

NATIONAL
ARCHIVES

Annual Report

National Archives *Malta*
2015



ANNUAL REPORT

2015

National Archives

MALTA

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The Archives Portal Europe
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A publication of the National Archives of Malta, February 2016

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Contributors: All the staff of the National Archives together with the respective volunteers and representatives from the Friends of the National Archives Committee.
ISSN 1997-6348

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Image on front cover: The background consists of a reproduction of one of the Farmers' Registration maps deposited at the National Archives during 2015. The portraits represent the collection of passport applications and commemorates the centenary from the start of the inclusion of photos in the records in 1915.

Image on back cover: Proposed designs for the building of the Civic Centre in Senglea by planning consultants Austen St. B. Harrison, R. Pearce and S. Hubbard.



Charles J. Farrugia
National Archivist and CEO

Foreword



Another productive year has passed from the issue of the last Annual Report. It was a year that saw an increase of about 400 metres of new accessions. The records that we received represent a wonderful mix of public and private records. Needless to say, each annual increase puts further pressure on our resources in terms of storage space and cost in managing such holdings.

Aware of this, two separate initiatives have been taken during the last year in order to solve once and for all the issue of lack of storage in our repositories. The first is a short term solution. It is important that we create spaces for the coming five years as an interim measure. This was done through investment in converting part of the ex-Lorenzo Manchè School in Floriana into a storage area. The Ministry of Education and Employment has earmarked the place and allocated it to the National Archives. Through this project, it was also possible to provide storage space to the Law Courts. Thus, it will be possible for them to centralise the records dating back to 1900 and provide better facilities for the said documents.

The long-term plan is for the country to invest in a state-of-the-art National Archive building. During this year, the Ministry focused on this proposal, endorsed it and is providing all the

logistical support to make it happen. A Task Force was set up chaired by the Permanent Secretary Mr Joseph Caruana, the Chairperson of the Foundation for Tomorrow Schools Architect Samuel Formosa, the Chairperson of the National Archives Council Dr William Zammit and myself in my capacity as National Archivist. Following a number of meetings, it was agreed to strengthen the Task Force by appointing an International Advisory Group. The group brings together expertise on archive buildings from a number of European and Mediterranean countries including The Netherlands, France, Tunisia, Poland, Spain and the UK. Its scope will be to advise the Task Force on the various professional decisions that have to be taken. It is planned that during 2016 tangible progress will be made in the planning of this project.

During this year, a number of conservation initiatives were taken. The flagship project was the start of the holistic treatment of the *Consolato del Mare* holdings. This is an extensive project. However we are proud that during this year the sponsorship consortium was put together, the project launched and the first phase of cleaning, documenting and re-boxing of the holdings is at an advanced stage. We were also able to recruit a full timer on the intellectual control of the collection in question.

Hon. Evarist Bartolo, Charles J. Farrugia and John Sullivan during the inauguration of the *Consolato del Mare* Conservation Project at the Banca Giuratale in Mdina; Public lecture in Washington DC on 10 December 2015; Meeting with the US National Archivist David Ferreiro on 10 December 2015.



From left: Dr Daniel Gullo and Charles J. Farrugia following the signing of another digitisation agreement at the National Archives of Malta; Signing of Agreement for the digitisation of the Catholic University of America Malta Collection by Provost Prof. Andrew Abela and Dr Daniel Gullo. Standing from left: the National Archivist Charles J. Farrugia, Chev. Joseph S. Micallef and Prof. Christopher Grech.



Outreach was also kept in focus. We hosted a visit by Conservator Dr Bassam Daghestani from the Al Juma Conservation Centre of Dubai and discussed ways and means of future collaboration with his institution. New relations were also established with the Association of Archivists of São Paulo (ARQ-SP), and the Grupo de Pesquisa Acervos Fotográficos of Brasil. These new contacts will further strengthen our internal capability of managing photographic archives. This also in view of the breakthrough Memorandum of Understanding of last year with the Richard Ellis Archive and the Girona experts. Related to this focus on photographic holdings, during this year we also collaborated with APS and Mr Kevin Casha on the production of 'The Calm Before the Storm' photographic exhibition. It was a way to commemorate an anniversary from our history while preserving the holdings and build bridges with other stakeholders.

Another two initiatives that had to do with the preservation of photographic archives were those in relation to the Ciancio Photographers and the facebook-based 'The People of Malta' project. In both cases, the National Archives took the initiative to contact these private entities or individuals to help in the long-term preservation of valuable photographic items. Thus discussions were held and agreements of collaboration reached. In this way, the Ciancio's photographic legacy is now preserved and the ever-growing successful 'The People of Malta' will also be deposited at the National Archives.

Our presence and initiatives on the international archival scene was also strong during 2015. The

details of such events are documented in detail in the section on International Activities of this report. On a personal level, the event in Washington DC was of great satisfaction. The fact that a reputable international institution such as the Hill Museum and Manuscript Library asked me to present the successful Maltese collaboration to a distinguished audience in Washington DC was in itself testimony of the big strides forward our local archives sector did. It was also a big satisfaction to meet the US National Archivist David Ferreiro and discuss the current challenges the sector has.

We will start the year 2016 with ambitious plans. It is a time when we are working on both the physical and intellectual management of the holdings. The success we had this year in the Archives Portal Europe fills us with great courage. It drove us to think about our digital curation, take tangible steps and start providing images online. Our future target is that we arrive at a stage whereby the whole life cycle of the records is being taken care of. That explains why we are working a lot on the records management in departments, the cataloguing and digital preservation and the archives building projects simultaneously.

Allow me to use this column to thank all my staff and the hundreds of people who support us in the form of Ministerial support, staff, Friends' Organisation, volunteers and supporters. Without their generosity and commitment, we cannot achieve much.

Corporate Management



The Commemorative Plaque unveiled at the National Archives during the Archive Awareness Week.

This Unit is responsible for aspects of management, human resources, finance and procurement. Apart from the daily administration management of the Head Office in Rabat, Malta, that is a core function, the Unit has six 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.

Procurement is a core function that this Unit manages. Tender procedures for large purchases are undertaken by this Unit. Other relatively small purchases require quotations for the goods or services to be obtained and the Unit has the task of ascertaining that the best quality is being obtained at the cheapest possible price.

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 Unit also deals with the drafting, monitoring and execution of policies related to HR and administration. It is also entrusted with the coordinating role in the management of Parliamentary Questions (PQs). During 2015, the Unit provided responses to 35 PQs.

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. These are some of the tasks that fall under the remit of this section.

The administration of the Rabat premises include items like filing, maintenance management and

compilation of reports, mainly HR related reports as requested by various Government Authorities and Ministries, and the overall day to day running of the premises, like management of cleaning services etc.

Finance, Administration and HRD

Financial Management

As in previous years, financial management, though never under the spotlight, was a major function of this Unit in 2015, possibly even more than previous years. Projects of any magnitude require funds to materialise and through effective planning and financial management, together with an increase in internal controls, it was possible to fund a considerable number of outreach projects during 2015. The increased workloads due to increases in research requests, together with an increased usage of the digital data (through the Archives Portal Europe), were handled very professionally with minimal cost increases through flexibility and professionalism of all members of staff at the Archives. Planning to revamp the current systems started in the last quarter of the year and shall be carried forward to 2016.

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 2015, three tenders were issued. These were a call for cleaning services, a call for the provision of accountancy services and a second call for shelving for the Ospizio building in Floriana. Whilst the first two were successfully concluded, the latter was cancelled due to the fact that all bidders were found to be non-compliant.

Maintenance of Buildings

Maintenance works were carried out in various sites. A new waterproofing membrane was laid on the roof of the Legal Documentation Section at the Banca Giuratale in Mdina. Employees of the Ministry for Education and Employment's Technical Services Branch, who were assigned to the National Archives of Malta (NAM), carried out works at the Ospizio, like the laying of a new waterproofing membrane on most of the roof areas of the building. The place was also cleared of debris that had accumulated before the place was assigned to NAM. The main hall was repainted and new apertures were installed while a perimeter fence was installed. Secure new steel



Works at the new repository at the Ospizio in Floriana.

doors replaced the old and weathered wooden ones at the main entrance to the three large halls. Further works were carried out at Santo Spirito by the NAM maintenance person and these included the redecorating of three rooms, one serving as an administration office and the other two rooms housing private donations and a store for NAM publications. New shelving was installed in these rooms and in other sections of the building. In order to try to control and diminish a persistent problem, pigeon roosting deterrents were fixed at strategic locations. Repair and renovation works were also carried out to some of the apertures at Santo Spirito.

ICT

The process of cataloguing is one of the major challenges for the future of this function. Whilst the basic infrastructure is in place to continue the work started in previous years, considerable financial investment needs to be done in this area. The variety of metadata and of the digital objects themselves makes this task considerably complicated and a works in progress.

Improvements to the delivery of data through wireless networks were performed during this

year and additional terminals were installed to increase the eases of access to the public. One specific terminal installed at the Head Office, made it possible for customers of the Archives to view a large selection of the digitised plans that the Archives hold. Further installations of PC terminals for customers are planned for the next two years with terminals for the Banca Giuratale and the Gozo section. The discussions to obtain funding for the creation of a digital vault were continued in 2015 and official requests were made for the funding of this project.

The final dash in APEX (Archives Portal Europe – network of eXcellence) project was extended to a mini marathon. The original project ending date was the end of March 2015. Many of the work packages had finalised their work by then, but some needed further attention. To address this, the project management team managed to get a six-month extension to the project, with the 30th September as the final day of the APEX project. The National Archives benefited greatly from the extension and put considerable effort in finalising the work that had been started. With the assistance of one volunteer, Mary Buttigieg, who was working on the *Magna Curia Castellania* images

Participation of Etienne Ferrito in the APEX Conference held in Budapest in September 2015.





Group staff photo, volunteers and their families at Fort St Elmo.

and Stephanie Schembri who worked incessantly on passport applications, over 230,000 images were placed on the portal together with over 85,000 descriptive Units. The public can now enjoy almost 50,000 passport applications most of which have digital images of the applications attached and almost 150 volumes of the *Magna Curia Castellania* together with a selection of photographs and other interesting items. The second and final International Conference was the closing act of this successful project with the project management delivering the portal to the foundation who shall be in charge of maintaining and further strengthening the network created in the portal.

The delay in receipt of funding caused necessary improvements like the creation of an automated backup of the ever-increasing data and the separation of the web and storage servers to be postponed to 2016-2018.

Corporate Social Responsibility Activities

As part of the Entity's corporate social responsibility, on the occasion of the 25th anniversary of the first Law regulating the National Archives, a blood donation activity was held. In collaboration with Heritage Malta, a social outing was held for staff accompanied by their families. Staff were invited for a guided tour around the restored Fort St Elmo. The event was another

activity that contributed to the "getting to know" fellow colleagues.

Commemorating 25 years from the enactment of the National Archives Act – 1990

During a ceremony held at the Head Office of the National Archives in Rabat Malta, the Hon. Minister for Education and Employment Evarist Bartolo unveiled a marble plaque commemorating the Twenty-fifth anniversary from the enactment of the first National Archives Act. The event started with an introduction by National Archivist Charles J. Farrugia. He spoke about the changes the Institution lived through during these years, such as the transition from the antiquarian to the educational approach and also the shift from the traditional media to the digital content. He identified more investment in human resources, better IT infrastructure and a new building to house the National Archives as the upcoming challenges. Minister Bartolo praised all those who worked for the sector during the last 25 years. He acknowledged there is still a long way to go to have our National Archives function with more resources and better buildings. The Minister unveiled a marble plaque designed by sculptor Joseph Scerri who is also a member of staff of the National Archives and worked on this project voluntarily. During the same event, Gabriel Pellegrini donated a collection of archival records related to artist Francesco Saverio Sciortino.

Records Management



Accessions from the NSO and Air Malta housed at the NAM Repository in Floriana (Ospizio).

During 2015, the Records Management Unit (RMU) carried out a number of visits and inspections. The main objectives of these inspections and visits are to identify historical records and arrange for their transfer to the National Archives, give consultation on good records management practices to the concerned entity and start the procedure for the implementation of an official retention policy that is subsequently endorsed by the National Archives under the provisions of the National Archives Act. After every inspection an official report is compiled and presented to the National Archivist.

Among the entities inspected during the year under review there were the Commerce Department, the Civil Aviation Directorate, the Office of the Electoral Commission, the Department of Public Lotto, the Armed Forces, Social Work Service - Student Services Directorate Education Psycho-Social Services and the Malta Environment and Planning Authority, Ministry of Health & Ministry of Foreign Affairs.

Retention Policies and appraisal of records

One of the major problems that public entities face in managing their records is the lack of storage space. This is why one of the first things that the NAM's Records Management Unit (RMU) emphasises with its clients is that an appraisal of the records that are being held is performed and that a Retention Policy is put in place. This way, records of historical value can be identified and transferred to the National Archives, while other records which are no longer significant and have no enduring historical value can be professionally destroyed in line with the National Archives Act.

During the year under review discussions have been initiated with entities such as the Armed Forces of Malta, the Office of the Electoral Commission, the Department for Local Government and the National Commission for Further and Higher Education.

Processing of historical records still held by public entities

Many public entities still hold in their repository a large number of records that are deemed to have historical value. Whenever a collection is flagged by individuals or the entity, dealings are initiated for the processing of such records and transferring them to the National Archives. The Records Management Unit is responsible for such dealings and advising the concerned on a way forward. This consists of the sorting of records and tracing their original order, cleaning (if necessary) and placing in archival quality boxes. During the year 2015, such process has been initiated with the Office of the President of the Republic, the Office of the Electoral Commission and the Department of Commerce.

Accessions

During the year under review, the National Archives continued accessioning public records of historical value. Most of the accessions occurred after the respective repositories were visited by personnel from the Records Management Unit and the value of these records was assessed. A major accession, both in importance and in extent, was the accessioning of the 1995 Census. The return sheets of the census will be kept closed for 100 years, after which it is planned that they will be opened for public consultation. Other major accessions from public entities include the general records of the Ministry of Health and the *Processi Verbali* from the Office of the Attorney General.

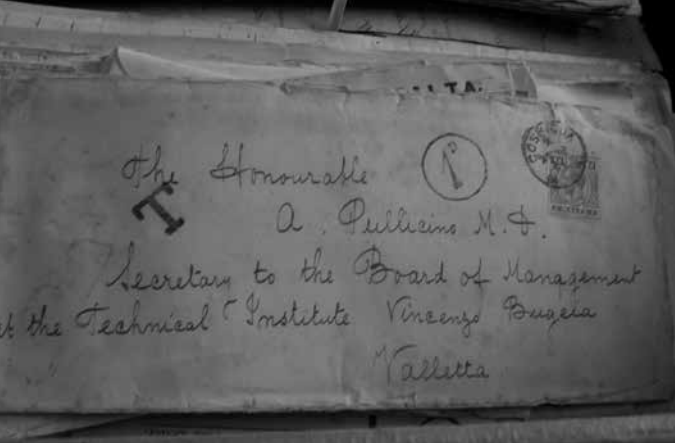
As in the previous years, during 2015 private individuals welcomed the National Archives' invitation to deposit their private records (or a copy of) to be part of the Private Deposits Collection with the NAM. During the year under review, the Private Deposits Collection was enriched with two large accessions, mainly the accessioning of a large collection of photographic negatives from the Ciancio Photographic Studio and the collection of records from the Nani Family.



Meeting with the Electoral Commissioner and the staff of the Office of the Electoral Commission regarding the records that are created and held by the Electoral Commission.

Entities supported by the Records Management Unit

Commerce Department
Malta Environment & Planning Authority
Office of the President of the Republic
Malta Financial Services Authority
Office of the Prime Minister
Public Service Commission
Airmalta
Wild Birds Regulation Unit
Culture Directorate
Electoral Commission
Office of the Attorney General
Department of Probation and Parole
Ħamrun Local Council
Mġarr Local Council
Bormla Local Council
Ministry for Energy and Health
Passport Office
Social Work Service - Education Psycho-Social Services
Maltese Embassy in Rome
Department of Public Lotto
Armed Forces of Malta
Malta Air Traffic Services
High Commission of the Republic of Malta - Canberra



Recovery and accessioning of the historical records of the Istituto Vincenzo Bugeja, a result of an intervention by Steve Borg (Accession No. 2015-28). Left photo: Letter addressed to Hon. A. Pullicino from the collection; Ms Debbie Saliba representing the donors; and Inspector of Records Ivan Ellul together with Steve Borg during the transferring process.

