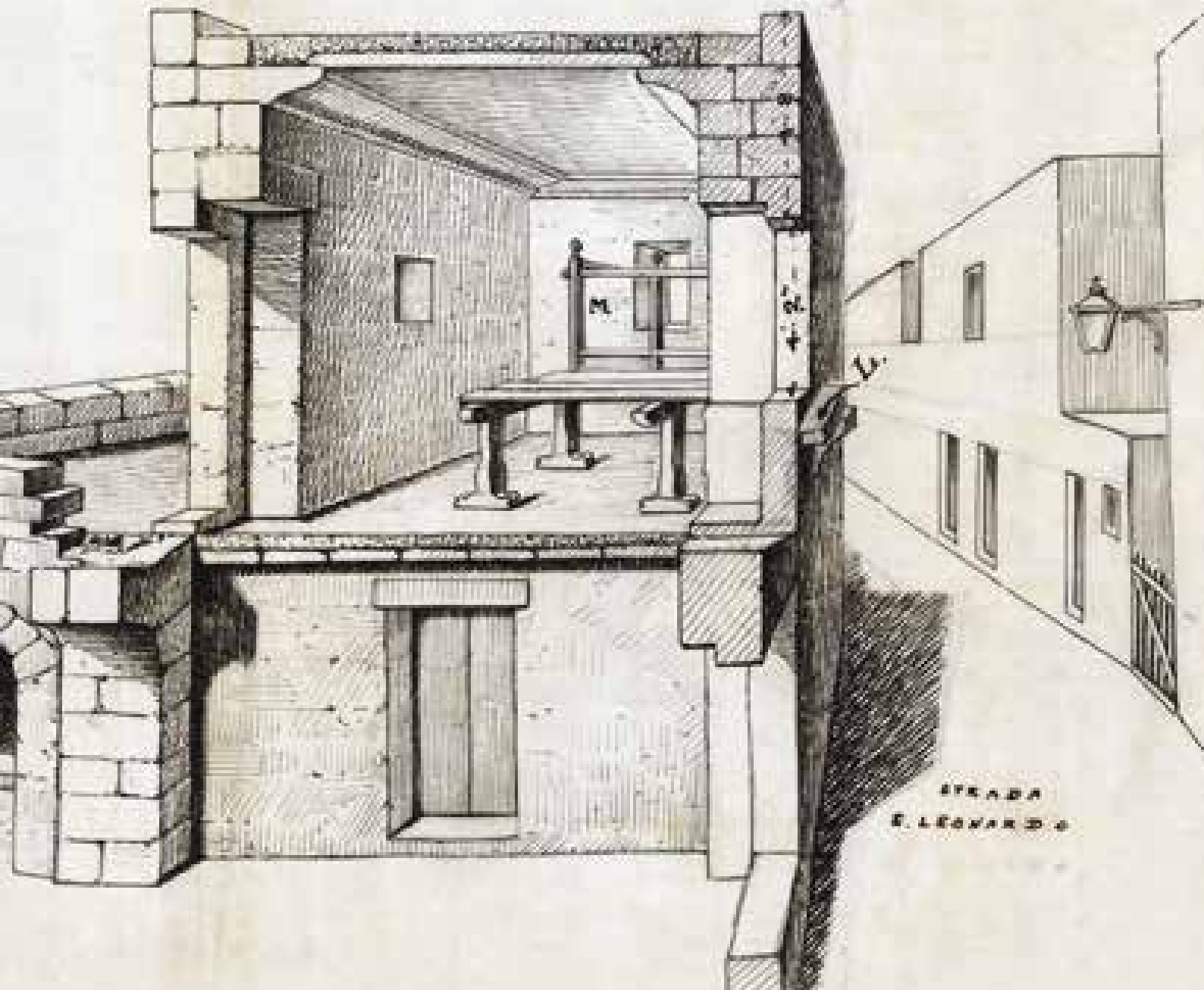




Annual Report

National Archives Malta 2014

Interno della camera A dove venne consumato il delitto; il disegno è sceso dal punto C e D in pianta.





ANNUAL REPORT 2014

National Archives

MALTA

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Image on cover: A section of the house at 44 Strada San Leonardo, Kirkop. The design was prepared by Perito Architetto Enrico Calleja, following a commission by Magistrate Giovanni Battista Mifsud as part of the *Procès-verbal* following the murder Vittoria Vella on 29 July 1910. (National Archives of Malta, Processo Verbale 26 of 20 August 1910). See page 44.





Charles J. Farrugia
National Archivist

Foreword

A year ago I ended my introductory text for the Annual Report, expressing our preoccupation about the lack of adequate buildings which are hampering our team from fulfilling our remit, due to lack of storage space and climatic conditions conducive to our mission. I also expressed my hopes that we will tackle these problems by identifying long and short-term solutions.

I am pleased to report that during the year under review we managed to find a short-term solution for this problem. The Ministry for Education and Employment allocated us the ex-Lorenzo Manché school at the Ospizio in Floriana to serve as a storage repository for a number of years. This addition to our infrastructure made it possible for us to access several collections. It also made it possible to embark on a project jointly with

the Ministry for Justice, Culture and Local Government for the centralisation of Law Courts records for the twentieth century period. The solution to storage shortage also paved the way for another landmark decision for our sector. Through a Legal Notice published on 15 January 2015, the necessary legal provisions were made for the safeguarding of Census Returns. What in other countries is considered as a prime research tool was never appreciated locally. We now have in place a legal guarantee that census returns will be preserved and open for research after a closure period of one hundred years.

We also ended the year 2014 with a firm commitment from the Ministry for the start of a long-term project which will lead us to the building of a new national archive.

During the Award Ceremony for Library and Information Professional Awards organised by MaLIA held at the National Library in Valletta on 12 December 2014. The national archivist was awarded for the category Excellence in Archives and Records Management.





Family photo during the European Board of National Archivist in Athens on 6 June 2014.

Discussions are underway and developments are expected during the first months of 2015. In collaboration with the National Archives Council, we also identified two other priorities for the sector. The first is the strengthening of records management in public administration and the second investment in schemes to support private archives of national significance.

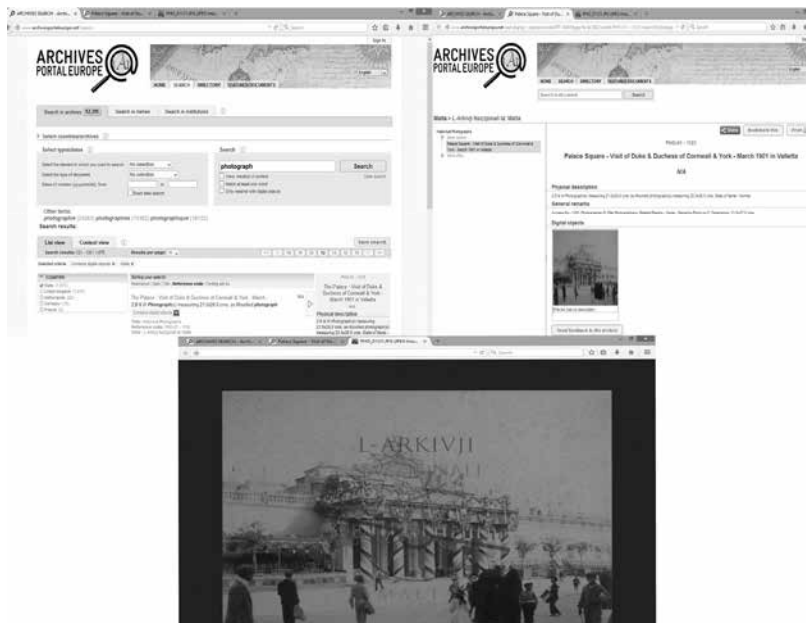
During 2014, the first call for applications for records officers in public administration was issued. The first group of applicants have been accepted and are currently reading for the Diploma in Archives and Records Management at the Department of Library, Information and Archives Sciences at the University of Malta. It is hoped that the second intake of students in October 2015 will make it possible to fill all the necessary posts in order to pave the way for an effective records management system throughout public administration.

It is hoped that during 2015 the sector also finds the best solutions to protect records that, although public in origin, for some

reason or other, ended up in private hands. It is also hoped that new incentives encourage more members of the public to donate records of national significance to public archives where they can be better taken care of and widely accessible to the public. To this effect, during 2014, the National Archives also took steps to enter into partnerships with private initiatives. The collaboration agreements with the Richard Ellis Archive and the Centre for the Research and Diffusion of Images of Girona, and that with the Public Memory Archive of the University of Malta are both attempts at collaboration and sharing of resources. We hope to have tangible results from both projects during the coming year.

I close this introduction to this year's Annual Report by a word of thanks to all those who made so many initiatives possible during the year that came to an end. In particular, the staff of the archives, the volunteers and the Committee and members of the Friends of the National Archives and the members on the National Archives Council.

Corporate Management



Search result in the Archives Portal Europe

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

Finance management includes daily tasks like invoice processing, payment and filing but also calls for the active management of funds that are allocated through government subvention and any other funds. The presentation of various reports reporting the financial status of the Archives like the financial estimates, financial projections, budgets, spending reviews etc. for the year and the end of year financial reports are prepared in collaboration with the Archives' accountants.

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

HR related administration like leave records, roster planning and the staff records are managed by this unit. Further to the administrative tasks, recruitment of new employees and staff development are further responsibilities of the Corporate Management Unit.

The exponential growth of ICT in everyday life brought about increased investment in ICT management, including the management of the storage server together with the new data storage software, the participation in EU-funded projects relating to the digital presentation of information and technical support functions are some of the tasks that fall under the remit of this section.

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

Finance, Administration and HRD

Financial Management

As in previous years, the aggressive management of finances in 2014 was a major task carried out by this function. Through effective management, it was possible to create savings in some projects that could then be used in other projects. The reduction of costs was generally possible through the increased efforts of specialised members of staff who managed to keep up the expected levels of service to the patrons of the National Archives whilst introducing various innovations that were increased efficiency whilst being well received by the users at the Archives.

Staff training

Staff training during the year included the attendance by various staff members to general and specialised training sessions together with attendance to international meetings and conferences, held both locally and abroad. The exposure to new methodology and ideas that these conferences and training sessions offer to the members of staff is considerable, but the main breakthrough was the initial launch of knowledge management sessions devised to spread the knowledge gained by the single employee to all the staff whose work would benefit from the knowledge obtained. This was

done through various theoretical and practical in house training sessions held at the Archives' premises.

Tenders

During 2014 one tender was issued. This was a call for shelving for the Ospizio building in Floriana. This tender was issued and offers collected, but at time of writing of this report, the adjudication of the tender is still being processed.

Maintenance of Buildings

The maintenance person, though suffering personal injury and thus being unavailable for an extended period of time in 2014, managed to service in the upkeep of the premises. Whilst emergencies during the absence of the maintenance person were dealt with by various staff members, he still managed to improve certain items that would have caused issues without his timely attention.

ICT

General

The process of cataloguing on one database software proceeded all through the year. A procedure for the management of digital

Staff photo as on December 2014 (from left to right) Francesco Pio Attard, Maryanne Curmi, Paul Falzon, Marlene Gouder, Reno Caruana, Frans Buttigieg, Pauline Cortis, Mario Gauci, Rita Vella Brincat, Joseph Bezzina, Charles Farrugia, Leonard Callus, Stephanie Schembri, Ivan Ellul, Joseph Amodio, Simon Dimech, Mario Camilleri, Matthew Bugeja.



images on the software was set out and over twenty five thousand images were attached to existing catalogued items. These items were made available for consumption.

Of special notice in the first months of 2014 was the creation of a small efficient system to provide digital data safely to all users in the Rabat reading room. The system was used to provide the cabinet files worked considerably well and was well received by users.

This success spurred the section to further its efforts in the area. The discussions to obtain funding for the creation of a digital vault were continued but management decided to direct effort in providing medium to long term financially light solutions to the immediate challenges that the National Archives was faced with. One of these challenges was the achievement of the targets set by the Archives Portal Europe – network of eXcellence (APEX) participation.



Mario Camilleri working on digitisation at our Legal Documentation Section in Mdina.

Investment in storage space, together with use of specific open source software, offered a framework on which the system could start to function. With considerable investment of human hours, the first results were the first on-line archival descriptions with images available for the general public in mid-2014.

To increase the on-line participation to expected levels required the preparation of images and data to be suitable for online

usage. Major effort was put in two of the largest and most consulted collections, the *Magna Curia Castellania* and the passport applications.

Having been digitised over a span of time, the passport application collection contains both digitised microfilm reels and direct digital reproductions of the original documents. The work on these images is ongoing and it is being envisaged to be finalised in the first half of 2015 and shall amount to well over one hundred thousand digital images.

A considerable amount of passport applications and *Magna Curia* volumes (together with indices) have already been put on-line and are available for public viewing on the Archives Portal Europe.

Further necessary improvements, like the creation of an automated backup of the ever-increasing data and the separation of the web and storage servers, were postponed to 2015.

Digitisation of the St. Edward's College files

Currently, digitisation seems to be the ultimate trend with many archives reproducing their original paper documents in digital format to facilitate access and to preserve them for future generations.

During 2014, digitisation of the St. Edward's College files, a collection of nineteen boxes presently kept at the Rabat repository, was done by two staff members, one working at the Rabat and the other at the Mdina premises. The digitisation process included cropping the original images to obtain a clean look, and enhance the user's viewing experience. This project yielded almost fourteen thousand digital images.

Records Management



Accession (2014-16) from Peter Richard Frost (ex-RAF stationed in Malta).
Carnival float - 1950s.

Record Officers

The National Archives collaborated with the Office of the Principle Permanent Secretary for the development of record officers within the public sector. The National Archives Act (Cap 477 of the Laws of Malta) provides for Record Officers at every public entity to create and maintain “adequate documentation of the functions and activities of their respective public offices through the establishment of good records keeping practices” (art 16[1]).

