2 and 6 July 2012 National Archivist Charles Farrugia participated on the course 'Policies and Practices in Access to Digital Archives: Towards a New Research and Policy Agenda' in Budapest. He delivered two lectures as part of this course which took place at the Central European University. The first lecture dealt with 'Donor Restrictions' and the second discussed the theme 'National Archives Legislation' and 'International Guidelines'.



Visiting the National Sound Archives of Wales, 23 August 2012

Statement of Comprehensive Income

		2012 (Unaudited)	2011 (Audited)
	Notes	€	€
Income			
Government Subvention	2	318,000	307,500
Funds from the Ministry for Gozo	3	73,650	63,699
Other Income	4	7,317	6,934
Net Proceeds from APEnet	5	6,010	-
Income from APEX	5	1,787	-
		<hr/>	<hr/>
Total recurrent income		406,764	378,133
		<hr/>	<hr/>
Operational Costs	Stat I	406,232	(324,292)
Administrative Expenses	Stat II	81,693	(62,281)
APEX expenses	5	1,787	-
		<hr/>	<hr/>
(Deficit) / Surplus before Interest		(82,948)	(8,440)
Interest receivable	8	225	415
		<hr/>	<hr/>
(Deficit) / Surplus for the year before transfer of Depreciation		(82,723)	(8,025)
		1	-
Transfer of depreciation on assets taken over from Government		17,570	17,570
		<hr/>	<hr/>
(Deficit) / Surplus for the year		(65,153)	9,545
		<hr/>	<hr/>

Statement of Financial Position
As at 31 December 2012

	Notes	2012 (Unaudited) €	2011 (Audited) €
ASSETS			
Fixed assets			
Tangible assets	10	144,202	147,550
Current assets			
Debtors & Prepayments	11	1,791	1,880
Cash at bank		100,620	107,486
		<u>102,411</u>	<u>109,366</u>
Total Assets		<u>246,613</u>	<u>256,916</u>
RESERVES AND LIABILITIES			
Accumulated fund	12		
- Capital vote		10,245	27,815
- Recurrent vote and operating activities		119,019	184,172
		<u>129,264</u>	<u>211,987</u>
Creditors: Amounts falling due within one year			
Trade and other creditors	13	37,831	11,918
Accruals and other payables	13	79,518	33,011
		<u>117,349</u>	<u>44,929</u>
Total Reserves and Liabilities		<u>246,613</u>	<u>256,916</u>

Statement of Changes in Accumulated Fund

	Capital Vote €	Recurrent vote & operating activities €	Accumulated Fund €
Financial year ended 31 December 2012			
Balance at 1 January 2012	27,816	184,171	211,987
Deficit for the year		(82,723)	(82,723)
Transfer of depreciation on assets taken over from the government to capital vote.	(17,570)	17,570	-
Balance at 31 December 2012	<u>10,246</u>	<u>119,018</u>	<u>129,264</u>

Statement of Cash Flows

	Notes	2012 (unaudited) €	2011 (audited) €
Cash Flows from Operating Activities			
(Deficit)/Surplus for the Financial Year		(82,723)	(8,025)
Adjustments for:			
Depreciation of tangible fixed assets		36,830	33,537
Interest Receivable		(225)	(415)
Operating profit before working capital changes		<u>(46,118)</u>	<u>25,097</u>
Decrease in Debtors		89	1,184
Increase / (Decrease) in Creditors		72,420	26,837
Cash generated from operations		<u>26,391</u>	<u>53,118</u>
Interest Received		225	415
Net Cash from Operating Activities		<u>26,616</u>	<u>53,533</u>
Cash Flows from Investing Activities			
Purchase of Tangible assets		(33,482)	(99,683)
Net movement in cash and cash equivalents		<u>(6,866)</u>	<u>(46,150)</u>
Cash and cash equivalents at the Beginning of the Year		<u>107,486</u>	<u>153,636</u>
Cash and cash equivalents at the End of the Year	14	<u>100,620</u>	<u>107,486</u>

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 2012, €335,000 was allocated to meet the National Archives of Malta's recurrent operation and capital expenditure for the calendar year 2012. The actual funds made available were €318,000. A further €73,650 has been transferred from the Ministry of Gozo in order to finance the detailing of three 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 incurred a loss of €65,153 on recurrent and operating activities bringing the total accumulated fund on operating activities to €119,019. 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%

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 2012, €17,000 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 €73,650 was transferred in 2012.

4. Other Income

Other income generated from operations amount to €7,317. 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 & APEX

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 eContent^{plus} 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.