Accession No.	Description	Extent
2015-01	Donation by the Nani Family - Records pertaining to the Nani Music Composers	ca. 5 metres of shelving
2015-02	National Statistics Office - 1995 National Census Returns	220 metres of shelving
2015-03	Donation by Paul Cilia - Records on the football career of Joe Cilia	ca. 0.5m of shelving
2015-04	Donation by Frans Said - Translations of Aesop's fables to Maltese	ca. 0.5m of shelving
2015-05	Public Service Commission - Minutes of the meetings of the Public Service Commission (1948-1984)	3m of shelving
2015-06	Maltese Embassy in Rome - Promotional Tapes about Malta	7 VHS cassettes
2015-07	Agriculture Directorate - Registers and plans for the registration of Agricultural Land	ca. 50m of shelving
2015-08	Office of the Attorney General - <i>Processi Verbali</i> (1981-1989)	20m of shelving
2015-09	Donation by Gabriel Pellegrini - Private records of Vincenzo Maria Pellegrini	2m of shelving
2015-10	Ministry of Health - Department of Health Records (1922-1937)	25 metres of shelving
2015-11	Public Service Commission - Sample of records	5 metres of shelving
2015-12	Ministry for the Family and Social Solidarity - Sample of Personal Files	0.2m of shelving
2015-13	Donation by Michael Ellul - Architecture work notes (1974-1975,1992)	4 loose sheets + 1 portrait
2015-14	Hamrun Local Council - Hamrun Civic Council Records (1950s-1960s)	0.2m of shelving
2015-15	Public Lotto Department - Records pertaining to the Public Lotto Dept. (ca. 1974-1983)	1m of shelving
2015-16	Donation by Anthony Micallef - Staff Photo - Santo Spirito Hospital (ca. 1948)	1 photograph
2015-17	Donation by Anthony Micallef - Photo - Royal Signal (RMA) (ca. 1948-1949)	1 photograph

2015-18	Donation by Raymond Polidano (Malta Aviation Museum) - Large format photograph of the awarding of the George Cross (1942)	1 large format photographs
2015-19	Malta Environment & Planning Authority - Building Notice & Building Control Board Records	2m of shelving
2015-20	Donation by Theresa Vella - Records of Edward Sammut re Malta Independence & other events	3 boxes (0.5m of shelving)
2015-21	Malta High Commission in Canberra – Passport Applications (1969-2003)	83 boxes (ca. 28m of shelving)
2015-22	Donation by Joseph Ellul - Ghana tapes	25 audio cassettes
2015-23	Donation by Mario V. Gauci - Photo of the L'Isle Adam Band	2 digital images - 166MB
2015-24	Donation by Raymond Polidano (Malta Aviation Museum) - Aerial photo of Floriana and Valletta; Area of Porta Reale (1950s)	1 digital Image - 500MB
2015-25	Donation by Avv. Gaetano Allotta - Records re Malta	0.5m of shelving
2015-26	Donation by Raymond Polidano (Malta Aviation Museum) - Photographs of Chateau Bernard and the construction of the Grand Harbour Breakwater	72 digital images - 74.6MB
2015-27	Donation by Anthony H. Abela - Family portraits (ca. 1919 - 1922)	13 Photographs
2015-28	Donation by the family of Lino Camilleri (recovered by Steve Borg) - Records from the Conservatorio Vincenzo Bugeja and Ministry of Education	ca. 5m of shelving
2015-29	Donation by Tony Terribile - Ġrajjet Malta, Fajja Kattolika f'Malta u Bullettini	1m of shelving
2015-30	Ciancio Photographic Studio - Photo Negatives (ca. 1953-2005)	57 boxes ca. 30m of shelving (30 archival boxes + other types)
2015-31	Donation by Charles J. Farrugia - Photograph of Naxxar Titular Statue (ca. 1927/1928)	1 photograph
2015-32	Donation by Gabriel Pellegrini - Records related to Francesco Saverio Sciortino	ca. 04m of shelving
2015-33	Donation by Ġuża Mifsud - audio and video recordings of folk singer "Il-Bambinu" (1950s-1990)	26 audio cassettes & 8 video cassettes
2015-34	Department of Industrial and Employment Relations - Sample of personal files of civil employees	0.2m of shelving
2015-35	Interview with Fr Marius Zerafa	1 digital audio file - 62.2MB
2015-36	Office of the Attorney General - Files from the registry of the Office of the Attorney General (1977-1980)	20 metres of shelving
2015-37	Donation by Tony Terribile - Photographs of Cemeteries	17 images (6.93MB)
2015-38	Donation by Joseph Amodio - Large Format Posters	5 posters



ARKIVJI NAZZJONALI TA' MALTA

The Maltese team (Malta XI) that played against Austria XI in Empire Stadium (Gżira) on 24 February 1957. This was Joe Cilia's first international match for Malta and he was the only player from Valletta. The others hailed equally from Sliema and Floriana. Malta XI lost to Austria 2-3. *National Archives of Malta, Paul Cilia Collection.*

ARKIVJI NAZZJONALI TA' MALTA



A children Christmas Party held at Viceroy Theatre, Paola on 29 December 1958. Mr Frans H Said was one of the key promoters of these parties that were popular in the 1950s and 1960s. *National Archives of Malta, Frans Said Collection.*



An aerial photograph of the Valletta Bus Terminus and Porta Reale from the 1950s. Donated by the Malta Aviation Museum (Accession No. 2015-24).

Archives Processing



Diploma in Archives and Records Management students sorting the Conservatorio Vincenzo Bugeja bequest at the National Archives sorting area on 21 October 2015. From left: Maria Micallef, Anna Farrugia and Maria Anna Galea.

Archives processing is the physical and intellectual act of assessing, arranging and describing archival collections. There are a number of steps conducted by the archivist to ensure collections are processed effectively and efficiently. This should be a core function of any archives, not the least a National Archives. Although as an Institution we are still struggling to obtain enough financial and human resources to strengthen this Unit, we are doing the best we can with the available limited resources. We are adopting an effective system of monitoring volunteers and students to have enough workforce for these tasks.

Internships

During 2015, several Maltese and foreign students visited and pursued their practicum at the National Archives. The type of tasks performed varied from administrative to archival skills, including electronic data management. All students terminated their practicum successfully, with most of them expressing their intention of re-visiting either as researchers or as volunteers.

Our entity gives all students a good exposure of the ongoing Archival processes: cleaning, sorting and re-boxing of documents from various fonds, compiling databases, the day-to-day running of the Reading Rooms, our customer care services, research as well as digitisation of records. University students whose main line of study is archives and records management during 2015 were assigned to carry out a preliminary listing and sorting of the private deposits donated by several individuals or organisations.

During the year in question, we offered opportunities to a number of local and foreign schools, colleges, higher educational institutions and companies involved in the training sector to send their students to our Institution. The National Archivist also addressed an event organised by the Giovanni Curmi Higher Secondary on 19 June 2015, launching their Work Exposure re-branded programme. During the event chaired by the Hon. Evarist Bartolo, Minister for Education

Internships held at the National Archives

Course	Organising institution	Number/hrs	Type of training
Systems of Knowledge	Giovanni Curmi Higher Secondary	11/220	Archival skills in particular sorting, cataloguing and data inputting
Systems of Knowledge	Junior College	15/300	Archival skills in particular sorting, cataloguing, data inputting and conservation
Systems of Knowledge	St Theresa College	7/140	Archival skills in particular sorting, cataloguing, data inputting and conservation
Systems of Knowledge	De La Salle College	1/20	Archival skills in particular sorting, cataloguing, data inputting and conservation
Systems of Knowledge	St Agatha College	1/20	Archival skills in particular sorting, cataloguing and data inputting
Tourism Studies	University of Malta	6/450	Sorting, digitisation and preparation for the fourth exhibition
Career Exposure	St Venera Boys' Secondary School	2/30	Archival skills in particular sorting, cataloguing and data inputting
Tertiary Education	University College, Lithuania	2/477	Shifting of material (OPM), data inputting and conservation
Tertiary Education	Stucom Centre / Integra Co., Spain	3/122	Digitisations, powerpoint presentation
Tertiary Education	La Sapienza University, Italy	1/245	Archival skills in particular sorting, cataloguing and data inputting, digitising and conservation
Tertiary Education	University of Paderborn, Germany	1/60	Archival skills in particular sorting, cataloguing and data inputting
Archives and Records Management Course	University of Glasgow	1/50	Archival skills in particular sorting, cataloguing and data inputting
Diploma in Archives and Records Management	University of Malta	4/350	Archival skills in particular sorting, cataloguing and data inputting, digitising and conservation
Bachelor in Media and Knowledge Sciences	University of Malta	1/100	Archival skills in particular sorting, cataloguing and data inputting
	TOTALS	56 students 2584 hrs	

and Employment, the National Archivist Charles J. Farrugia gave a presentation entitled 'The National Archives: The Work Experience Dimension.' The whole effort of the Institution in this area of internships, placements and work exposure projects resulted in the activity documented in the table on page 16.

Sorting / Cataloguing

Last year, the National Archives concentrated more on important material which was previously unsorted and labelled, such as the OPM and Education files. Numerous volumes related to Saint Vincent De Paule Hospital have been labelled and arranged by category and by year, mainly through monitored input by students who were doing their internship practicum. Another section that was re-arranged was that of School records. The main focus of this project was the reboxing and minor preservation intervention on records related to the Education Department (EDU02) for the period 1931 and 1966. This is also an important collection because it is highly consulted in our reading rooms.

Reorganisation and Relocation of Documents	
Fonds	No. of Volumes/ boxes / plans / unit
Education files (1955-1966)	612 boxes
PQ's Office of the Prime Minister (1962-1987)	235 boxes
PQ's Education Department (1947-1990)	659 Boxes
Police Headquarters – Occurrences (1954-1958)	332 boxes
School Records	8 units
St Vincent de Paule Hospital	56 bundles + 37 volumes

Cataloguing	
Fonds	No. of Entries
Governor's Despatches from (GOV)	2,500
Office of the Prime Minister (OPM)	1,250
Education files	650
Tony Terribile bequest	347
Police	3,227

Digitisation

The digitisation priorities continued to focus on a new project sponsored by private partnerships consisting of the *Consolato del Mare* (1697-1814) records housed at the Banca Giuratale in Mdina. This particular collection, which is not voluminous, is important for the transition between the Order of St John and the British period. The aim of this particular digitisation is to preserve the fragile documents from handling. In fact, our researchers are always encouraged to use our digital service instead of ordering photocopies of documents from bulky volumes.

Digitisation	
Fonds	No. of images
<i>Magna Curia Castellania</i>	1,606,301 (total figure for project finished during 2015)
<i>Officium Civile Sacrae Inquisitionis</i>	3,310
Law Courts Miscellaneous Collection (1798-1800)	25 boxes
Documents (GOV, CSG, ARP, Army, etc.)	1,648
Customs and Passport applications	697
Tony Terribile / Pellegrini collections	676
Tony Terribile collection cropping	4,490



Dip. ARM students Timothy Garrett and Mary Anne Farrugia; Dip. ARM students (from left) Joseph Grima, Eric Frendo and Mariella Grima.

Map Room

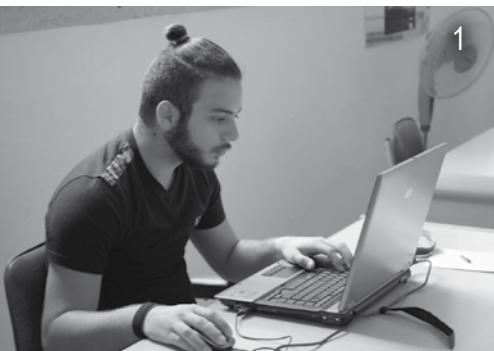
The main project which is being done in the Map Room consists of the processing, digitisation and editing of a very large collection (over 30,000 images) of architectural plans, drawings and maps from the early 1800s till present. The idea is that all the digitised plans, drawings, maps, images and photographs will be inputted into a database so that they will be made available online in the near future.

The main collection being digitised at present, after finishing the collection known as “Ex-Museum Plans” are the “Record Plans from the Ordnance Department.” When there are requests for digitised images from different collections by researchers or other entities, these are given priority over the main digitisation project mentioned above. Such were the cases of the Agriculture Maps that now can be accessed here at the National Archives and the hundreds of digitised plans requested by the OPM.

Due to the sophisticated features of the scanner, it is occasionally used to digitise historical photographs at high resolutions, like for example

the “Captain Lyon’s Photo Collection” of 1870 which was digitised at 1500dpi. Apart from this, researchers can come to the Map Room (following an appointment with the person in charge Mr Reno Caruana) to do their research on the many different localities/sites of their studies. Copies of the digitised images that they need are given against payment on DVD. When students or other visitors pay a visit here, they are shown around the various collections to be digitised and see also the digitisation process.

Digitisation in the Map Room	
Fonds	No. of images
Plans scanned and inputted into Database (PDM)	1,666
Ordnance Department (scanning only)	61
Passport Applications	203
PWD/GMR/LGO/Police Digital Images	43
Photos	32
Captain Lyons Photo 1870 Collection (scanned at 1500dpi)	43
TOTAL	2,048



Students from a number of Faculties and schools doing their internship at the National Archives:

1. Isaac Zammit, 2. Hose Borg, 3. Andrew Zammit Montebello, 4. Rakele Fiott, 5. Mariah Cini, 6. Gabriel Agius



- 7. Students from the St. Theresa College
- 8. Anthea D'Anastas from the Faculty of Laws
- 9. Bernice Magro
- 10. Danica Muscat and Florin Leban
- 11. Daniela Zammit
- 12. Sherice Curmi and Katryn James
- 13. Vincent Ciantar

Conservation Laboratory



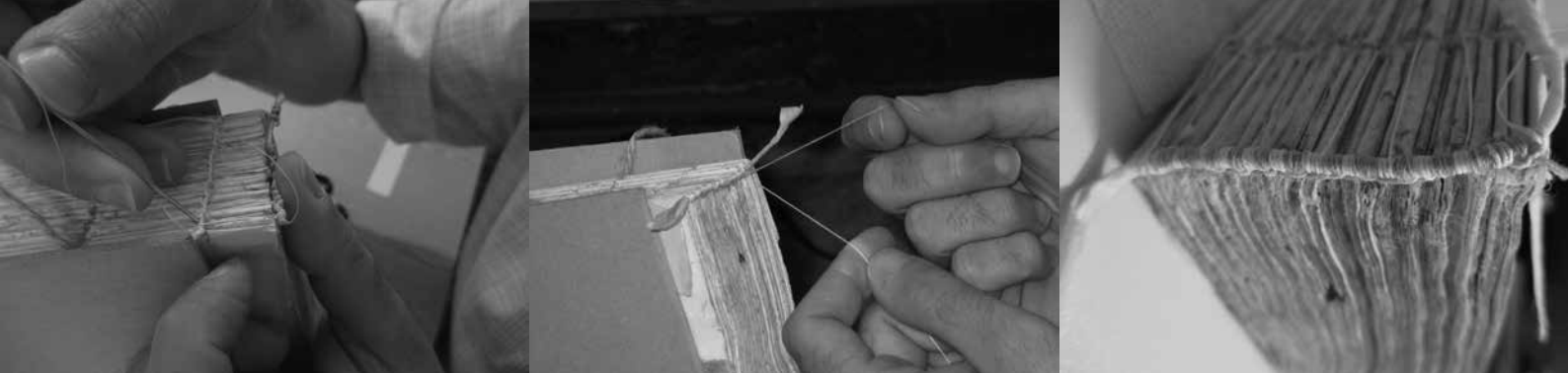
Visit by the Birzebbugia Local Council, managed by Chief Conservator Mario V. Gauci, December 2015.

As in previous years, the main focus of conservation work was divided on two tracks – the first being the continuation of a long term project on documents from the *Magna Curia Castellania* (MCC). Conservation treatments were performed on sixty-nine gatherings from this collection dated between the years 1715 and 1718, for a total amount of 1,296 folios. On the other hand, nineteen conservation treatments were carried out on material from various fonds, namely: MFA, PWD, ZM (Gozo Section- *Miscellanea*), CUS, Corte, GOV, DOI, CSG, POL, PDM, CC (*Corte Capitanale*), the Admiralty Court and the *Consolato del Mare*. Eleven of these interventions were done following the receipt of Damage Notification Forms filed by the Reading Room staff. In fact fourteen damage reports were received, but it was deemed that no urgent intervention was needed on three of these reports. The Conservation Laboratory was also entrusted to work on five jobs from various Private Collections.

The *Consolato del Mare* Preservation Project was launched on the 23 April 2015 in the presence of the Hon. Evarist Bartolo, Minister of Education and Employment. Work on the project started on the 1 June. The initial work forming part of Phase One of the project involves the removal of old forms of wrappers from the bundles of documents, dry cleaning of the bundles and volumes, sorting in chronological sequence and pagination of all items, and the provision of a new archival quality cover. A Condition Survey is also being performed; this will help in assessing the quantity and various forms of damage extant in the collection. All the items will be stored in archival quality boxes to ensure better protection and storage. Up to the end of December 2015 three hundred and three volumes/bundles have been processed. These make up 64% of the collection.

Student Placements

During the year we had thirty-eight students who did part of their practicum within our Laboratory. These students came from the University of Malta, the Junior College, Giovanni Curmi Higher Secondary School and other foreign institutions. All students and volunteers were introduced to the Archives by means of a power point presentation on 'Safe Handling of Archival Materials.' This presentation helps to bring about awareness on the importance of handling in a safe and proper way archival material.