The first step was the issuing of OPM Circular 42/2014 by the Principal Permanent Secretary on 24 April in order to collect data on the current record management practices and resources. The National Archives analysed the data gathered and mapped out the current records management practices and resources. In view of the findings, it also put forward relevant and realistic, yet ambitious, proposals for the setting up of record officers and records management for administration’s consideration.

Subsequently a call was issued by OPM for interested persons to start their training at the University of Malta. A group of students are now following the course leading to a Diploma in Records Management so that in two years the first group of qualified Record Officers in the public sector will be in place.

Census Returns Legal Notice

The Census of Population and Housing is an official measure of persons, households and dwellings in Malta and Gozo, taken at a point in time. Official censuses in Malta date back to 1842 and seventeen such censuses were held to date (last one in 2011). The data gathered is a rich and important source of information about the count, characteristics, composition and condition of the resident population of Malta.

The Census Act provides for strict confidentiality with regards to the processing of personal data gathered during a census. Unfortunately, the current practice is that the census returns are destroyed after the conclusion of data processing exercise leading to the permanent loss of unique and vital information about Maltese society. This is contrary to the current practices followed in many countries.

The National Archives, the National Statistics Office, the Data Protection Commissioner,



Inspector of Records Ivan Ellul informing students about records management ; New shelving installed at the Ospizio Repository.

the Justice Unit and the Office of Attorney General engaged in discussions to address this situation while meeting the confidentiality requirements in line with best international practices. The enactment of a Legal Notice stipulating that the Census Officer deposits the relative questionnaires and documents at the National Archives where they shall be open for public inspection only after hundred years following their creation has been proposed. In case of *bona fide* research, the Census Officer may, following consultation with the National Archivist, grant access to the census questionnaires and related documents provided that at least thirty years has lapsed since the conclusion of the census. Where such research concerns sensitive personal data, approval by the Commissioner is to be obtained.

Move to the Ospizio Repository

During the summer of 2014, the National Archives had to move all the records that were deposited at the Rabat Secondary School to the new repository at the ex-Lorenzo Marché School in Floriana, better known as the Ospizio. The Records Management Unit was responsible for this move which involved the transfer of over 2000m of records.

Thanks to this move, the National Archives gained a substantial increase in space. This space will enable the National Archives to keep accessioning historical records from various public entities and preserving them for future research. After the move, a substantial part of the repository was equipped with 5m high stacks of shelving.

Entities supported by the Records Management Unit

Employment & Training Corporation (ETC)
Ministry for Foreign Affairs
Airmalta
Office of the Prime Minister
Malta College of Arts, Science and Technology (MCAST)
Value Added Tax (VAT) Department
Ministry for the Family and Social Solidarity
Law Courts
Foundation for Medical Services
Culture Directorate
Malta Financial Services Authority (MFSA)
Agriculture Directorate
Department of Industrial and Employment Relations (DIER)
Malta Police Force
Ministry for European Affairs and Implementation of the Electoral Manifesto
Treasury Department
Ministry for Gozo
Customs Department
Malta Environment & Planning Authority (MEPA)
Public Administration Human Resources Office (PAHRO)
Ministry of Finance
Office of the Attorney General
Ministry of Health
National Statistics Office
Centre for Development Research and Training (CDRT)
EU Funds Management Division
Public Service Commission
Commerce Department
St Vincent De Paule Residence
Department for Local Government
Kunsill Malti għall-Kultura u Arti



Patrick Micallef donation:
25 Gordon Highlanders - Jazz
Band Malta 1924.



Agius bequest:
Valletta monti stalls in
Merchants street, circa 1950.



Accession (2014-17) from Mr Brian Brew (ex-RAF stationed in Malta)

① We were asked to look after this
aircraft at Qrendi on Malta. A disused airfield.
One engine caught fire was feathered but 2nd
engine went off just short of the Island.
He tried for the navy station at Hal. Far
but came up short.
Our Maltese friends tried to strip it.
You can see the problem we had.

(31)

Brian Brew

Archives Processing



Systems of Knowledge student Kristina Marie Parker working on the Office of the Prime Minister records.

An on-going and often unappreciated task in archives management is that of archives processing, that is all the processes that go into the accessioning of the records, cleaning, sorting, cataloguing, storage and upkeep. We are working hard to provide basic catalogues to the extensive holdings we have. Concurrently we are also working on converting older catalogues into ISAD(G) and also inputting such tools into the AtoM software. These tasks are often complex as we do not have members of staff who work solely on the cataloguing and we have to supplement our efforts through the involvement of volunteers and students. What follows are just highlights from the various initiatives taken in this section.

Cabinet Papers and Emigration records

On 3 February 2014 the Cabinet Papers were opened for researchers at the National Archives. The current open period covers the meetings between 1962 and 1981. These papers were catalogued and prepared for accession in digital format by the National Archives. The release generated significant interest both within the academic field as well as on the media. Moreover, these papers were used in the commemoration of several national events during the year.

The Passage Assistance Records were brought over from the Department of Employment and Industrial Relations. These records are sought by persons who availed themselves from this scheme and now are applying for a pension. The relevant confirmations that were previously issued by the Department are now being provided by the National Archives. During 2014 63 confirmations were issued.

Cataloguing

Apart from the specific projects on particular fonds, the staff at the National Archives continuously work on cataloguing projects. There are a number of fonds that are so extensive that have been undergoing cataloguing processes for a number of years. A case in point are the Despatches from and to the Secretary of State in the UK.

This is a collection covering almost two centuries. Work on this collection is continuing using the expertise of Mr Michael Ellul. Another on-going project is that on emigration records, with a lot of input coming in from Maltese migrant Mark Caruana who catalogues the material remotely from his home town in Australia.

Amongst the on-site cataloguing, we are working on the Education, Office of the Prime Minister and Public Works records. These are extensive collections numbering around three thousand files per year. The data input was originally carried out on Excel or Access databases. However, during the last year we also experiment with creating XML outputs from these databases. The scope is to migrate all our cataloguing into the AtoM software which is offering a unified platform for all the cataloguing output.

Our employees in the Gozo section are working on two important collections – the Ġurdan Lighthouse Weather Reports and the Ġuljana Masini. Work in the Legal Documentation section in Mdina is focused on the *Magna Curia* and the *Epoca Gallica* records. Plans are at hand to continue a project that was once started on the *Consolato del Mare*. Another cataloguing initiative is that related to the National Memory project. One of our volunteers, Anthony Bonello worked on the metadata of the Lost Voices recordings. Rita Vella Brincat worked on the Tony Terribile holdings and is creating an item level description for the Fajja Kattolika series. We also had Alison Hili working on the Police files data input. With regards to image preparation (preparing the images to be made available for public dissemination either on local PCs or over the internet), 2014 was one of the busiest years in the history of the National Archives. With over three hundred and sixty thousand images processed, from various fonds including the Passport applications, the *Magna Curia Castellaniae* and the Customs, this is largely a work in progress. The preparation process differs between collections and generally includes cropping of images whenever necessary; resizing of images for web

presentation; renaming of Images to match the archival description of the object reproduced; conversion of images into various formats; collating of images pertaining to the same archival item into PDF files creating container files of volumes or records containing more than fifteen images.

The tables that follow try to quantify a bit the output of these initiatives. Some tasks are rather complex to quantify numerically.

Reorganisation and Relocation of Documents	
Fonds	No of Volumes/ boxes / plans / unit
Office of the Prime Minister (1948-1979)	1, 290 boxes
Treasury files (1929-1944)	573 bundles
Head of Ministry files (1921-1934)	90 boxes
Head of Ministry petitions (1921-1934)	39 boxes
Air Raid Precautions (1934-1950s)	44 boxes
School Records	8 units
St Vincent de Paule Hospital	56 bundles + 37 volumes

Digitisation	
Fonds	No of images
Magna Curia Castellania	225, 924
Epoca Gallica	33, 879
Inquisition	3, 310
St. Edwards college	13, 000
Documents (GOV, CSG, ARP, Army, etc.)	2, 399
Customs and Passport applications	895
Architectural Drawings	1, 000

Cataloguing	
Fonds	No. of Entries
Governor's Despatches from (GOV)	832
Office of the Prime Minister (OPM)	958
Education files	742
Army files	ca. 8, 000
Tony Terribile bequest	166
Police	200

Sorting, Cleaning and Reboxing of Documents	
Fonds	No of Boxes
Education files (1945-1966)	651
War Damage Commission (1946-1960)	105

Accession No.	Description	Extent
2014-01	Donation by Frans Buttigieg - Andre's Quartet music band	21 MB (1 image)
2014-02	Employment Training Centre - Sample of Law Compliance Records (1991-2008)	90 files (0.5m of shelving)
2014-03	Donation by Michael Ellul - Various personal correspondences, plans and photos	15 boxes (2m of shelving)
2014-04	Department of Information - Personal Records	5 files
2014-05	Donation by Keith Reading - Photos and memorabilia regarding RAF in Malta	19 digital files (25.8 MB)
2014-06	Donation by Dennis Camilleri, Franklin Camilleri and Roderick Camilleri - Files and other records pertaining to the Ministry of Public Instruction (1899-1935)	393 files + 17 reports. ca.1m of shelving
2014-07	Donation by Joseph Amodio - Maltese traditional and popular music	3 7" Vinyl Eps
2014-08	Department of Health - Central Procurement and Supplies Unit - Sample Records from Central Procurement and Supplies Unit	8m of shelving
2014-09	Donation by Keith Reading - Photos regarding Gunner Edward Ashard who died in Malta in March 1942	3 Photos + 3 digital file (1.5 MB)
2014-10	Donation by Theresa Vella - Items regarding Malta Independence and Royal Visit (1963-1967)	11 photographs and 4 programmes
2014-11	Office of the Prime Minister - Cabinet Records (1969-1971)	1 box
2014-12	Donation by Charles J. Farrugia - Prints depicting the Carnival Activities in Malta from various eras.	6 Prints
2014-13	Donation by Graham Fairhurst - Photographs of Maltese places (1970s)	121 digital files (25.7 MB)
2014-14	Kunsill Malti għall-Kultura u Arti - Files regarding cultural activities (1990s-2006)	ca.50m of shelving
2014-15	Donation by Noel Bugeja - Photographs of a music band from the 1960s.	2 digital files (2.5 MB)
2014-16	Donation by Peter Richard Frost - Personal photos, the Luqa barracks, the Carnival in Malta and Royal Air Force group photographs (1950s)	26 digital files (32.7 MB)
2014-17	Donation by Brian Drew - Photos related to the Royal Air Force activity in Malta (1956-1958)	42 digital files (94MB)
2014-18	Foundation for Medical Services - Plans of Mater Dei Hospital (1990s-2000s)	216 Rolls + 6 GB of digital data
2014-19	Department of Industrial and Employment Relations - Passage Assistance Records (1950s-1990s)	ca. 45m of shelving
2014-20	Donation by Michael Mallia - Airmalta related Records	1 box (0.4m of shelving)
2014-21	Donation by P.J. Micallef - Designs of uniforms and flags (1914)	18 Digital Files (4.1 GB)
2014-22	Donation by Priscilla Camilleri - Programme of the official opening of the St Luke's Hospital Training School dated 5 June 1965	1 A4 Sheet
2014-23	Office of the Prime Minister - Records created by the MPO at the OPM (1957-1962)	91 Boxes (13m of shelving)
2014-24	Police Head Quarters - Police Files 1930s-1940s	ca. 20m of shelving
2014-25	Donation of Tony Micallef - Photo of the Santo Spirito Hospital Staff (ca. 1950s/1960s)	1 Photograph
2014-26	Donation from Michael Bugeja - Rockna - Live and Unplugged CD	1 Audio CD
2014-27	St Vincent De Paule Residence - Sample of Accounts Register, a number of registers containing circulars and correspondence (1930s-1950s)	ca. 20m of shelving
2014-28	Ministry for the Family and Social Solidarity - Records from various Ministries (1988-1977)	18 Boxes (3m of shelving)
2014-29	Donation by Charles Francis Grech - Plan of the village of Sliema (1865)	1 plan
2014-30	Donation by the Gauci Family (via Angelo Schembri) - Copy of a diary kept by the Head of Kirkop School	1 Volume (photocopy)
2014-31	Donation by Alex Abela - A collection of photographs and videos about the 3/11 Regiment Royal Malta Artillery (1940s-1970s)	36 Files (352 MB)
2014-32	Malta Environment and Planning Authority - Building Control Board Records (1945-1955)	160 Bundles + 6 Volumes (ca. 80m of shelving)
2014-33	Maltese Embassy - Videos: Rome - Reel of PM's visit, Short Breaks in Malta Gozo, Imparare l'Inglese a Malta, Malta ... Outdoors (ca. 1970s/1980s)	4 VHS tapes + 1 reel
2014-34	Donation from J.W. King - Digital images of WWII Log Bog and photos (1940s)	18 Digital Files (43MB)
2014-35	Donation by P.J. Micallef - Images of the British Army in Malta (1860s-1920s)	138 Digital Files (21MB)

Accession No.	Description	Extent
2014-36	Malta Environment and Planning Authority - Map reproduction material produced by the Department of Ordnance Survey of the UK (1960s-1970s)	228 packets (ca. Size A0)
2014-37	Centre for Development Research and Training - Sample of records pertaining to the Treasury Department (1930s)	ca. 10m of shelving
2014-38	Public Broadcasting Services - Photos of Johnny Navarro & Catania, Louis Portelli, Victor Aquilina	3 Digital Files (826KB)
2014-39	Donation by Anthony Ellul (Il-Boqq Boqq) - Video of Ghana event in Toronto (1980s)	1 digital file (564MB)
2014-40	Donation by the Nani Family - Nani family photo album and two passports of Maestro Paolo Nani	1 Photo album and 2 passports



Students reading for the Diploma in Archives and Records Management at the University of Malta sorting records as part of the Archival Description module; Alison Hili working on data cropping of images; Rita Vella Brincat working on the data input of the Tony Terribile bequest; Principal Permanent Secretary Mr Mario Cutajar presenting Cabinet Papers to the National Archives on 23 January 2014; the family of J.J. Camilleri presenting documents to the National Archives assisted by researcher Steve Borg; Etienne Ferrito working on the IT servers; Reno Caruana scanning large scale drawings; Francis Buttigieg working on plans cabinet maintenance.



