



ANNUAL REPORT 2013

National Archives

MALTA

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 The National Archives of Malta

Members of



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Charles J. Farrugia
National Archivist

Foreword

Year after year our annual report presents an assessment of our activity to the public and serves as an accountability tool as it is presented to Parliament by the Minister responsible for the sector. It also serves as a research tool for local and foreign students reading for degrees in archives and records management.

During the year under review we had an encouraging increase in the use of our services and further expansion in terms of operations. The list of accessions is increasing annually. This is the result of the necessary structure of the Inspectorate Unit that we have put in place during the last few years. This unit is allowing for the handling of

large accessions, such as the Air Malta's and the Contracts Department's records. The idea of negotiating retention schedules and applying them is gaining ground, a very promising prospect for this sector.

2013 was also a year when we dedicated a lot of our energy towards developing an effective IT platform. For the last ten years we have been producing millions of digital images under agreements with international organizations. It is now time that we organize such content and present it to the public. This is not an easy task as local expertise on digital curation of archival material is rather scarce and requires significant funding. It is for this reason that we increased our

October 2013 Mr Farrugia in Vilnius, Lithuania with other EU national archivists who attended the EBNA and EAG





The Hon Evarist Bartolo, Minister for Education and Employment during his official visit to the National Archives Head Office in Rabat on 4 October 2013 shown around by National Archivist Charles J. Farrugia. Also in picture at the back from left to right, President of the National Archives Council Dr William Zammit, Chief of Staff Mr David Caruana and Permanent Secretary Mr Joseph Caruana.

participation in international projects dealing with the management of digital content such as the 4C Initiative. Furthermore, a joint sponsorship committee was set up between the National Archives and the Friends of the National Archives to try and tap for sponsorships to develop together a digital repository.

One of the most challenging projects during 2013 was the agreement reached with the Cabinet Office to deposit Cabinet papers for the years 1962 up to 1982. Work was carried out during the last three months of the year to digitize all the material, catalogue it in line with the International Standard on Archival Description (ISAD(G) and embed all images in the AtoM software. The papers will be available for the reading public from early in the year 2014.

While looking back at the achievements made during 2013, we are also optimistic that 2014 will bring new opportunities. Discussions with the Ministry for Education and Employment are at hand to solve the main stumbling block the archives has – its buildings. We are working on a two-pronged solution – a short term storage repository and a longer term project in the form of a purpose built national archives. We are optimistic that during the coming year we register progress on these two fronts.

Corporate Management



Staff photo as on December 2013 (from left to right) Pauline Cortis, Joseph Amodio, Simon Dimech, Leonard Callus, Noel D'Anastas, Ivan Ellul, Frans Buttigieg, Etienne Ferrito, Reno Caruana, Mario Camilleri, Charles Farrugia, Joseph Bezzina, Stephanie Schembri, Aming Shi, Paul Falzon, Mario Gauci, Rita Vella Brincat.

Mission

The National Archives functions as an entity set up under The National Archives Act (2005). It has a distinct legal persona vested in it by the law. Thus, in terms of operations, it has to comply both with the general public administration parameters, as well as with the principles of best practice in terms of accountancy and procedures when it comes to its delegated functions. This results in a lot of reporting procedures which are handled by the Corporate Management Unit. This unit is responsible for conducting the day-to-day management in a manner that is consistent with the set strategic direction and plans. Besides the daily administration and management of the head office in Rabat (Malta), the unit is responsible for the following five functions.

In collaboration with the Archives' accountants, the unit processes invoices, payments and ensures their proper filing. It draws up reports relating to the financial status of the Archives, including the financial estimates, financial projections for the year and the end of year financial reports.

Purchasing is another function managed by this unit. Small purchases of goods and services require quotations to be obtained while ascertaining that the best quality is being obtained at the best price. Tender procedures for larger purchases are also managed by this unit.

HR-related administration, leave records, roster planning and the upkeep of staff records are managed by this unit. Besides these administrative tasks, recruitment of new employees and staff development are the responsibility of the Corporate Management Unit.

The setting up of digital storage facilities led to considerable ICT management requirements. The management of the storage server and the new data storage software, following the increase in staff and patron requirements, became more complex and developed into one of the major functions of the Corporate Management

Unit.

It is also responsible for the administration and the day-to day running of the Rabat premises, the records' and premises' maintenance as well as the management and the compilation of reports that are requested by various government authorities and ministries.

Finance, Administration and HRD Financial Management

One of the major challenges throughout 2013 was to constantly identify areas where costs could be curbed and new revenue sources identified and utilised. Various processes and tasks were analysed and re-engineered. The reduction of costs required considerable efforts since this had to be coupled with the National Archives' efforts to improve further the services offered to our patrons.

Recruitment

During the year the staff complement at the National Archives was further enhanced with the employment of two new employees:

1 personal assistant to the National Archivist
1 officer

The efforts to employ a digital preservation officer was once again unsuccessful in 2013 since no suitably-qualified person for this delicate position was identified. The management of IT was carried out by the administrator with the assistance of various volunteers.

Staff training

Staff training during the year included the participation of various staff members in various conferences, held both locally and abroad. These employees, apart from a wider knowledge about their work, gained also important insights into the solutions and approaches developed by other colleagues

from different entities in different countries and settings.

Maintenance of Buildings

The maintenance person, employed in 2012, continued to provide a sterling service in the upkeep of the premises. Whilst dealing with

✦ Waterproofing of the Chapel's Cupola
✦ Flood prevention at Hal Far storage repository
✦ Improvement of the security at the Reading Room in Rabat
✦ Creation of rain water overflow management system for Mdina
✦ Building security cases for reading room PCs
✦ Restoration of an antique boiler furnace
✦ Repair of wooden doors and windows both at Mdina and Rabat

almost any emergency that arose during the year, he managed to improve certain items that could not be taken up prior to his employment. Amongst these were:
The apertures commissioned during 2012 were installed in the first quarter of 2013.

ICT and digitisation of large documents

Thanks to the dedication of members of staff at the archives, and the assistance of a volunteer, the scanning of large scale scans of plans continued at an ever-increasing pace throughout 2013. The first two steps of the plan outlined during 2013 are being

In Process	Planned for 2014	Planned for post 2014
Digitisation of plans in the collection	Creation of specialised storage facility for safe digital storage of plans	
Restoration of physical damage		
	Making the digital plan collections available on line	
Making specific collections of digitised plans available to the public at the National Archives.		

performed. Planning of the third and fourth phases was carried out during 2013 but had to be postponed to 2014 due to various reasons beyond the control of the National Archives.

Storage of digitised documents

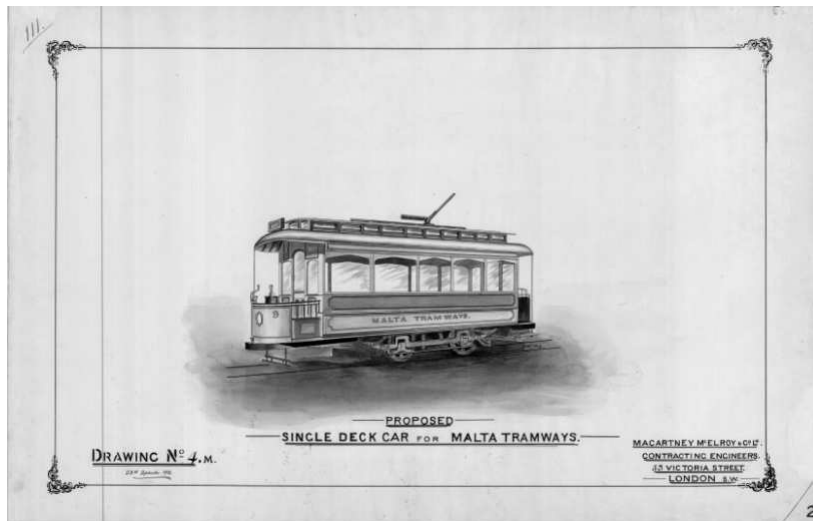
The process of cataloguing the digital images on one database software proceeded all through the year.

Newspapers Database - newspaper articles and magazine cuttings of interest or relevant importance span from 1973 till 2006 covering a large variety of subjects were entered into a custom-built database to assist researchers.

Cataloguing
Charitable Institutions fond catalogue was checked volume by volume and updated and subsequently entered on the online database
Work on the update and input of the catalogue index of the Land Revenue and Public Works Department started and is expected to be finalised during the first quarter of 2014
During the last quarter of 2013, over 3,000 digital representations of Cabinet Minutes and Memos were produced and formatted so as to be made accessible to the public in the reading room. Work on this collection is expected to be finalised by the first quarter of 2014.

The discussions that were started towards the end of 2012, to identify the best possible solution for the creation of a digital vault, continued in 2013. A solution that is easily scalable, flexible and compatible was being sought and after various consultations with top people in the area, the ideal solution for the National Archives was developed. Due to lack of funds for the project, the procurement of the required software and hardware was postponed to 2014.

Records Management



Tram design - Accession 2013/07

Onsite Inspections

The holdings of the National Archives reach us from the various public offices. Thus, it is imperative that we ascertain ourselves of good record keeping in public offices. This inspectorate duty is carried out by the Records Management Unit (RMU).

The duties of the (RMU) include onsite inspections and visits to repositories holding public records. During the year under review the RMU received a number of requests for consultation concerning records management issues from various ministries, public entities and government departments. After each inspection an official report is drawn up including all the gathered data and presented to the National Archivist. The repositories of the Ministry of Foreign Affairs, the Foundation for Medical Services and the Head Quarters of the Malta Police force were among those visited during 2013.

Retention Schedules and appraisal of records

Another major function of the Records Management Unit is to help in formulating, and to assist the National Archives in authorising retention policies for public entities. In this regard after lengthy discussions, a retention policy for the Malta Information Technology Agency (MITA) has been authorised and put in place during June 2013. Other discussions have initiated with the Employment and Training Centre (ETC), the Value Added Tax Department and the National Commission for Further and Higher Education.

In 2013 a number of entities approached the National Archives with queries regarding particular collections of records which were being kept in various repositories. The Records Management Unit together with the National Archivist evaluated the records in question and when the records were deemed as not having an enduring historical value, an official letter authorising the destruction of these records was issued. In all the cases dealt with in this manner, a random sample of the records was saved from destruction and transferred to the National Archives. In this way a trace of the business activity that these records were created for is captured for future reference. The sampling



Żurriq police records before and after - Accession 2013/08

criteria vary on a case to case basis depending on the nature of the records in question. This was the case for the records of the Petitions' Board created by the Department for Local Government and the Re-registration files of the Inland Revenue Department. The appraisal procedure of public records is always performed in line with the National Archives Act of 2005 (Cap.477).