Reconstruction of a Headband, *Libro dei Carcerati* 1800-1803; The finished Headband, *Libro dei Carcerati* 1800-1803.

The work assigned to these students was mainly focused on two on-going projects: items from the Prints, Drawings and Map collection. This work mainly consisted of dry cleaning and repairing tears and splits on more than sixty architectural drawings. Another job assigned to students was on Police Records dated 1956 to 1957. These documents contain metal fixtures that are causing rust damage to the surface of the paper and are being removed and replaced with plastic-coated metal clips or treasury tags with plastic ends. The work mainly consisted in the removal of all metal fixtures affixed to the documents, dry surface cleaning and re-boxing in archival quality boxes. Matthew Bugeja, who last year was assigned with us through the Leap Project, finished his work/study phase with us in the beginning of June. His work, mainly on Police files, consisted in surface

cleaning of the documents and removing all iron insertions in the files. Throughout his term with us, Matthew managed to remove three and a half kilos of metal inserts from these documents.

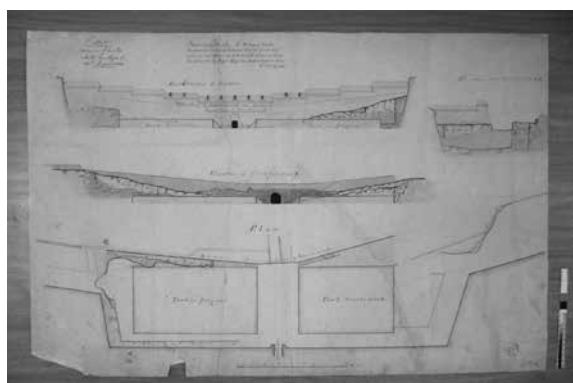
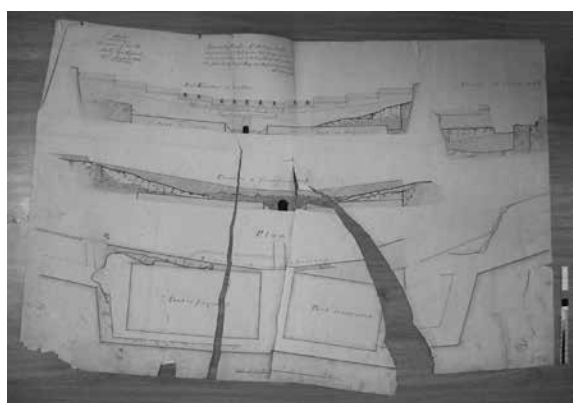
Two Form 4 students from the St. Venera Secondary School had the opportunity to do a Career Exposure Experience within the Conservation Laboratory.

Two volunteers dedicated over one hundred and forty hours of conservation work between them. Ms Anthea Maria Vella, a sixth form student did several interventions within the Laboratory but her main work was a detailed conservation survey on five hundred and thirty seven plans and drawings of the Malta Railway and Tramway. Ms Raisa Bartolo, a University graduate, worked on sorting, cleaning and removing any metal fixtures from various Police files.

A Condition Survey was carried out on the collection of the Addolorata Cemetery Permits and Drawings. This also included a report outlining a proposal for the conservation works with an time and financial estimate for these works.

The Microfilm Collection

Although the National Archives does not hold extensive holdings of microfilms, we do have a section that came to us from the Public Registry. Damage from Vinegar Syndrome was noted in the collection. This syndrome comes about because cellulose acetate film is susceptible to a slow form of chemical decay, known as Vinegar Syndrome. This causes the plastic film to become acidic turning it into a jellified state whilst giving out a strong vinegary smell, hence the name of the syndrome. Tests were performed using A-D TEST STRIPS. Recordings of temperature and relative humidity in the storage area were also



Architectural Plan 'Admiralty Tanks' at St. Helena Gate, 1852, before and after conservation.



Drop Back cases for Registers; Lithuanian student Diana Bykovaite doing minor repairs on a spine; Student Rakele Fiott working on Police files.

taken. Following these tests it was confirmed that a small part of the collection was in the first stages of active degradation. A procedure to migrate these damaged films to digital format was started, whilst the other part of the collection, which was found to be stable, was moved to more adequate ambient conditions to stop any degradation of the microfilms from this syndrome.

The same level of attention is also given to the constant monitoring of temperature and relative humidity in all the areas of the Archives. Tests on these two variable were carried out in selected areas of the Archives using a Data Logger. The information gathered from this exercise will help us to formulate a better practice procedure in order to maintain a more stable climate in these Halls.

Throughout this year, we had eighteen visits to the Conservation Laboratory. About three hundred persons participated in these visits. These came from various institutions, Faculties from the University of Malta, the Junior Lyceum, the Giovanni Curmi Higher Secondary, various local Secondary Schools, the Akkademja tal-Malti, Kunsill Nazzjonali tal-Ktieb, top officials from

Mater Dei Hospital, the Electoral Commission's Head Office team and a group of academics from the University of Bulgaria. On the 14th of August, the National Archives hosted Dr. Bassam Daghestani the Head of the Preservation, Treatment and Restoration at the Dubai based Juma al Majid Centre for Culture and Heritage in Dubai. Dr. Daghestani was shown around the facilities at the Conservation laboratory, during which conservation methods and ideologies were discussed with the Chief Conservator Mario V. Gauci.

Participation in International Meetings

On the 24 and 25 June, Mario V. Gauci participated in the seventh meeting of the European Heads of Conservation held in Riga, Latvia. During this meeting, the Chief Conservator put up a presentation on the *Consolato del Mare* Preservation Project. This presentation outlined the work involved prior to and the eventual launch of the project and the work methods adapted for its implementation.



Visit of Form 5 Seminary students, addressed by Conservator Simon P. Dimech, November 2015.

Year 2 students from the Diploma in Archival Studies UOM, during their hands-on experience in the Conservation Laboratory in March 2015.



Public Services



Joseph Amodio explaining to a group of MCAST photography students during a tour organised by their lecturer Kevin Casha.

The Public Services Unit is responsible to maintain high level standards in the contacts with the public. As much as preservation is important, access to the public forms the raison d'être of the Institution. During the year under review, we registered further increases in activity in our three Reading Rooms. Furthermore, we also emphasised much more the online presence with thousands of images in digital format available for world-wide access through the Archives Portal Europe.

The Agriculture Records

As from 6 March 2015, the National Archives of Malta Head Office in Rabat came in possession of the Agricultural Land Registry records, also known as 'Registri tal-Kotba tar-Raba', which were formerly housed at the Agricultural Research and Development Centre in Ghammieri, Marsa. The accompanying material, namely maps of the land plots and files arranged according to the residential town of the farmer, and listed in alphabetical order according to farmer's surname, were also transferred from the Agriculture Directorate together with these records.

The importance of the Agriculture Directorate land registers lies in the fact that they record all agricultural land found in Malta, including details of the farmer working the land and the land owner/s. However, it should be noted that since the Agriculture registers span from 1944 to 2007, information issued in response to requests may not necessarily reflect the present day situation. Therefore, these records are mainly a historical record. Notwithstanding, their value should not be underestimated, as they are the only available historical record for land parcels/plots dating back to a number of years.

Due to certain data protection implications, the registers are not accessible to the general public and research requests can only be carried out by members of staff of the National Archives. After the research is carried out, a certified

letter recording the results of the research request is issued to the applicant, which is duly signed by the National Archivist, together with a copy of the relevant map/s to the area/s requested by the applicant, when needed.

Whoever is interested in making research from the Agriculture records should fill in an application form, available from the National Archives Head Office, indicating the type of information they require and also endorse any supporting documentation that is relevant to their request. A photocopy of the applicant's I.D. Card should always be provided and should be attached to the application.

Reading Rooms Activity

During the year under review, the three Reading Rooms registered levels of users on the same numerical frequency of the previous year. In certain instances, there were decreases in the number of researchers or items consulted. However, this was compensated with an increase in the time of research. This is also related to the medium of records used. In the case of volumes, the number of items will be smaller but the amount of data is much more extensive and time-consuming to go through than when consulting files or photos. Another shift that is being noticed is that of higher use of our customer care email address and foreign researchers. In 2015, our Customer Care Unit answered 341 virtual research requests.

At the Rabat Reading Room, records pertaining to the Office of the Prime Minister (OPM) were often researched, especially the period between 1948 and 1979. Other publications that were mostly consulted by Law students for their thesis and assignments were the Ordinances from 1813 till 1964, the Malta Government Gazette from 1813 to 2006, the Blue Books from 1821 till 1938 as well as the Parliamentary Debates from 1876 till 1974. Another category of material that is increasing in popularity is that of maps and drawings. Access for these is being offered on the Reading Room terminals. Two main survey sheets of the towns and villages of Malta and Gozo dated 1907 and 1957 are already available

together with thousands of other maps. Another computer terminal is dedicated for access to the Paper Cabinet Collection through an internal online server and another computer is reserved for access to all the databases, photo collections and selected finding aids.

When it comes to our Reading Room at the Legal Documentation Section in Mdina, there was an increase in the time spent on research, mainly in the evening opening hours. During last year, the records most consulted at this Section were the *Magna Curia Castellaniæ*, *Consolato del Mare*

Head Office Research			
Month	Researchers	Items consulted	Total hours
January	103	228	300
February	123	195	496
March	104	171	272
April	147	251	389
May	115	329	306
June	76	123	152
July	128	266	300
August	130	239	310
September	143	309	329
October	147	361	405
November	153	331	336
December	103	145	232
Total	1,472	2,948	3,827

Legal Documentation Section - Mdina			
Month	Researchers	Items consulted	Total hours
January	8	27	23
February	21	43	57
March	9	17	27
April	11	18	11
May	8	16	26
June	14	11	49
July	30	29	108
August	27	42	118
September	13	20	31
October	6	10	18
November	2	6	11
December	14	8	59
Total	163	247	538



Leonard Callus explaining about our records to Ambassador's spouses during a tour for them organised on 21 January 2015; Marlene Gouder introducing the Reading Room services to the Diploma in Public Administration students supervised by Dr Mario Vassallo on 26 February 2015; The Saint Albert's school children who toured the archives accompanied by staff member Pauline Cortis.

and those belonging to the series of the *Tribunal Armamentor*. Also on the increase in this Section is the demand for works of composer Prof. Mro. Charles Camilleri, although these are mainly requests in connection with performances that are mostly dealt with by correspondence. The Section is also visited by hundreds of people weekly to view the National Portrait Archive exhibition, that this year was augmented by about 25 new portraits.

Outreach Events

A number of outreach events were organised to emphasise the importance of archival records and the valuable role the Institution plays. The main events carried out during 2015 were the following:

- National Archivist addresses the National Cultural Heritage Forum – 23 January 2015;
- Visit by the Hon. Evarist Bartolo, Minister for Education at the Legal Documentation Section in Mdina and the donation of the private records of Joe Cilia and Frans Said – 19 February 2015;
- Participation in the COPEAM Conference organised by PBS and addressing the Audio Visual Heritage Commission AGM – 27 March 2015;
- The Friends Annual General Meeting – 30 March 2015;
- Participation of the Banca Giuratale during the Medieval Mdina Festival – 18-19 April 2015;
- Launching of the *Consolato del Mare* Preservation Project – 23 April 2015;
- First meeting of the Archives Building Task Force – 5 May 2015;
- Hosting of lecture delivered by Simon Cusens organised by the Institute of Maltese Studies – 28 May 2015;
- Participation in the FOSTER Open Access Conference – 29 May 2015;
- Opening of the 'Calm Before the Storm' joint exhibition in collaboration with APS – 29 May 2015;
- Participation in 'The Commonwealth and its People: Diasporas, Identities, Memories' Conference – 24-26 June 2015;
- Book stand by the Friends of the National Archives at the National Book Festival in Valletta – 4-8 November 2015;
- Public lecture by HE Dr Ugo Mifsud Bonnici, President Emeritus – 17 November 2015.

Archive Awareness Week 2015

The theme of the 2015 Archive Awareness Week held between 16 and 22 November was 'Guarding the Collective Memory of the Maltese Nation.' This was inspired by a number of anniversaries

Tour to the Akkademja tal-Malti Council on 2 July 2015; Tour for the delegation from the University of Sofia on 20 July 2015; Tour to the Kunsill tal-Ktieb staff on 20 July 2015; Lecture on the Role of Women during WWII by Simon Cusens on 28 May 2015 organised by the Institute of Maltese Studies led by Prof. Henry Frendo.



and also the Mission Statement of the Institution as stipulated in the National Archives Act (Cap. 477) of the Laws of Malta. Amongst the events during that week, there was the National Archives Annual Public Lecture and the unveiling of commemorative plaque commemorating the Twenty-fifth Anniversary from the first Maltese legislation founding the National Archives. The plaque designed by employee and Rabat sculptor Joseph Scerri represents the Maltese flag in the form of an open document and images of the Maltese people moving forward towards a future destination. The plaque was inaugurated by the Hon. Evarist Bartolo, Minister of Education and Employment on 18 November 2015.

Other events during the week included the donation of the records of Francesco Saverio Sciortino by Gabriel Pellegrini. The collection donated holds valuable designs and documentation from an artist that still needs to be explored further. Other signing of agreements were held with the Hill Museum and Manuscript Library for further digitisation of records and the Norman Ciancio family. The latter agreement provided for the preservation of thousands of negatives representing three generations of Ciancio photographers.

As in previous years, a number of school visits were also held during the Awareness Week. An innovation for this year was a blood donation event organised by the staff of the Archives and members from the Friends Organisation.

Annual Public Lecture

The National Archives Annual Public Lecture for 2015 was held on 17 November at the Inquisitor's Palace in Vittoriosa. The theme was 'Memorji Nazzjonali Oggettivament Korretti: L-Arkivji Nazzjonali' and was discussed by HE Dr Ugo Mifsud Bonnici, President Emeritus.

Twenty-five years ago, Dr Ugo Mifsud Bonnici was Minister for Education responsible for the Archives sector. At that time, the National Archives was a small section within the Public Works Department. Dr Mifsud Bonnici had the vision to transform this Section into a fully-fledged National Archives. He piloted the first National Archives Act through Parliament in 1990. This led to the shift of the services from the small area in the Palace in Valletta to the newly restored buildings in Rabat (Malta), Victoria (Gozo) and Mdina. Twenty-five years later, at a time when the National Archives celebrated ten years from its Second Law that separated it from the Libraries Sector and established it as a separate entity, Dr Mifsud Bonnici revisited those events. He shared his personal experiences of the long path that led to the reform, and what in his opinion, makes objective national memory accounts, and the role National Archives have in this.

Tours

During 2015, we intensified our policy of opening our Institution to schools to bring over their students to visit the Archives. Students from

President Emeritus Dr Ugo Mifsud Bonnici delivering the Annual Public Lecture; The audience following the Annual Public Lecture on 17 November 2015.



different schools had the opportunity to visit the archival holdings on planned educational tours. Besides these students, other groups visited the National Archives as part of their cultural tours.

When students visit the National Archives, they are shown around the various stages of archival practices such as our record accessions, the

cataloguing system, the digitisation process and the Reading Room services. Each visit is planned well in advance in collaboration with the teachers of the various schools involved. The type of lecture and documents exhibited are adapted according to the educational level of the visitors or students.

School/Cultural visits			
Date of visit	Name of organisation	Number	Location of activity
07 January 2015	Pharmacy Students from University	4	Pharmacy Museum
21 January 2015	Ambassadors' spouses residing in Malta	10	Head Office
18 January 2015	Baroque Studies – University of Malta	6	Legal Documentation Section
25 January 2015	MEPA	70	Head Office
22 February 2015	MEPA	40	Head Office
26 February 2015	Public Administration – University of Malta	18	Head Office / Legal Documentation
26 February 2015	St Albert The Great College	14	Head Office
09 March 2015	Junior Lyceum	4	Head Office
12 March 2015	Photography students – MCAST	10	Head Office
18 March 2015	Ladies Circle, Qormi	52	Head Office
20 March 2015	Heritage & Cultural Tourism International Group	15	Head Office
22 March 2015	University Students	4	Pharmacy Museum
04 June 2015	International Research Seminar	10	Head Office
02 July 2015	Akkademja tal-Malti	14	Head Office
20 July 2015	University of Sofia, Bulgaria delegation	32	Head Office
20 July 2015	National Book Council staff	4	Head Office
8 November 2015	Department of History – University of Malta	13	Head Office
25 November 2015	Seminary Form 5 students	19	Head Office
30 November 2015	St Dorothy's School Form 2 students	36	Legal Documentation Section
15 December 2015	Birzebbugia Local Council	14	Head Office

Social Network Activity

Facebook

Photos	Videos	Notes	Events	Followers
386	9	3	3	3,021

Flickr

Total Photos	2015 Uploads	Total Views	Albums	Following	Followers
245	31	255,365	20	67	118

Twitter

Total Tweets	2015 Tweets	Following	Followers
34	11	84	59

Issuu Online Library

Total Publications	2015 Uploads	Followers	Impressions	Reads
43	10	22	39,225	5,828

YouTube

Total Videos	2015 Uploads	Subscribers	Total views
11	5	17	3,122

The National Archives in the Media

Programme or event	Date
Programme 'Fuq Kollox' hosted by Pauline Miceli on Radio Malta – Topic: <i>Consolato del Mare</i>	24 February 2015
Programme 'Fuq Kollox' hosted by Pauline Miceli on Radio Malta – Topic: Libraries and Archives	2 March 2015
Interview for PBS news about the <i>Consolato</i> launching	23 April 2015
Interview for One News about the <i>Consolato</i> launching	24 April 2015
Interview on Campus FM: Topic: The National Archive holdings	5 May 2015
Programme 'Libreriji u Arkivji' on NET TV about the Gozo Section	8 August 2015
Programme 'Libreriji u Arkivji' on NET TV about the head office	15 August 2015
Programme 'Libreriji u Arkivji' on NET TV about Banca Giuratale	22 August 2015
Programme 'Libreriji u Arkivji' on NET TV about National Memory	28 August 2015
Interview by PBS for news about the Court records	31 August 2015
Programme 'Libreriji u Arkivji' on NET TV about <i>Consolato</i>	5 September 2015
Interview about Independence for One News	21 September 2015

Legal Documentation Section



Hon. Minister Evarist Bartolo with Noel D'Anastas at the Banca Giuratale in Mdina.