Conservation Laboratory



A plan from the Cabrei showing tenements at Is-Santi, before and after conservation treatment (size 65 x 109 cm).

The year 2014 marked the second year of the Conservation Laboratory in which a full programme of conservation works was implemented. Beside the usual in-house jobs, we started spreading our reach by embarking on private work. In fact four conservation jobs belonging to private entities or individuals were undertaken.

Perhaps the most notable of these was the restoration of a nineteenth century manuscript belonging to the Archbishop's Seminary. This manuscript, compiled by Count Saverio Marchese, is a gem in its own right as it consists of a chronological diary of notable events that occurred during the seventeenth century.

The number of **conservation jobs** carried out throughout 2014 amounted to twenty-nine. As in the previous year, the main focus of work was concentrated on the documents from the *Magna Curia Castellania*. Conservation work on this collection had started in 2012 and again continued on a regular basis throughout this year, with over thirty four bundles totaling 1,411 folios being treated.

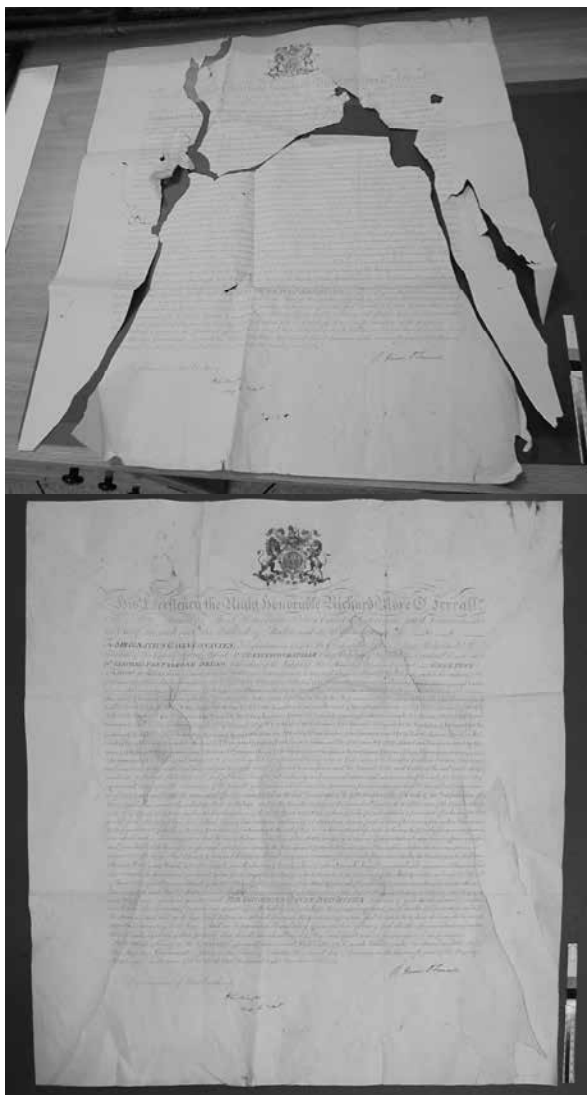
Other conservation interventions were carried out on material from another fourteen different fonds, namely: PDM, OPU, GOV, CSG, OPM, MGG, PWD, MFA, CUS, POL, GMR, LGO, MIL.

Warrants and Constitutional Instruments. Conservation work was performed on five parchment bulls. These bulls are nineteenth century appointments of Maltese civilians in the higher ranks of the Courts and appointments of commissions by the Governor General of Malta.

Drying of **waterlogged documents.** On the 25th of August, a section of the GMR became waterlogged due to a malfunctioning air conditioner. All



Simon Dimech, Assistant Conservator addressing the audience at the Archives Café; Forms 3 and 4 students of St. Martin's College during a tour of the Conservation Laboratory on 22nd October 2014.



Parchment Bull dated 2 January 1850 before and after conservation treatment (size 70.6 x 70.4 cm).

the holdings were removed from their respective boxes and air dried over a short period of time. After inspection to ascertain that all moisture was removed and no mould was present, the holdings were again placed in new boxes.

Ten **notification forms** for damage in archival holdings that are frequently used by researchers were forwarded to the Laboratory. These came from various holdings, amongst which one finds military files, customs registers, passport applications and the Government Gazette. These requests were seen to according to the urgency and nature of the damage present.

Prints, Drawings and Map collection. As in previous years, an on-going first aid programme of repairs was implemented on the collection of Architectural drawings before scanning. A simple procedure of surface cleaning using fine brushes and archival quality sponges was done, any creases flattened and all splits and missing areas reinforced with archival quality tape. Most of this work was done by students during their work placements under the direct supervision of the conservators. Conservation work was also carried out on one of the Cabrei volumes. The work involved reinforcing frayed edges of the large plans and a section which had cracked and brittle paper was reinforced with Japanese.

Student placements. Eighteen students were given the opportunity to have work sessions in the laboratory during their placements at the National Archives. These came from the University of Malta, the Junior college and the Giovanni Curmi Higher Secondary and other foreign institutions. Work assigned to these students mainly consisted of first aid on architectural drawings and cleaning of documents.



Higher Secondary student Joseph Buhagiar working on an Architectural Plan. University student Sharon Micallef dry cleaning documents from the MCC. Sixth form student Anthea Vella dry cleaning and removing metal attachments from Police files.

As part of the **LEAP project**, Matthew Bugeja was assigned to the National Archives. Matthew joined the staff at the laboratory and was entrusted with the reorganisation and cleaning of archival holdings on the shelving. He is also doing dry surface cleaning and boxing of the Police records that were recently transferred to the National Archives from the Police General Headquarters.

Visits. This year eighteen visits to the Conservation laboratory were held. Participants in these visits came from various faculties of the University of Malta, the Giovanni Curmi Higher Secondary, St. Martin's College, St. Ignatius College and foreign personalities connected with the Archives sector.

Participation in International Meetings. On the 3 and 4 of June, Mario V. Gauci, the Chief Conservator, attended the Sixth Meeting of the European Heads of Conservation which was held in Athens. This is a yearly gathering held

to discuss different topics concerning conservation and problems associated with Archival holdings. This year the main topic in discussion was *Prioritisation of conservation work*.

A one day course *Breaking the Mould* organised by the Bodleian Libraries at the University of Oxford was attended by Conservator Simon Dimech. This course, attended by thirteen participants gave a deep insight into mould related problems and ways and means of how to identify and prevent it.

Following this, a presentation outlining the various points that emerged from the course, was delivered to conservators and persons involved in the local Archival sector during the Archive Cafe' as part of the Archives Awareness Week.

Cleaning of a Wax Seal enclosed in a tin container attached to a Parchment Bull Filling in a missing part of the Was Seal with pure Bees Wax. The Seal after cleaning and repairs



Public Services



Tourism students who worked their placement at the Archives addressed by Joseph Amodio on 15 May 2014.

The services offered to the public reside at the very core of the mission statement of the National Archives. We do not offer a store house service for departments, but a preservation facility that accepts only records aimed at access to the public. We currently offer on-site services at the head office in Rabat, Mdina and the Gozo sections. Most of these are open six days a week, with all three sections having one day operating a late night opening policy. Apart from the on-site services, this section is also responsible for the on-line interaction. This has increased considerably during 2014.

One can reach our sections via the customer care e-mail addresses, our website and social media platforms. The tables included in this section aim to give an idea of the current levels of interaction. During the year under review, we have put on-line thousands of records on the Archives Portal Europe. We intend to strengthen this on-line interaction through other services during 2015.

Archive Awareness Week 2014

This year's Annual Awareness Week was held between 12 and 24 November 2014 under the theme "Archives: bridging times uniting people." Amongst the events held this year there were school visits, the publication of a book commemorating WWI, the annual public lecture by a Canadian guest speaker and an Archives Cafè that, for the first time, provided a forum for Conservators and Archivists to come together and discuss areas of common interest.

Annual Public lecture

On 12 November, Marylyn Peringer, a Canada-based professional story teller with Maltese roots, delivered the 2014 National Archives Annual Public Lecture entitled "Storytelling, Memory and Archives." The lecture was held at the Mediterranean Conference Centre (Valletta) and formed part of the Annual Book Fair.

Head Office Research			
Month	Researchers	Items consulted	Total hours
January	107	310	260
February	118	195	202
March	125	181	239
April	146	328	513
May	95	197	198
June	88	221	165
July	148	360	471
August	86	213	289
September	116	302	227
October	132	411	392
November	174	488	449
December	187	489	459
Total	1522	3695	3864

Legal Documentation Research			
Month	Researchers	Items consulted	Total hours
January	14	15	45.45
February	8	346	37.15
March	8	56	16.3
April	9	36	13.15
May	10	25	23.3
June	38	58	68.45
July	11	23	37.15
August	21	36	61.45
September	10	17	31
October	18	28	58.45
November	12	11	31.45
December	18	34	53.45
Total	177	685	479.15

Storytelling is one of the very first tools of communication. As a form of oral history, it was a tool used by a community to preserve and share heritage and a means of building a shared understanding and continuity of experience. Storytelling embeds emotion in events and research suggests that these oral



Joseph Amodio giving a description of exhibited documents during a tour to the AGAPE group on 8 February 2014.

traditions help create accurate and ongoing narratives. Gradually and with changes in human culture, storytelling changed. The simple stories transformed into stories with elaborate and complex forms and structures. Partly in reaction to the depersonalised nature of mass-produced, mass-marketed and mass-consumed media content, a reinvigorated interest in storytelling is being experienced.

During the lecture, Marylyn shared both her experiences as well as her reflections on the dynamics and interaction between storytelling, memory and archives in history and in contemporary society.

Archives Cafè - A meeting for paper conservators and archive curators organised by the National Archives of Malta, 20 November 2014

The National Archives of Malta organised a meeting for paper conservators and archive curators. This activity, forming part of the Archives Awareness Week, aimed at bringing together archive personnel in order to discuss recent developments in this domain.

The first topic was the recent technical developments in the prevention and management of mould in documents. The discussion followed a presentation on the matter by Simon Dimech, assistant conservator at the National Archives. During the second part of the meeting Etienne Ferrito, administrator at the National Archives, delivered a presentation on APEx (the Archives Portal Europe network of excellence). The National Archives are participating in the European project that involves the national archives of the European Union Member States, four other countries and the International Centre for Archival Research. APEx seeks to enhance and strengthen the network of European archives called Archives Portal Europe.

The National Archives plans to keep providing training and development programmes to local archives' personnel.

School / Cultural visits:			
Date of visit	Name of organisation	No. of Attendees	Location of activity
8 January 2014	Architecture students, University of Malta	9	Head Office
14 January 2014	Friends of the National Archives	2	Head Office
16 January 2014	Friends of the National Archives	2	Head Office
24 January 2014	Visit by University of the Third Age of National Archives Gozo	25	Head Office
30 January 2014	Friends of the National Archives	3	Head Office
31 January 2014	History of Arts, University of Malta	4	Head Office
8 February 2014	Agape Rabat	3	Head Office
26 February 2014	University students	3	Head Office
3 March 2014	Cultural group from Rome	4	Head Office
6 March 2014	Students reading for MSc at Parma University	6	Head Office
14 March 2014	Masters in Hospitaller Studies, University of Malta	8	Head Office
9 April 2014	Delegation	8	Head Office
10 May 2014	BA (Hons) students, University of Malta	3	Head Office
15 May 2014	Tourism Studies	75	Head Office
15 July 2014	Tomudo Alda – Italy	4	Head Office
22 October 2014	St Martin's College Forms 3 and 4	19	Head Office
31 October 2014	University International Relations 2nd year	12	Head Office
17 November 2014	Giovanni Curmi Higher School	18	Head Office
17 November 2014	University of Malta - Baroque Studies	8	Legal Documentation Section Mdna
18 November 2014	Giovanni Curmi Higher School	20	Head Office
2 December 2014	Law students	7	Legal Documentation Section Mdna
7 December 2014	Junior College students	23	Head Office
11 December 2014	St Ignatio's College	14	Head Office

17 November 2014 -
Giovanni Curmi
Higher Secondary
School;
31 October 2014 -
University
International
Relations 2nd year;
22 October 2014 -
St Martin's College;
12 January 2014
Cultural visit st
Ignatius College.



Internships held at the National Archives			
Course	Organising Institution	Number of hours	Type of training
Systems of Knowledge	Giovanni Curmi Higher Secondary	2/40	Archival skills in particular sorting, cataloguing and data input
Systems of Knowledge	Junior College	12/218	Archival skills in particular sorting, cataloguing, data input, conservation laboratory
Systems of Knowledge	St Edwards College	1/15	Archival skills in particular sorting, cataloguing and data input
Tourism Studies	University of Malta	2/232	Sorting, digitisation and preparation for the Third exhibition
Lithuanian Student	University College	1/381	Shifting of material (OPM), data input, conservation laboratory
Oslo Student	Oslo University College	1/34	Digitisations, powerpoint presentation
Italian students	Various entities	3/406	Archival skills in particular sorting, cataloguing and data input, digitisations, conservation laboratory
ARM Students	University of Malta	2/142	Archival skills in particular sorting, cataloguing and data input, digitisations, conservation laboratory

Workshop on Sound and Moving Images Collections: Digitisation, Access, Preservation

The National Archives participated in the workshop *Sound and Moving Images Collections: Digitisation, Access and Preservation* organised by the Library Information and Archive Sciences Department (University of Malta) and Culture Directorate between the 10 and 12 April 2014, on the initiative of Professor Milena Dobrevá.