Below is the full list of the public entities that were dealt with by the Records Management

Entities supported by the Records Management Unit
Malta Police Force
Department of Contracts
Embassy of Malta in Paris
Heritage Malta
Department of Information
Airmalta
Office of the Prime Minister
MCAST
Local Government Association
Foundation for Medical Services
Customs Department
Occupational Health and Safety Authority
VAT Department
Office of the Attorney General
Chamber of Advocates
MITA
ETC
Ministry for Foreign Affairs
National Commission for Further and Higher Education

Unit. Accessions

On the accessions front, during 2013 the Records Management Unit continued to work on the ongoing process of accessioning records of enduring value from various Government Ministries, departments and entities. As one can see from the accession table in this report, records were accessioned from various public entities, such as the Malta Police Force, the Public Work Works Department, the Office of the Attorney General and Heritage Malta.

The records of the Police Stations of Żurriq and Żejtun were among the largest accessions. These were sorted listed and boxed on site by Ivan Ellul, Inspector of Records and Simon Dimech, Assistant Conservator and then transferred to the National Archives by members of the Malta Police Force. In accessions from the Police Stations, records consist mainly of the

Delivery of records from the Embassy of Malta in Washington Accession 2013/17





Proposed drawing from the Addolorata Cemetery records; Advert Edward Grech Cumbo Photographer Accession 2013/06

Commissioner's Occurrence Books, Magistrate Books and various other records which are of significant importance for our social and localities' history. A large number of files were also accessioned from the Police Headquarters, namely the Secretariat files from 1953 to 1967.

of a National importance will be preserved and made accessible to the public. See the full accession list in page 14.

A number of rolls were accessioned from the Public Works Department, namely a set of plans concerning the setting up of a Railway and Tramway system in Malta, and another set of rolls containing the permits for monuments and chapels for the embellishment of graves in the Addolorata Cemetery.

The National Memory Project collection has kept on growing thanks to the numerous private donations. As in the past years, during 2013 the National Archives received a number of donations from private individuals through such bequests their records which are deemed to be



Awsonju and Lawrence Bugeja, zaqq and tanbur playing in Birgu 1972 - Accession 2013/19

Archives Processing



Systems of Knowledge student Andre Zammit listing the law courts records.

Archives Processing Unit

The year 2013 was a fruitful year for the National Archives. In addition to the various deposits from various public departments, deposits by several private individuals were received. Among several donations, the largest collection was submitted by Perit Michael Ellul, who donated various correspondence to the Archives and the repository of National Memory Project. This correspondence has been created during the period when he was the Head of the Antiquity Section within the Ministry of Works. Furthermore, Mr Ellul also deposited several important photos and personal reports with information about ancient buildings, some of which have been demolished.

Such private donations and public deposits enable the National Archives to continue preserving and making accessible records of enduring value to current and future generations.

Sorting / Cataloguing

Last year we concentrated more on the material regarding various legal cases from the 19th to early 20th century retained that are stored at the Head Office. At the moment a detailed list of various volumes dusted and transferred into archival boxes, is being drawn up. The volumes will then be subsequently collated and put in chronological order and series. The National Archives is also focusing on the files of the Department of Education created between 1946 and 1956. Originally these were enclosed in wooden plates and now they are also placed in archival boxes.

With the help of several students, the OPM fond (1951-1961) was entered into the database. The database of the official correspondence between the Chief Secretary and the Governor from 1800 to 1860 which had been launched on cd in 2004, was amalgamated with that covering the period between 1861 till 1911. This database is an important tool for researchers. The database of the despatches from 1897 till 1910 - ca.4000 entries - is being inputted by architect Michael Ellul. Another very important database is the photographic collection: ca.2000 entries have been added to the previous database of ca.3000 entries.

Reorganisation & Relocation of Documents	
Fonds	No of Volumes/ boxes / plans / unit
Passport Applications (MFA)	247
Customs Department (CUS)	350
Legal Documentation (1880-1900)	332
Public Works Department (1965-1970)	78
Education Department	210
GOV—Circular from	120
Health Department	200
Air Malta Personal files	150

Digitisation	
Fonds	No of images
Liber Mortuorum (1677-1849) - (GSU project)	1,604
Admission registers (1815-1920) - (GSU project)	3,654
MFA (miscellanea) - (GSU project)	33,109
Customs Dept. –By Aircraft - (GSU project)	156,168
Magna Curia Castellania - (HMML project)	238,785
Photos collection Malta - (National Memory Project—NMP)	234
Documents and Passport applications	2,868
Architectural Drawings	247
Total	436,669

Digitisation

During 2013, the digitisation priorities continued to focus on the second phase of the Genealogical Society of Utah project consisting of various series such as: *Liber Mortuorum (1677-1849)*, *The Admission Registers of Male and Female (1815-1920)* which form part of the Charitable Institutions fond; the various volumes part of the administration of the Malta Foreign Affairs, and the last phase of the Customs Department regarding the arrival of Aircrafts (1946 - 1954). The second project currently ongoing is the oldest tribunal in Malta, the *Magna Curia Castellania*. The aim of these particular digitisations is to preserve the delicate and brittle documents from handling and photocopying.

Cataloguing	
Fonds	No. of Entries
GMR	300
Head of Ministry Files	141
Plans, Drawings & Maps	950
Police HQ files	2200
Governor's Despatches from (GOV)	4000
Office of the Prime Minister (OPM)	2800
Photographic Collation (PHO)	2274
Amy Records (Militia/RMA)	6123
Mark Caruana (Passport applications)	13,500

Sorting, Cleaning and Reboxing of Documents	
Fonds	No of Boxes
Żurriq Police Station Records	274
Petitions to Governor (CSG02)	156
GMR	25
Ministry of Health - Procurement and supplies	27
War Damage Commission	76
Custodian of Enemy Property	2
Addolorata Cemetery Permits	3
Department of Information	4
Żejtun Police Station Records	395
Inland Revenue Department - R.R. Files	16
Local Government - Petitions Board Files	7

During 2013 some indexes of the MIL Fond (military personal files) that are normally consulted by several researchers have been digitised. It is envisaged that the remaining indexes will be digitised in 2014.

The large format and high resolution scanner that provides for a better service to our patrons, including a 'to-sale' copy of the large format plans and drawings, was used significantly more then the previous year.

The medium term objective is the digitisation of all the plans kept at the National Archives using also meta-tagging methodologies that will eventually form part of a robust online search and query facility.

Accession No.	Description	Extent
2013/01	Department of Information - Personal Files	1m
2013/02	Department of Contracts - Files for the Procurement of works, services and supplies (1977-1979)	ca. 60m
2013/03	Heritage Malta - Royal Opera House Musical Scores	60m
2013/04	Donation by Mario V. Gauci - Emanuel Tonna private papers (1930s - 1970s)	2 archival boxes
2013/05	Donation by Dr Joseph Borg - Reports on agriculture prepared by international experts (1955 - 1998)	50 reports
2013/06	Public Works Dept. - Permit plans for graves at of the Addolorata Cemetery	27 rolls + 6 volumes + 20 photographs
2013/07	Public Works Department - Drawings pertaining to the Tramway, Railway and Motor traffic systems	8 Rolls
2013/08	Malta Police Force - Żurriq Police Station (1900-1998)	ca. 45m
2013/09	Donation from Carmel Mallia - Photographs and booklet regarding Hilda Mallia Soprano Hilda Mallia Tabone	1 Photograph, 2 negatives and 1 booklet
2013/10	Office of the Prime Minister - Visitors' Books (1950-1993)	2 volumes
2013/11	Office of the Prime Minister - Management Personal Files (1948-1957)	ca.14m
2013/12	Office of the Prime Minister - Dom Mintoff Condolences books (2012)	11 volumes
2013/13	Donation by Mr & Mrs George Burd - Images of William Frederick Burd (ca.1936 - ca.1946)	7 digital images
2013/14	Customs Dept. - Registers for the arrival and departure of vessels (1975-1983)	13 Volumes
2013/15	Donation by Carmel Mallia Photographs and other material	104 Digital Images
2013/16	Donation by Michael Ellul - Photographs of sites around Malta (1970s)	68 photographs and 1 booklet
2013/17	Embassy of Malta in Washington - Embassy Records (1960-2007)	25m
2013/18	Donation by Giorgio Peresso - Digital images and cuttings about Carmelo Borg Pisani	16 digital images
2013/19	Donation by Karl Partridge and Frank Jeal - Field studies concerning the construction and playing of the Maltese Żaqq. Consisting of designs, notes and slides (1971 - 1973)	2 archival boxes
2013/20	House of Catalunya - Journals and cash books related to the Custodian of Enemy Property (1950s)	1m
2013/21	Department of Contracts - Files for the Procurement of works, services and supplies (1979-1981)	ca. 60m
2013/22	Chief Secretary and Lieut. Governor Circulars (1985-1905)	1 volume
2013/23	Attorney General - Registry files	30m
2013/24	Malta Police Force - Police Head Quarters Files (1953-1967)	ca. 187m
2013/25	Department Of Health - Central Procurement and Supplies Unit - Records pertaining to the procurement and supplies of Medicines and medical consumables (1995-2002)	4m
2013/26	Donation by the Institute of Professional Photographers - Enlarged photographs from the NAM photographic collection	10 Photographs
2013/27	Donation by Paul Ascjak - Exhibition Photographs	21 Framed photographs

Accession No.	Description	Extent
2013/28	Attorney General - Processi Verbali (1982-1983)	3m
2013/29	Attorney General - Processi Verbali (1972 & 1973)	2 files
2013/30	Department of Industrial and Employment Relations - Assisted Passage Schemes Passports (1950s - 1960s)	420 Passports
2013/31	Donation by HE Ugo Mifsud Bonnici, President Emeritus - A number of National Commemoration publications	1 Box
2013/32	Inland Revenue Dept - Sample of income tax R.R. files (1950s - 1970s)	3m
2013/33	Donation by Frans Buttigieg - Copy of Documentary; Two Trumpets for St Andrew (1968)	1 DVD
2013/34	Office of the Prime Minister - Cabinet Papers (1962-1981)	1m
2013/35	Malta Police Force - Żejtun Police Station Records (1900-1990)	ca. 65m of shelving
2013/36	Donation by Mr Michael Ellul - Photographs of events	55 Photographs
2013/37	Donation by Stg. Mr Anthony Mifsud - Digital copies of photographs (1947 - 1995)	24 Digital Copies (1 DVD)
2013/38	Department for Local Government - Sample of the Petitions Board Files (2006-2012)	1m of shelving
2013/39	Donation from Mr Alan Green - Article "The Plane that Fell from the Sky"	Digital file
2013/40	Department of Contracts - Files for the Procurement of works, services and supplies (1981-1983)	ca.60m
2013/41	Airmalta - Official Flight Logs (2012)	1m
2013/42	Donation from Martin Galea - Various survey sheets of different localities	105 Plans
2013/43	Donation from Marylyn Peringerto - Copy of Lt George Henry Salter's album picturing the WWI St Clement Camp Prison Camp (1914-1920)	78 Digital Images
2013/44	Donation from Mr Michael Bonnici - Copies of articles regarding medical items	1 Box
2013/45	Local recordings - Purchased by the Friends of the National Archives	7 Reels

Conservation Laboratory



Measuring before gluing on the marble paper—creating of facsimile; Codice DeRohan. Rounding of the Spine after sewing.