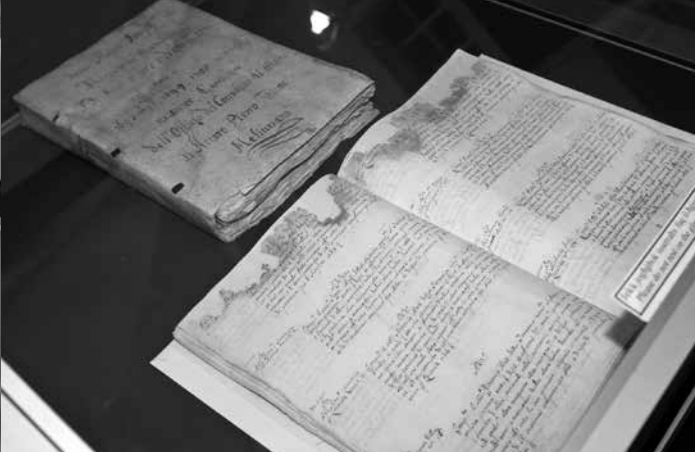
In 2015, the Legal Documentation Section at the Mdina Banca Giuratale registered an increase in hours of research and outreach activities. The number of scholars and researchers visiting the Reading Room at the Legal Documentation Section at Mdina was 163 which had consulted 247 volumes, spending around 540 hours of research, mainly in the evening opening hours. In the year under review, the hours of research had an increase of 13% and 16% from the previous two years. It is evident that the records of the *Magna Curia Castellaniæ*, *Consolato del Mare* and those belonging to the series of the *Tribunal Armamentor* were the most requested records by researches in the past years.

Digitisation project of the *Magna Curia Castellaniæ*

Ross Harvey, a senior lecturer at the Graduate Department of Librarianship, Archives and Records at Monash University in Melbourne, Australia once remarked that “without properly preserved records, all other archival activities are negated.” Digitisation is a crucial aspect of collections care at the National Archives of Malta. The Archives adheres to international standards and best practices for digitisation and produces high quality archival images useful for researchers, scholars, and the public. Digitisation protects original historical documents and analog records from further deterioration and damage because it eliminates repetitive handling.

Inspired by these principles during the past twelve months, the National Archives was proud to announce the completion of the digitisation project of the *Magna Curia Castellaniæ Acta Originalia* documents. The constant appeal for seeking funding to preserve the *Consolato del Mare* records and other fonds for posterity were the main targets for the preservation issues undertaken by the National Archives.

The digitisation project of the *Magna Curia Castellaniæ* (1545-1798) records came to an end in June 2015 after the completion of the digitisation of the *Acta Originalia* documents. The project which was co-ordinated and financially supported by the Hill



Hon. Minister Evarist Bartolo together with Charles J. Farrugia the National Archivist and Spanish student Sara Ramirez; A volume from the Magna Curia Castellania restored by our Conservators.

Museum & Manuscript Library (HMML) and the Malta Study Centre of Minnesota following an agreement signed in October 2007 includes the digitisation of 1,141 volumes and the 25-volume index corresponding to 1,606,301 (1.6m) million digital images. The digitised records and the metadata of the *Magna Curia Castellaniae* can be accessed on www.hmml.org and www.archivesportaleurope.eu.

The *Magna Curia Castellaniae* was the main secular Tribunal for the Harbour area during the Order of St John in Malta. Being the largest Tribunal, and having both criminal and civil jurisdiction, these records are one of the most researched sources on social history in Malta during the stay of the Knights dealing with various litigations, from domestic violence to assault and from theft and fights to the appointment of guardians for minors.

The collaboration between the National Archives and the HMML includes also the digitisation of three metres of shelving of the *Epoca Gallica* (1798-1800) records representing 33,879 images, followed by the digitisation of 25 boxes of miscellaneous records of various Tribunals pertaining to the French Period. Other digitisation projects include the three volumes detailing the civil legal proceedings related to the Roman Inquisition in Malta, the volumes of *Sacra Audientia* dated 1538-1788 and the unique volume of original acts of the *Tribunal Fabricae Sancti Petri de Urbe*.

In-house digitisation projects

As part of the digitisation service at the Legal Documents Section at Mdina, we manage to

digitise 37Gb of data of original files belonging to St. Edward's College dating from 1930 to 1969. Data was processed from photo capturing, cropping and printing reproduction.

Also in-house projects include the digitisation of a vast collection belonging to Tony Terribile whose collection, which was later donated to the National Archives, ranges from photographs taken when the photography at the time was in black and white. The Collection focus on images of local churches and chapels, niches around the Islands and the Catholic and religious events that took place in Malta on a chronological basis under the name heading "Fajja Kattolika f'Malta" (Catholic Life in Malta).

The music archive of the late Prof. Mro. Charles Camilleri which was donated to the National Archives in 2012 by his widow Mrs Doris Camilleri Vella is being digitised after the Collection was sorted out and catalogued.

Outreach programmes and other activities

The National Archives undertakes a series of outreach activities annually with the aim to inform and educate the public about the nature of archival materials and archival work and to bring about interest in the archives and encourage research. Some of the outreach activities include guided visits to students of Secondary and post-Secondary Colleges and members of the public throughout the various sections of the National Archives.

As part of their placements in history and restoration career exposure, students from St George Preca, St Theresa College and Giovanni

Curmi Higher Secondary had the opportunity to experience a number of hours working at the Legal Documentation Section mainly on pagination of volumes and metadata of the *Magna Curia Castellaniæ* records. Academic lectures for undergraduate's University students reading for Public Administration, Library, Archives and Information Studies, History and Law were delivered at the Reading Room of the Banca Giuratale. Secondary-grade students from Verdala International School had the opportunity to visit the digitisation laboratory and take a close glimpse several volumes.



School visit at the Banca Giuratale in Mdina by Form 2 History Students from St. Dorothy's Junior School, Ғaž-Ғebbuę.

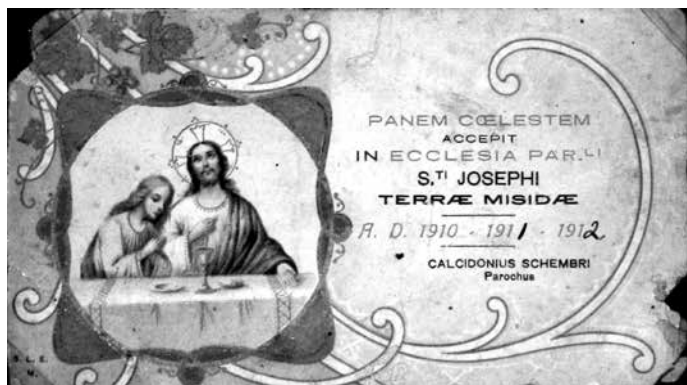
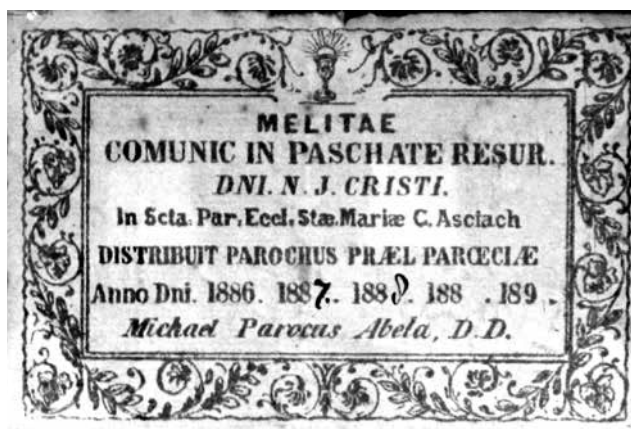
Three University students reading for a Diploma in Archives experienced part of their practicum at the Banca Giuratale, conducting work on labelling the preserved boxes of the *Supremo Magistrato di Giustizia* records. A long essay on the historic and preservation issues of the criminal records dated 1845-50 is being conducted by one of the students.

hands-on training on the *Consolato del Mare* records, assisting the laboratory conservators and archives officers on the conservation report, cleaning and pagination of documents. Lakstauskaite was also a helping hand in the preparation of records to be digitised.

During summer 2015, Migle Lakstauskaite, a post-University student from Lithuania achieved

Exhibitions

The National Archives took part in the Heritage Malta International Exhibition '1565 – The



Church Bulletin, National Archives of Malta, Tony Terribile Collection.

Great Siege of Malta; a unique documented presentation of 150 objects which relate to the Order of St John and to this legendary battle. The National Archive's contribution in the exhibition was a poem on the Great Siege written in 1565, entitled '*Ad Patriam*' (*O Melita Infelix*) which was discovered by coincidence by scholar Carmel Cassar some years ago on the recto of the last foglio of the second volume of the '*Cedulae, Supplicae et Taxationes*' for the years 1565-66, a series under the *Magna Curia Castellania* fond preserved nowadays at the Banca Giuratale. '*Ad Patriam*' is a poem of twelve lines written in simple Latin verse based on the distribution of long and short syllables signed by Lucas de Armenia, *Patricius Melevitanus*, a Maltese citizen resident of Mdina. The exhibition, which was held in collaboration with the National Library of Malta, was hosted within the Statal Rooms of the Grand Master's Palace in Valletta, under the Patronage of HE, the President of Malta. It was opened to the public between September 5 and December 6, 2015.

Other activities

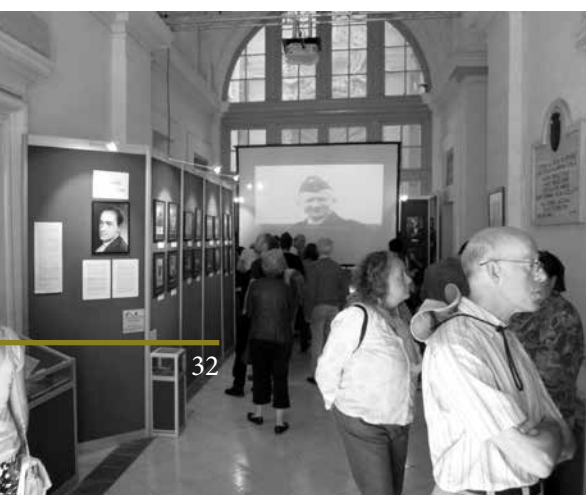
For the seventh consecutive year, the Banca Giuratale had participated at the Medieval Mdina Festival held between 18th and 19th April 2015. For this event, the National Memory Portrait Gallery was enriched with the artistic photographic collection of Maltese tenor Paul Asciak's brilliant career and other portraits of Maltese great personalities. Concurrently, the Archives also showed an audio-visual production focusing on WWI Prisoners of War and the publication 'The Salter Album' that the Archives had produced the year before.

The Legal Documentation Section and the National Memory Portrait Gallery were featured in 'Arkivju u Libreriji,' a radio programme series presented and produced by Manwel Cassar on RTK Radio.

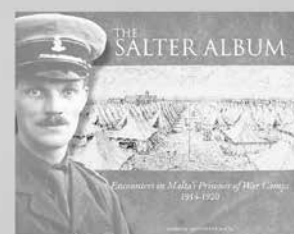
The music scores of Prof. Mro. Charles Camilleri which are now catalogued and located at the premises of the Banca Giuratale were performed locally and abroad in various concerts and music festivals. The *Malta Suite*, widely considered the Islands' musical emblem, was recently released by the Valletta 2018 Foundation and the Malta Philharmonic Orchestra under the International label Naxos. The CD, entitled 'Mediterranean,' includes two other major works by Camilleri – *Piano Concerto No 1* with the participation of pianist Charlene Farrugia; and *Accordion Concerto* with the participation of soloist Franko Bazac. The *Malta Suite* was also performed by the Malta Philharmonic Orchestra at the Milan Expo on 16 July 2015 and ten days later at Valletta's St. George's Square.

Aria from the opera 'Il-Fidwa tal-Bdiewa' (The Peasants' Ransom) was performed by soprano Miriam Cauchi accompanied by the Malta Philharmonic Orchestra at the Annual Concert held to mark the occasion of Malta's Independence. On 5 June 2015, Miriam Cauchi performed the *Hames Kanti Popolari* by Charles Camilleri and Joe Friggieri at the Teatru Manoel, a concert entitled 'Riflessi: An evening of Maltese Art Songs.'

The Banca Giuratale during the Medieval Mdina Festival in 18-19 April 2015; The online publicity for the feature produced by the National Archives for the Medieval Mdina Festival.



Medieval Mdina meets WWI at the Banca Giuratale



Gozo Section



Photo taken from MV Wembly of MV Golly – Mġarr Harbour, 1923.

The Assistant National Archivist and his assistants carry out a fourfold task: the first is the day-to-day management of the Archives; the second consists of visits to Government establishments to make an appraisal of the documents preserved therein. The third consists of cataloguing and the forth of outreach activities. During the year 2015, on-the-spot checks were carried out at (1) the Law Courts, the Citadel; (2) the Notarial Archives inadequate storeroom in the Gozo Ministry complex, Victoria; (3) a deposit, or better, a dump of volumes, maps and plans of the Projects and Development Directorate, Ministry for Gozo, in a storeroom, Għarb; and (4) the offices of the Primary School, Għarb.

As a result, (1) a considerable number of registers at the Courts has been identified for transfer directly to the NAG Għarb deposit due to lack of space at the NAG Victoria; (2) the registers preserved in the inadequate storeroom of the Notarial Archives will – in agreement with the Ministry for Gozo – be taken under the management of the NAG as soon as space is available; (3) the Għarb dump will hopefully be tackled as soon as possible; and (4) a sizeable amount of registers from the Għarb Primary School have been transferred, but not yet catalogued.

The third task of the cataloguing of documents transferred to the NAG consumes a lot of time as the majority of documents are transferred without any pre-established order. If ever there was one, it is, in the majority of cases, unknown to the present office holders.

During 2015, the NAG has concluded 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). This process has taken several years and a total of three hundred and five (305) registers have been identified and catalogued. Of these, one hundred and twelve (112) have also been restored.

The fourth task is to make the general public aware of the written heritage at the NAG. This is done

through (1) an Annual Exhibition (that this year could not be held as part of the NAG was taken up by the Company digitising the UG fond); (2) the monthly publication of a document from the registers of the *Universitas*, the oldest section of the NAG, serialised in the monthly magazine *Il-Ħajja f'Għawdex* (up to December 2015, 238 documents were transcribed, translated and published with an explanation); and (3) public relations programmes; in May, a full one hour programme on the NAG was presented on RTK radio, while on 27 June 2015, a private company recorded a half-hour TV documentary on the NAG for Net-TV.

Accessions

With the new storage facilities at Għarb, it was possible for the NAG to accept further deposits. Some of the following are the result of the internal growth of existing sections, or the reshuffling of existing fonds, or the cataloguing of documents already deposited at the NAG. During the year 2015, the NAG was enriched with items in the following fonds.