The workshop was designed for professionals, volunteers and personal collectors who want state-of-the-art knowledge on the digital lifecycle of their collections. This includes broadcasters, librarians and archivists taking care of audio and moving image collections, as well as policy makers and students interested in the domain. The event was tailored to meet the current needs in Malta and was presented by an international team of resource persons.

One hundred years since the outbreak of World War I

The National Archives of Malta undertook two projects to commemorate the hundredth anniversary of the outbreak of World War I (1914-1918).

A commemorative publication, including a set of photos and records, was prepared by the National Archives, together with

the Richard Ellis Archives and BDL Books. This publication was launched on the 100th anniversary since the promulgation of the proclamation announcing the start of the First World War in Malta on 5 August 1914. On that day, the Hon. Evarist Bartolo, Minister for Education and Employment, visited the Head Office of the National Archives of Malta in Rabat. Minister Bartolo was shown several records related to this event, housed at the archives.

The other project was a book entitled *The Salter Album, Encounters in Malta's Prisoner of War Camps (1914-1920)* was prepared and published by the National Archives. The book was developed around the Salter Album, an autograph book of prisoners of war detained in Malta during the Great War, kept by George Salter, an English soldier serving at the camps. Eventually, Mr Salter married a Maltese lady, who also worked at the camps. The album was inherited by their daughter, Marylyn Peringer, who donated a digital copy of the album to the National Archives in 2013. Besides a reproduction of the album, the book includes articles by Marylyn Peringer, Giovanni Bonello, Alan Green and Stephen Spiteri. The book was launched on Thursday 13 November at St Margaret College Boys' Secondary (Verdala), Bormla. The hall of this school and several areas of its grounds served as detention centres of a number

Flickr	
2014 Uploads	26
Total photos	213
Views	202,504
Albums	19
Following	67
Followers	93

Issuu Online Library	
Total Publications	33
2014 Uploads	11
Followers	15
Views	24,779
Reads	3,624

You Tube	
2014 Uploads	5
Total videos	6
Subscribers	7
Total Views	1,118

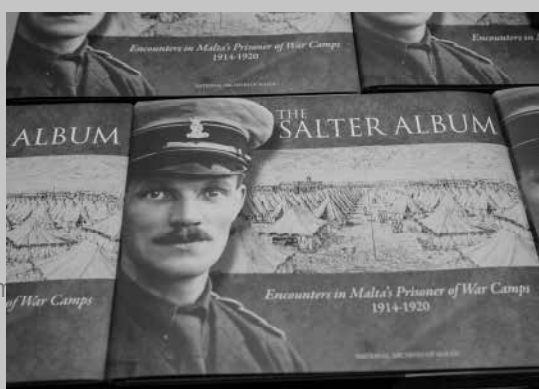
Facebook	
Videos	7
Photos	381
Notes	2
Events	4
Shared Links	16
Total Users	2,454

Foursquare	
Visitors	2
Check-ins	11

Twitter	
Total Tweets	23
2013 Tweets	14
Following	65
Followers	34

The National Archives in the media	
Programme or event	Station
PBS feature on the Cabinet Papers	30 January 2014
Various stations and newspapers - Opening of Cabinet Papers to the public	3 February 2014
Various stations and newspapers - National Forum on Archives	19 February 2014
RTK - Radio Programme	3 March 2014
RTK - Radio Programme	13 March 2014
RTK - Radio Programme	30 April 2014
Press conference at Lito's Studios	27 October 2014
Various stations and newspapers - Salter Book Launch	13 November 2014
Interview by Citadel Video Productions	11 December 2014

of prisoners of war that feature in this book. It included an address by Marylyn Peringer, and presentations by Professors Wolfgang Kruse and Henry Frendo on the impact of World War I. The printing of the book was supported by the Embassy of the Federal Republic of Germany in Malta.



Ian Ellis, BDL representative Oliver Gatt, Hon. Evarist Bartolo and Charles J. Farrugia during the launch of a set of postcards commemorating the one hundred years from the beginning of World War I on 5 August 2014; Group photo showing the guest speaker Ms Marylyn Peringer, Ambassador Klaus-Peter Brandes and all the students and other participants in the Salter Album Launching on 13 November 2014 at the Verdala Boys School; audience at the book launch.



A special word of thanks to all staff at the National Archives for all their help and professionalism. Last Tuesday I visited Santu Spirtu in Rabat for yet another time to research Cabinet papers. It appeared that there were some technical problems with computers, but staff showed their dedication and skills in solving all hitches within a very short time. Thanks for all your prompt assistance and guidance.

Philip Borg - Birkirkara



To come to Malta and choose the National Archives as a place for internship were one of the best decisions I have ever made. To do an internship in such an institution could be a privilege for all students who want to gain the basic knowledge about archivistics. The staff is very patient with everyone, they try to give more various tasks and care about the students all the time. Three months abroad was not also an experience of a lifetime but I received valuable working knowledge which would undoubtedly help me to find a job in the future.

Elijosius Tautvydas, student from Lithuania working on data input.



ARCHIVES AWARENESS WEEK
12 - 24 November
National Archives of Malta

L-Arkivji: pont bejn iż-żminijiet, rabta bejn in-nies
Archives: bridging time, uniting people

Legal Documentation section



The Malta Study Centre director Dr Daniel Grillo touring the holdings on 22 September 2014.

The imposing Banca Giuratale in Mdina, is one of the finest French baroque architectural gems in Malta. Built in 1726, this building served as centre of research on legal documents spanning from the sixteenth to the twentieth century for the last twenty-five years. Besides the preservation and the accessibility of legal documents, the Banca Giuratale presents an outstanding showcase for education and a tourist attraction through the National Portrait Archive and the vast collection of legal records.

During 2014, university students from the Faculties of Arts, Laws, Media and Knowledge Science and other interdisciplinary Institutes and Centres, including those of the Baroque Studies and Maltese Culture and Identity Studies were given a comprehensive tour around the archives and the digitisation laboratories.

Manuscript Preservation Initiatives

Digitisation projects by HMML during the year 2014

The Mdina Banca Giuratale's repository continued with its digitisation project managed by the Malta Study Center and the Hill Museum and Manuscript Library (HMML) of Minnesota, the seventh year since its inauguration in October 2007. The HMML studio has now digitised 1,310 volumes of the *Magna Curia Castellania* (MCC) *Acta Originalia* dating between 1543 and 1791, also including twenty five volumes of indices which can be accessed on Archives Portal Europe with the mutual collaboration of the HMML..

A total of 1,483,984 digital images have been photographed since October 2007. During the year under review, two hundred and thirty volumes comprising 225,925 images were digitised. This was the third most productive year since the two previous years. In 2015, the studio will bring to an end the digitisation of the MCC *Acta Originalia* collection consisting of 1,411 volumes in all.

The preservation of the *Epoca Gallica* and *Officium Civile Sacrae Inquisitionis* records

On September 22, 2014, an agreement was signed



A representative from the Metropolis Music publishers Mr Bob Van de Velde together with Mrs Doris Camilleri visited the Banca Giuratale on 22 November 2014; Archivist in charge Noel D'Anastas addressing law students who visited the Legal Documentation repository on 2 December 2014.

between the National Archives of Malta and the HMML to provide a second laboratory to digitise the *Epoca Gallica*, the law court records for the French period (1798-1800).

The *Epoca Gallica* jurisdiction documents witnessed the French turbulent scenario, including the uprising of the Maltese on 2 September 1798. The collection consists of three metres of shelving and originally paginated. These were bound in the late nineteenth century. The digitisation of this collection and its index took place between September and November 2014, amounting to 33,879 images.

In October 2014, the HMML's Malta Study Center agreed to digitise archival records detailing the civil legal proceedings related to the Roman Inquisition in Malta, also known as the *Officium Civile Sacrae Inquisitionis* (OSI) Fond. The collection contains records that date back to 1605 up to 1798. This is when the French abolished the Roman Inquisition in Malta and also other tribunal courts after their conquest of the island.

The 3,310 digitised records of the OSI Fond allows the Malta Study Center to unite the Inquisition's documents held in the National Archives with the larger collection of documents microfilmed by the Malta Study Center at the Mdina Cathedral Archives and Museum during

the 1970s and 1980s. Once catalogued and made accessible through HMML's online catalogues, researchers will be able to research and study these important archival documents of the Roman Inquisition from any worldwide location.

The inclusion of digitising the records of the *Epoca Gallica* and *Officium Civile Sacrae Inquisitionis* fond including the volumes of the *Magna Curia Castellania* totalled to 263,114 images during 2014.

The Malta Study Center was founded in 1973 by Honorary Consul General of Malta-Saint Paul/Minneapolis, Joseph S. Micallef, KMOB. The center sponsors digitisation projects to preserve the history of Malta, the Sovereign Military Hospitaller Order of St. John of Jerusalem of Rhodes and of Malta, and the history of the Crusades. The Center also acquires antiquarian and modern publications dealing with Malta's history, literature and culture.

Since 1965, HMML has formed partnerships with over five hundred and forty libraries and archives to photograph more than 140,000 medieval, renaissance and early-modern manuscripts from Europe, Africa, the Middle East and India. It is considered to be one of the world's leading cultural preservation institutions. HMML's mission is to identify, digitally



Dr Simon Mercieca delivering a lecture at the Banca Giuratale

photograph, catalog and archive the contents of endangered manuscripts belonging to threatened communities, and to make these unique cultural resources available to users around the world.

Archive Consultation

The number of researchers visiting the Legal Documentation Section at Mdina was that of one hundred and seventy-seven. They consulted six hundred and eighty-five volumes spending around four hundred and eighty hours of research. The total statistics registered an increase of twenty-six in the number of researchers which result also in an increase of three hundred and nine in the number of

volumes consulted and an increase of fifteen hours of research. This increase confirms that 2014 was the best year for research conducted at the Mdina Banca Giuratale when compared to the past three years.

For the sixth consecutive year, the Banca Giuratale opened its doors for the annual Medieval Mdina Festival, organised 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 Richard Ellis Photographic Archives made the general public appreciate more this valuable collection.

Medieval Mdina Festival held on 3 and 4 May 2014 - National Portrait Gallery open day



Gozo Section



Fifty pilgrims from the Archidiocèse d'Avignon in the Department of Vaucluse, in the region of Provence-Alpes-Côte d'Azur who visited the Gozo section on 13 October 2014.

The National Archives (Gozo Section) is twenty-five years old. It was founded on 1 August 1989 and was officially inaugurated on 24 November 1989, part of the twenty-fifth anniversary celebrations of the granting of Independence to Malta. The section 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 Organisation 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.*

Archives Management

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. The second task is that of inspections and appraisal of records. During the year 2014, the Assistant National Archivist proceeded with his visits to Government establishments to make an appraisal of the documents preserved therein.

On-the-spot checks were carried out at the Ministry for Gozo, Law Courts, the Passport Office, all three in Victoria, and at the Għarb Primary School. A number of registers were identified and transferred to the NAG from all these premises. The third task that the staff is carrying out is the cataloguing of documents transferred to the NAG. This task takes most of the time as the majority of documents are transferred without any pre-established order. If ever there had been one, it is, in the majority of cases, unknown to the present office holders.

The NAG proceeded with the time-consuming process of the analysis of the records of the old *Universitas*, the regional government of Gozo during the rule of the Knights (1530-1798). One hundred and twelve registers have been analysed and restored to date. The fourth task is to make the general public aware of the written heritage at the NAG. This

is done, first, through the annual exhibition and, secondly, through the monthly publication of a document from the registers of the *Universitas*, the oldest section of the NAG. These are serialised in the monthly magazine *Il-Ħajja f'Għawdex*. Up to December 2014, two hundred and twenty eight documents were transcribed, translated, and published with an explanation.

International Fora

The Assistant National Archivist, during 2014, represented the National Archives in two international meetings. Between 16 and 18 June 2014, he represented the National Archives at the third meeting for the country managers of APEX at the National Archives of Denmark, Copenhagen. Country Managers are the pivotal contact points for the dissemination and consolidation work of the portal. The purpose of the meeting was first to update the Country Managers team with developments in the portal; secondly, to foster the Country Managers network; and thirdly, to discuss APE tools functionality issues.

Between 3 and 5 November 2014, he represented the National Archives at the fourth meeting for the country managers of APEX at the Archivio di Stato, Torino, Italy. During the first part of the meeting, each Country Manager presented the status of affairs in one's own country.

This was followed by a detailed update on the Copenhagen meeting, including an update on the meeting with ScopeArchiv, a presentation of the Nationaal Archief METS service (Netherlands), the Country Managers network groups, and the APEX translations workflow. The meeting was concluded by a fruitful discussion on manuals/tutorials/help information.

The Records

Up to 31 December 2014, the NAG held fonds from twenty-seven 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
CA	- Civil Abattoir
CC	- Civic Council
CG	- <i>Curia Gubernatoriali</i>
CI	- Charitable Institutions
CP	- Circulars and Posters
DF	- Documentaries and Films
GB	- Malta Government Savings Bank
GL	- Ġurdan Lighthouse
GM	- Ġuljana Masini
HI	- Hospitals and other Institutions
IR	- Inland Revenue
LC	- Local Councils
MG	- Ministry for Gozo
MH	- Medical and Health Department
MP	- <i>Monte di Pietà</i>
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	- <i>Universitas Gaudisii</i>
ZM	- <i>Miscellanea</i>

New deposits

With the storage facilities at Għarb, it was possible for the NAG to accept new deposits again. Some deposits are the result of internal growth of existing sections, or the reshuffling of existing fonds, or the cataloguing of documents already deposited at the NAG. During the year 2014, the NAG was enriched with items in the following fonds.