After the inauguration of the Conservation Lab in June of last year, 2013 saw the first full year of conservation work being carried out at the Laboratory. The main focus of work was concentrated on documents from the Magna Curia Castellania.

Conservation work

Conservation work on this collection had started in 2012 and continued on a regular basis throughout this year with over 40 bundles totalling 1440 folios being treated.

Beside this another forty one conservation interventions were carried out on material coming from other holdings, amongst which material from:

- CSG 01 and CSG 02
- GMR, including the document with the proclamation of Sir Thomas Maitland as Governor of Malta and papers relating to the 7 Sette Giugno uprising
- Maps and Prints
- Police records
- Public works
- Passport Applications
- Codice DeRohan
- Cleaning of photographs and minor repairs on frames

After the creation of an electronic notification form for the reporting of damage in individual archival holdings, this year we had 31 such notices. Among these we had urgent repairs on a manuscript dated 1745 due to deterioration from insect attack; book blocks being detached from their covers; cleaning of mould infestation in a volume and repairs of old photographs.

Throughout the year a programme of first aid on the material from the collection of



Photo Album 20th. century before and after restoration.

Architectural drawings and prints was undertaken. This work mainly consisted of reinforcing and repairing of splits and tears along the edges of maps before scanning.

Student placements

Five students from the Junior College had sessions in the laboratory during their placements at the National Archives. This year we also had the services of a volunteer, Mr Danny Mainwaring who offered 50 hours of his time to help out in various conservation jobs.

Archival Holdings Condition Survey



Anthea D'Anastas. September 2013 and Edel Sharples December 2014 SOK project - Laboratory sessions

As part of the Archival Holdings Condition Survey inspections were done on material held at the ground floor of the Head Office. Collections surveyed were the CCCP, the Attorney General, Treasury, Ministry of Tourism and the Audit Department.

Visits

This year twenty visits to the Conservation Laboratory were held; among these we had students of various faculties from the University of Malta and foreign universities, the Junior College, Local Councils, ex teachers from St. Michael's College and the Archivist of the OSCE.

On the 4th of October the Hon. Minister of Education Mr Evarist Bartolo toured the Conservation Laboratory during his visit to the National Archives. The Minister was introduced to the different types of damage occurring in various media of the holdings and had the opportunity to see the process of leaf casting to repair documents. A special edition of a facsimile of the 1813 Royal Proclamation appointing Sir Thomas Maitland as Governor of Malta was prepared at the Laboratory and was presented to the Hon. Minister by the National Archivist.

In-house staff training

As part of an in-house training programme a Power Point Presentation entitled *Safe Handling of Archival Materials* was prepared and presented to the Archives' staff. This presentation was well-received by the staff and helped to create a deeper knowledge of different ways of how to take care of our collections.

A detailed condition survey and quantification of costing for conservation treatment was carried out on the collection of the Consolato del Mare.

A presentation detailing damage and conservation proposals for this collection was delivered to potential sponsors for the restoration of this collection.

Conservation Equipment and Materials

During this year more conservation equipment and material were purchased from the Cathedral Museum after the closure of its Conservation Laboratory in that institution. This equipment is a welcome addition to that already extant at the Laboratory and among the items one finds a Guillotine, a Heat Set Press and Tooling Equipment used in gold tooling on bindings. The purchase of this equipment was possible following assistance by the Friends of the National Archives.

Other Activities:

- A quotation for Conservation work on a manuscript belonging to the Archbishop's Seminary was prepared and the work is planned to start early in 2014.
- A follow-up visit to the Gozo branch of the National Archives was held to inspect new bookbinding works on volumes from the *Universitas Gaudisii* collection.
- In conjunction with the Inspector of Records quotations were acquired for the purchase of map cabinets for the Foundation for Medical Services.

Mounting of captions and photographs for two exhibitions; *2nd edition of the Tourism Archives Exhibition 2013* put up by Tourism Studies students, and *Old Maltese Folk Instruments* as part of an event held at the National Archives for the presentation of several old Maltese folk instruments.

Work carried out on the Maitland Proclamation facsimile using the heat set press



Public Services



Giovanni Curmi Higher Secondary students following a tutorial held at the National Archives by lecturer Ms Evelyn Pullicino

The National Archives is always glad to receive ideas on how to improve the quality of our customer care.

The staff of the Reading Room is committed to ensure continued access to the finding aids. The goal of the National Archives is to develop a reading room with an online connectivity to various fonds already digitised, while continuing to develop a client-oriented service, more catalogues, more finding aids and support. We want to collaborate and communicate more with the academia, school teachers, researchers and all interested parties to ensure a better quality of service.

Reading room services

The three reading rooms - the Head Office, the Legal Documentation Section and the Gozo Section, are managed by trained personnel. The reading rooms are frequently used by researchers and our staff guides them through the right channels. Tours, website services, educational programs, various events such as public lectures, exhibitions, are regularly organised.

Our customer care receives local and foreign queries and strives to give the best possible answers. Most of the foreign requests are related to ancestry searches which are not always traceable. In order to give a better service some catalogues such as the Civil Defence, the personal files of the army were re-edited.

This year a pilot program has been launched by the customer care: a computer has been dedicated to internet access while another computer is used for the databases, images of photographic collection, images of plans of the Cabrei that are frequently requested by the researchers.

National Archives Annual public lectures / Exhibitions

Public events were organised to showcase the records and to

Head Office Research			
Month	Researchers	Items consulted	Total hours
January	161	378	296
February	107	237	205
March	083	294	247
April	121	495	320
May	097	383	271
June	074	183	157
July	138	221	407
August	117	343	336
September	107	362	282
October	132	466	394
November	112	242	292
December	092	110	229
Total	1331	3714	3436

Legal Documentation Research			
Month	Researchers	Items consulted	Total hours
January	13	27	35
February	6	14	26
March	15	22	37
April	19	28	44
May	11	21	25
June	16	66	72
July	28	64	103
August	4	10	10
September	13	42	29
October	15	51	54
November	7	28	22
December	4	3	9
Total	151	376	466

create awareness by the National Archives. Exhibitions are also an effective way for the Archives to provide access to its records.

The following is a list of public lectures, seminars and exhibitions which were organised throughout the year 2013:

Public lecture by Dr Joseph Grima, in collaboration with the Malta Historical Society:

entitled “The development of the iconography of the Holy Week processional statues in Malta and Gozo” – 21 March

Public lecture by Dr Gillian Oliver entitled “The Archivist in the Digital World importance of continuous professional development” – 26 April

2nd Exhibition by the Ministry of Tourism entitled “Not Just another exhibition: Malta’s Tourism Development in the 60s” – 6 – 18 May

Public lecture by Dr Karl Partridge and Prof. Frank Jeal entitled “Research about the *żaqq* and its players” – 16 May

Public lecture and launching of book by Architect Michael Ellul entitled “Valletta: Porta Reale and environs” – 6 August

Exhibition during the Archives Awareness Week entitled: “Engagement and wedding in Gozo Past” at our Gozo Section – 29 November – 31 December

Annual public lecture during the Archives Awareness Week by Prof. Kevin Aquilina, Dean of the Faculty of Laws entitled “Archives and the Maltese legislation on data protection and freedom of information. Square pegs and round holes?” – 3 December

Internships

The National Archives is in continuous contact with local and foreign agencies to offer a variety of activities and educational programs in long-term internship, up to 3 months. Every year the

Public lecture by Dr Joseph Grima; public lecture by Dr Gillian Oliver



School / Cultural visits:			
Date of visit	Name of organisation	No.	Location of activity
01 January 2013	St Martin College	32	Head Office
11 January 2013	University of 3rd Age	13	Head Office
11 January 2013	Visit by Mr Briguglio	3	Head Office
23 January 2013	Students from Junior College and Higher Secondary School	4	Head Office
24 January 2013	Old Lyceum students	20	Head Office
25 January 2013	Tour & Practicum	14	Pharmacy
25 January 2013	Ex teachers of St Michael Training College	20	Head Office
01 March 2013	Balzan Local Council	9	Head Office
07 March 2013	MA students Heritage Management and Art Decor	14	Head Office
04 March 2013	Giovanni Curmi Higher School	15	Head Office
26 March 2013	Nurses from St Vincent de Paul Pharmacy	29	Head Office
11 May 2013	2nd year Arts Students	4	Banca Giuratale
13 May 2013	Junior College	36	Head Office
15 May 2013	Junior college	18	Head Office
16 May 2013	University of Third Age	7	Head Office
16 May 2013	University of Parma	1	Head Office
17 May 2013	University of Malta—History	18	Head Office
10 June 2013	St John's University, USA	38	Head Office
08 August 2013	Australian visitors tour	9	Head Office
05 September 2013	University of Chemistry, Turin	1	Head Office
24 September 2013	Delegation from TPD conference	4	Head Office
29 October 2013	1st year Bachelor of Library Information and Archive Studies (Honours)	11	Head Office
30 October 2013	Naxxar Local Council	50	Head Office
19 November 2013	Institute of Maltese Studies	5	Banca Giuratale
22 November 2013	Tour & practicum by Dr Simon Mercieca	10	Head Office
23 November 2013	St Martin College	6	Head Office
26 November 2013	Faculty of Law, University of Malta	20	Banca Giuratale
28 November 2013	Kummissjoni Nisa Qalbisti, Qormi	13	Head Office
07 December 2013	Junior College	25	Head Office
19 December 2013	Cultural Heritage group	18	Head Office

Tourism studies students working on the production of an exhibition.



Internships held at the National Archives			
Course	Organizing institution	Number/hrs	Type of training
Systems of Knowledge	Giovanni Cumì Higher Secondary	4/80	Archival skills in particular sorting, cataloguing and data input
Systems of Knowledge	Junior College	10/157	Archival skills in particular sorting, cataloguing and data input
System of Knowledge	St Aloysius College	1/20	Archival skills in particular sorting, cataloguing and data input
Tourism Studies	University of Malta	4/400	Sorting, digitisation and preparation for the 2nd exhibition
Norwegian Student	Oslo University College	1/250	Digitisation and digital presentation
German students	University of Bonn	1/147	Metadata and data input
French student	School of Arts	1/50	Archival skills in particular sorting, cataloguing and data input
Italian students	Various entities	3/527	Archival skills in particular sorting, cataloguing and data input

National Archives is giving opportunities to several students to experience the archival environment, such as tours, direct contacts with the documents, to familiarise them with our databases.