- **AG National Archives Gozo** (05 vols)
items were added in the following sections:
AG/01 - Correspondence (01 vol)
AG/02 - Reports (01 vol)
AG/05 - Miscellanea (03 vols)
- **CP Circulars and Posters** (04 vols)
items were added in the following sections:
CP/01 - Posters (01 vol)
CP/04 - Miscellanea (03 vols)
- **LC Local Councils** (12 vols)
items were added in the following section:
LC/03 - Għajnsielem (01 vol)
LC/06 - Ta' Kerċem (01 vol)
LC/07 - Munxar (01 vol)
LC/08 - Nadur (02 vol)

- LC/09 - Qala** (01 vol)
- LC/10 - San Lawrenz** (01 vol)
- LC/12 - Xagħra** (03 vol)
- LC/14 - Żebbuġ** (01 vol)
- LC/18 - Kunsill Reġjunali Għawdex** (01 vol)

- **MG Ministry for Gozo** (04 vols)
items were added in the following section:
MG/07 - Personell Files (02 vols)
items were added in the following NEW section:
MG/10 - Miscellanea (02 vols)
- **PA Photographs and Albums** (02 vols)
items were added in the following section:
PA/01 - Historic Photos (02 vols)
- **PM Plans and Maps** (106 items)
items were added in the following sections:
PM/06 - Public Buildings (05 plans)
PM/08 - General Plans (05 plans)
PM/09 - Miscellanea (03 plans)
items were added in the following NEW section:
PM/12 - Gozo and Comino - Survey Sheets (47 maps)
items were added in the following NEW section:
PM/13 - Gozo and Comino - Survey Sheets (46 maps)
- **SN Street Naming** (01 vols)
items were added in the following section:
SN/03 - Street Naming
- **Correspondence** (01 vol)
- **SS State Schools** (05 vols)
items were added in the following sections:
SS/03 - Gozo - Miscellanea (04 vols)
SS/13 - Għarb - Admission, Attendance, Log-Books (01 vol)
- **ST Statistics** (53 vols)
items were added in the following section:
ST/05 - Government Department - Single Reports (50 vols)

Baptism Registers from the Ġuljana Masini; A Family Tree from the Ġuljana Masini; Baptism, Marriage and Death registers from the Ġuljana Masini.



items were added in the following NEW section:
ST/10 - Gozo-related Reports (06 vol)

- **ZM** *Miscellanea* (90 vols)
 items were added in the following section:
ZM/01 - Misc volumes (90 vols)

During the year 2015 a total of 282 volumes/items were catalogued and deposited at the NAG. This amount is larger than the previous years: 122 (2014) and 407 (2013). More items were transferred but a number are still in the process of being catalogued. Four new sections were created within existing fonds.

Donations

Once again, it is a pleasure to report that Dr George Azzopardi of Ta' Sannat donated a number of old photos and old postcards of Gozo that he purposely purchased for the NAG.

A number of important duplicate reports have been passed by Mr George Cassar, Officer-in-Charge, National Library (Gozo), to the NAG and classified in the relative sections, either **SS-Statistics** or **ZM-Miscellanea**.

3.04 Digital Division

In the year 2014, the NAG introduced a Digital Division with documents that are *either* available only in digital format *or* are digitalised 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**
 (45 of which 5 in 2015)
 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** (22 of which 1 in 2015)
 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 2015 was 592, precisely as in the previous years: 592 (2014) and 449 (2013). The number of research hours amounted to 638, an increase of almost 32% on the previous years: 485 (2014) and 392 (2013). The number of items consulted amounted to 1,025, another increase of almost 8% on the previous years: 953 (2014) and 768 (2013). This consistent increase is especially due to the interest generated by the Annual Exhibition and other public relations exercises; 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 handled throughout the year amounts to about 6% of the NAG holdings. It must be noted that holdings are on a constant increase.

The following is the monthly statistics (2015):

Month	Researchers	Hours of research	Number of items
January	047	080	117
February	033	048	072
March	033	042	063
April	184	062	112
May	050	062	125
June	026	035	043
July	026	033	050
August	033	051	073
September	047	053	070
October	050	062	167
November	041	072	090
December	022	038	043
Total	592	638	1025



A Marriage Register from the Ġuljana Masini; A scholar consulting the Ġuljana Masini; The Għarb Repository.

During the year 2015, the GM-Ġuljana Masini fond proved to be the most popular for the third consecutive year; followed by the UG-*Universitas Gaudisi* fond; and the MH-Medical and Health fond.

Digitalisation of the UG-*Universitas Gaudisii* fond

The greatest undertaking of the NAG during 2015 was the digitalisation of the UG fond. The fond is made up of 305 volumes of the former *Universitas Gaudisii*, the regional Government of Gozo. It is the oldest fond at the NAG and consists of registers of varying sizes and extent covering the years 1560 to 1819.

In early July, the Ministry for Gozo issued a call for quotations for the supply of slip cases, re-binding and (where necessary) minor consolidation interventions of the volumes and a second call for quotations for the digitalisation of the same volumes. In the second quotation, it was stipulated that work was to be carried out on site at the NAG. Work on both contracts had to be concluded by the last day of November 2015.

Two site clarification meetings with all those interested were held on 27 July 2015; the first related to the Digitalisation Tender; the second related to the Restoration and Conservation Tender. No one tendered for the Restoration and Conservation contract as it was deemed that the time limit was too tight to carry out the work on time, while six entities tendered for the Digitalisation contract. The tender was won by Playpen of Victoria-Gozo; they set up the digitalisation equipment in a curtained-off section of the NAG. In order to meet the deadline, the process continued up to late at night on many days. For this reason, members of the staff were

assigned on a roster basis to be on the spot. A total of 197,822 images were taken.

Group visits

The number of group visits to the NAG continued to increase during 2015. A group of forty-two French visitors from Creteil, Paris, led by their Bishop Michel Santier, visited the NAG on 3 November 2015. A number of senior citizens attending U3A, University of the Third Age in Gozo and several other smaller groups paid visits throughout the year. Several classes from the Sacred Heart Seminary and the Bishop's Conservatory, the two Church Secondary schools in Gozo, held extra-curriculum study tours at the NAG.

NAG Għarb deposit

The transfer of the least-consulted volumes from the NAG to the NAG Għarb deposit started on 7 January 2013 and continued periodically, thus making space for more important collections at the NAG. Some 60% of the 296 metres of shelving at the Għarb deposit has already been taken up.

Conclusion

The year 2015 marked the twenty-sixth 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.

The National Memory Project



At the Richard Ellis Archive during the visit by the Girona expert. From left: David Iglesias, Ian Ellis and Leonard Callus.

During the year under review, the National Archives continued with its audio-visual, photographic, music and oral archives initiatives. In the absence of any ad hoc national funding for such projects, the driving force behind any achievement in this field was due to the efforts of volunteers, staff members of the Archives and the generous sponsorship of a number of individuals and private organisations. Notwithstanding, great strides forward were registered.

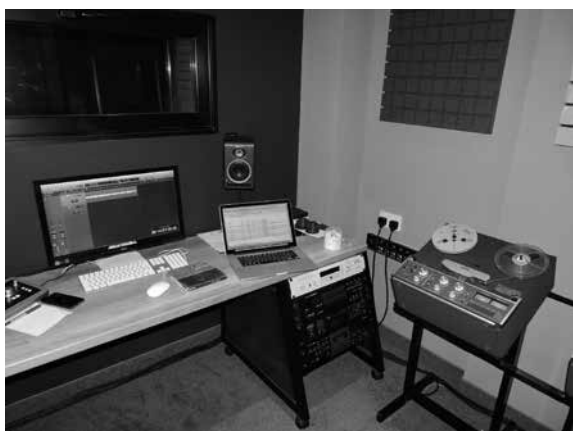
The focus during 2015 was on the vision and direction of this project. In view of the two Electoral Manifesto proposals which the current Government is committed to fulfill, it was decided to work hard on integrating the current project as the basis of the implementation of those proposals. While during the first two years of this Legislature one of the said proposals was the responsibility of the Ministry of Culture to implment, this was also passed to the National Archives to implement. The proposals are numbers 13.031 and 13.032. The first one promises consolidation processes in order for material from the National Library, the National Archives and other entities such as DOI and PBS to be available to the public. The second one promises the establishment of a national oral history archives.

A decision was taken to use the National Memory Portal to fulfill the two promises. Extensive work was done in bringing the stakeholders on board and this involved signing of MoUs with a number of institutions including the Public Memory Archive at the University of Malta, the Richard Ellis Archive and the People of Malta facebook page. Concurrently, work was being done on creating the electronic data storage facilities, the back end for the project and the fornt end interfaces. Data input started while data gathering continued gaining momentum. Due to the formats of certain material and the urgency to save it for posterity, certain parallel projects had to be undertaken. This

especially in the case of folk music captured on tape that needed to be converted to digital with urgency.

Digitisation of the Leli Muscat Ghana Collection

In 2012, the Friends of the National Archives of Malta (FNAM) purchased a collection of over 200 music reels containing live Ghana music that was recorded on site by collector Leli Muscat between the 1960s and 1980s. The digitisation of this Collection was initiated last year (2014), and since then, two thirds of the Collection have been transferred to a digital format and stored on the National Archives digital repository. Due to lack of funds, the project had to be halted for a short period of time, but after a meeting of the FNAM with the Hon. Evarist Bartolo, Minister for Education and Employment in which the funding for the rest of the project had been promised by the Minister, the project can now go ahead with the digitisation of the rest of the collection.



The process carried out at Lito's Sound Studio on the digitisation of the Leli Muscat folk music collection.

The Richard Ellis Archive

During the year under review, collaboration continued with the Richard Ellis Archives. Following the signing of a Memorandum of Understanding between the Richard Ellis Archive, the *Centre de Recerca i Difusió de La Imatge* of Girona and the National Archives of Malta in October 2014, discussions were held with the stakeholders involved. Another collaboration was started in May 2015 with the Photographic

Group of the Society of Archivists of São Paulo of Brasil and plans are at hand to launch new initiatives in the near future. Late during 2015, we started supporting Mr Ellis through the provision of a volunteer to support in the data inputting and intellectual control of the collection.

The highlight of the collaboration with the Richard Ellis Archive and the centre in Girona was the visit by David Iglesias, one of the officers of the Centre. David visited Malta between the 3rd and 5th June 2015 and completed a detailed assessment of the current state of the Ellis holdings and also devised a plan on how the Collection can be strengthened in terms of preservation measures, archival description, digitisation and the devising of a comprehensive plan of dissemination.



At the Richard Ellis Archive during the visit by the Girona expert. From left: Ian Ellis, David Iglesias and Ivan Ellul.



The process of conversion of images from glass plates to digital format at the Richard Ellis Archive.

Training in photo digitisation as part of the Girona collaboration

After the agreement with the photographic centre in Girona, Ivan Ellul participated in a digitisation



Training session with the participation of Ivan Ellul in Girona.

course in the same city between the 8th and 13th May 2015. The training gave Ellul an opportunity to meet experts in the field, discuss issues of metadata creation and digital capture, and also work handson on a pilot project.

Collaboration with the Public Memory Archive

The Public Memory Archive founded and managed by Prof. John Chircop of the University of Malta and the National Archives signed an MoU on 19 May 2014 and discussions and brain-storming were held in order to develop the project further. A number of items from the project were analysed by the archivists and IT persons of the National Archives in order to see how the metadata currently created as part and parcel of the oral archive interviews is developed to seamlessly integrate with the National Memory Project. The diversity of the artefacts that accompany each interview is the greatest challenge we are facing. Furthermore, a demo of the platform that will be used to interact with the public was produced with the IT expertise of Infusion Ltd. A demonstration was organised for Ministry officials and discussions were started to safeguard the necessary funding for the project. Mapping of the hardware and software needs was undertaken.

The People of Malta Facebook Project

A local facebook site that achieved considerable success is The People of Malta site. Stephen Buhagiar and Roderick Vella joined forces with the aim to build a site that can document daily depictions of customs, traditions and daily life around Malta and Gozo. The success of this site

is witnessed by the fact that up to 2015 it managed to gather 20,000 Likes. The project is innovative for Malta and is filling a gap in our documentation of daily life. During 2015, the National Archives approached the promoters of this project and discussed with them ways and means of how the National Archives can support them. In particular, the issue of long term preservation of the project was discussed. On 3 December 2015, the two sides signed a Memorandum of Understanding outlining the future collaboration between the two sides.

The Joe Cilia donation

Joe Cilia made a name for himself and for Malta in Maltese football. During the 1955–1956 season, he began his career for the Rabat Ajax FC. Later, until 1973, he played for the Valletta FC.. In 1957, he made his debut for the Maltese National football team and had a distinguished career with the same team. Between 1983 and 1985, he coached the Valletta FC. and later promoted to a head coach of the Rabat Ajax FC. Between 1989-1992, he worked with Hibernians FC. Through the initiative of his brother Paul, photos, papers, souvenir programmes and newspaper cuttings were donated to the National Archives.



The donation of records by Joe Cilia on 19 February 2015. From left: Paul Cilia, Hon. Evarist Bartolo and Joe Cilia.

The Frans Said donation

Frans Henry Said was born on 16 September 1932 and is a veteran Maltese broadcaster and author. His best known work is in Children's Programmes and Christmas activities for needy children. His latest donation to the National

Archives was a collection of Aesop and other fables. The donation was also presented to the National Archives on 19 February 2015 in the presence of the Hon. Evarist Bartolo together with that made by Joe Cilia.

Francesco Saverio Sciortino

Francesco Saverio Sciortino was an artist from Ғaž-Ғebbuğ whose works are shadowed by those of his brother Antonio. Through the generous donation of Gabriel Pellegrini and the support of volunteer Michael Bonnici, the National Archives acquired the papers and designs of this prominent Maltese artist. The donation was made during the ceremony inaugurating the commemorative plaque at the entrance of the National Archives Head Office in Rabat. Mr Pellegrini donated the works in the presence of Hon. Evarist Bartolo, Minister for Education and Employment.



Gabriel Pellegrini and his wife donating the papers, photos and works of artist Francesco Saverio Sciortino to Hon. Evarist Bartolo on behalf of the nation on 18 November 2015.

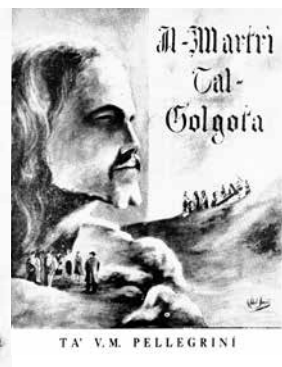
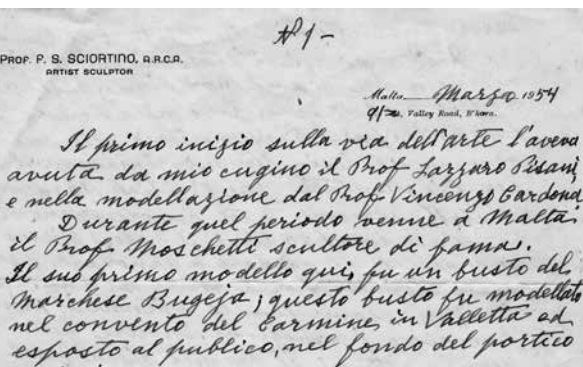
Vincenzo Maria Pellegrini

During 2015, Gabriel Pellegrini again was kind enough to donate the collection of works, photos and other memorabilia connected to the works of his father the Notary Vincenzo Maria Pellegrini who was born in 1911, was a notary by profession but who was also a poet, author, playwright, translator of literary works, opera and cantata librettist and painter. He was a patron of the Arts and encouraged young and established artists, poets, writers, musicians. He was also known beyond our shores. He founded the Institute for Cultural Exchanges, where he organised art exhibitions, music recitals and cultural talks. He was also a member of the Manoel Theatre Management Committee (1960-1971). The Collection is gradually reaching the Archives where it is being sorted and catalogued by the volunteer Mary Buttigieg, under the guidance of the National Archivist.



Francesco Saverio Sciortino.

One of the documents handwritten by Sciortino from the bequest; Bozzetto entitled "The Marty of Saint Elmo" by Francesco Saverio Sciortino, 1902; "Il-Martri tal-Golgota" document by Vincenzo Maria Pellegrini.



Supporting Organisations and Volunteers



The Book Festival stand organised by the Friends of the National Archives.

The National Archives collaborates with other stakeholders on the Island in order to see to the protection of archives and the facilitating of access to the Island's historical heritage. The National Archives Act (Cap. 477) of the Laws of Malta obliges the Minister responsible for the sector to appoint a National Archives Council. This is an advisory body with a specific remit in the Law. Apart from this collaboration, the National Archives are also very proud to support the Friends of the National Archives, an NGO working to support the Institution. This section also highlights the valuable work of volunteers who are currently supporting the National Archives through their structured volunteering input.



**The National
Archives
Council 2015**

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.

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 advise 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

The Council is composed of:

President

Dr William Zammit

Members

Dr Anthony Pace, Superintendent of Cultural Heritage

Dr Joseph Buttigieg, Chairperson of Heritage Malta

Mr Oliver Mamo, National Librarian (who was then substituted by the new National Librarian and CEO, Ms Cheryl Falzon)

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

As in previous years, Charles J. Farrugia, the National Archivist and the Rev. Mgr. Joseph Bezzina, Assistant National Archivist for Gozo have attended all Council meetings and have also supported its work by regularly updating the Council on the working of the Institution. The National Archives also provides all logistical support by preparing agendas for meetings, providing the offices for its functioning and also providing secretarial support.

During 2015, the following three priorities were discussed during the four meetings held at the National Archives:

- (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, and how to recover same collections.

The Council met on 11 February, 7 May, 28 July and 27 October 2015.