During the year (2014) a total of one hundred and twenty-two volumes/items were catalogued and deposited at the NAG. This is less than the previous year: Four hundred and seven (2013) and one hundred and sixty-

two (2012). More items were actually transferred but a number are still in the process of being catalogued. Besides, during the same year (2014), some one-hundred volumes were bound or restored.

Donations

Once again, it is a pleasure to report that Dr George Azzopardi of Ta' Sannat donated a number of old photos and postcards of Gozo purchased from the internet. A new section has been created in ZM-Miscellanea with items donated by Mr Charles Bezzina, an expert on the impact of World War II in Gozo. These include ninety three rare photos as well as three publications. Mr Bezzina promises to augment this series.

Digital Division

During 2014, the NAG introduced a digital division with documents that are either available only in digital format or are digitalized images of documents held at the NAG, in which case the digital format carries the same code of the respective fonds. This division has been temporarily divided into the following sections with the number of items in parenthesis:

- AD-cd** **Archives Digital - CDs-General** (41)
items of a general nature
- AD-DVD** **Archives Digital DVDs-General** (11)
items with film footage of a general nature
- GL** **Gurdan Lighthouse** (90)
- Log Books Gurdan Lighthouse
- Air Ministry
- Meteorological Office
- Eye observation of pressure, temperature, cloud, weather, visibility
- MG** **Ministry for Gozo-Chronological** (22)
Photographic chronology (10 Sep 2004 to 04 Mar 2008)
- PA** **Photographs** (21)
Gozo Historic photographs
- PG** **Press Gozo** (01)
Detailed chronology of both the printed and the online news items related to Gozo (14 Mar 2008 to 31 Jan 2013)

Researchers and accessions

The number of researchers at the NAG during 2014 was five hundred and ninety-two, an increase of almost 32% on the previous year: four hundred and forty-nine (2013) and two hundred and ninety-three (2012). The number of research hours amounted to four hundred

Accessions, Gozo		
Fonds		Vols
Archives Gozo – AG	AG/01 - Correspondence	1
	AG/04 - Exhibition Catalogues	1
	AG/05- Miscellanea	2
Courts of Law – CG	CG/04 - Citazioni	20
Circulars and Posters – CP	CP/03 - Posters	1
Local Councils – LC	LC/01 - Victoria	1
	LC/02 - Fontana	1
	LC/04 - Gharb	1
	LC/05 - Ghasri	1
	LC/11 - Ta' Sannat	1
Medical and Health - MH	MH/02 – Indexes	1
Photographs and albums - PA	PA/01- Historic Photos	1
Plans and Maps – PM	PM/06 - Public Buildings	6
	PM/10 - Historical Buildings / Restoration	2
Passport Office - PO	PO/01- Applications for Malta Passports	28
Public Works - PW	PW/02 - Correspondence	1
	PW/03 - Record Books	6
	PW/08 - Permission Books	1
	PW/13 - Supplies	1
	PW/20 - Miscellanea	5
Street Naming – SN	SN/01 - Street Naming / Correspondence	1
ZM – Miscellanea	ZM/01 - Misc items	34
	ZM/05 - Misc Papers / Charles Bezzina	5

and eighty-five, an increase of almost 24% on the previous year: three hundred and ninety-two (2013) and five hundred and six (2012). The number of items consulted amounted to nine hundred and fifty-three, another increase of 24% on the previous year: seven hundred and sixty-eight (2013) and nine hundred sixty-five (2012). This consistent increase is especially due to the interest generated by the annual exhibition; besides attracting a considerable number of visitors, it also generates awareness on the other holdings at the NAG leading to an increase in the number of researchers. The amount of volumes

24 January 2014
Visit - Università
tat-Tielet Età.



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

The following is the monthly statistics (2014):

Gozo Research			
Month	Researchers	Items consulted	Total hours
January	067	056	027
February	018	037	023
March	027	099	048
April	016	071	024
May	026	096	038
June	018	047	027
July	040	092	073
August	025	088	045
September	020	060	030
October	071	048	032
November	041	134	067
December	223	125	051
Total	592	953	485

Restoration of volumes

The restoration of the volumes of the *Universitas Gaudisii* by Angie Micallef, who had won a public tender for the purpose, proceeded after an *ad hoc* donation of €2000 from the Ministry for Gozo. On 20 October 2014, in connection with this research and restoration, a request for EU funds for a total of thirty five thousand Euro (€35,000) was tendered to the Parliamentary Secretary for the EU Funds.

Digital laboratory

The process of the digitisation of documents at the NAG, initiated on 26 February 2013, proceeded at a brisk pace. The digitisation of the whole GL Ġurđan Lighthouse fond has been concluded and images are being refined to be uploaded on the APEX portal in the near future. At the same time, many images of other items were digitalised at the request of researchers.

Group visits

The number of group visits to the NAG continued to increase during the year. The two most consistent were fifty senior citizens attending U3A University of the Third Age in Gozo on 24 January and fifty four French tourists from Avignon on 13 October 2014. Both groups showed great interest in the holdings. There were several other smaller groups throughout the year.

On the occasion of the twenty-fifth anniversary exhibition, ten groups with a total of 183 students from the secondary schools of the Sacred Heart Seminary and the Bishop's Conservatory visited the National Archives.



Opening of a commemorative exhibition the 25th Anniversary of the inauguration of the Gozo Section - 24 November 2014.

Exhibition

On the occasion of the twenty fifth anniversary of the opening of the National Archives, the NAG mounted the exhibition "Gozo

Anniversaries" coinciding with the Archives Awareness Week.

The exhibition – the fourteenth to be organised by the NAG – was divided into two sections, each made up of twenty-five items commemorating the twenty-five years of the NAG. The first, related to the various anniversaries being commemorated, consisted of documents; a number of these were brought from the National Archives, Malta. All of them were being exhibited for the first time. The second complemented the written sources by a number of engravings and paintings related to the same.

The exhibition was inaugurated by the Hon. Anton Refalo, Minister for Gozo, on 24 November. He praised the role being played by the NAG in preserving the written heritage of Gozo. The ceremony was also attended by HL Mgr Mario Grech, Bishop of Gozo, who spoke on the nobility and utility of safeguarding the national memory for posterity. The exhibition received a wide coverage on local television and printed media. As a result, it was visited by a satisfactory number of visitors, both foreigners and locals. It ran until 31 December 2014. An exhibition catalogue and a commemorative card were also published for the occasion. The catalogue with detailed information on the

on the occasion of the 25th anniversary of the opening of the National Archives (Gozo)

EXHIBITION at the National Archives (Gozo) • Triq Vajringa • Victoria
 Open from 24 November to 31 December 2014
 Monday to Saturday • 8.00am to 12.30pm
 Catalogue + commemorative card available on premises



Poster used for the exhibition promotion



Sunday best at the entrance to the Citadel, probably after attending mass at the Cathedral. It includes women with the traditional *ghonnella*, head-dress. donated to the NAG- by Dr George Azzoparadi (Ta' Sannat); Baptisms, marriages, and death records from the Ġuljana Masini. For the second consecutive year, this was the most consulted fond at the NAG.

exhibits, as well as on the NAG is the fourteenth catalogue published by the NAG; the commemorative card is the eighth in the series. A total of twenty-eight cards have been issued by the NAG. The catalogue was sponsored by HSBC-GOZO.

Web-presence

The webpage of the National Archives Gozo Section hosted by the Ministry for Gozo at <http://www.gozo.gov.mt>. It is available in both Maltese and English and is updated regularly. Over sixty requests for information reached the NAG via e-mail from Malta and 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. Both are attracting an increasing number of web browsers.

NAG Ġharb deposit

The least consulted volumes at the NAG started to be transferred to the Ġharb deposit on 7 January 2013 making space for more important collections. Some 50% of the 2two hundred and niety-six metres of shelving have already been taken up.

Conclusion

The cataloguing of the holdings has been inputted into a database and is adjourned continuously. The year 2014 marked the twenty-fifth 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



Signing of agreement between Public Memory Archive of the University of Malta and National Memory Project. (Charles J. Farrugia National Archivist and Prof John Chircop); Signing of agreement between the Centre de Recerca i Difusio de la Imatge of Girona, the Richard Ellis Archives and the National Archives.

When in 2004 we launched the National Memory Project at the Banca Giuratale in Mdina, we had a long term vision to turn that repository into an active centre promoting various aspects of the nation's memory. From day one, our intention was to bridge build with other projects, as the topic is so vast that it cannot be the monopoly of a single entity. As the National Archives is entrusted with such a mission in its legal foundation document, it wants to act as the national focus for such initiatives, provide the professional archival guidance, and offer a showcase of the richness of Maltese identity. The developments we registered during 2014, as the project celebrated its tenth anniversary from its inauguration, are witness that this policy is bearing fruit.

Collaboration agreement between the National Archives of Malta and the Public Memory Archive (University of Malta)

A collaboration agreement between the National Archives of Malta and the Public Memory Archive (University of Malta) was signed on 19 May.

In virtue of this agreement, the two entities will co-operate and collaborate in the development of research in public memory as well as the archiving, preservation and dissemination of the results. The Public Memory Archive (including the Oral History Centre), will continue to manage fieldwork research projects that form part of the research strategy adopted since 2008. The National Archives of Malta will assist in the technical side of preservation, digitisation and cataloguing. Moreover, these two entities agreed to develop and conduct new joint fieldwork projects in the public memory domain.

Memorandum of Understanding on photographic collections

On 12 October 2014, the National Archives concluded and signed a Memorandum of Understanding between with the Richard Ellis Archive and the Centre for Research and Dissemination of Images (Girona) aimed at the establishment of closer mutual

Press conference held at Lito's studios on 27 October 2014 – World Audio-Visual Heritage Day. From left to right; Mr Max Farrugia (President of the Friends of the National Archives), Mr Charles Farrugia (National Archivist) and Mr Manalito Galea (Sound Engineer)



cooperation in discovering, protecting, promoting and disseminating the identification of joint conservation and preservation projects to conserve and preserve their photographic collections. It is envisaged that the joint projects include the sharing of good practices and experience in the restoration, preservation and conservation of photographic images, joint research and training, the development of the skills of capacity of persons handling photographic material and joint outreach activities.

Collaboration with PBS

The National Archives assisted Public Broadcasting Services (PBS) in the development of metadata protocols and standards for its recordings and archives. Discussions were held with the *Institut National de l'Audiovisuel* (Paris) about assistance by INA for a training-the-trainers programme regarding metadata related to a public broadcaster's audio-visual archives. A full proposal on the way forward will be presented to PBS at the beginning of 2015. It is to be noted that this involvement with PBS is not only in line with the National Archives Act (Cap. 477 of the Laws of Malta) which does not exclude PBS material from the legal provisions, but also with the Electoral Manifesto of the current Government that specifically stipulates a "consolidation

process" with regards to the National Library, PBS and the Department of Information.

Music Archives

On November 22, 2014, Mr Bob Van de Velde, representative of Metropolis Music Publishers of Belgium and Mrs Doris Camilleri, widow of the late Prof Mro Charles Camilleri paid a visit to the National Portrait Memory Gallery at the Mdina Banca Giuratale where the music of Charles Camilleri is preserved for prosperity. The aim of the visit was to emphasise the collaboration between Metropolis Music Publishers and the National Archives in view to maintain with the publication of Camilleri's works. Metropolis Music Publisher is one of the leading music publishers who promote the music of Charles Camilleri with several publications, including the Concerto No.1 for Clarinet and String Orchestra and "Din I-Art Helwa" (This Fair Land) scored for orchestra.

Something worth mentioning is that during the past twelve months, the music of Camilleri was well demanded for research and performance locally and abroad. The Health and Wellness Community Orchestra under the baton of Ms. Leslie Stewart, performed the beloved "Malta Suite" on October 18, 2014 in Colorado, USA as part of a benefit concert that highlights international classical music

On a commission by the Fondazzjoni Ċelebrazzjonijiet Nazzjonali, the National Archives, Friends of the National Archives and Mr Tony Mangion teamed up to set up the exhibition "Uljed Denji Maltin" at the Palace in Valletta for the occasion of Republic Day.



inspired by folklore. "Noun" for chamber orchestra was premiered in September 2014 in a local concert.

On the occasion of the World Day for Audiovisual Heritage on 27 October 2014, the National Archives and the Friends of the National Archives launched a project for the digitisation of the Leli Muscat Collection which contains around four hundred hours of *għana* that he recorded in various locations around Malta in a span of twenty years, from the 1960s onwards. A press conference was held at Lito's Place sound recording studio where details were given on the transfer of recordings tapes from analogue to digital medium.

As part of the National Memory Project, an exhibition entitled "A Focus on Paul Asciak's career" was launched on 10 December 2014. The exhibition consists of around thirty photos including concert and opera memorabilia posters which documented the distinguished music career of tenor Paul Asciak.

The National Memory Project was also promoted at the various lectures organised by the Elderly & Community Care Department and coordinated by the National Archives and the Friends of the National Archives. The first

series of talks were held at the Day Centre Service for Elderly at Zejtun and will be continued during 2015 at the localities of Qormi and Dingli. The presentations delivered by Tony Bonello, Tony Terribile, Max Farrugia, and Noel D'Anastas focused on various topics including the photographic collection of Richard Ellis, the film footage of World War II veteran Stanley Fraser and the music memory preserved at the National Archives.

Supporting Organisations and Volunteers



Dr. William Zammit, Hon Evarist Bartolo Minister of Education and Charles Farrugia at the National Archives Forum; Hon. Bartolo, prior to initiating the activity.