Students may use the internship to determine if they have an interest in a particular career, or to gain course credits. Many internships are part of a work experience. Placements may

range between 20 hours to 3 months.

Publications

During the year the National Archives has worked on several publications.

The annual report and Newsletter, two regular annual outreach initiatives, are published in February and November respectively.

Valletta, Porta Reale and Environs, a book by architect Michael Ellul and published by the National Archives was launched on the 2 August 2013 in Valletta.

During the Book Fair we launched a new initiative, to reach out to younger audiences at secondary schools, by developing a Newspaper, which directly refers to primary sources and other links to Maltese History. Students were invited to participate in a competition built around sources from the National Archives. The main sources required were uploaded on our social media platform in order to build the interaction between our sources, the students and ICT

Media and Social networking

Interaction with the public over social media platforms has increased continuously. What follows are the statistics of such activity.

THE ARCHIVED POST

NATIONAL ARCHIVES OF MALTA

This paper is aimed to aid students in discovering the rich collective memory of the Maltese Nation through the holdings of the National Archives of Malta

12 November 2013 - Issue no. 1

The Language Question - historical background

Between the 1890s and the 1930s the Language Question dominated Maltese politics. The British Government in 1878 (see NAM Facebook reference NAM GOV 21/173 3 Jul 1878), appointed education expert Patrick Keenan to publish a report on the Maltese educational system (NAM GOV 281 below, and extract in next column).

REPORT ON THE EDUCATIONAL SYSTEM MALTA

Extract from Keenan Report NAM GOV 281 p. 95 (see pg. 98, 99 on NAM Facebook).

XLVIII. Not counting Sunday Schools, Evening schools, or Secondary schools, I find that on the whole of the ordinary through schools are 7,146 pupils, of whom 5,812 or 81.2 per cent are in the first class (primary), 1879 are exceptional these children know nothing of either English or Italian, and to the exceptional cases their knowledge is confined to a mere jumble of the names of a few familiar objects; in a quite competent, therefore, to deal with the needs of the present children without any display of their school learning, or reference to their school books, as to the language, English or Italian, to be taught to them in their future school career.

XLVIII. For the reasons already given, I do not hesitate to say that English, and English only through the medium of the Italian should be the language with the pupils in the first or fourth class, when if their intellects are equal to the acquisition of another language, I would very much advise, they might, if it be deemed desirable, take up, as an optional subject, the study of or after the ordinary school hours, the study of the Italian language.

COMPETITIONS - questions

Category 1. Open to 13-14 year olds. Form 2 - Form 4. Answer all the questions:

Is the report a Primary or a Secondary source? Why?

Who were the other two commissioners who arrived in Malta at around the same time as Patrick Keenan?

Keenan was to report about Education in Malta. What did the other Commissioners report on?

Category 2. Open to Sec level and intermediate level students (more detail is expected from Intermediate level students). Answer all the questions:

From the extract taken from Keenan's Report (NAM GOV 281 p. 95, 96) describe how Italian was going to be taught in the Maltese schools?

How did he recommend that English be taught in the local schools?

What were the reasons brought forward by Keenan for the introduction of the teaching of English and English only?

What problems did he think would be encountered in the implementation of his recommendations? What solutions did he propose?

Category 3. Open to A level students. Answer the question 400-500 words:

Outline the influence of the Keenan report on Maltese political life.

Understanding Archival References:

Ex: NAM CS601 29/1895

Archives Name, Section Name, Section Number, File number, Year

What do these mean?

NAM - National Archives of Malta
CS00 - Section Name in Archival terminology known as Form—this is usually the abbreviated term of the funds (Chief Secretary to Government)
if within the funds there are several sections a number is given this is known as Series. In this case 01 represents the Departmental files of the CSO.
The item number is usually written before the year.

Get to know more grab those books!

IMPORTANCE of secondary sources

It is essential to read books and articles that have already been written about the topic. This will help you to gain different points of view about its significance. There is a list of books that you can consult in order to help you answer the above questions more thoroughly.

Only Politics in a Fortress Colony H. Finlay
Empire and Empire - Culture, Politics and Identity in Malta and the Mediterranean H. Finlay
The British Colonial experience 1800-1994 The Impact on Maltese Society V. Maltarello
L'Ordine Kattolico in L'Isola di Malta, Valletta (1900-1942) J. M. Fenech

In 1898 Gerald Strickland (photo in 3rd column NAM MFAV 50/1921) the Chief Secretary wanted to implement Keenan's language reforms and instead of the plan being to introduce choice as to which language schools based on free choice. G. Strickland's reports indicate that most parents chose English (see NAM Facebook GOV 10/322 23May1902). Eventually Strickland took the opportunity to decline Italian as a dying language. The Heussen case provided another opportunity for Strickland to convince the Government to remove Italian from the law-courts and university, the pro-Italian movement



Gerald Strickland (see photo) and details of his appointment as Chief Secretary NAM MFAV 50/1921



Patrick Keenan (see photo) and details of his appointment as Education Officer NAM MFAV 50/1921



LE TASSE
A DOTTORINO BELLA LINGUA



LE TASSE
A DOTTORINO BELLA LINGUA

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The National Archives of Malta

Presented to the National Archives of Malta in collaboration with Ms. Conita D'Amico (Editor in Chief)

The National Archives in the media	
Programme or event	Station
TV interview on the general holdings of the archives	One TV news – 19 June 2013
Radio Programme interview on 'Qofra Mżewqa' with Ms Doris Zammit	Radju Bastjanizi FM – 25 March 2013
TV interview about the conservation projects	One TV news -
TV interview with Ruth Amaira (recorded on 10 June 2013)	PBS news

Issuu Online Library	
Total Publications	25
2013 Uploads	3
Followers	10
Views	10,000
Reads	700

Foursquare	
Visitors	1
Check-ins	3

Twitter	
Total tweets	9
2013 Tweets	9
Following	40
Followers	2

Facebook	
Albums	38
Photos	231
Notes	6
Events	9
Shared Links	15
Total Users	1601

Flickr	
2013 Uploads	15
Total photos	188
Views	119,809
Sets	18
Following	67
Followers	71



Publications Valletta: Porta Reale and Environs

The book, *Valletta: Porta Reale and Environs*, published by the National Archives of Malta and launched in August 2013, is a comprehensive account of the various gates providing entry into Valletta as forming an integral part of the fortifications of the City.

The gates of the Valletta line of fortifications, constructed after the the Great Siege of 1565, originally provided a single point of entry. This is characteristic of all walled cities, thus ensuring suitable measures against unlawful or attempts at a forced entry. The fortifications of Valletta, and its street-pattern and layout, were designed by the renowned military architect and engineer Francesco Laparelli da Cortona.

The first entrance point gate was nothing more than a

Author of the book Architect Michael Ellul.



narrow passage excavated in the rock face of the main ditch which led through a flight of narrow steps into the main street stretching to Fort St Elmo. With the increase in the number of inhabitants and of visitors from outlying villages, as well as the increase in trade and commerce, the need was soon felt for a wider and more comfortable passage of horse-drawn traffic.

The second gate was designed by the Maltese architect Tommaso Dingli between 1632 and 1634, who had the difficult task of introducing a purely architectural composition in the massive ramparts. The new gate had three arches, the lateral ones for use by pedestrians and the central one for vehicles. A stone bridge, supported on three arches, spanned the width of the ditch. The upper floor is recessed from the main façade thus forming a balcony looking onto the landward front of Valletta.

In 1853, the Government proposed the widening of Strada Reale, making two points of access in the new gate with a pathway on each side, and the widening of the bridge. The Government gave its reasons for the construction of a new gate: advantage to the public who daily and hourly had to wait. The 'comers in' with goods had to wait for the passing out with their predecessors with empty carts. This gate was designed by Col. Francis Ringler Thomson, Commanding the Royal Engineers. The works involved the demolition of a Government tenement, the replacement of two ramps, one on each side of the gate, by flights of hardstone steps of hardstone leading to high platform overlooking the open space beyond. Two statues, of Grand Master de Valette and of L'Isle Adam, were placed on the façade, together with a bronze bust of Pope Pius V to commemorate his munificence he made by means of substantial technical and financial contributions for the building of the new city.

In the eyes of the War Department in Malta, the bridge,

giving access to Porta Reale, had a marked significance in the overall defence scheme of the island. After prolonged controversy, the proposal for an iron bridge was discarded. The bridge was eventually widened and designed to be supported on stone piers. After World War 2, Porta Reale was demolished, although it could have been saved by expert repair and restoration.

The environs of the gate contained the Royal Opera House, the Palazzo Ferreria and St James' Cavalier. Following recommendations by the two English architects Harrison and Hubbard, commissioned to draw up plans for this area, the area outside the gate's new name Kingsgate, a large traffic roundabout, an open bus terminus and a fountain.

Renzo Piano, engaged by the Government to make designs for the gate, suggested a lightweight suspension metal bridge across the ditch. There would be no monumental gate, but just a breach in the bastion wall, flanked by two vertical stone elements, and a new 'open' theatre to replace the old Royal Opera House.

The City of Valletta cries for a gate which makes deference to an architectural gem with venerated ages of history, and a valid contribution to Valletta's role as a World Heritage Site, and to Unesco's choice as the European Historical City in 2018.

The book, written by architect Michael Ellul, is well-researched, and the subject draws copiously on primary sources obtained from the National Library of Malta, the National Archives of Malta, and some libraries and archives in Europe. The book contains a number of old illustrations of Valletta and original plans and sketches of the bridge and gate not published before.



A quote from Judge Giovanni Bonello's speech during the launch

Dan mhux ktieb normali, din hija bijografija. Il-kotba jinkitbu fuq l-affarijiet inanimati. Bieb il-Belt twieled, għex, miet, reġa twieled, reġa miet għal erba' darbiet. Il-Perit Ellul kiteb il-bijografija ta' dawn il-ħajjiet diversi ta' Bieb il-Belt. Il-bieb tbiddel erba' darbiet pero anke meta ma tbiddilx kien xiehda tal-istorja u tal-evoluzzjoni ta' Malta. Kull darba li kien hemm xi avveniment importanti, importanti fis-sens storiku, visti irjali, inkoronazzjonijiet, ċ-ċentru tad-dekorazzjoni kien Bieb il-Belt.

Legal Documentation section



The imposing Banca Giuratale in Mdina, often referred to as the Municipal Palace, is one of the finest French baroque architectural gems in Malta. It was majestically designed by Charles Francois de Mondion (1681-1733) and built in 1726. For the past quarter of a century, the double storey building housed part of the National Archives, mainly the unique archival records originating from tribunals and courts dating back to the arrival of the Order of St John in Malta.

The various series of legal records fascinate the attention of local and foreign scholars. However, during the past years, research has increased drastically on the records of the mercantile tribunal *Consolato del Mare*; the *Magnia Curiae Castellania*, the largest and busiest court on the island during the Knights of St. John in Malta; and the *Tribunale del Armamento*. Also, local schools and academic researchers, mostly foreigners, visit the archives regularly throughout the year.