FRIENDS OF THE NATIONAL ARCHIVES OF MALTA

Friends of the National Archives

The Friends of the National Archives inaugurated the year 2015 by funding the purchase of a set of twenty-four photographs that were put up on display during a portrait exhibition of prominent personalities, organised by the Fondazzjoni Ċelebrazzjonijiet Nazzjonali to commemorate the anniversary of the Republic. The expense incurred was afterwards refunded by the Fondazzjoni and the photos were presented to the National Portrait Gallery as a donation.

The Annual General Meeting was held in March during which two new members were elected to sit on the Committee: Dr Nazzareno Azzopardi and Doris Mangion. The following month, one of the few remaining long-time Committee members, Noel D'Anastas, stepped down from the Committee



The Friends AGM held on 30 March 2015 addressed by Secretary Martin Hampton and President Max Farrugia.

after having spent several years offering his valid contribution to the cause of the Archives.

During the popular annual Medieval Festival held in April, an event that every year draws large crowds to the Silent City, a number of members from the Friends offered to volunteer some of their free time to help the staff at the Archives by attending to the visitors who came to view the National Portrait Gallery and the Archives.

January marked also the commencement of digital transfer of the folk music tapes. A representative group from the Committee was invited in February to go and see the conversion procedure, view the contractor's studio and record the event through photos.

The first phase of the folk music tapes project, which involved the digital capture of the sound recordings and the formation of the datasheets for the tape reels, was completed around May. The second phase includes the sound restoration and re-mastering of the tapes. Since this exercise entailed a substantial expense, the Committee embarked on an exercise to try and identify potential sponsors that would come up with the necessary funding. In order to emphasise the importance of safeguarding this Collection, two members of the Committee, Ivan Ellul, Membership Secretary, and Doris Mangion, the new PRO, drew up a dossier utilising the data collected by Steve Borg and Manolito Galea.

Following the drive for sponsorships concerning the folk music digitisation project, representatives from the Committee held separate meetings with the Director of Culture in July and the Hon. Minister for Education and Employment in August. The overall outcome was fruitful, so much so that we were asked to submit a written request specifying the funds in question.

In June, Dr Gerald Bugeja represented the Friends at an event held in Gozo with the theme 'The sustainability of NGO's working in the Cultural Heritage Sector,' which was organised by a Maltese company participating in an EU-funded project. He delivered a thirty minute presentation on the Friends of the National Archives, highlighting the scope, mission, projects, fundraising and management of our Organisation.

Another event in which the FNAM participated was during the Conference organised by Prof. Milena Dobрева entitled 'The Commonwealth and its People: Diasporas, Identities, Memories' held between 24 and 26 June 2015. Secretary Martin Hampton presented a paper written by Mark Caruana, an active volunteer of the Archives. The paper entitled 'Analysis of data from Maltese Passport Applications held at the National Archives of Malta: A new digital resource' presented the achievement so far emanating out of the virtual volunteering of Mr Caruana.



Secretary of the Friends, Martin Hampton presenting a paper on behalf of Mark Caruana.

Following positive feedback received from elderly persons who had attended the informative talks organised by the Friends at a number of day care centres around Malta, we were once again invited to hold similar sessions in a number of centres after the summer months. These talks were unfortunately discontinued after a couple of weeks by the Department responsible for Active Aging.

As in previous years, the Friends of the National Archives were invited to put up a stand at the National Book Festival that was held in the beginning of November. The stall was manned concurrently



Volunteer Tony Terribile delivering a lecture at one of the Day Centres.

by members of the Committee and Archives staff. This annual event gives us a priceless opportunity to promote our Organisation's mission with the general public. Judging from the number of visitors who, year in year out, show enough interest to become members, we seem to be slowly but surely heading in the right direction.

Volunteers

Raisa Bartolo



Volunteer Raisa Bartolo.

Raisa is one of the young volunteers who joined our team during 2015. She was assigned work on the Police records, a mammoth task considering that the Collection consists of hundreds of series, thousands of volumes and had suffered from bad preservation prior to its reaching the Archives.

She has managed to sort out whole series of Occurrence Records for important police stations such as Valletta and Floriana. The process required the intellectual control of the Collection and also the cleaning and minor preservation intervention on records that did not even have a protective cover.



The Police Records sorted by Raisa Bartolo.

Anthony Bonello

Anthony is one of the long standing volunteers who works from the Archives two days per week. During the last year, he was involved in migrating thousands of digital images from the DVDs they were residing on to a more long enduring medium. In so doing, he was checking the content for missing material or corrupted content. He was also involved

in renaming and checking of the 'Lost Voices' musical recordings. Another contribution that Tony gave during the year under review was the delivery of part of the lectures in Day Centres.



Volunteer Tony Bonello delivering a talk at the Żejtun Day Centre.

Michael Bonnici

The old pharmacy at the Head Office of the National Archives continued to flourish and is gradually establishing itself as a national museum of pharmacy practice. During the year under review, Mr Bonnici continued to act as the curator of this Section. He provides tours to the groups that visit and deal with requests from pharmaceutical students or those interested in the topic. He enriched the same Section with other artefacts, in particular a set of majolica jars he bought from an auction. On his suggestion, a deal was reached with Heritage Malta to acquire majolica jars for a



Volunteer Michael Bonnici delivering a talk about the Pharmacy Museum during one of the tours.

permanent loan in the Pharmacy. The process was concluded successfully.

Mary Buttigieg

She was assigned work on the *Magna Curiae* Collection. This is an extensive Collection that was digitised under the HMML Collaboration Agreement. Each image required cropping and in some cases rotation to make it more fitting for online presence. It is estimated that 430 hours were dedicated on these resulting in 106,711 cropped images. Another category of records processes in the same manner by Mary Buttigieg was that of passport applications. On these she spent circa twenty-four hours resulting in 5,200 images. After the donation of the records of Vincenzo Maria Pellegrini by his son Gabriel, she was assigned on this Collection and started with the sorting in preparation for cataloguing. On the latter task, she spent another fifty eight hours.

Mark Caruana

A term that is gaining ground recently in the Archives domain is that of “virtual volunteering,” meaning someone who puts his or her input in volunteering remotely. At the National Archives of Malta, we have been practicing this concept for a number of years through the commitment of Mark

Caruana, who is a Maltese emigrant in Australia. He uses his extensive expertise on Emigration to support us with the cataloguing process and also answering of research request related to the topic in which he specialises.

During 2015, Mark continued transferring digitised passport data onto the 1900-23 passport database and added an additional 8,700 passport entries, so that the database period 1900-27 now contains a total of over 40,000 entries. This database came in very handy during the ANZAC Centenary 1915-2015, in researching the names and background details of fifty-four Maltese migrants who joined the Australia and NZ Army. An ANZAC plaque has been placed on the Maltese Bicentenary Monument at Pendle Hill NSW.

He has also assisted a good number of enquiries from persons of Maltese descent who were tracing their families in order to prove their Maltese ancestry or for compiling their family trees.

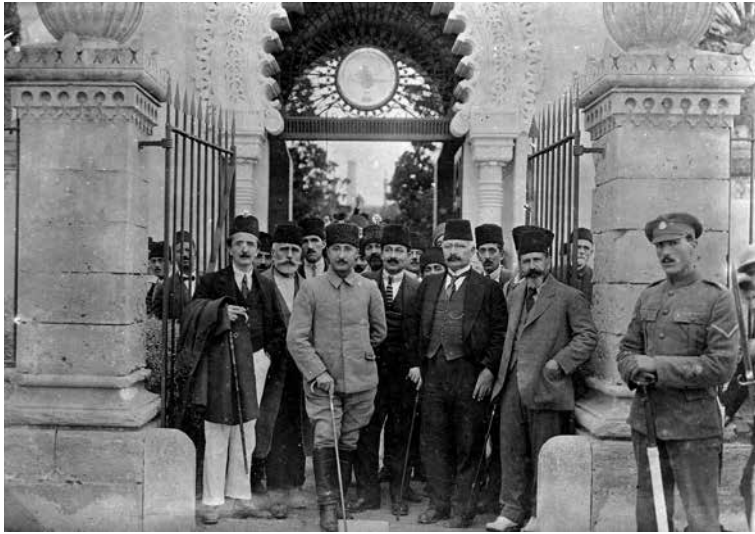
Patrick J. Micallef

The project that Patrick Micallef embarked upon about five years ago is now delivering results as the extensive data sets he has created are starting to be linked together. Painstaking work has gone into the compilation of hundreds of biographies of Army Officers. He has also monitored the local newspaper ‘Times of Malta’ page by page for the same periods that correspond with the historical time frames of the personalities he is researching. He is using digital images of newspaper cuttings and painstakingly link events to timelines and personalities. This project made it possible to literally put a face to hundreds of these records. During 2016, the National Archives will collaborate further on this project in order to provide the final product to the public.



ANZAC commemorative plaque.

International Relations



One of the photos used during the presentation in Turkey showing a group of Turkish deportees in Malta (1919-1921) during a visit, under guard, to the Turkish Cemetery, Marsa. Photo, Tony Camilleri.

During 2015, our international activity was characterised by a shift from the traditional EU collaboration to a more diverse catchment area. We collaborated with other European countries that are not Members of the EU and also participated in events organised in Brasil, Canada and the United States. We are also working towards shifting our collaboration from simply attending or speaking at conferences to building tangible networks of expertise as we did in the case of deals reached with Girona and the collaboration with the Society of Archivists of São Paolo. What follows is an account of the main events of an international nature carried out by the Entity.

'Documents of the First World War Centenary' Conference in Istanbul, Turkey

The event, organised by the Turkish General Directorate of State Archives between 19 and 21 March 2015, brought together officers from forty-five National Archives and historians to share WW1-related records from their archives, as well as research being carried out about this momentous event.

The National Archives of Malta participated in two ways. Prior to the event, the National Archives prepared and sent digital copies of records both from the archives as well as from a Maltese private archive. These records were included by the Turkish State Archives in an exhibition that was organised as part of the event. Moreover, a presentation, entitled "The Proposed 'Malta Trials' of Leading Turkish Personalities after World War 1 – Justice by the Winners" was prepared to be delivered by Judge Giovanni Bonello during the Conference. Leonard Callus from the National Archives carried out the research and liaison for the event and also participated in the Conference in Istanbul.

When WW1 ended and the Allied armies took military control of Istanbul, a large number of leading Turkish personalities were placed in detention. These included important politicians of the old regime, higher civil servants, military personnel and academics. The ultimate idea was to make them face trial before some *ad hoc* international court still to be defined, for their alleged participation



Lecture at the History Department, University of São Paulo, Brazil; Meeting of the Photographic Group at the São Paulo University on 6 April 2015; Meeting with Malta's Ambassador to Bulgaria Prof. Lino Bianco held on 20 January 2015 at the National Library in Valletta. From left to right: National Librarian Oliver Mamo, HE Ambassador Bianco, National Archivist Charles J. Farrugia and Emily Tufigno; Visit of a Bulgarian delegation at the National Archives.

in acts of oppression against prisoners of war, massacres of civilians and other crimes related to war. The detainees, some one hundred and forty, were, in various batches, shipped to Malta where they remained, from 1919 to 1921, in the detention camps just vacated by the prisoners of war.

The detainees always protested their innocence and the illegality of their imprisonment, but the British authorities would not release them while they deliberated on what legal forms the intended "Malta Trials" would take. The Nuremberg model had not yet been established and this was the first time in history that a 'war crimes tribunal' would have made an appearance; the Allies could not agree among themselves on issues of jurisdiction and procedure. A stalemate was reached and the British were unwilling to release the prisoners and unable to progress with their trial. Eventually they were repatriated in exchange of some British prisoners of war held in ransom by Kemal Atatürk.

Lecture and collaboration with the Archivists community in São Paulo

On 6 April 2015 National Archivist Charles J. Farrugia delivered a lecture entitled 'The International Language of Archives' at the Department of History, University of São Paulo, Brazil. The invitation came from the Society of Archivists of São Paulo and the Working Group on Photographic Archives. The lecture dealt with the elements of communication archival records have embedded within them and which make it possible for records to communicate across nationalities and different languages. In particular, focus was made on photographic and film archives held in Malta and how these qualify for international collaborative projects.

During the second part of the visit, discussions were held with the *Grupo de Pesquisa Acervos Fotográficos* on how the recently set up Focus

Group on the Richard Ellis Archive between the National Archives of Malta and the Centre for Image Research and Dissemination of Girona can collaborate with the work the São Paulo Group is doing on the them in Latin America. The Association group was led by Prof. Ana Célia Navarro de Andrade and the Photographic group by its President, Prof. André Porto Ancona Lopez.

Collaboration with the State University of Library Studies and Information Technologies of Sofia

The National Archivist was invited to address an International Scientific Seminar organised in collaboration between the University of Malta and the State University of Library Studies and Information Technologies of Sofia. This Seminar was held on 3 June 2015 at the National Library in Valletta. The whole group also visited and were shown around the National Archives facilities.

Thirty-first Conference of the European Board of National Archivists (EBNA) and the Eighteenth Meeting of the European Archives Group (EAG) – Latvia

On 18 June 2015 Assistant National Archivist Dr Joseph Bezzina represented the National Archives during the Fifth Meeting for the country managers of APEX – Archives Portal Europe of Excellence – at the National Archives of Latvia, Riga. This was the last scheduled meeting of APEX and each country presented its input. The National Archives of Malta has uploaded thousands of images and more will be uploaded in the future as it takes considerable effort to prepare the data to be ingested into the portal.

On 19–20 June 2015, the Assistant National Archivist represented the National Archivist in the Thirty-first EBNA meeting – the European Board of National Archivists, held at the National Library of



European Heads of Conservation meeting in Riga, 26 June 2015; Visit by Dr Bassam Deghastani at the Conservation Laboratory on 14 August 2015; Group photo of the EBNA-EAG participants in Luxembourg on 12 November 2015.

Latvia, Riga. The meeting was opened by Günthe Oettinger, the European Commissioner for Digital Economy and Society, who touched on the various points that the meeting was intended to discuss: Archives and the Digital Agenda – Management and Archives Statistics.

The last in this series of meetings was on 20 June 2015, when the Assistant National Archivist represented the National Archivist in the Eighteenth EAG meeting – European Archives Group at Riga. Participants discussed the contribution of Archives to the National Economy; this notwithstanding the impossibility of measuring the economic impact of the cultural contribution of archives on the economy of a country.

Seventh Meeting of European Heads of Conservation, Riga

As part of our regular participation in events organised for the Heads of Conservation at EU level, Mario V. Gauci participated at the seventh Meeting of European Heads of Conservation that was held in Riga, Latvia between the 25 and 26 June 2015. The event was hosted in two different venues, the Administration building of the National Archives and the Latvian State Historical Archive in Riga. Twenty one delegates from fifteen countries participated in this meeting. The main topic discussed this year was the impact of digitisation on the conservation and restoration processes. Other points discussed were low cost solutions for preservation and an insight into various case studies. The approach of different National Archives to digitisation of holdings varies from one country to the other; this always depends on funds available and the success of each individual country to access EU funds for this purpose. It also emerged of how some National Archives give priority for conservation before digitisation of documents, whilst others digitise to conserve the documents.

Chief Conservator Mario V. Gauci gave a presentation on the *Consolato del Mare* di Malta preservation project. Apart from a brief history on the Collection and its importance for our social history, the various types of damage and different bindings extant were also dwelt upon. The way this project came about and how it is being financed by donations from various businesses mainly involved in the maritime industry were discussed. An insight into the different aspects of the project was also explained, namely that the project is envisaged to be divided into three phases. Phase one involves the preservation aspect of the Collection, that is the cleaning, sorting, pagination and boxing of the volumes. A detailed Condition Survey will also be carried out during this phase. During Phase two a conservation work plan will be prepared after the findings of the Conservation Survey are evaluated. Phase three will see the implementation of the conservation interventions. A detailed description of the conservation work approach was given and how it was decided to adopt certain practises after consultation with various National European Conservation Institutions.

The meeting was concluded with a round table discussion on all aspects discussed during the two days, followed by two visits to the Department of Preventive Preservation of the Latvian National Archives and the former Riga City Council Archives.

Collaboration with the Al Juma Conservation Centre, Dubai

During this year, we also initiated collaboration with the Al-Juma Conservation Centre of Dubai. Following a number of discussions we hosted a visit by the Head of Conservation Dr Bassam Daghestani who toured our facilities on 14 August 2015. There are positive prospects that the next steps in this collaboration will take place during 2016.

Conclusion of APeX and setting up of the new Foundation

Etienne Ferrito participated in the International APEX Conference “Collaboration and networking for a digital archival future - Sustainable perspectives through the Archives Portal Europe,” held in Budapest between 7 to 9 September 2015. This event was the closing act of this successful project with the project management delivering the portal to the foundation who shall be in charge of maintaining and further strengthening the network created in the portal.

European Archives Experts’ Group and the European Board of National Archivists meetings, and the MSEG Expert Group in Luxembourg

On 12–13 October 2015 Assistant National Archivist Dr Joseph Bezzina attended the Thirty-second EBNA meeting – the European Board of National Archivists, held at the Chamber of Commerce, Luxembourg. The meeting discussed (1) the UNESCO recommendations concerning the preservation of and access to Documentary Heritage including that in digital form; and (2) the role of the Archives in the public sector modernisation.