The Archives Portal Europe – network of excellence (APEX) is a project that aims to expand, enrich, enhance and sustain the Archives Portal Europe - a portal where anyone can access the material from virtually all the national archives of Europe and a variety of other important archives. This project spans from the 1st March 2012 till the 28th February 2015. The participation of the National Archives

in this project is two-pronged: the provision of several tens of thousands of archival descriptions and over one hundred and ninety thousand related digital images; and collaborating in the creation of the infrastructure required for such a mammoth project to succeed.

The National archives of Malta is expected to allocate around € 87,000 to the project during the 36 month period, of which 80% (about €70,000) shall be financed by the EU. The funds allocated to the National Archives of Malta cover project travel related costs (about 13%) and the man hours required to participate actively in four of the eight work packages.

	2012 (unaudited) €	2011 (audited) €
Wages and Salaries	294,453	238,070
Social Security contributions	22,352	18,131
Council Members	150	108
	<u>316,955</u>	<u>256,309</u>
Number of employees as at year end:		
Full time	17	13
Part time	1	1

7. Surplus before interest

The (deficit) / surplus before interest are stated after charging:

	2012 (unaudited) €	2011 (audited) €
Staff Costs (Note 6)	316,955	256,309
Depreciation of tangible assets (Note 10)	36,830	33,537
Auditors' remuneration	2,360	<u>2,360</u>

8. Interest Receivable

	2012 (unaudited) €	2011 (audited) €
Bank Interest	<u>225</u>	<u>415</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 01.01.2012	39,921	6,965	66,518	29,665	26,413	15,545	3,792	23,138	49,330	25,611	286,898
Additions	7,202	-	3,500	-	-	1,856	2,814	9,426	8,684	-	33,482
As at 31.12.2012	47,123	6,965	70,018	29,665	26,413	17,401	6,606	32,564	58,014	25,611	320,380
Depreciation											
As at 01.01.2012	3,832	6,270	59,865	11,188	13,829	10,515	1,870	6,877	19,606	5,496	139,348
Charge for the year	2,358	695	10,153	3,708	2,641	3,479	2,179	3,256	5,800	2,561	36,830
As at 31.12.2012	6,190	6,965	70,018	14,896	16,470	13,994	4,049	10,133	25,406	8,057	176,178
Net Book Value											
As at 31.12.2012	40,933	-	-	14,769	9,943	3,407	2,557	22,431	32,608	17,554	144,202

11. Trade and Other Receivables

	2012 (unaudited) €	2011 (audited) €
Trade Receivable		-
Prepayments	1,791	1,880
	<u>1,791</u>	<u>1,880</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

	2012 (unaudited) €	2011 (audited) €
Amounts falling due within one year:		
Creditors	37,831	11,918
Indirect tax and social security	21,669	5,102
Accruals and Deferred Income	57,849	27,909
	<u>117,349</u>	<u>44,929</u>

14. Cash and Cash equivalents

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

Supplementary Statements

Statement I Operational Costs

	2012 (unaudited) €	2011 (audited) €
Salaries and Social Security	316,955	256,309
Water and Electricity	7,031	6,934
Insurance	1,869	1,192
Telecom Expenses	3,409	3,709
Miscellaneous Purchases	1,281	17
Cleaning Expenses	14,239	8,269
Computer Expenses	53	-
Office Expenses	3,601	2,960
Repairs and Maintenance	20,964	11,365
<i>Depreciation Charge:-</i>		
Shelving	10,153	9,978
Furniture and Fittings	5,800	4,933
Climate Control Equipment	2,641	2,641
Computer Equipment	3,479	3,109
Computer Software	2,179	1,252
Passenger Lift	695	1,045
Office equipment	3,256	2,314
Improvements to Premises	2,358	1,996
Fire Alarm System	2,561	2,561
Motor Vehicles	3,708	3,708
Total Operational Costs	406,232	324,292

Supplementary Statements

Statement II Administrative Expenses

	2012 (unaudited) €	2011 (audited) €
Rent	24,179	24,179
Staff Training Costs	-	900
Advertising	1,596	848
Staff related expenses	1,039	1,994
Motor Vehicle Expenses	3,489	3,514
Printing, postage and stationery	8,172	7,685
Audit Fee	2,360	2,360
Accountancy fees	6,213	4,668
Professional fees	4,437	3,989
Conservation Lab Expenses & Records Management	12,860	2,558
Travelling	10,186	6,633
Subscriptions and Brochures	3,647	1,959
Miscellaneous Expenses	3,277	839
Bank Charges	238	155
	<hr/>	<hr/>
Total Administrative Expenses	81,693	62,281
	<hr/>	<hr/>