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 National
Archives
Council**



The National Archives Council is set up in line with Article 14 of the National Archives Act (2005) which 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 organisations 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) to promote the National Archives and other record keeping entities;
- (b) to ensure and facilitate the collaboration between the different stakeholders with direct or indirect responsibility for the protection and management of the archives sector;
- (c) to advise the Minister on the management of archives in Malta;
- (d) to 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) to advice the Minister on any matter arising from the provisions of this Act and on any other matter referred to it by the Minister.

Council Members:

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 Joyce Dimech, Permanent Secretary in the Office of the Prime Minister

Rev. Mgr. Ġwann Azzopardi

Dr Lillian Sciberras

Mr Max Farrugia

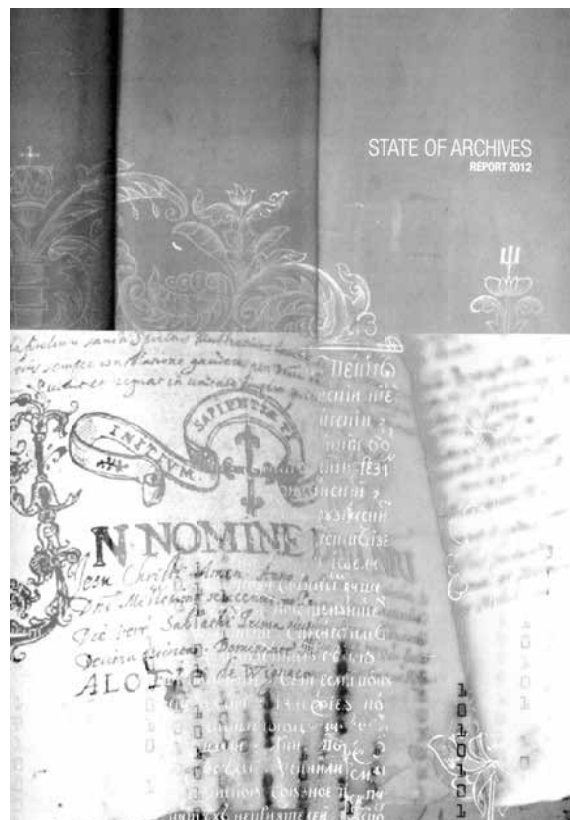
Mr Anton Attard

The Council 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.

During the year in question, the Council held six meetings (one every two months) on 11 February 2014, 8 April 2014, 10 June 2014, 29 July 2014, 14 October 2014 and 9 December 2014.



Front cover State of Archive Report 2014.

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.

The National Forum was held on Wednesday morning, 19 February 2014 at St Ignatius College, Qormi Primary School. The general public was invited to attend. However, 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. During the last Forum held in 2014, the State of Archives Report covering the years 2011 and 2012 was published.

The Report has been divided into three sections pertaining to the National Archives Council, the National Archives and other Archives in Malta, besides mentioning the highlights from the 2011 Forum.

In the section dedicated to the National Archives Council, the functions of the Council and its members were listed. Besides, a detailed account of the main issues that were discussed during the Council meetings held between 28 April 2011 and 6 December 2012 was given.

Importance was given to new conservation facilities and digitisation, besides other subjects, in the section dedicated to the National Archives. Mention was also made of

the international fora in which the entity participated as well as useful information was given about the Records Management Unit and the Archives Processing Unit where the records assessed and eligible for archiving purposes are received prior to being sorted, catalogued and finally digitised.

The final section of the State of Archives Report speaks about a selection of other archives that are found in the Maltese Islands. These include the Notarial Archives in Valletta, the Olof Gollcher Archives in Mdina, the National Library in Valletta, the Archdiocese Archives in Floriana and the University of Malta library at Tal-Qroqq.

The report submitted by the Notarial Archives Resources Council speaks of the various projects which were undertaken between January 2011 and December 2012, and the various sponsorships it received to continue this previous work of conservation. The Olof Gollcher Archives, housed in Palazzo Falson at Mdina, contains a collection of personal papers belonging to the last owner and resident of the Palazzo – Captain Olof Frederick Gollcher (1889-1962).

All archival documents pertaining to the Knights of St John are found in the National Library in Valletta. These include the Archives of the Order of Malta, the Archives of the Treasury of the Order and the Archives of the Universitas of Mdina. In the report, general information was submitted about the events and an overall view was given about the use of these documents during the two years in question.

A detailed index of all the documents found in the Archives of the Archdiocese can be found in the State of Archives Report. Besides, interesting news about the transferring of documents from microfilm to digitised format has also been written in this section.

Finally, the report submitted by the library of the University of Malta spoke about the archives collection found there, the reader’s



Rachelle Mizzi and Mary Buttigieg, volunteers working on data input. Matthew Bugeja, working at the archives under the Leap Scheme.

services, group that visited this library and other events like exhibitions that were organised in this library. However, importance was also given to the digitisation and preservation of documents.

Friends of the National Archives



The Annual General Meeting of the *Friends of the National Archives* was held on Monday, 5th May at the Banca Giuratale in Mdina. Following

the adjournment of the meeting, there were two separate presentations to the National Archives: The President Mr. Max Farrugia donated a number of large format acid free archival storage boxes, which were purchased from the Cathedral Museum Restoration Laboratory. One of the Association's life members, Mr. Patrick Micallef, presented a generous collection of antique *ex-voto* silver artifacts, as well as a number of early twentieth century *Monte di Pietà* silver price ordinances. These will be appropriately displayed in glass frames inside the National Archives chapel.

The committee of the Friends accepted the

A small compilation of photos of Officers who served in the Regiment as part of the work volunteer Patrick J. Micallef is doing. For the past year he concentrated on compiling biographies of personnel, including those who died during service, Maltese Officers, English Officers attached to the Regiment, and others who gave their contribution.

Amato Gauci Edgar	Amato Gauci Herbert	Aspinall John Victor	Borg Charles Louis	Cassar Torreggiani Frank	Caruana Dingli Edward	Cardona John A.
(1897-1922)	(1937-1945)	(1889-1922)	(1939-1946) (1952-1962)	(1931-1946) (1952-1958)	(1895-1898)	(1959-1965)
Dunkerly Walter James	Grech Biancardi Nicholas	Huber Herbert	Jacono Nestor	Laferla Albert V.	Manche Charles M.D.	Manduca Philip
(1933-1942)	(1889-1910)	(1907-1916)	(1952-1972)	(1905-1921)	(1892-1922)	(1916-1920) (1931-1945)
Sanut Robert M.B.	Sant Cassia Louis	Stewart Alexander	Strickland Gerald C.	Vella Victor G.	Von-Brockdorff Edward G.A.	Xerri De Caro Francis H.
(1897-1921)	(1968-1972)	(1939-1946)	(1939-1946) (1952-1959)	(1931-1946)	(1939-1946) (1952-1968)	(1901-1910)

quotations submitted by Mr Manolito Galea to convert and transfer to digital format the Leli Muscat Collection two hundred and seven reels/four hundred and fifty hours), which was purchased the year before. The first phase of the project was identifying the initial batch of sixty-nine reels to start work on, wherein Mr. Galea will prepare the recordings with brief data of each track. A press conference was held on 27 October at Lito's Place in Floriana on the occasion of World Audio-Visual Day to formally launch the digitisation project.

The Friends teamed up with the National Archives to organise a series of talks for persons attending Day Centres in Zejtun, Qormi and Dingli on topics related to Maltese culture and history. This course was held under the auspices of the Parliamentary Secretary for Rights of Persons with Disability and Active Aging and entailed thirty sessions of two hours duration once a week at the three day centres of Zejtun, Qormi and Dingli. All speakers offered to carry out such lectures on a voluntary basis and thus allowing the proceeds to be used to support further projects within the archives.

The Friends of the National Archives sponsored the full expense incurred by one of the National Archives conservators Simon Dimech to enable him to attend an overseas course in mould management last July in the UK. Furthermore, the association also offered to



Max Farrugia (FNAM) lecturing during one of the Cultural Awareness lectures at Day Centres; The Hon. Joseph Muscat Prime Minister of Malta visiting the stand at the Malta Book Fair. Etienne Ferrito and Stephanie Schembri were manning the stand.

sponsor the Archives Café organised by the National Archives for conservators and curators of archives.

The last activity of the year was the Friend's participation in the National Book Festival held in November. The stand was once again offered with the collaboration of the National Book Council and served to promote the latest publication of the annual journal – *Arkivju*. It was also an excellent opportunity to attract an encouraging number of new members as well as persuading some former ones to re-activate their membership.

International Relations



Meeting with the Director Dr Ioan Dragan of the National Archives of Romania in Bucharest on 13 May 2014

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.

This year was the best so far in terms of international participation and activity. Our representatives are attending more events and taking participatory lead in them. Malta still hold the chairpersonship of the Association of Commonwealth and Records Managers and have been active in a number of ICA activities.

During 2015 there were meetings of a routine nature. Amongst these there were the two EBNA Boards, one held in Athens Greece on 6 June 2014 and the other in Turin in Italy between 5-6 November 2014. During the meeting in Greece, National Archivist Charles J. Farrugia presented the paper entitled "From mission to citizens' expectations: The experience of the National Archives of Malta." For this meeting, Mr Farrugia was accompanied by Chief Conservator Mario V. Gauci who also presented the Malta experience with conserving its paper records. For the Turin meeting, the National Archivist was accompanied by the Assistant National Archivist Dr Joseph Bezzina and Administrator Etienne Ferrito who both participated in the APeX meetings. On both occasions the European Archives Experts meeting were also held.

During the year under review, there was also greater emphasis on participation in meetings of a more academic nature. The first was the participation of the National Archivist as a guest of honour for the commemoration of the tenth anniversary from the reconstitution of the Ilfov Archives in Romania. The presentation here was held on 14 May 2014 and dealt with the theme "Digital Curation: at what cost?"

Another participation was at the Society of Archivists Conference of UK in Newcastle on 28 August 2014. The paper presented by our National Archivist dealt with the theme “Surviving, thriving, evolving? A snapshot of current research in archives.” The third presentation abroad was held on 14 October 2014 in Girona. This was a joint presentation about the Richard Ellis Archive and was co-authored and presented by the National Archivist and Mr Ian Ellis.

During this year, the National Archivist also served on the 4C EU-funded project as a member on the Advisory Board. He also maintained his post as Chairperson of the Association of Commonwealth Archivists and Records Managers.

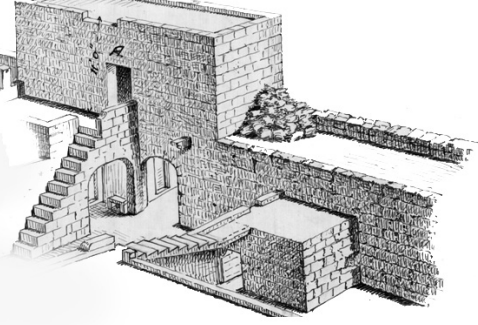
It was also a year during which networking with other archives became more focused. In particular, relations were built with the Gelders Archief in The Netherlands. A visit was held there by Architect Samuel Formosa, Chairperson of the Foundation for Tomorrow Schools and the National Archivist. The scope was to start the process of capacity building aimed at developing plans for a new archives building in Malta.



On a tour to the National Archives of Romania storage areas; Chairman of FTS Samuel Formosa and the National Archivist visiting the Gelders Archief, The Netherlands in January 2014; Addressing the conference in Girona about the Richard Ellis Archive; Mario V. Gauci with the other EU national conservators in Athens, Greece; the group photo at the AGM of the Ifof Association of Archivists; delegation of the National Archives in Torino for the EBNA meeting (from left to right) Joseph Bezzina, Charles Farrugia, and Etienne Ferrito.

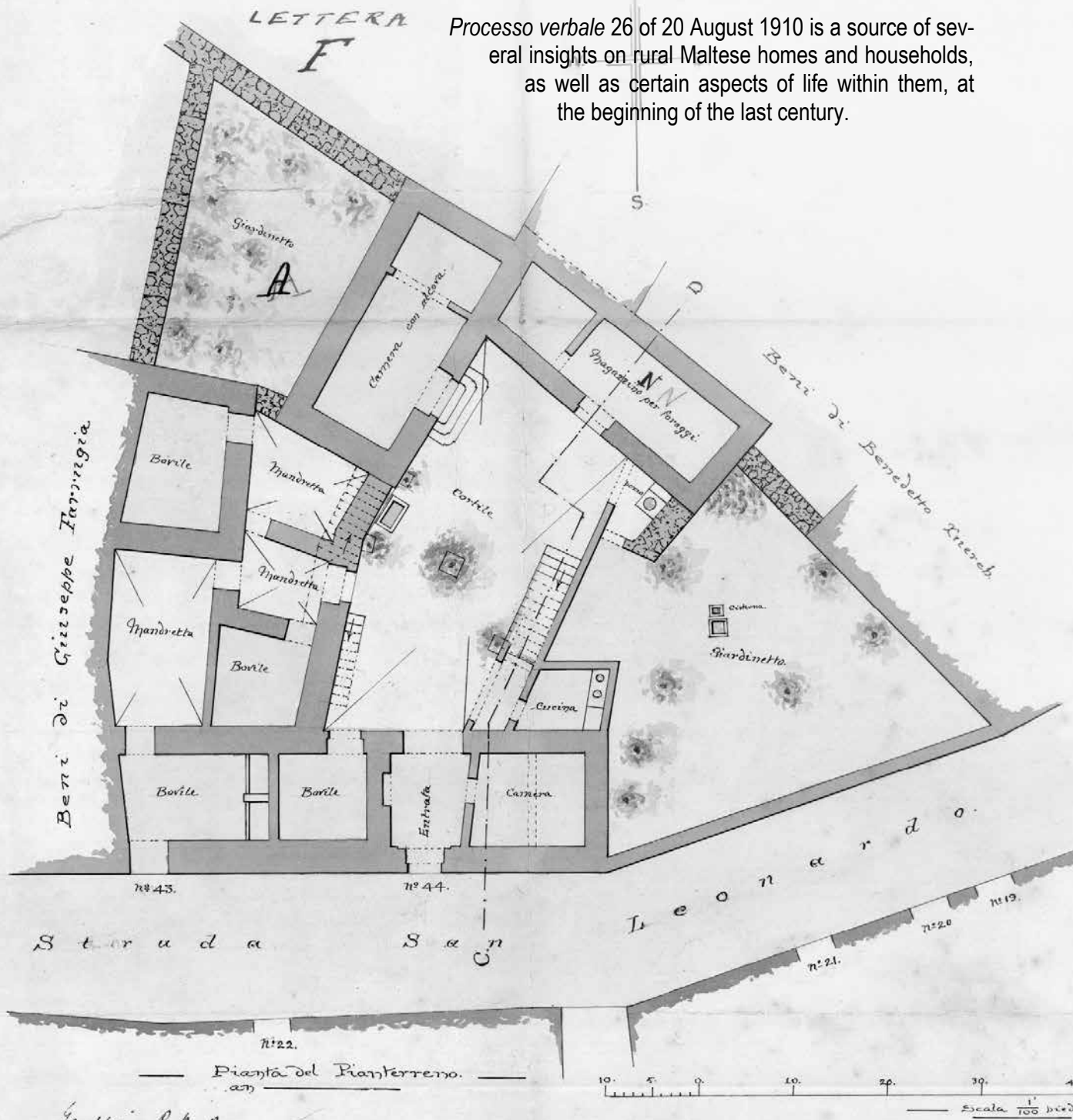


FOCUS ON A DOCUMENT
Processo verbale 26 of 20 August 1910



In line with its mission to preserve the collective memory of the Maltese nation through the protection and accessibility of public archives, the National Archives of Malta house the records of the magisterial inquiries, referred to as *Procès-verbaux*. These are inquiries, led by a Magistrate acting in an investigative capacity, to preserve the material traces of an offence, to inquire into a suspicious or violent death or a death of unknown cause or of other serious crimes. The records of such inquiries, usually open for research on the lapse of seventy years, provide a wealth of data and information.