On 13 October 2015 Dr Bezzina attended also the Nineteenth EAG meeting – European Archives Group at Luxembourg. Participants discussed (1) Copyright legislation; (2) Archives and the Digital Agenda; and (3) the Electronic signature. On 14 October 2015, he took part in the Sixteenth meeting of the MSEG-Member States Expert Working Group on Digitisation Statistics held at the Cercle Cité Conference Centre, Luxembourg. Three themes were discussed: (1) tackling digital preservation – European initiatives and good practices; (2) good practices and showcases from several countries; and (3) Europeana and related problems.

Key-note Speech at the International Geographic Seminar, Iași, Romania

National Archivist Charles J. Farrugia was invited to deliver one of the two key-note speeches at the thirty-fifth edition of the International Geographic Seminar ‘Dimitrie Cantemir’ organised by the



Presentation by the National Archivist Charles J. Farrugia, during the International Geographic Seminar in Romania on 16 October 2015.

Alexander Ioan Cuza University of Iași, Romania. The other key-note speech was delivered by world-renowned Paul Claval (Université Paris IV – Sorbonne, France) who spoke about *Les géographes et l'utopie: une curiosité libérée par le tournant culturel*.

Mr Farrugia’s speech was entitled ‘Popular cartography and photographic archives: building blocks in cultural tourism.’ It dealt with how cartography can be layered in with photographic holdings to build cultural products that can enhance the value added of the touristic product. The paper built around a Maltese case study and how upcoming projects are aligned with this philosophy.

The Conference held between 16 and 18 October 2015 brought together experts from the geography department of Iași and other guest speakers from France and other countries who dealt with related topics.

Lecture at the EU Representation to Washington DC Headquarters

The National Archivist was invited to deliver a public lecture in Washington DC focusing on the successful collaboration the National Archives of Malta managed to forge with the Hill Museum and Manuscript Library of Minnesota. The scope of the visit was also to familiarise oneself with the Maltese collection at the Rare Books section of the Catholic University of America and to attend for the signing between this University and HMML.

At the CUA, the National Archivist was welcomed by Lenore Rose, Librarian in Charge of the Rare

Books collection. Two collections originating from Maltese early settlers in America form what is termed at the Maltese Collection. Discussions were held on potential future collaboration, especially in terms of identifying bibliographical details about rare books in the said Collections. The meeting was joined by Chev. Joseph S. Micallef who is the founder of the Malta Study Centre, by Provost Dr Andrew Abela and by the lecturer at CUA Dr Christopher Grech. At the end of the visit, the signing of a digitisation agreement between HMML and CUA was carried out in the presence of the Maltese National Archivist.

The main event of the visit was a one-hour lecture delivered by Malta's National Archivist at the EU Representation for Washington DC headquarters. The event was organised by HMML in collaboration with the Maltese Embassy in Washington. The local diplomat Dr Patricia Borg was present for the lecture. The theme discussed was 'Archives: Common Heritage Transcending Boundaries.' The event was also accompanied by a mobile exhibition about Maltese archives.

The lecture opened by defining heritage and common heritage and an explanation of the long history of Malta as a frontline player in promoting the common heritage concept with its ideas about the Law of the Sea and the Climate Change initiative. The speaker spoke about archives which also deserve to be considered as common heritage. He then explained how the NAM is collaborating in international platforms such as Europeana and the Archives Portal Europe. He also explained the current policy of the Government of Malta to shift its archival focus from the custodian of Government records to the keeper of people's memories. The talk was illustrated by means of a power point showcasing images from a number of public and private archives currently collaborating with the NAM. Amongst these, there were photos from the Richard Ellis Archives and the People of Malta Project.

Discussions with the National Archivist of the USA

At the request of the Maltese National Archivist, a meeting was organised with the National

Archivist of the US, Dr David Ferreiro. During the encounter, the Maltese Archives sector and its current challenges were explained to Dr Ferrerio. The latter suggested that Malta looks into the Open Data initiative as it can serve as a good platform for the sector to achieve more visibility in Government.

The meeting was followed by a tour of the facilities and a detailed explanation by the Executive Research Services William A. Mayer who explained the functioning of the reading rooms and also the latest initiative inspired by President Obama's drive towards the setting up of an Info-Hub in all public entities. The tour ended with other logistical information provided by Sam Anthony, Special Assistant to the Archivist.

Visit to the Maltese Community Club in London, Canada

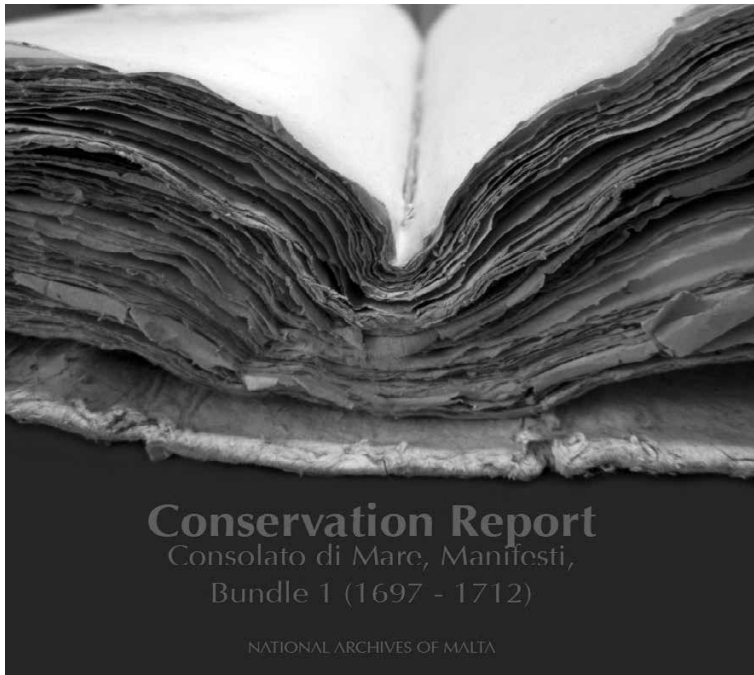
On the afternoon of Monday 15 December 2015, the Committee of the Maltese Canadian Club of London had the honour of hosting a visit by Charles J. Farrugia, CEO of the National Archives and National Archivist of Malta. The organiser of this visit was Dan Brock, a migration researcher who had visited the National Archives of Malta a number of times to conduct research. During the visit, discussions were held on how the National Archives can support the work of the club through the sharing of emigration data and input migrants can give to the National Memory Project.



National Archives Charles J. Farrugia presenting the "Lost Voices" publication to the Committee of the Maltese Club in London, Canada.

Focus on a Project

The Consolato del Mare Preservation Project



The Consolato Report prepared by Mario V. Gauci and Simon P. Dimech and published to share with academics and the public the methods to be used.

The *Consolato del Mare* of Malta was established in 1697 by Grand Master Fra' Ramon Perellos de Rocaful in direct response to the need felt by merchants and seafarers to order better their dealings with other merchants and seafarers. By that time, Malta was relatively safe from Turkish marauders and the Grand Harbour was convenient for shipping passing through these seas. The nearest port with a Consolato was Messina, but Malta's geo-political position was better. A *Consolato del Mare* would not only serve Maltese shipping, but could also supply the need of an international adjudicating tribunal that was neutral (between European States), unbiased and balanced.

Its primary aim was to dispense swift justice to merchants and mariners by a Tribunal made up of their own peers, fellow merchants and mariners, expert in the ways of trade. Given that the holding up of a vessel in port owing to some dispute could have grave consequences for a merchant or a ship's captain, this was a great improvement, and greatly facilitated trade.

In order to cater for this demand, Fra Gaspare Carneiro was entrusted with the task of studying the set up of the *Consolato del Mare* of various countries and particularly those which were used in Messina, Barcellona and Valencia. The *Consolato del Mare* of Malta was modeled on the Consolato of Messina, which was in turn based on the Barcelona institution.

The *Consolato del Mare* was a Tribunal court of the Grandmaster as a sovereign prince, thus theoretically having no appeal to Rome. This coincided with the re-issuing of licence to corsairs flying the flag of the Grandmaster.

The National Archives of Malta holds the records of the *Consolato* from its establishment to its dissolution in 1814 when the British eventually replaced it with the *Corte di Commercio*. These unique documents will enable scholars to build up the social and maritime history of the Maltese seafaring community.

Indeed, they are a wealth of information and document the



Simon P. Dimech working on the *Consolato del Mare* Condition Report; Resewing of *Consolato del Mare Manifesti* Bundle 1 (1697-1712); Filming at the Archives on 9 April 2015 for the audio-visual production used during the launching of the Project and aired on TVM.

interaction between Maltese and major European centres of international trade and commerce, demonstrating how different usages and customs travelled with sailors throughout the Mediterranean and shed important light on the development of international commercial and contractual law.

The *Consolato del Mare* provides a snapshot of various business practices such as the chartering of vessels, the wages of sailors, contracts of commenda or trade agreements made by captains, sailors or merchants, cases involving insurance, freight and trade networks, navigation techniques and many more valuable information on the professional life of businessmen during this epoch.

They also enable us to gain an insight into their personal and social lives. It may surprise some readers to learn that during the Eighteenth Century, daring Maltese merchants were to be found established and trading not only in ports around the Mediterranean, such as Messina, Genoa, Marseilles, Barcelona, Cadiz, and so on, but also as far away as the Americas, in cities like New Orleans, Havana, Buenos Aires, and Lima.

Therefore, its relevance for research applies to different areas of study. The study of such documents could enable researchers and scholars to understand the evolution of Malta's commercial trade within the broader Mediterranean and international context.

The Collection

The collection comprises four hundred and seventy three items made up of two hundred and twenty bundles and two hundred and fifty three

bound volumes occupying about fifty metres of shelving. These are kept on open metal shelving. Before the work on preservation took place, the bundles were located horizontally two to three on top of each other whilst the volumes were placed vertically upright. The bundles were gathered and enclosed in various different kinds of enclosures that vary from brown hardboard, mill board or thin paper and all were tied with twine. The volumes are perfectly bound and have three different kinds of covers mostly of soft board covers made up of cotton/linen fibres; parchment, and six volumes which are bound in strawboard covered with cloth.

State of Preservation

The preservation state of the bundles is fairly good. The visible type of damage occurring in the bundles is fairly limited and consists of surface dirt, wear and tear to the edges, (especially in the areas where the chord used for securing the items is positioned); and some minor instances of mould which in turn causes stains and disintegration of the paper.

The brown hardboard sheets used to enclose the bundles have a pH value of 4.77. The archival standards recommend that ideally covers should have a neutral pH value (pH7). The pH value of 4.77 is highly acidic and very detrimental to the papers adjacent to the boards, thus it renders the paper brittle and discoloured. The Mill Board is made up of recycled paper waste and very often it might contain minute bits of metal (staples) which tend to rust through a reaction with moisture in the air. This board also tends to discolour with time (foxing). The thin paper used as covers is not strong enough to protect and keep the items making up the bundle in place which in turn causes the document edges to fray and split.

Some of the bundles are stored in front of a window and so exposed to direct light/sunlight. The labels of these bundles have faded.

The bound volumes are in a good state except for only some items. There are a few instances of mould damage which occurred after the volume was exposed to water or excessive humidity. This renders the paper very fragile and leaves a light purple stain on the surface of the paper. Fresh mould spores in the form of black particles on the surface of the paper are slightly evident. Another type of damage is in the form of warped books caused due to fluctuating temperature and humidity and the way which the volumes were positioned vertically on the shelf without enough support to keep them upright with the result that they slide down and the lower part of the book bends outwards. Six volumes are showing brittleness to the endpapers due to the climatic conditions of the storage area, the composition and also low pH value of the paper. These endpapers are a different type of paper from the rest of the collection and beside the brittleness they are showing signs of heavy discolouration. The pH value of this paper and that of the strawboard are 4.19 and 6.67 respectively. This shows that the endpapers are of a very poor quality and so have to be replaced. These are the only volumes from the Collection that are bound in strawboard which is covered with cloth.

Preserving for prosperity

Although the Collection is in a stable condition, it requires attention in order to be preserved for posterity. For this scope, a group of individuals connected to the Maltese maritime industry who, after having received an appeal from maritime historian Dr Joan Abela in conjunction with the National Archives, has voluntarily taken up this initiative for a sponsorship appeal. This was done in collaboration with the Malta Chamber Of Commerce, Enterprise and Industry.

After technical surveys on the Collection by professional archivists and conservators of the National Archives, it was proposed that the project will be divided into three phases.

Phase One will incorporate several interventions that will include the removal of supporting wrappers and poor quality boards from the bundles and volumes; sorting of the documents in their chronological sequence, pagination, dry cleaning of the collection; and make up of a detailed condition survey to determine the type and amount of damage present in the Collection; wrapping of non bound bundles in archival quality light board and housing of all items in archival quality boxes manufactured locally with a pH value of 7.55.

Using current resources, it has been calculated that Phase One will take some eighty weeks to complete, and that it would cost around €25,000, an amount that is way beyond the budget of the National Archives. To cover the expenses required for this implementation, sponsors were asked to donate €500 each.

Phase Two will focus on the analysis of the condition survey that will enable the conservators to draw a work plan for the conservation of the entire Collection.

Phase Three is one to one interventions on documents to conserve the Collection in its original state.

Technical survey to determine the best practice

A bundle consisting of a volume of four hundred and eighty folios and five loose gatherings was selected for the best practice of working whilst also evaluating the time frame needed for the implementation of the entire project. All three stages of the project were performed on this volume.

The volume entitled '*Registro del manifesto de Navi, e loro ordegni & armi degli anni 1697, 1700, 1701*' is made up of six gatherings sewn on three leather thongs. The cover is made up of heavy greyish board.

Its condition was quite stable, except for some surface dirt along the fore edges of the folia.



Irene Sestili working on the *Consolato del Mare* documents on 2 June 2015; Event at the Banca Giuratale during the launching of the *Consolato del Mare* Project on 23 April 2015. From left: Prof. Carmel Vassallo, Dr Joan Abela, Dr William Zammit and Hon. Evarist Bartolo; The *Consolato del Mare* documents before and after.

Some water stains were also present. Most edges of the folia were dog-eared mainly caused by bad handling and storage. The original sewing was intact except for the lower chord which was split at the front gathering. The five loose gatherings dated 1708 to 1712 were in a worse condition than the volume. Damage was in the form of a tide line stain at the top part and to a lesser extent in the middle of the folia. This was causing the paper to disintegrate due to felting and in some cases fading of the ink was also present.

Proposed Treatment

The National Archive paper conservators proposed that both the volume and the five loose gatherings will be dry cleaned using soft archival erasers and brushes. Weak areas, splits and tears will be repaired with a very fine Japanese tissue. The dog-eared edges will be flattened using a tacking iron and if necessary reinforced with a very fine Japanese tissue. A label attached to the inside front cover of the volume which is showing damage from ink corrosion will be reinforced with Japanese paper. The lower leather thong that is split will be re-attached by using very thin cotton thread. Parts of the cover that are missing, (the hole where the top thong is threaded through), will be filled in with thick repair paper.

Filling in of the missing areas will be done using the leaf casting machine. This decision was taken after certain considerations, namely,

(1) Consultation with various Heads of Conservation within major European Conservation Institutions. In correspondence conducted with Heads of Department of seven National European Conservation Institutions it resulted that five institutions practice leaf casting

on Iron Gall ink documents, the other two use it sporadically as iron gall ink documents form only a small part of their holdings.

(2) The practice of treating iron gall ink documents at the Library of Congress; and

(3) An inspection of records written in iron gall ink held at the Cathedral Archives that had been conserved by Mario V. Gauci, Head Conservator at the National Archives over thirty years ago. In fact, documents from the Archives of the Inquisition of Malta (AIM) at the Mdina Cathedral Archives that had been treated in 1984 did not show any sign of ink or paper deterioration when these were inspected in May 2015.

The leaf casting process entails immersing each separate folio supported on silk screen in a water bath, adding paper pulp to the water and with the help of a vacuum the water is sucked out of the container thus leaving the paper fibres entrapped and filling in the missing areas of the document. During this operation the folios will also be automatically cleaned.

The top part of the folios is damaged by tide line stains and has felting on the edges rendering the paper very weak. In such cases when the folio is leaf casted a weak point will be created between the fragile part and the newly filled in area; so to counteract this is a lining of very fine Japanese tissue will be applied before the folio is leaf casted.

The repaired sheets will be air dried on blotting paper. The dried folios will be deacidified with a solution of Calcium Hydroxide. The next step would be to size the folios. During this process a coating of diluted methyl cellulose paste is

applied evenly on the sheet. Once again the sheets are air dried and pressed between blotting paper under a nipping press for up to seventy two hours. When removed from under the press the folios will be checked for any minor repairs that will need to be redone and later all excess repair paper is trimmed off.