The National Archives is pleased that its reading room at the Mdina premises is open during Monday's late evening hours in the month of August, where generally all government departments and educational institutions are closed for holidays.

Digitisation by HMML

Digitisation of documents plays an integral role in the preservation efforts of the National Archives. It is now on its sixth year since the initial of the digitization project held by the Malta Study Center of the Hill Museum and Manuscript Library (HMML) of Minnesota took place at the Mdina premises.

Since October 2007, the digitization studio at Mdina has digitized 1060 volumes of the *Acta Originalia* of the Magnia Curia Castellania. 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. organized 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 2013, a total of 1,258,059 digital images have been photographed. 2013 remained in the same footsteps of the previous year, the second most productive year in this field which produced 238,785 images, a decrease of 19,521 images on the previous year and 21,990 images then 2011. Also 4285 foglios of documents for research purposes or from private collections were digitized.



Students from the St Theresa Junior Lyceum following the explanation by Noel D'Anastas at the Legal Documentation repository on 12 November 2013

A showcase for tourist attraction

Besides the preservation and the accessibility of legal documents, the Banca Giuratale presents an outstanding showcase for education and tourist attraction through the National Portrait Archive which was inaugurated in 2004.

During 2013, a group of secondary students from St Theresa College of Mrieħel and university students from the faculties of Arts and Laws, and Government employees reading for a diploma in Public Policy were given a comprehensive tour around the archives and the digitization laboratories.

During the past weeks, the settings of the National Memory Portrait Gallery have attracted the Paola Local Council and Paola Heritage Foundation to host an international delegation of AT FORT Experts, an Interreg funded project. For the fifth consecutive year, the Banca Giuratale opened its doors for the annual Medieval Mdina Festival, organized by the Mdina Local Council and the Malta Tourism Authority which during these years has attracted thousands of visitors and foreign enthusiasts. An audio-visual presentation on 'Maltese Lost Voices' was delivered by musicologist Andrew Alamango during the last event.

During the year, the Banca Giuratale hosted the

Friends of the National Archives Annual General Meeting.

The Music Collection of Prof Charles Camilleri

The National Memory Project is proud to have in its custody the opus of one of Malta's best known music composer, Charles Camilleri who died in 2009. A considerable 300 compositions to his credit, which more than half this music has been published and performed locally and abroad, were recently presented to the National Archives of Malta by his widow Doris Vella Camilleri. The collection is being catalogued and preserved for research and performance.

During summer 2013, the Malta Philharmonic Orchestra performed the *Maltese Dances* at the Girgenti Palace under the auspice of the Prime Minister, Dr Joseph Muscat and Mrs Muscat. The brilliant executed performance was conducted by Mro Michale Laus. The *Ballet Suite Knights of Malta*, directed by Mro Brian Schembri was performed by the Malta Philharmonic Orchestra in the annual concert to mark the anniversary's celebrations of Malta Independence. Also, selection from the Maltese Opera 'Il-Wegħda' has been arranged for band and performed at the Siggiewi's festa by Mro Ronnie Debattista. All works are well preserved at the National Archives.



Fr Bezzina during a lecture with students from the

The NAG – the *National Archives (Gozo Section)* – was founded on 1 August 1989 and was officially inaugurated on 24 November 1989. It 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. Circular OPM/E/82/83 issued by the *Staff Development Organization* of the Office of the Prime Minister (July 1991) under the sub-heading *Gozo Records* clearly lays down that: *Records originated by the Ministry for Gozo, Gozo sections of Government Departments, and by public bodies established for Gozo should be deposited at the Gozo Section of the National Archives which has been set up at the Gozo Public Library.*

The National Archives Act

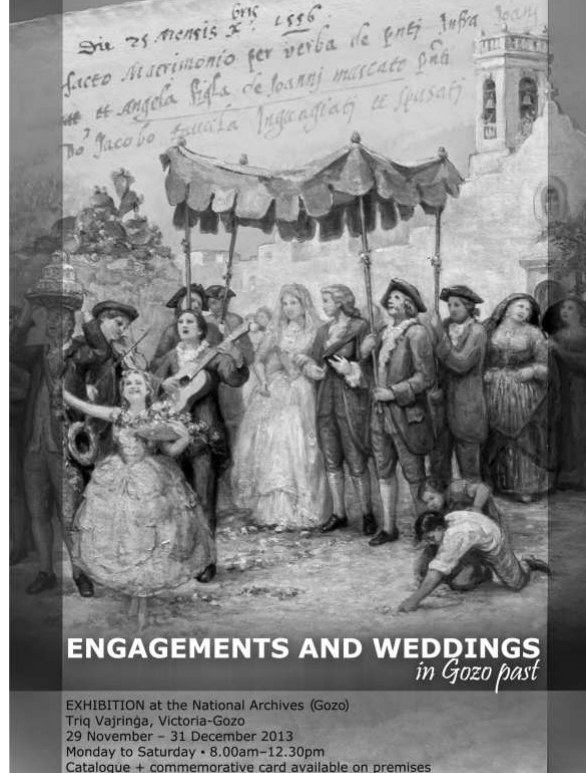
Act V (2005) *The National Archives Act* enacted by Parliament on 10 May 2005 laid out the constitution, the composition, and the functions of the National Archives, establishing it as an entity in its own right. It also made provisions for the appointment of a National Archivist and an Assistant National Archivist for Gozo together with other dispositions ancillary thereto.

Fonds

The NAG, up to 31 December 2013, 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. The twenty-seven fonds, by the cataloguing code, are:

- AG - Archives Gozo
(National Archives – Gozo section)
- CA - Civil Abattoir
- CC - Civic Council
- CG - Curia Gubernatoriali
(Courts of Law)
- CI - Charitable Institutions
- CP - Circulars and Posters
- DF - Documentaries and Films
- GB - Malta Government Savings Bank
- GL - Gurdan Lighthouse
- GM - Guljana Masini
- HI - Hospitals and other Institutions
- IR - Inland Revenue

- LC - Local Councils
- MG - Ministry for Gozo
- MH - Medical and Health Department
- MP - Monte di Pietà
- PA - Photographs. Albums
- PD - Police Department
- PM - Plans and maps
- PO - Passport Office
- PW - Public Works
- SG - Secretariat to the Government
- SN - Street naming
- SS - State Schools
- ST - Statistics
- UG - Universitas Gaudisii
- ZM - Miscellanea



Tasks

The Assistant National Archivist and his assistants carry out a fourfold task.

- First, and of primary importance, is the management of the archives – a most important task for the preservation of the national memory of the Maltese nation. Through the administration and supervision of the Archives, the staff is doing its best to preserve this written memory in the best possible way.
- Second. During the year 2013, 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 Public Works Department in Victoria, relocated at the end of the year. A number of registers were identified for transfer from these entities to the NAG. Contacts were also made with the NSO-National Statistics Organization, interested to transfer to the NAG the actual forms of the 2005 Census. A number of registers were in fact transferred from the Law Courts and more will follow.
- The third task that the staff is carrying out at the Archives is that already referred to, the cataloguing of documents transferred to the Archives. This task takes most of the time as

Poster used for the exhibition promotion

the majority of documents are transferred to the NAG without any pre-established order. If ever there had been one, it is, in the majority of cases, unknown to the present office holders. It was possible this year to continue with the analysis of 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).

- The fourth task is to make the general public aware of the written heritage at the NAG. This is done first of all through the annual exhibition. Besides, 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; serialized in the monthly magazine *Il-Hajja f'Għawdex*. The series will be retained for the twenty-third consecutive year. Up to December 2013, two hundred and eighteen documents were transcribed, translated, and published with an explanation.

International Fora

The Assistant National Archivist, during 2013, represented the National Archives in three international meetings.

- Between 29 and 30 January 2013, he took part in a workshop and training session entitled the EUROPEAN ARCHIVAL COMMUNITY ON ITS WAY INTO THE ARCHIVES PORTAL EUROPE held at the Scuola Normale Superiore, Palazzo della Carovana, Pisa-Italy. This was the first meeting for the country managers of APEX – Archives Portal Europe of Excellence. Country Managers are the pivotal contact points for the dissemination and consolidation work of the portal. The purpose of this workshop was *first* to provide participants with the opportunity to get acquainted with the Archives Portal Europe’s Country Managers team; and, secondly, to function as a tool to accurately acquaint Country Managers with their upcoming tasks. Within the workshop of this meeting, the Country Managers had the time and space (1) to share experiences, raise questions and concerns on the project; (2) to make suggestions for its smoother running; and (3) to learn hands-on about uploading, processing, and processing procedures of data into the portal.

- Between 26 and 28 June 2013, he took part in the conference BUILDING INFRASTRUCTURES FOR ARCHIVES IN A DIGITAL WORLD held at Trinity College, Arts Building, Dublin, Ireland. The purpose of this meeting was to update archivists on the latest developments in digital archives, as well as for the further dissemination and consolidation work of the portal APEX. The objectives were two: (1) to discuss the future of Archives in a digital world and (2) to delve into the infrastructures needed for archives in a digital world. The keynote address dwelt on *Strategic issues for archives in a digital world*.

- Between 25 and 26 November 2013, he took part in the second Country Managers meeting of APEX at the Archivo Histórico Nacional, Madrid, Spain. The purpose of the meeting was to get an UPDATE OF THE EC REVIEW OF APEX AND UPDATES FROM COUNTRY MANAGERS. The objectives were three: (1) to review the update on the EC review of the APEX portal; (2) to

share difficulties related with the portal functioning; and (3) to discuss means for its better dissemination.

Teamwork

The NAG is a small four-person entity and the team shares all tasks. The undersigned decides on the registers that are to be tackled, draws a preliminary report, and proceeds to their cataloguing. Mr Attard helps in the classification of records aided by Ms Cauchi. Mr Falzon divides his time between digitalization and the binding of documents. In his few months with the NAG, Falzon has mastered the art of binding and partial restoration of documents to a very satisfactory level.

New deposits

With the new storage facilities at Għarb, it was possible for NAG to accept new deposits once again. One bulk (143 volumes) of these came from the Courts of Law. Another bulk, still to be processed came from the National Archives Malta. Some deposits are the result of internal growth of existing sections, or the reshuffling of existing fonds, or the cataloguing

Accessions, Gozo		
Fonds		Vols
Archives Gozo – AG	AG/01- Correspondence	1
	AG/05 - Miscellanea	2
Circulars and Posters – CP	CP/03 - Posters	1
	CP/04 - Miscellanea	6
Civic Council - CC	CC/07 - Miscellanea Loose	5
	CC/05 - Report on Administration	10
Courts of Law – Gozo	CG04 - Citazioni	143
Gurdan Lighthouse - GL	GL/03 - Miscellanea	13
Local Councils – LC	LC/04 - Għarb	2
Ministry for Gozo - MG	MH/05 - Press Reports	81
Medical and Health - MH	MH/03 - Building Permits – Xaghra District	9
Photographs and albums – PA	PA/06- Gozo postcards	2
Plans and Maps – PM	PM/11 – Comino Pig Fam	13
Public Works - PW	PW/05 - Projects	52
Secretariat to the Government - SG	SG/07 - Circulars Treasury	7
	SG/08 - Circulars: LGO + OPM	3
ZM – Miscellanea	ZM/01- Misc volumes	46

of documents already deposited at the NAG. During the year 2013, the NAG was enriched with items in the following fonds.