Processo verbale 26 of 20 August 1910 is a source of several insights on rural Maltese homes and households, as well as certain aspects of life within them, at the beginning of the last century.



Gallizi P.A.A.
 4/8/10

This inquiry follows the discovery of the corpse of Vittoria Vella, an eighty-three year-old spinster in her home at 44 Strada San Leonardo at Kirkop (*Casal Chircop*) on 29 July 1910. Vella was found dead with her hands and feet tied to the loom next to the bed and with her head covered with sacks and a flower pot.

The house

Magistrate Giovanni Battista Mifsud commissioned Perito Architetto Enrico Calleja to draw up a description and plans of Vella's house. Calleja concluded his report on 18 August and submitted it to the Magistrate on the same day. His report included

- a plan (footprint) of the house, ground and first floor as well as a section;
- two designs of the said house, one of them a section of the room where Vittoria was found;
- a sketch of the footprints found in the room.

Vittoria Vella's house was a one-storey house with a room on the first floor. This room, the second largest in the house, doubled as a bedroom and a weaving room (the loom was kept there). At ground floor level, besides the entrance, there were eight rooms. None of these rooms had any window, while the first floor room had two windows, one of which looked on to the street (Strada San Leonardo) and the other to the garden. This street was illuminated at night by a lamp that was affixed to the opposite wall.

Out of these nine rooms, only two were solely dedicated to human habitation and use, the upper room and the small kitchen (without windows) on the ground floor beneath it. On the other hand, consistently with an agricultural milieu, there were four cattle/sheep sheds (*bovili*), three animal pens (*mandrette*), a store for animal fodder and a room with an alcove. The ground floor included an internal courtyard surrounded by the rooms, a garden with fruit trees, a garden with prickly pears, two wells, a water

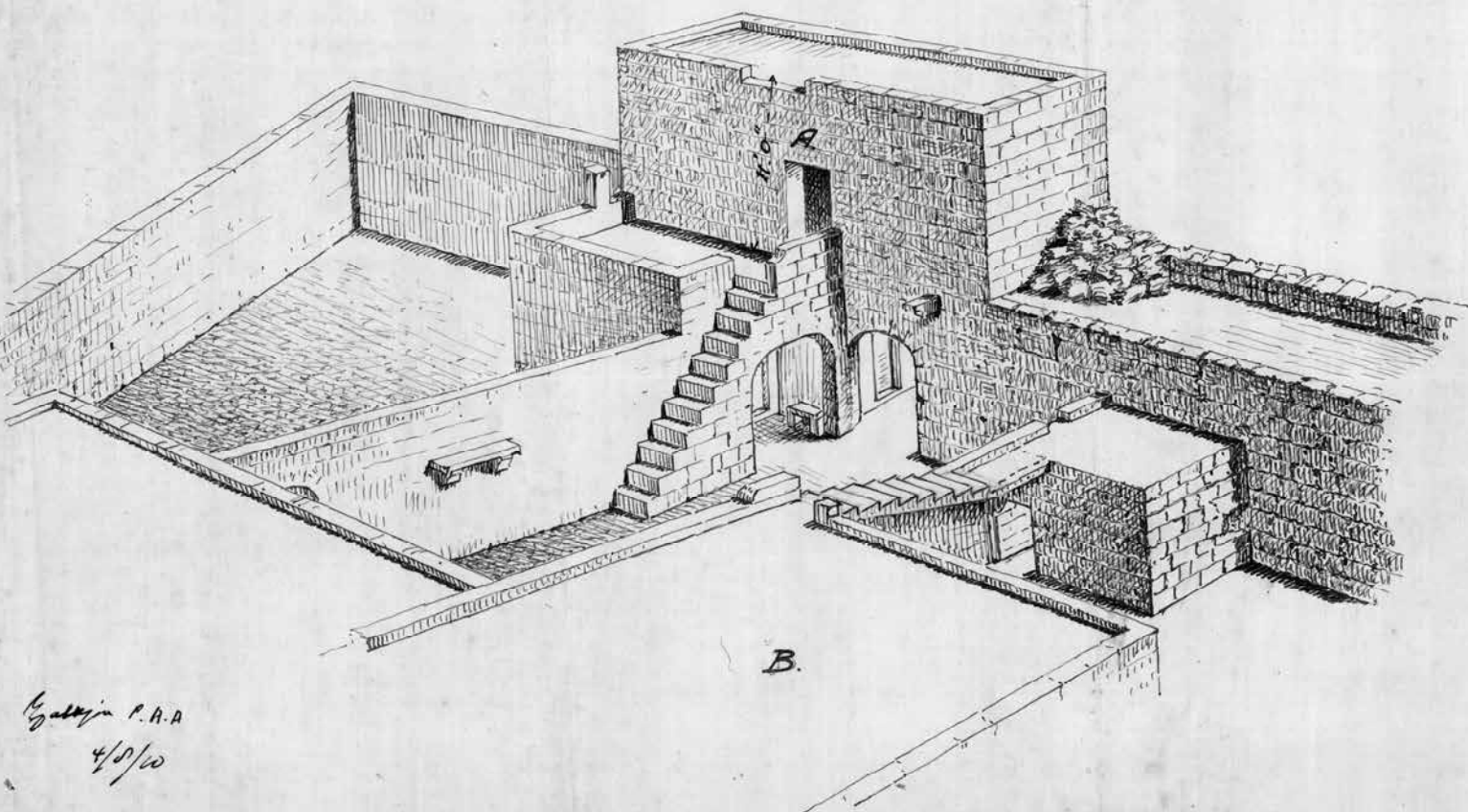
through; on the first floor there were six terraces. Calleja's drawings indicate that hay (or other fodder, eg clover) was stored on the roof. This was a normal practice in rural communities after harvest when the fodder was kept on a terrace or on the roof, particularly during summer (Vittoria Vella was found dead in July). There were no sanitary facilities (toilets and bathrooms); sewer services were introduced in Kirkop more than 50 years later in 1964. Humans and animals shared the same space in this regard. Juan Mamo describes such an event, involving Ġakbu and the cow in his novel *Uljed in-Nanna Venut fl-Amerka* (1930). The resulting manure and other household waste were stored in the house to be used later in agriculture...and sometimes for other purposes as well, as will be indicated later!

This inquiry also gives us an insight into the house's maintenance. It had just been white-washed and since then, Vittoria used to leave the window open, probably because of the smell of lime. Santo Bartolo of Kirkop deposited that he whitewashed the house; he had worked for seven days.

Apparently the furniture was quite scanty. There were four doors with locks that were locally produced (*chiave con tappa di manifattura locale*). On the inside they were closed with iron bars (*spranghe*). The two windows had no glass panes; they were made of two wooden panels each, opened on the inside and were closed by a wooden stick (*puntelli di legno*). There was the bed, the loom, a couch (*canapè*) and a chest of drawers (*canterano con tiratori*). A candle, sacks, some dresses, skirts (*sottane*), handkerchiefs, a clay flower pot (*gastra*) and pieces of cloth were also found in the house. There is no reference to any tables or chairs, while a ladder (*scala a piuoli*) is mentioned. Obviously white goods were inexistent.

This layout testifies to the nature of the economy of rural Maltese households at the time. The typical rural household shared its living space

Camera segnata con lettera A dove venne consumato il delitto visto dal Terrazzo B.



with the animals reared; and it was more of a unit that produces, rather than a consumer of goods and services produced elsewhere. Besides the agricultural produce, Vittoria Vella spun her cloth and produced cheeselets (*formagelle*). Almost nothing was thrown away! Carmelo Bartolo testified that Vittoria has sold him the prickly pear bushes, in the garden next to her house, for 1 pound sterling and 10 shillings. These bushes served as sheep and cattle fodder; in fact it was Bartolo who discovered Vella's death when he went to fetch the garden's keys to cut some of these bushes on the morning of the 29 July 1910.

This leads to observations about Maltese rural household's wealth and its safe keep.

Wealth

Economic activity was rather primitive, cash was quite limited and investment opportunities almost inexistent. Thus, it is understandable that up to quite recently, the wealth of Maltese rural folk, particularly women, was

significantly 'invested' in jewellery. Jewellery provided an opportunity to invest in something that was useful, stable in value and, if necessary, tradable. Caterina Vella, Vittoria's niece, describes the missing precious items that her deceased aunt kept in a cardboard box (*scatola di cartone*): these included two pairs of golden ear rings, a pendant with a filigree eight-pointed cross, three rings, a necklace of golden spheres and other jewellery. Vittoria hid these in a cavity in the wall (*incavo del muro*) in the room where she also kept a tomato paste tin (*boatta di conserva di pomodoro*) with two gold sovereigns and a piece of silver five shillings as well as two silver tablespoons and five silver teaspoons. She also had some money deposited in the bank; two bank account books (*Libretti del Banco dei Risparmi*), usually wrapped in a red handkerchief according to Caterina, were found on her bed.

Moreover, in her deposition, Vittoria's neighbour Anna Vella, widow of Francesco, said that more than a year earlier Vittoria had told her that she has hidden her money in the garden so well that "if she died instantly, the devil wouldn't find

it” (*se dovesse morire subitaneamente, neppure il diavolo lo avrebbe scovato*). Apparently Police Inspector Alfredo Naudi was better than the devil in such endeavour! On 8 August 1910, he testified that he found £30 wrapped in a rag (*in un piccolo cencio*) and hidden in the loom frame, as well as seven gold sovereigns, half a silver crown and two two-shillings coins in a small casket (*caratello*) hidden in the garbage and manure heap (*immondezze*). Once again, a similar incident is encountered in Juan Mamo’s novel referred to above: prior to his departure to the United States, Ġakbu fetches the money he has hid under the floor of the cow shed!

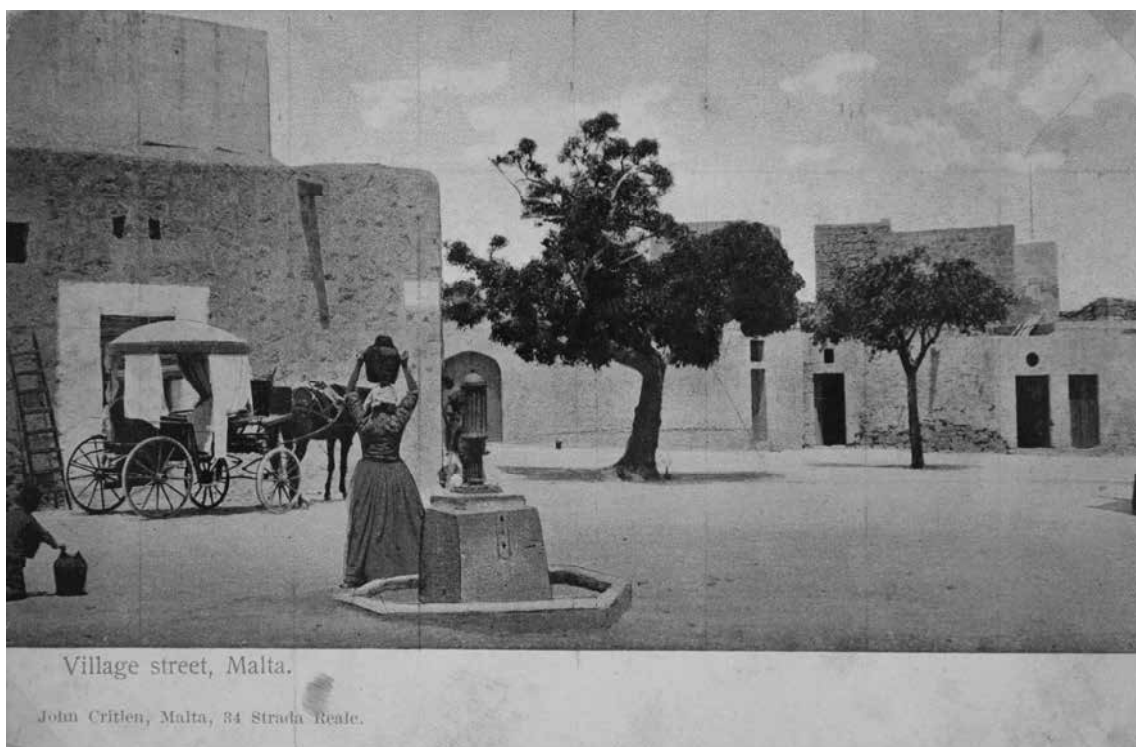
Time and language

Other insights may be drawn from this inquiry: I will refer to two. The first relates to the time dimension. In 1910 Malta, time was significantly linked to the sun and to the religious rhythm, rather than clocks and watches. While Magistrate Mifsud concluded that Vittoria must have died between “half an hour after yesterday’s sunset and today’s sunrise” (*mezza ora circa dopo il tramonto di ieri ed il sorgere del sole di oggi*), (29 July

1910), Vittoria’s neighbour Anna stated that on that night she went to sleep about half an hour before the last Ave Maria. Carmelo Bartolo who discovered Vittoria’s death went to her house “at sunrise” (*al sorgere del sole*) and dated his rent agreement as “close to last year’s Holy Week” (*verso la Settimana Santa dello scorso anno*).