DIKJARAZZJONI UNIVERSALI DWAR L-ARKIVJI

L-Arkivji jiddokumentaw deċiżjonijiet, azzjonijiet, u tifikiriet. L-Arkivji huma wirt waħdieni tal-patrimonju li jgħaddi minn ġenerazzjoni għal oħra u li xejn ma jista' jeħdilhom posthom. L-arkivji, sa mit-twaqqif tagħhom, għandhom l-iskop preċiż li jharsu dan il-patrimonju. Huma għajjn assoluta ta' tagħrif li jsaħħaħ kull azzjoni amministrattiva u jirrendiha ċara.

Huma għandhom funzjoni fundamentali fl-iżvilupp ta' kull soċjetà billi jharsu u jikkontribwixxu għall-ħarsien tal-memorja kemm individwali, kif ukoll kollettiva. L-aċċess ħieles għall-arkivji jagħni l-għerf tas-soċjetà umana, jipromwovi d-demokrazija, iħares id-drittijiet taċ-ċittadini, u jgħolli l-kwalità tal-ħajja.

Imħabba dan kollu, nirrikonoxxu :

- **il-kwalità unika** tal-arkivji bħala xhieda awtentika tal-attivitajiet amministrattivi, kulturali, u intellettuali, kif ukoll bħala mera tal-proċess tal-evoluzzjoni tas-soċjetà;
- **il-bżonn assolut** ta' arkivji biex isostnu l-effiċjenza, ir-responsabbiltà, u t-trasparenza f'kull qasam tas-soċjetà; biex iħarsu d-drittijiet taċ-ċittadini; biex jgħinu fil-bini tal-memorja individwali u kollettiva; biex iwasslu għall-għarfien aħjar tal-passat; u biex jiddokumentaw il-preżent ħalli dan ikun jista' jgħin fit-tfassil aħjar tal-futur;
- **id-diversità** tal-arkivji biex jirreġistraw l-attività umana f'kull qasam tal-ħajja;
- **it-tipi differenti ta' materjal** li l-arkivji jistgħu jilqgħu fihom, jiġifieri, karta, materjal elettroniku, awdjoviżiv, u forom oħra;
- **ir-rwol tal-arkivisti** bħala professjonisti mħarrġa b'edukazzjoni bażika u kontinwa, li jgħinu s-soċjetà tagħhom billi jsostnu l-kreazzjoni u l-ġabra tad-dokumentazzjoni; billi jgħinu fil-għażla u ż-żamma tagħhom; u billi jagħmluhom disponibbli lil dawk li jridu jikkonsultawhom;
- **ir-responsabbiltà kollettiva** – jiġifieri taċ-ċittadini, tal-amministraturi pubbliċi, ta' dawk kollha li għandhom id-deċiżjonijiet f'idejhom, tal-proprjetarji jew amministraturi ta' arkivji pubbliċi jew privati, tal-arkivisti, u tal-ispeċjalisti fl-informatika – għall-immaniġġar tal-arkivji.

Għaldaqstant nimpnejaw rwieħna ħalli naħdmu flimkien biex:

- **liġijiet u dispożizzjonijiet** xierqa dwar l-arkivji jkunu adottati u nfurzati f'livell nazzjonali;
- **l-immaniġġar tal-arkivji** tkun apprezzata u ttrattata b'abbiltà mill-korpi kollha li jikkreaw u jagħmlu użu mill-arkivji fil-ħidma u x-xogħol tagħhom, sew jekk korpi pubbliċi, sew jekk privati;
- **jigū allokati riżorsi suffiċjenti** ħalli jsostnu t-tmexxija tal-arkivji; inkluż ma' dan l-ingaġġar ta' professjonisti mħarrġa;
- **l-arkivji jitmexxew** u jinżammu b'mod li jiżguraw l-awtenticità, il-kredibilità, l'integrità, u l-użu tagħhom;
- **l-arkivji jsiru aċċessibbli** għal kulhadd, fil-waqt li jkunu rispettati kemm-il liġijiet rilevanti, kif ukoll id-drittijiet tal-individwi, tal-entitajiet, tal-proprjetarji, u ta' dawk li jużaw l-arkivji;
- **l-arkivji jintużaw** biex jikkontribwixxu għall-promozzjoni ta' ċittadini aktar responsabbli.

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