23 October 2013 - Visit by Sixth Form students from Ostersund Wargentín School,

It is to be noted that:

Gozo Research			
Month	Researchers	Items consulted	Total hours
January	035	047	079
February	018	038	056
March	012	026	031
April	018	028	099
May	035	050	098
June	041	015	026
July	033	053	102
August	016	019	037
September	058	038	054
October	066	023	037
November	044	022	063
December	073	033	086
Total	449	392	768

The new section MG/05 - Press Reports • Gozo consists of a whole set of reports kept by the Secretariat of the Ministry for Gozo.

► The creation of the new section PM/11 - Comino Pig Farm became possible after Mr Ivan Ellul, National Archives Malta, retrieved these documents *in situ*.

► During the year (2013) a total of 407 volumes/items were catalogued or newly deposited at the NAG. This is double and a half on the previous year: 162 (2012) and 215 (2011). It must be noted that more items were actually transferred but a number are still in the process of being catalogued. During the same year (2013), 135 volumes were bound or restored.

Researchers and accessions

The number of researchers at the NAG during 2013 was 449, a significant increase of more

than 53% on the previous year: 293 (2012) and 228 (2011). The number of research hours amounted to 392, a decrease of over 22% on the previous year: 506 (2012) and 321 (2011). The number of items consulted amounted to 768, another decrease of 20% on the previous year: 965 (2012) and 681 (2011). The increase in researchers, but a decrease in the hours of research and items, is explained by the fact that more researchers saw only one or two volumes, due especially to an increasingly growing digital and more precise catalogue. The amount of volumes handled throughout the year amounts to about 5% of the NAG holdings. It must be noted that holdings are on a constant increase.

During the year 2013, the GM-Ġuljana Masini section was by far the most popular; followed by the house plans in the MH-Medical and Health section.

School Visits

The number of group visits to the NAG increased considerably during the past year. The following were the most consistent: a group of 12 Six Formers specializing in History at the Sir Mikelang Refalo Post Secondary (Mar); a group of 10 from the Gozo College Girls Secondary (Mar); a group of 40 from the Sacred Heart Minor Seminary (Apr); a group of 30 from St Jean-Baptiste de Fayence, Département du Var, France (Apr); 30 Friends of the Hill Museum and Manuscript Library, St John' University, Colledgeville, Minnesota, US

(Jun); a group of 39 former employees of the Bank of Valletta (Sep); a group of 25 from the Gozo College Sannat Primary (Oct); a group of 25 Sixth Formers from the Ostrersund Wargentin School, Sweden, with 10 six formers from Gozo (Oct); and other smaller groups.

Exhibitions

In November 2013, the NAG mounted the exhibition *Engagements and Weddings in Gozo Past* on the occasion of the twenty fourth anniversary of the inauguration of the National Archives Gozo Section (1989-2013) and the Archives Awareness Week.

The exhibition – the thirteenth to be organized by the NAG – was divided into two sections, each made up of 24 items commemorating the 24 years of the NAG. The first section consisted of interesting *documents* related to the subject; the second complimented the sources by a number of *engravings and paintings* related to the subject – a full collection of the paintings depicting *The Wedding of the Blessed Virgin Mary to Saint Joseph* and *The Wedding at Cana* found in the churches and chapels of Gozo.

29Nov2013 - Exhibition 'Engagements and Weddings in Gozo Past'



The star exhibit in the second section was *The Wedding Procession* by Gianni Vella, an oil on canvas, on loan from the National Museum of Fine Arts, Valletta, exhibited in Gozo for the first time.

The exhibition was inaugurated by Dr Anton Refalo, Minister for Gozo, on 29 November and ran until 31 December 2013. The exhibition, due probably to the subject, received an unprecedented coverage on local television and printed media. It was a main item in the news on the national station on Sunday, 1 December. As a result, it was visited by a record number of visitors, both foreigners and locals (105).

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 thirteenth catalogue published by the NAG; the commemorative card is the seventh in the series. A total of twenty-seven cards have been issued by the NAG.

The exhibition was partly sponsored by EcoGozo while the catalogue was sponsored through a grant by HSBC-GOZO.

Digital laboratory

On 7 October 2010, a digital laboratory totally funded by the National Archives was inaugurated at the NAG. Through the digitalization of documents the written heritage of Gozo will be better preserved and will become available to a world-wide public. As reported above, on February 2013, Paul Falzon was transferred to the NAG to take charge of the digitalization process. The NAG initiated the process of digitalization of the GL/01 – Log Books Ġurdan Lighthouse. 4127 images have been taken up to date. 173 images of other items were digitalized for the public.



Digitisation of Ġurdan Lighthouse registers by NAG employee Paul Falzon

Web-page

The webpage of the National Archives Gozo Section, launched on 16 November 2006, is hosted by the Ministry for Gozo at <http://www.gozo.gov.mt>. It is available in both Maltese and English and is updated regularly.

It has six sections: History, Fonds, Facsimiles, Catalogues online, State of the Archives Report, and Info. It opens with the *history* of the foundation of the Gozo section of the National Archives; and proceeds with a descriptive list of the *fonds* in the alphabetical order of the cataloguing code with the period covered; a *facsimile* from each of the twenty-seven sections; a number of online *catalogues*; the *State of the Archives* report; and an *Info* section.

Over fifty requests for information reached the NAG via email from abroad after surfing the site. The NAG usually answered the requests within forty eight hours.

The NAG is also at <http://www.nationalarchives.gov.mt> – the official website of the National Archives launched on 16 November 2009. Both webpage are attracting an increasing number of web browsers.

New NAG Ġharb deposit

The NAG premises had reached saturation point by the end of 2006. As a result, the transfer of documents had been put on hold. On 9 January 2012, the Ministry for Gozo transferred a store at the Ġharb Primary School formerly used by Education Department to the NAG. Shelves were acquired and mounted in place by the end of 2012 – a total of 296 metres of shelving. On 14 December 2012, the deposit was cleaned and the transfer of documents started on 7 January 2013.

Donations

Once again, it is a pleasure to report that Mr George Azzopardi of Ta' Sannat continued to donate photos and publications related to Gozo that he purchases surfing the web. The donations included a number of old postcards of Gozo, as well as three publications.

Conclusion

The cataloguing of the majority of the holdings is almost complete and it has been inputted into a database. They will be uploaded online in future.

The year 2013 marked the twenty-fourth anniversary of the official inauguration of the NAG. Throughout the years, the NAG has without doubt fulfilled its role of preserving the documentation produced and received by past and present Government departments and establishments on the islands of Gozo and Comino and in safeguarding the collective memory of the Maltese nation of which Gozo forms part.

National Memory Project



Malta Music Memory Project (m3p)Editathon — 14 September 2013

The National Memory Project which the National Archives launched in 2004 has the aim to provide an umbrella platform for a number of valid initiatives taken by individuals or institutions to preserve Maltese national memory. Apart from hosting the national picture archive at the Banca Giuratale in Mdina, the National Archives also supports a number of projects and promotes them during national events such as the Medieval Festival in Mdina. During 2013 such promotion was given to the *Malta's Lost Voices* Project which is a joint project between the National Archives and the Ministry of Education coordinated by Andrew Alamango. During the Medieval Festival a public lecture was delivered by Andrew Alamango about the importance of the Lost Voices project for our musical and folk heritage.

The National Archives is also supporting the Malta Music Memory Project (m3p) coordinated by Dr Toni Sant from the University of Hull. Members from the National Archives participated at the first Edit-a-thon workshop held in Malta on 14 September 2013.

During 2013 discussions were held between the National Archivist and the Committee of the Friends of the National Archives about the digital transfer of the Leli Muscat Folk singing collection. This collection was bought by the Friends during 2012. Two professional studios have been identified to quote for the digitization of the said collection. Concurrently with the analysis of the quotes received, the Friends organization and the National Archives are on the lookout for private sponsorship to start with the painstaking job of transferring all content on digital media. This will allow for the detailed cataloguing of the holdings.

The Maltese bagpipe *IŻ-ŻAQQ*

Forty years have passed since two young men from both sides of the Irish border committed themselves to spend three successive ones documenting Malta's most complex indigenous folk instrument *iż-żaqq*, the Maltese bagpipe. The publication of their findings in

The Jackson Folk Group together with Dr Karl Partridge, Prof Frank Jeal and Mr Steve Borg.



The Galpin Society Journal in 1977 remains the most authoritative source to date. In 1971, Dr Karl Partridge and Prof Frank Jeal had found this Maltese folk instrument on the verge of extinction with only nine living players, and only one still active, Toni Cachia *il-Hammarun*. They claimed that their research indicated that *zaqq* activity had long since ceased on Gozo. Their findings had also been one of the inspirations behind the founding of modern folk group Etnika in 2000. One of its founders, Steve Borg, had been given a copy of their research by a visiting bagpipe enthusiast, Professor Richard Cannon from East Anglia University. In turn Borg handed their research document to another Etnika co-founder, Ġuži Gatt who sought the hitherto inactive *zaqq* player Toni Cachia *il-Hammarun*, whose expertise teamed with Gatt's zeal to build new chanters and bagpipe bags ensured this instrument's survival.

On, Thursday 16th May 2013, Partridge and Jeal had been the main speakers in a unique event held at the National Archives in Rabat for a presentation to the Maltese nation of their field documents and several Maltese folk instruments, including a *zaqq*. This is presumed to be the oldest known surviving chanter in Malta. The bequest includes photographs of *zaqq*, frame and friction drum musicians and

sound recordings of oral interviews and music. Dr Partridge interspersed his talk with sound bytes from several recordings, including a folk tune which he considers as probably the most very significant example that he has recovered for posterity.

The 1970s Malta which they had forayed in was largely rural, and the folk they encountered held little social esteem within their own communities. Partridge and Jeal refer to their awe of finding that Mosta and Naxxar, two hotbeds of *zaqq* playing, had provided a multitude of capable musicians who had remained undocumented and passed away in obscurity. They recall meeting the very last exponents of this age-old musical heritage in Mellieħa, Dingli and Siġġiewi. They also managed to record an *ghana* session, held in Marsa, as a farewell to a folk singer emigrating to Australia. All material is available at the National Archives.