The other element is the language. The report is drawn up in Italian; however, all the people who submitted verbal evidence, including Police Inspector Alfredo Naudi, did so in Maltese. The only one to verbally deposit in Italian was Dottor Luigi Debono, Vittoria’s doctor, who lived at Zurrieq. On the other hand, all written submissions were in Italian.

This note highlights one of the values of a national archives, namely that it holds several and different holdings. Although these records have been created by different entities, they are interrelated as they developed from and within a shared milieu. The archives and research piece them together. This process-verbal, that at face value appears to be a legal and routine record, has proved to be a source of insights on Maltese rural architecture, domestic life and economy.



An undivided back post card portraying a Maltese village scene, published by Critien in 1903. The houses are similar to Vittoria Vella’s Kirkop home in 1910, consisting of one floor with a room on the first floor and very few windows on to the public space.

Unaudited Financial Statements for the year ended 31 December 2014

Statement of Profit or Loss and Other Comprehensive Income

		2014	2013
	Notes	€	€
Income			
Government Subvention	2	428,509	341,000
Funds from the Ministry for Gozo	3	65,820	66,577
Other Income	4	55,792	13,799
Income from APEX	5	15,885	25,276
Total recurrent income		<u>566,006</u>	<u>446,652</u>
Operational Costs	Stat I	(478,632)	(450,711)
Administrative Expenses	Stat II	(55,882)	(50,181)
Surplus / (Deficit) before Interest		<u>31,492</u>	<u>(54,240)</u>
Interest receivable	8	128	121
Surplus / (Deficit) for the year before transfer of Depreciation		<u>31,620</u>	<u>(54,119)</u>
Transfer of depreciation on assets taken over from Government		-	10,245
Surplus / (Deficit) for the year		<u>31,620</u>	<u>(43,874)</u>

Statement of Financial Position as at 31 December 2014

		2014	2013
	Notes	€	€
ASSETS			
Fixed assets			
Tangible assets	10	104,692	121,769
Current assets			
Debtors & Prepayments	11	7,225	219
Cash at bank		41,394	20,934
		48,619	21,153
Total Assets		153,312	142,922
RESERVES AND LIABILITIES			
Accumulated fund			
- Recurrent vote and operating activities	12	106,765	75,145
		106,765	75,145
Long Term Liabilities			
Deferred Income		3,881	-
Creditors: Amounts falling due within one year			
Bank Current Account		3,068	-
Trade and other creditors		4,884	15,183
Accruals and other payables		32,363	52,594
Deferred Income		2,351	-
	13	42,666	67,777
Total Reserves and Liabilities		153,312	142,922

Statement of Changes in Accumulated Fund

	Recurrent vote & operating activities	Accumulated Fund
	€	€
Financial year ended 31 December 2014		
Balance at 1 January 2014	75,145	75,145
Surplus for the year	31,620	31,620
Balance at 31 December 2014	106,765	106,765

Statement of Cash Flows

	2014	2013
Notes	€	€
Cash Flows from Operating Activities		
Surplus / (Deficit) for the Financial Year before transfer of depreciation.	31,620	(54,119)
Adjustments for:		
Depreciation of tangible fixed assets	26,889	26,628
Interest Receivable	(128)	(121)
Grant Income released (capital vote)	(4,112)	-
Operating profit before working capital changes	<u>54,269</u>	<u>(27,612)</u>
Decrease in Debtors	(7,006)	2,572
Decrease in Creditors	(30,570)	(50,572)
Cash generated from operations	<u>16,693</u>	<u>(75,612)</u>
Interest Received	128	121
Net Cash from Operating Activities	16,821	(75,491)
Cash Flows from Investing Activities		
Purchase of Tangible assets	(9,812)	(4,195)
Funds advanced from Capital Vote	10,383	-
	571	(4,195)
Net movement in cash and cash equivalents	17,392	(79,686)
Cash and cash equivalents at the Beginning of the Year	20,934	100,620
Cash and cash equivalents at the End of the Year	38,326	20,934

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 2014, €400,000 was allocated to meet the National Archives of Malta's recurrent operation and a further €65,000 was allocated as capital expenditure for the calendar year 2014, however during the year, this amount was reduced by €25,000 to €40,000. During the year, the amount of €28,509 was transferred from the capital vote to the recurrent operation vote. A further €65,820 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 registered a surplus of €31,620 on recurrent and operating activities bringing the total accumulated fund on operating activities to €106,765. These financial statements have been prepared on a going concern basis that assumes that the National Archives of Malta will continue in operational existence in the foreseeable future. The validity of this assumption depends on the National Archives ability to receive adequate financial revenues from the Government of Malta to meet its operating and capital commitments.

Tangible Fixed Assets

Tangible fixed assets are stated at cost less accumulated depreciation. Gains and losses on disposal of tangible fixed assets are determined by reference to their carrying amount and are taken into account in determining operating profit. Depreciation is provided for on the straight-line method in order to write off the cost of each asset to its residual value over its estimated useful life as follows:

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

Cash and Cash equivalents

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

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

For the purpose of the Statement of Cash Flow, 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 €65,820 was transferred in 2014.

4. Other Income

Other income generated from operations amount to €55,792. This amount includes a one-time sponsorship for a book publication amounting to €6,000, grant income released amounting to €4,112, and the payment made by the Department of Education on behalf of National Archives to the Lands Department amounting to €23,131. The service provided by the National Archives of Malta to the general public is free of charge. Other income is generated from photocopy and digital imaging services and courses which are charged at minimal rates.

5. APEnet & APEX

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

	2014 €	2013 €
Wages and Salaries (excluding APEX)	365,075	335,886
Social Security contributions	30,913	27,863
	<u>395,988</u>	<u>363,749</u>
Number of employees as at year end:		
Full time	18	18
Part time	1	1
	<u>19</u>	<u>19</u>

7. Surplus before interest

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

	2014 €	2013 €
Staff Costs (Note 6)	395,988	363,749
Depreciation of tangible assets (Note 10)	26,889	26,628
Auditors' remuneration	2,360	2,360

8. Interest Receivable

	2014 €	2013 €
Bank Interest	<u>128</u>	<u>121</u>

9. Taxation

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

10. Tangible fixed assets

	€	€	€	€	€	€	€	€	€		
Total											
Fire Alarm System											
Furniture and Fittings											
Office Equipment											
Computer Software											
Computer Equipment											
Climate Control											
Motor Vehicles											
Shelving											
Passenger Lift											
Improvement to Premises											
Cost											
As at 01.01.2014	47,123	6,965	70,018	29,665	26,974	19,593	6,606	33,045	58,976	25,616	324,58
Additions	-	-	-	-	-	3,164	5,228	-	968	452	9,812
As at 31.12.2014	47,123	6,965	70,018	29,665	26,974	22,757	11,834	33,045	59,944	26,068	334,39
Depreciation											
As at 01.01.2014	8,546	6,965	70,018	18,605	19,167	17,913	6,229	13,438	31,304	10,627	202,81
Charge for the year	2,356	-	-	3,708	2,697	2,313	3,905	3,305	5,995	2,610	26,889
As at 31.12.2014	10,902	6,965	70,018	22,313	21,864	20,226	10,134	16,743	37,299	13,237	229,70
Net Book Value											
As at 31.12.2014									22,645		
As at 31.12.2013	38,577	-	-	11,060	7,806	1,677	378	19,607	27,673	14,991	121,76

11. Trade and Other Receivables

	2014	2014
	€	€
Trade Receivable	5,826	-
Prepayments	1,399	219
	<u>7,225</u>	<u>219</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

	2014	2013
	€	€
Amounts falling due within one year:		
Bank current account	3,068	-
Creditors	4,884	75
Indirect tax and social security	8,512	15,108
Accruals and Deferred Income	26,202	52,594
	<u>42,666</u>	<u>67,777</u>

14. Cash and Cash equivalents

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

**Statement I:
Operational Costs**

	2014 (unaudited) €	2013 (audited) €
Salaries and Social Security	395,988	363,749
Water and Electricity	13,644	6,717
Insurance	1,225	1,787
Telecom Expenses	4,676	3,394
Printing of publication	7,238	-
Cleaning Expenses	8,810	11,987
Computer Expenses	785	50
Office Expenses	178	7,390
Repairs and Maintenance	3,314	3,735
APEX expenses	15,885	25,276
<i>Depreciation Charge:-</i>		
Furniture and Fittings	5,995	5,897
Climate Control Equipment	2,697	2,698
Computer Equipment	2,313	3,922
Computer Software	3,905	2,179
Office equipment	3,305	3,305
Improvements to Premises	2,356	2,356
Fire Alarm System	2,610	2,561
Motor Vehicles	3,708	3,708
Total Operational Costs	478,632	450,711

Statement II
Administrative Expenses

	2014	2013
	€	€
Rent	24,179	24,179
Staff related expenses	1,769	1,093
Motor Vehicle Expenses	2,533	3,549
Printing, postage and stationery	7,198	6,778
Audit Fee	2360	2,360
Accountancy fees	2,989	6,038
Professional fees	614	2,876
Conservation Lab Expenses and Records Management	2,577	1,557
Travelling	5,545	2,013
Subscriptions and Brochures	3,332	2,759
Miscellaneous Expenses	2,251	1,596
Bank Charges	535	163
Write off of old creditor balance	-	(6,045)
Equipment hire	-	1,265
Total Administrative Expenses	55,882	50,181

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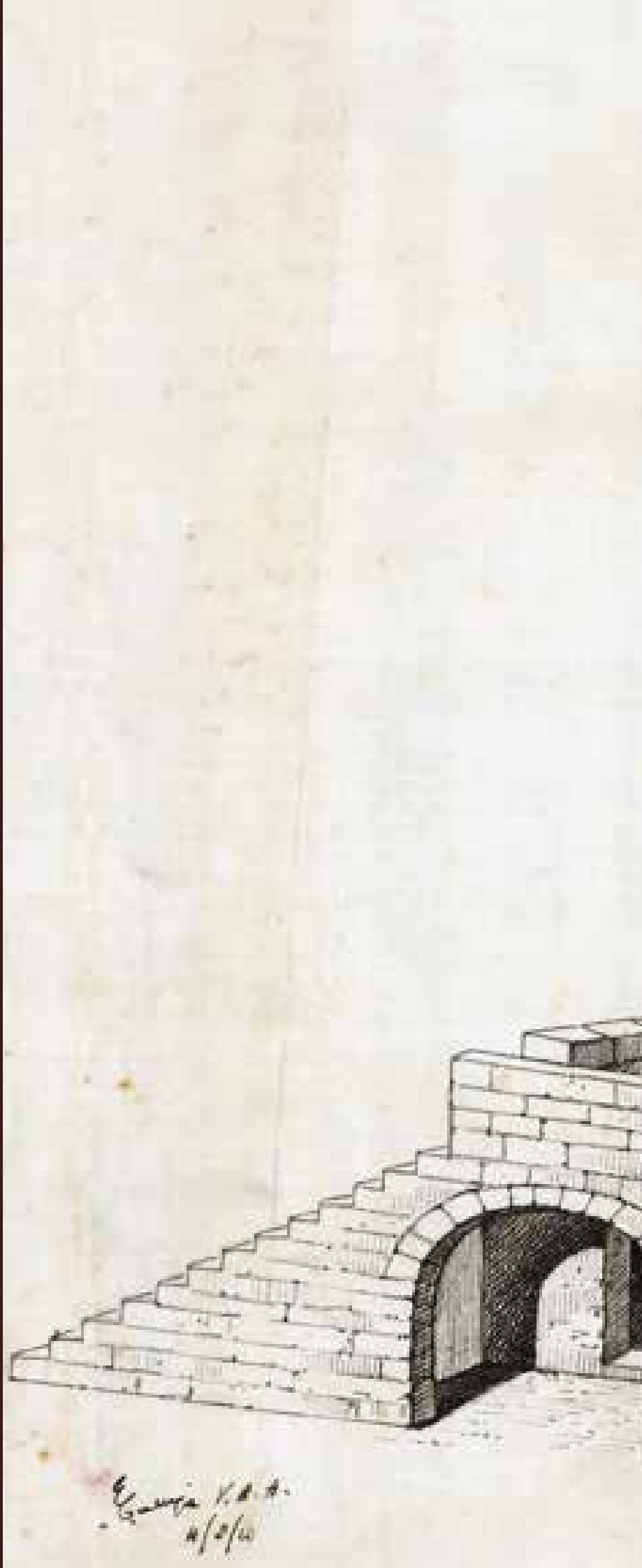
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