The next step after trimming is binding. The binding style chosen is Limp Binding in the style of the original binding. This type of binding does not incorporate any glue and is 100 percent reversible. This binding is also very flexible and so allows the manuscript to open easily without causing damage to the spine. The folios will be set up in their original gatherings and sewn. The sewing will be done using unbleached cotton twine on binders tape. The cover will be made up of an archival quality board (0.5 mm thickness)

The items will be stored in an Archival quality storage box (pH 7.55).

The Conservation Process

The bundle was enumerated in folios using a soft pencil. Mechanical cleaning was applied to both the bundle and the manuscript to remove any accumulation of surface dirt on the folios. A soft goat's hair brush and wet/dry sponges were used in this process. It was noted that the manuscript had a residue of dark particles amongst the folios. These could probably be additives from the ink that flaked off or sand that was originally used to dry the ink. At this stage the sheets forming the five gatherings of the bundle were separated from each other.

RK-O tissue was used to line and reinforce those parts of the folios that were showing severe signs of deterioration. This was done before the actual leaf casting so as to avoid splits from developing during the drying process of the repaired document.

Leaf casting was done to repair the folios that had missing areas. Two colour types of paper pulp were used according to the tinge of the paper; cream or a mixture of cream with a small

percentage of grey. No ink migration was noted after leaf casting.

After leaf casting the documents were air dried on blotting paper stacked on a drying rack. After drying which normally would have taken twenty four hours, the documents were checked for any infill that needed to be done which would not have been covered by the leaf casting process. Paper pulp was used to fill in these pinholes. Having done this the next step was de-acidification. This was done by spraying the documents with a saturated solution of Calcium Hydroxide dissolved in water. When dry the papers were sized and again air dried on blotting paper. A diluted mixture of Methyl Cellulose was used for this purpose. Sizing is needed as it inhibits the absorption of liquid into the fibre and gives added strength to the paper.

Now any excess repairs were trimmed off and the folios were individually pressed between blotting paper under a nipping press for up to seventy-two hours. After pressing, the folios were folded into sections accordingly and readied for sewing in limp binding form. The gatherings were sewn onto three chords using cotton twine and cased in to form a Limp Binding. The cover was made up of Archival quality light board. The end papers used are European wove paper of 115 gsm with a pH value of 7.85.

The volume did not need leaf casting and all repairs were carried out *in situ* without dismantling the binding. RK-O tissue was used to repair and reinforce the spine area of the folios at the beginning of the gatherings. All dog-eared edges were flattened using a heat set tacking iron and reinforced with Japanese fine tissue as necessary.

The label attached to the inside front cover was de-attached from the cover and washed. Japanese paper (36 gsm) was used as backing to strengthen it. A hole were one of the thongs is threaded was filled in using a sheet of paper pulp which was of the same equivalent gauge and colour. Frayed edges of the cover were coated with Japanese tissue (5 gsm).

pH testing was carried out on sporadic sheets before and after leaf casting. The readings were of pH 5.53 - 6.05 before and pH 7.04 – 7.50 after leaf casting. After de-acidification this rose to pH 8.11 – 8.15.

Bathophenanthroline Indicator test strips were used to test for the presence of Iron (II) ions in the paper both before and after leaf casting. Testing was carried out on blank parts and areas with iron gall ink of the documents both before and after leaf casting. The results were negative in all instances. Iron (II) ions can originate from the dissociation of water soluble ferrous compounds from the ink, as well as from the reduction of Iron (III) ions.

Tests carried out

- (a) Ink solubility in water
- (b) pH testing of folios before and after leaf casting.
- (c) Testing for Fe (II) ions present in the paper before and after leaf casting.

Materials used: Methyl Cellulose paste; Calcium Hydroxide; RK-O tissue 5 gsm; Japanese Paper 36 gsm; European Wove Paper 100 gsm; Paper pulp sheet; Cotton twine; Unbleached linen tape; Archival quality light board 300 gsm.

Initialisation of the project

The fund raising campaign was successful and in the first few months enough funds were collected to launch the first part of the project. Irene Sestili, a graduate in History and Archival Studies from the University of Rome La Sapienza and the State Archive of Rome respectively, was engaged on a full time basis to work under the supervision of the conservators of the National Archives. The project was launched on the 1st of June 2015.

So far 64 % of the collection has been processed. As stated before, the work being carried out during this phase of the preservation project entails the cleaning of the surface dirt on the

items, chronological sorting of the documents, pagination and re-boxing. A Condition Survey is also being carried out during this phase. All documents are being examined and any form of damage and its severity is listed in a form created for the purpose.

The following is a statistical data of the items processed under the fond of the *Consolato del Mare* up to the end of December 2015:

Atti Originali: 110 bundles (1697-1798); 118 bundles (1800-1814)

*Testimonial*i: 11 bundles (1697-1798)

*Testimonial*i con *Atti*: 6 bundles (1800-1814); bundle 7 *Unico* (1766-1770)

*Testimonial*i *Semplici*: 3 bundles (1800-1814)

*Testimonial*i *Contestati*: 14 bundles (1697-1796)

Avarie Perizie Calcoli: 5 bundles (1699-1770)

Reg. di *Atti e Filze*: vols 1-35 (part of the collection) (1800-1813)

The total of work carried out so far consists of 3,030 items of 473 making up 64% of the collection.

The National Archivist would like to thank all those who are supporting this project through their financial support, advice or help in the marketing of the initiative. In particular, special thanks go to Mr John Sullivan, Mr Raymond Miller, Mr Bernard Sultana and Mr Albert Mamo who are steering the sponsorship initiative.

**UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2015**

National Archives

MALTA

Statement of Profit or Loss and Other Comprehensive Income

		2015	2014
	Notes	€	€
Income			
Government Subvention	2	450,000	430,270
Funds from the Ministry for Gozo	3	86,011	65,820
Other Income	4	14,305	53,448
Income from APEX	5	-	15,885
Total recurrent income		550,316	565,423
Operational Costs	Stat I	(494,460)	(470,425)
Administrative Expenses	Stat II	(64,355)	(55,937)
(Deficit) / Surplus before Interest		(8,499)	39,061
Interest receivable	8	63	128
(Deficit) / Surplus for the year before transfer of Depreciation		(8,436)	39,189
Transfer of depreciation on assets taken over from Government		-	-
(Deficit) / Surplus for the year		(8,436)	39,189

Statement of Financial Position

As at 31 December 2015

		2015	2014
	Notes	€	€
ASSETS			
Fixed assets			
Tangible assets	10	<u>100,542</u>	<u>103,507</u>
Current assets			
Debtors & Prepayments	11	4,437	6,084
Cash at bank		<u>33,386</u>	<u>38,276</u>
		<u>37,823</u>	<u>44,360</u>
Total Assets		<u>138,365</u>	<u>147,867</u>
RESERVES AND LIABILITIES			
Accumulated fund			
- Recurrent vote and operating activities	12	<u>105,898</u>	<u>114,334</u>
		<u>105,898</u>	<u>114,334</u>
Long Term Liabilities			
Deferred Income		<u>12,645</u>	<u>3,881</u>
Creditors: Amounts falling due within one year			
Trade and other creditors		3,102	1,973
Accruals and other payables		<u>16,720</u>	<u>27,679</u>
	13	<u>19,822</u>	<u>29,652</u>
Total Reserves and Liabilities		<u>138,365</u>	<u>147,867</u>

Statement of Changes in Accumulated Fund

	Recurrent vote & operating activities €	Accumulated Fund €
Financial year ended 31 December 2015		
Balance at 1 January 2015	114,334	114,334
Deficit for the year	(8,436)	(8,436)
Balance at 31 December 2015	105,898	105,898

Statement of Cash Flows

		2015	2014
	Notes	€	€
Cash Flows from Operating Activities			
(Deficit) Surplus / for the Financial Year before transfer of depreciation.		(8,436)	39,189
Adjustments for:			
Depreciation of tangible fixed assets		27,227	26,304
Interest Receivable		(63)	(128)
		<hr/>	<hr/>
Operating profit before working capital changes		18,728	65,365
Increase / Decrease in Debtors		1,647	(5,865)
Decrease in Creditors		(1,066)	(34,244)
		<hr/>	<hr/>
Cash generated from operations		19,309	25,256
Interest Received		63	128
		<hr/>	<hr/>
Net Cash from Operating Activities		19,372	25,384
		<hr/>	<hr/>
Cash Flows from Investing Activities			
Purchase of Tangible assets		(24,262)	(8,042)
		<hr/>	<hr/>
		(24,262)	(8,042)
		<hr/>	<hr/>
Net movement in cash and cash equivalents		(4,890)	17,342
Cash and cash equivalents at the Beginning of the Year		38,276	20,934
		<hr/>	<hr/>
Cash and cash equivalents at the End of the Year	14	33,386	38,276
		<hr/>	<hr/>

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 2015, €450,000 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 2015, however due to a tender where no technically compliant bid was received, only €8,917 was utilised and transferred from the capital vote to the recurrent operation vote. A further €86,011 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 deficit of €8,436 on recurrent and operating activities bringing the total accumulated fund on operating activities to €105,898. These financial statements have been prepared on a going concern basis that assumes that the National Archives of Malta will continue in operational existence in the foreseeable future. The validity of this assumption depends on the National Archives ability to receive adequate financial revenues from the Government of Malta to meet its operating and capital commitments

Tangible Fixed Assets

Tangible fixed assets are stated at cost less accumulated depreciation.

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

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

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

1. Accounting Policies - continued

Cash and Cash equivalents

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

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

For the purpose of the 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 €86,011 was transferred in 2015.

4. Other Income

Other income amounted to €14,305, which was mainly generated from photocopy services, digital images, sale of publications and advertising in the newsletter

5. APEnet & APEX

The Archives Portal Europe – network of excellence (APEX) was a project that aimed 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 ran from the 1st March 2012 till the 28th February 2015. The participation required of the National Archives in this project was 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 allocated around € 62,500 to the project during the 36 month period, of which 80% (about €50,000) was financed by the EU. The funds allocated to the National Archives of Malta covered the project travel related costs (about 20%) and the man hours required to participate actively in four of the eight work packages.

6. Payroll costs and personnel information

	2015 €	2014 €
Wages and Salaries (excluding APEX)	395,478	365,075
Social Security contributions	<u>33,759</u>	<u>30,913</u>
	<u>429,237</u>	<u>395,988</u>
Number of employees as at year end:		
Full time	18	18
Part time	<u>1</u>	<u>1</u>
	<u>19</u>	<u>19</u>

7. Surplus before interest

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

	2015 €	2014 €
Staff Costs (Note 6)	429,237	395,988
Depreciation of tangible assets (Note 10)	27,227	26,889
Auditors' remuneration	2,360	2,360

8. Interest Receivable

	2015 €	2014 €
Bank Interest	<u>63</u>	<u>128</u>

9. Taxation

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

10. Tangible fixed assets

	Improvement to Premises	Passenger Lift	Shelving	Motor Vehicles	Climate Control	Computer Equipment	Computer Software	Office Equipment	Furniture and Fittings	Fire Alarm System	Total
€	€	€	€	€	€	€	€	€	€	€	€
Cost											
As at 01.01.2015	47,123	6,965	70,018	29,665	26,974	22,757	10,064	33,045	59,944	26,068	332,623
Additions	7,075	-	-	792	-	9,377	435	1,044	5,539	-	24,262
As at 31.12.2015	54,198	6,965	70,018	29,665	27,766	32,134	10,499	34,089	65,483	26,068	356,885
Depreciation											
As at 01.01.2015	10,902	6,965	70,018	22,313	21,864	20,226	9,549	16,743	37,299	13,237	229,116
Charge for the year	2,709	-	-	3,708	2,777	5,000	262	3,646	6,564	2,561	27,227
As at 31.12.2015	13,611	6,965	70,018	26,021	24,641	25,226	9,811	20,389	43,863	15,798	256,343
Net Book Value											
As at 31.12.2015	40,587	-	-	3,644	3,125	6,908	688	13,700	21,620	10,270	100,542
As at 31.12.2014	36,221	-	-	7,352	5,110	2,531	515	16,302	22,645	12,831	103,507

Notes to the Financial Statements - continued

11. Trade and Other Receivables

	2015 €	2014 €
Trade Receivable	2,321	2,915
Prepayments	2,116	3,169
	<u>4,437</u>	<u>6,084</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

	2015 €	2014 €
Amounts falling due within one year:		
Creditors	3,102	1,973
Accruals and Deferred Income	16,720	27,679
	<u>19,822</u>	<u>29,652</u>

14. Cash and Cash equivalents

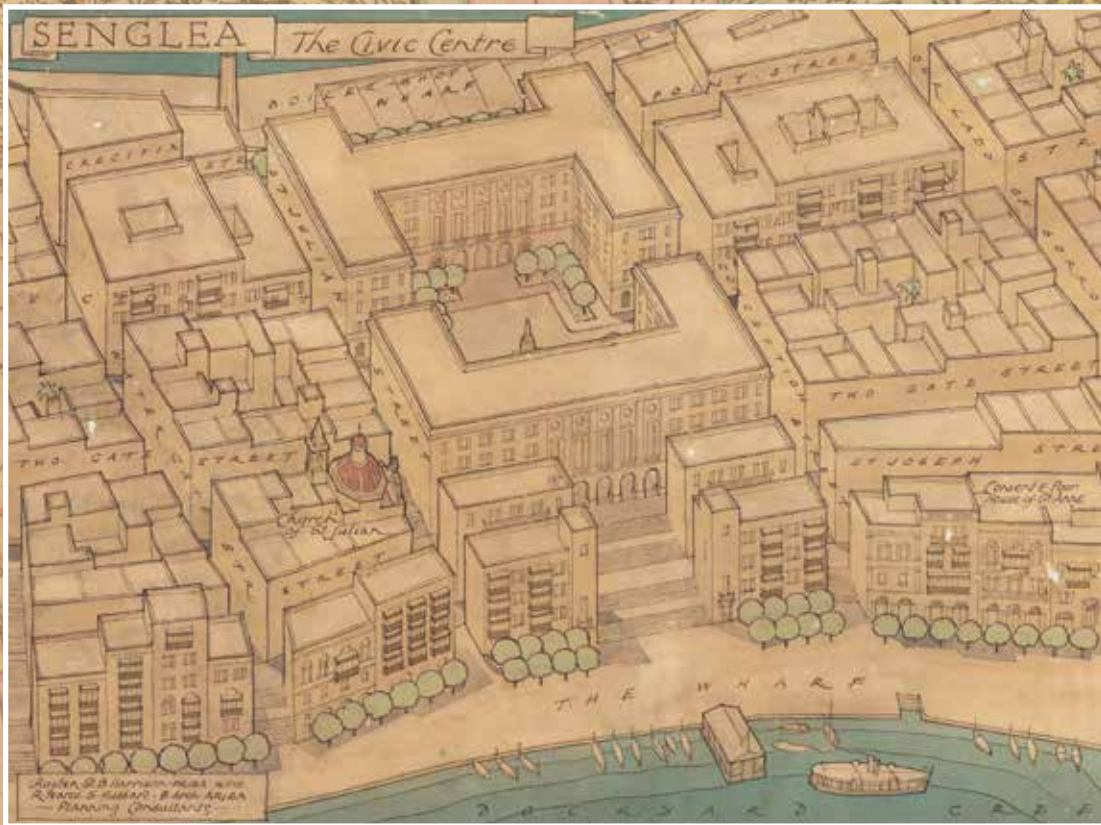
Cash and cash equivalents consist of cash in hand and balances with banks.

Statement I Operational Costs

	2015 (unaudited) €	2014 (audited) €
Salaries and Social Security	429,237	395,988
Water and Electricity	7,724	6,025
Insurance	1,402	1,225
Telecom Expenses	7,120	4,676
Printing of publication	-	7,238
Cleaning Expenses	8,989	8,810
Repairs office equipment	1,666	785
Office Expenses	746	178
Repairs and Maintenance	10,349	3,314
APEX expenses	-	15,885
<i>Depreciation Charge:-</i>		
Furniture and Fittings	6,564	5,995
Climate Control Equipment	2,777	2,697
Computer Equipment	5,000	2,313
Computer Software	262	3,317
Office equipment	3,646	3,305
Improvements to Premises	2,709	2,356
Fire Alarm System	2,561	2,610
Motor Vehicles	3,708	3,708
Total Operational Costs	494,460	470,425

Statement II Administrative Expenses

	2015 €	2014 €
Rent	24,179	24,179
Staff related expenses	1,023	1,769
Motor Vehicle Expenses	6,083	2,533
Printing, postage and stationery	7,630	7,198
Audit Fee	2,360	2,360
Accountancy fees	8,949	2,989
Professional fees	-	614
Conservation Lab Expenses and Records Management	3,705	2,577
Travelling	6,811	5,545
Subscriptions and Brochures	1,388	3,332
Miscellaneous Expenses	1,364	2,306
Bank Charges	416	535
Equipment hire	447	-
	<hr/>	<hr/>
Total Administrative Expenses	64,355	55,937
	<hr/> <hr/>	<hr/> <hr/>



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ISSN 1997-6348