Supporting Organisations and Volunteers



Donation of laboratory material, from the Friends of the National Archives. From left to right Chief Conservator Mario V. Gauci, National Archivist Charles J. Farrugia and President of the Friends of the National Archives Max Farrugia.

The National Archives works in close collaboration with other organisations active in the archives domain. The official body responsible to grant advice to government about the sector is the National Archives Council, set up in line with article 14 of the National Archives Act 2005 (Cap. 477) of the Laws of Malta. Another active organisation which works as an NGO supporting the sector is the Friends of the National Archives which was set up in 2000 with the scope of promoting the work of the National Archives and support is through fund-raising and awareness raising events. Another source of invaluable support comes from a number of volunteers who contribute their time towards various archival tasks which are assigned to them. This section gives some highlights from the activities of the National Archives Council, the Friends of the National Archives and volunteers.

The Friends of the National Archives

1. Following the dissolution of Parliament in January 2013, the committee of the Friends of the National Archives drew up a series of proposals and submitted them to the three main political parties for inclusion in their electoral programmes. That same month an informative meeting was held with a delegation from *Alternattiva Demokratika*. The proposals included:

- *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;*
- *The granting of professional status for archival grades;*
- *The development of a records management policy for electronic records. Such policy should primarily be based on archival principles rather than simply Information Technology;*

- *The introduction of tax credits for archival bequests / donations.*

2. The annual Medieval Festival in Mdina was held on 9 and 10 April, and the Banca Giuratale was open on both days from 9.00 am to 8.00 pm and 10.00 am to 8.00 pm respectively. Committee members were present during this event to assist the archives staff in dealing with the numerous visitors.

3. The Friends had earlier managed to secure a unique folk music collection of over 200 reels containing live tape recordings of leading Maltese *għana*, spanning from the early 60s to the 1980s. The committee member behind this arrangement, Mr Steve Borg, finalised the cataloguing exercise in May 2013. The next phase of this project is the digital restoration, after which they will form part of the National Memory Project. A request was made for an estimate of the costs involved in the digitisation of these recordings. Following the outcome, the committee shall try and identify potential sponsors who would be willing to finance these reels, either in batches or on an individual basis.

4. In June 2013, the Friends of the National Archives held their Annual General Meeting at the Banca Giuratale, Mdina. One of the main items on the agenda was the election of a new executive committee, during which all members were re-confirmed and Mr. Ivan Ellul replaced Ms. Melody Morgan-Busher who had opted not to contest again. The AGM also approved two amendments to the statute with respect to revised membership fees and transactions utilising association funds.

5. The Friends sponsored part of the costs for the purchase of conservation tools, including an antique press, from the Church Curia. The presentation was carried out in mid-October at the National Archives. The President handed over the implements to the National Archivist on behalf of the committee, and this event was publicized on both the Friends' website and the National Archives Facebook page.

6. Thanks to the intervention of Mr. Steve Borg, the Friends were allocated free space to set up a stand during the National Book Festival, held between 12-17 November. This participation served to promote the latest book by Perit Michael Ellul "Valletta: Porta Reale and Environs", as well as several other publications, among which the latest fourth issue of the association journal *Arkivju*. A video, prepared for Mr. Ellul's book launch in August at City Gate, was also on permanent display. This event proved to be a success with no less than 38 persons registering as new members.

7. The executive committee of the Friends unanimously agreed to recommend life member Mr. Tony Bonello for the National Volunteer Award, held under the auspices of the Malta Council for the Volunteer Sector. This choice was made on the basis of Mr. Bonello's long standing association with the National Archives as a valid regular volunteer.

8. Mr. Steve Borg acquired a tape recorder complete with a number of reels, containing recordings of meetings held by the Federation of Malta Industries, and the Chamber of Commerce, in the 1960s. The committee agreed to sponsor the cost in view of the historical content of the tapes.

The National Archives Council



The Report on the State of Maltese Archives is a requirement under article 15 (2) of the National Archives, Act 2005 (Cap. 477 of the Laws of Malta), which states that the National Archives Council, set up by article 14 of the same law "shall 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." This report aims to collate as much data as possible about the current state of archives in Malta.

The National Archives Council is set up in line with Article 14 of the National Archives Act (2005) 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.

As in previous years, the National Archivist and the Assistant National Archivist for Gozo have attended all the meetings of the Council, and also supported the work of the Council by preparing for meetings, providing the offices for its functioning, and also providing secretarial support. In line with the National Archives Act, during the year under review the Council continued to fulfil the functions assigned to it by the Archives Act, mainly: (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.



Our stand at the Malta Book Fair

Council Members

As is normal practice Council members resigned from office following the General Elections on 9 March 2013. The new Council appointed by the Hon Evarist Bartolo, Minister for Education and Employment is formed of:

President

Dr William Zammit

Members

Dr Anthony Pace, Superintendent of Cultural Heritage

Dr Joseph Buttigieg, Chairperson of Heritage Malta

Mr Oliver Mamo, National Librarian

Ms Marie-Lourdes Grech, on behalf of the Office of the Prime Minister

Mgr. Rev. Ġwann Azzopardi

Dr Lillian Sciberras

Mr Max Farrugia

Mr Anton Attard

The new Council presided by Dr William Zammit started with its work and took stock of the situation and the outcomes of the work of the previous Council. During the initial meetings it was decided to identify the top priorities for the sector for the coming three years, which is the term of office of the Council. It was decided that the Council shall focus on the following three priorities:

- a. The proposal for the building of a new national archives
- b. The introduction of records officers in public administration in line with the provisions of the National Archives Act
- c. Exploring possible ways on how to support private archives and private collections

The State of Archives Report and the National Forum

The Report on the State of Maltese Archives is a requirement under article 15 (2) of the National Archives, Act 2005 (Cap. 477 of the Laws of Malta), which states that the National Archives Council, set up by article 14 of the same law “shall 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.” This report aims to collate as much data as possible about the current state of archives in Malta.

During the year under review the National Archives was assigned the task of compiling the State of Archives report by the National Archives Council. This entailed the compilation of the data, the writing up, and setting of the publication. All the preparations were carried out so that the publication will be ready for the National Forum to be held during the first weeks of 2014.

The launch of the publication will be carried out during the National Forum. The Archives Act stipulates that 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 educational

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.

Volunteers

The work of number of volunteers was further sustained during 2013. Under the category of volunteers we do not include those who carry out a number of hours working with us on educational placements. For the scope of this report we classify under the title of volunteers those who commit themselves to a number of hours of voluntary work and are assigned particular tasks or projects. During the year under review their input gave tangible results. Amongst the tasks handled during 2013 one can mention the following:

Mr Anthony Bonello:

Did the proof reading of all data input on the Police records database, worked on image enhancement and proofs of the *Porta Reale* publication, and also worked on the AtoM databases.

Mr Michael Bonnici:

Maintained the pharmacy museum on site and restored the old hospital furnace which was reassembled in the main courtyard. Mr Mark Caruana: Completed the data input of 13,500 passport applications (covering up to October 1922). This is a project which is making it possible for an Australia-based Maltese volunteer to contribute towards our aims literally from a distance.

Ms Melissa Glass:

This year she began processing a large collection of architectural drawings, maps and land surveys. Ms. Glass also contributed to the development of a database for this collection, with the long-term goal of making it available online. She is an American archivist currently living in Malta and works with staff member Reno Caruana to correlate the database with



scanned images of the plans.

Mr Daniel Mainwaring:

Worked on the dry cleaning of *Memoriali* documents.

Mr Patrick J. Micallef LP:

Started a long term project documenting personnel in Military regiments. The project is a time consuming professional research initiative which makes best use of the personnel records, group photos and other documentary sources to come up with an information platform which will be an unprecedented tool for research in this area.

Ms Amy Slater:

Worked on the law courts records and police records sorting and also supported the staff of the National Archives in a number of events including the launching event of the *Porta Reale* book in Valletta.

International Activity



Participation in the EBNA Dublin meeting

Malta participated regularly in the meetings of the European Archives Experts Group (EAG) and the meetings of the Digitisation of Cultural and Scientific Heritage Experts Group on which national archivist Charles J. Farrugia is Malta's representative. The national archivist also represents the National Archives at the European Board of National Archivists (EBNA) and the European Regional Branch of ICA (EURBICA) during the respective meetings.

Amongst the meetings there were the following:

- APEX/ EBNA/EAG meeting in Dublin, 2 – 5 April 2013.
- APEX/ EBNA/EAG/ DLM Forum meetings in Vilnius, Lithuania, 7 – 11 November 2013
- Co-organised the 'Seminar on Cadastral Maps' jointly with the Budapest State Archives and the *Scuola Normale Superiore di Pisa* on 7 November 2013.
- Delivered a lecture to Master's in Information Studies students at the University of Pisa, 8 November 2013
- ACARM, Annual General Meeting, Brussels, 22 November
- ICA annual conference in Brussels, 23-24 November 2013

Effort have also been made to make best use of all opportunities to promote our National Archives abroad. A case in point was the combination of a visit to Aberystwyth with a visit to the Aberystwyth regional Archives.

APEX

Due to effective planning carried out in the previous years, 2013 turned out to be a very active year for the National Archives. Active participation in the Archives Portal Europe network of eXcellence (APEX) project was

no exception and a marked increase can be seen when compared to the previous period.

One of the regular duties that the staff of the National Archives manages is that of proof-reading of official documents that are either to be published or delivered to the commission. Apart from that, constant communication is maintained either through email or through the regular online meetings attended by our staff.

The main highlights of the National Archive's participation in 2013 were:

Meetings abroad

These meetings could be categorised into three broad types: project management, work package or operational meetings and country managers meetings. All three meetings are extremely important for the

Translation of portal and tools.

The portal and the tools used in the portal are being translated to Maltese. This process, started in 2013 and is currently ongoing, for every improvement that the development team makes, entails new menus, options, help files and pop-ups... etc. that need to be translated.

Evaluation of the dashboard, the data management and conversion tools and the portal.

A massive evaluation of the portal was carried out all over the participating countries in 2013.

This was carried out in two tranches, one in April the other in October. Test users were engaged in a hands-on testing of all the functionalities of both the dashboard and the data management tools. The portal and some of its functionalities was also tested. The results are being used to improve the usability of the portal and its tools. The National Archives of Malta participated both in the preparation of the tests and in the testing.

Participation in the 17th International Conference on Theory and Practice of Digital Libraries.

As a means of further promoting the APEX Project, and the Archives Portal Europe, the National Archives participated in the

Active member of team in standard implementation.

The National Archives also actively participated in the implementation of archival standards in the portal. Our staff assisted in the implementation of the Encoded Archival Guide (EAG), designing and implementing the version of Encoded Archival Context for Corporate Bodies, Persons, and Families (EAC-CPF) to be used in the portal and was also active in discussions on the implementation of Metadata Encoding and Transmission Standard (METS) in the portal



National Archivist Charles Farrugia shown around the Country Archives of Aberystwyth in Wales in September 2013

Participation of National Archivist Charles Farrugia during the Vilnius EBNA meeting in October 2013; Participation of Chief Conservator Mario V. Gauci in the annual European Heads of Conservation Meeting



Theory and Practice of Digital Libraries Conference

During the year under review the national archivist was also appointed as Chair of the organising committee of the Theory and Practice of Digital Libraries (TDPL) Conference which was held in Malta between 22–26 September 2013. (www.tpd12013.info). The conference was held in Malta following the initiative of Professor Milena Dobрева, Head of the Department of Library, Information and Archive Science at the University of Malta. She built up the brief and did the necessary lobby and organisational work to bring this prestigious event to Malta. The conference attracted the largest ever audience and was described as an excellent event compared to past ones in other countries.

Association of Commonwealth Archivists and Records Mangers (ACARM)

Following a four year term heading the Association of Commonwealth Archivists and Records Mangers, on 22 November 2013 Charles J. Farrugia was voted for a second term as Chairperson during the Annual General Meeting in Brussels. During the same meeting Mr Farrugia explained his vision for the future of the association which will basically be based on the outcomes of the detailed report developed by the Strategic Review Working Group. The Group examined all aspects of the Association's administration and work and came up with a comprehensive report on

actions to be taken. The first steps taken saw ACARM reposition itself strongly on the social media and also build better links with its member base.

During the period in question membership of the Association remained strong (166 at the end of August 2013), primarily among the archival community. A challenge for the Association in the coming year will be to ensure that subscriptions from the membership are up to date. The Strategic Review also suggested that a major recruitment drive should be undertaken in 2013/14.

The Newsletter of ACARM which was re-launched in October 2012 continued to be published regularly and is attracting more articles on a diverse range of archival topics. Three issues were published, all full of interesting and thought-provoking content. As well as conventional printing, the opportunity was also taken to publish the Newsletter on the members-only pages of the website, and this will be the usual mode of publication in the future.

During the coming years ACARM intends to continue strengthening its excellent relations with the Commonwealth Secretariat as a Commonwealth NGO (Non-Government Organisation), with the International Records Management Trust (IRMT) and the International Council on Archives. There are also plans for a Seminar in London on archival description in a digital world early during 2014.

The European Heads of Conservation

The European Heads of Conservation Meeting is the annual meeting that brings together the Heads of Conservation of European member states to discuss a topic relevant to Conservation practises. This year's topic (held in Dublin on 4 April 2013) was '*Archives: Mould and Dust*'. The meeting was divided into four sessions, namely presentations related to the topic, delegate's reports, a discussion on the day's presentations and visits to the Irish National Archives and Trinity College University.

Various issues emerged from this meeting. The most important conclusions were that proper guidelines on the approach to the

cleaning of documents need to be implemented; the importance of protective clothing and face/respiratory protection when dealing with dust and mould; and, that Archives should require that collections be assessed and cleaned prior to the transfer to the National Holdings.

Following this meeting, an in-house training session was held at the National Archives to acquaint the staff with safe practices when handling and cleaning Archival collections. This presentation was well-received by the staff and it also helped to foster further the awareness of the importance of our work as guardians of our Nations patrimony and that our approach to the collections determines their present and future wellbeing.

Unaudited Financial Statements for the year ended 31 December 2013

Statement of Comprehensive Income

	Notes	2013 (Unaudited) €	2012 (Audited) €
Income			
Government Subvention	2	341,000	318,000
Funds from the Ministry for Gozo	3	66,577	73,650
Other Income	4	13,800	7,317
Net Proceeds from APENet	5	-	6,010
	5	-	1,787
Total recurrent income		421,377	406,764
Operational Costs	Stat I	444,870	406,232
Administrative Expenses	Stat II	62,067	81,693
APEX expenses	5	-	1,787
(Deficit)/Surplus before Interest		(85,560)	(82,948)
Interest receivable	8	121	225
(Deficit)/ Surplus for the year before transfer of Depreciation		(85,439)	(82,723)
Transfer of depreciation on assets taken over from Government		10,244	17,570
(Deficit)/ Surplus for the year		(75,195)	(65,153)

Statement of Financial Position as at 31 December 2013

	Notes	2011 (Unaudited) €	2010 (Audited) €
ASSETS			
Fixed assets			
Tangible assets	10	121,769	144,202
Current assets			
Debtors & Prepayments	11	1,271	2,791
Cash at bank		20,934	100,620
		22,205	103,411
Total Assets		143,974	247,613
RESERVES AND LIABILITIES			
Accumulated fund	12		
- Capital vote		-	10,245
- Recurrent vote and operating activities		43,824	119,019
		43,824	129,264
Creditors: Amounts falling due within one year			
Trade and other creditors	13	127	37,831
Accruals and other payables	13	100,023	80,518
		100,150	118,349
Total Reserves and Liabilities		143,974	247,613

Statement of Changes in Accumulated Fund

	Capital Vote	Recurrent vote & operating activities	Accumulated Fund
	€	€	€
Financial year ended 31 December 2012			
Balance at 1 January 2013	10,245	119,019	129,264
Deficit for the year	-	(85,439)	(85,439)
Transfer of depreciation on assets taken over from the government to capital vote.	(10,245)	10,244	(1)
Balance at 31 December 2013	-	43,824	43,824

Statement of Cash Flows

	Notes	2013 (unaudited) €	2012 (audited) €
Cash Flows from Operating Activities			
(Deficit) for the Financial Year		(85,439)	(82,723)
Adjustments for:			
Depreciation of tangible fixed assets		26,628	36,830
Interest Receivable		(121)	(225)
Operating profit before working capital changes		(58,932)	(46,118)
Decrease in Debtors		520	89
Increase / (Decrease) in Creditors		(17,199)	72,420
Cash generated from operations		(75,611)	26,391
Interest Received		121	225
Net Cash from Operating Activities		(75,490)	26,616
Cash Flows from Investing Activities			
Purchase of Tangible assets		(4,196)	(33,482)
Net movement in cash and cash equivalents		(79,686)	(6,866)
Cash and cash equivalents at the Beginning of the Year		100,620	107,486
Cash and cash equivalents at the End of the Year	14	20,934	100,620

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 2013, €285,000 was allocated to meet the National Archives of Malta's recurrent operation and capital expenditure for the calendar year 2013. However, due to an intake of personnel, the financial allocation was increased to €341,000. A further €66,577 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 €75,195 on recurrent and operating activities bringing the total accumulated fund on operating activities to €43,824. 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:

Cash and Cash equivalents

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

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

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

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

Creditors

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

2. Government Subvention

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

3. Funds from Ministry for Gozo

In 2007 an agreement was reached with the Ministry for Gozo to transfer monies from its vote to the National Archives of Malta to finance the Gozo branch's employment costs and contribute towards its general and administrative running costs. These costs were previously funded from the vote of the Ministry for Gozo. An amount of €66,577 was transferred in 2013.

4. Other Income

Notes to the financial statements—continued

Other income generated from operations amount to €13,800. 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 eContentplus programme and its objective is to build an *Internet Gateway for Documents and Archives in Europe* where fourteen European National Archives in close cooperation with the EUROPEANA initiative will create a common access point to European archival descriptions and digital collections.

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.

6. Payroll costs and personnel information

	2013 (unaudited) €	2012 (audited) €
Trade Receivable	1,052	-
Prepayments	219	2,791
	<u>1,271</u>	<u>2,791</u>

7. Surplus before interest

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

	2013 (unaudited) €	2012 (audited) €
Wages and Salaries	354,100	294,453
Social Security contributions	27,863	22,352
Council Members	109	150
	<u>382,072</u>	<u>316,955</u>
Number of employees as at year end:		
Full time	18	17
Part time	1	1

Notes to the financial statements - continued

8. Interest Receivable

	2013 (unaudited) €	2012 (audited) €
Bank Interest	121	225

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 & Fittings	Fire Alarm System	Total
	€	€	€	€	€	€	€	€	€	€	€
Cost											
As at 01.01.2013	47,123	6,965	70,018	29,665	26,413	17,401	6,606	32,564	58,014	25,611	320,380
Additions					561	2,192		481	962		4,196
As at 31.12.2013	47,123	6,965	70,018	29,665	26,974	19,593	6,606	33,045	58,976	25,611	324,576
Depreciation											
As at 01.01.2013	6,190	6,965	70,018	14,896	16,470	13,994	4,049	10,133	25,406	8,058	176,179
Charge for the year	2,355	-	-	3,708	2,696	3,924	2,181	3,305	5,899	2,560	26,628
As at 31.12.2013	8,545	6,965	70,018	18,604	19,166	17,918	6,230	13,438	31,305	10,618	202,807
Net Book Value											
As at 31.12.2013	38,578	-	-	11,061	7,808	1,675	376	19,607	27,671	14,993	121,769

11. Trade and Other Receivables

	2013 (unaudited) €	2012 (audited) €
Trade Receivable	1,052	-
Prepayments	219	2,791
	<u>1,271</u>	<u>2,791</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

	2013 (unaudited) €	2012 (audited) €
Amounts falling due within one year:		
Creditors	127	37,831
Indirect tax and social security	15,108	21,669
Accruals and Deferred Income	84,915	58,849
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	100,150	118,349
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14. Cash and Cash equivalents

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

Statement I Operational Costs

	2013 (unaudited) €	2012 (audited) €
Salaries and Social Security	382,072	316,955
Water and Electricity	6,717	7,031
Insurance	1,787	1,869
Telecom Expenses	3,456	3,409
Miscellaneous Purchases	1,050	1,281
Cleaning Expenses	11,987	14,239
Computer Expenses	50	53
Office Expenses	7,387	3,601
Repairs and Maintenance	3,736	20,964
<i>Depreciation Charge:-</i>		
Shelving	-	10,153
Furniture and Fittings	5,897	5,800
Climate Control Equipment	2,698	2,641
Computer Equipment	3,922	3,479
Computer Software	2,179	2,179
Passenger Lift	-	695
Office equipment	3,305	3,256
Improvements to Premises	2,358	2,358
Fire Alarm System	2,561	2,561
Motor Vehicles	3,708	3,708
Total Operational Costs	444,870	406,232

Statement II

Administrative Expenses

	2013 (unaudited) €	2012 (audited) €
Rent	24,179	24,179
Staff Training Costs	15	-
Advertising	-	1,596
Staff related expenses	1,093	1,039
Motor Vehicle Expenses	3,549	3,489
Printing, postage and stationery	6,763	8,172
Audit Fee	2,360	2,360
Accountancy fees	6,038	6,213
Professional fees	2,876	4,437
Conservation Lab Expenses & Records Management	507	12,860
Travelling	8,966	10,186
Subscriptions and Brochures	2,759	3,647
Miscellaneous Expenses	2,799	3,277
Bank Charges	163	238
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Total Administrative Expenses	62,067	81,693
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