

RESULT OF POLL.
RISULTATO DELLO SQUITTINGIO.

THE NATIONAL
ARCHIVES OF MALTA
ANNUAL REPORT 2020

Electoral Division
Collegio Elettorale

Candidate
Candidato) ... } 572



| 9th Count 9 ^o Conto | 10th Count 10 ^o Conto | 11th Count 11 ^o Conto | 12th Count 12 ^o Conto | 13th Count 13 ^o Conto | Result Risultato | Nomi dei Candidati |
|-----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---------------------|--------------------|
| Transfer of votes of Surplus of | Transfer of votes of Surplus of | Transfer of votes of Surplus of | Transfer of votes of Surplus of | Transfer of votes of Surplus of | Result | Borg Grech, D. P. |
| Surplus di | Surplus di | Surplus di | Surplus di | Surplus di | | Busattel, Sineo |
| | | | | | | Mattei, Avvocato |
| | | | | | | Portelli, Farmacia |



- (No) E Amato
- E Ganado
- " E Borg Oliver
- " E Grech
- " Carm Parms

Election Commission
Commissionari per le Elezi





ANNUAL REPORT

2020

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ACARM
Association of Commonwealth
Archivists and Records Managers

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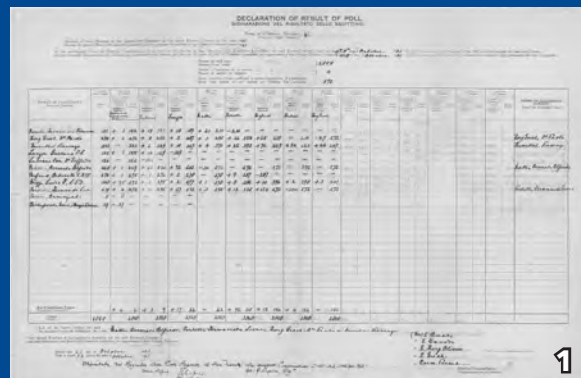
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COVER

This year is the 100th anniversary of the first Maltese Parliament.

On 30 April 1921, the letters patent of a new constitution was promulgated by Governor Herbert Plumer. This was the first constitution granting a measure of self-government – proving to be an important step forward in the process of Maltese state formation.



The basic framework of this 'self-governing constitution' was a dyarchy - reflecting a political compromise between the Maltese National Assembly (assembled in 1919 to agitate for a new constitution) and the imperial authorities.

The Colonial authorities were to keep control of 'reserved matters' (which meant all issues pertaining to defence) and the Maltese government was to take care of all domestic matters. A bicameral legislature was adopted.

The first general elections under this new constitution were held on 18-19 October 1921.

A Legislative Assembly consisting of 32 representatives was elected on the principle of proportional representation. Voting was restricted to males over 21 years with specific literacy and property qualifications. A Senate constituted of seventeen (17) members represented the Clergy, University, Chamber of Commerce, the Nobility and the Trade Union Council and seven other members elected by voters entitled to the vote according to property qualifications.

CAPTIONS

1. The official result of the 5th electoral district (Paola, Tarxien, Luqa, Gudja, Għaxaq, Żejtun, Marsaxlokk, Birżebbuġa) of the elections held on 18 and 19 October 1921. National Archives of Malta.
2. Members of the Legislative Assembly and the Senate, including Head of Ministry Gużè Howard (alone) walking Strada Reale on 1 November 1921. Richard Ellis Archive.
3. Detail from the Letters Patent granting the 1921 Constitution. National Archives of Malta.
4. The crowd gathered outside the Palace while Governor Plumer (right) was promulgating the 1921 Constitution. In 1918 Filippo Sceberras (left) called for a national assembly to work for a new constitution. The assembly met between 1919 and 1921. National Archives of Malta.
5. The Sette Giugno riots (7 June 1919) were considered as a seminal event that led to the 1921 Constitution. Giovanni Bonello Collection.
6. The 1921 Constitution was promulgated at the Palace on Saturday 30 April 1921 and came into force on 16 May 1921. Richard Ellis Archive.
7. Gużè Howard (1862 – 1925) was the first Maltese Head of Ministry. This was the title of the Prime Minister according to the 1921 Constitution.
8. Head of Ministry Gużè Howard (centre). Richard Ellis Archive.
9. 30 October 1921. Bishop Mauro Caruana entering St. John's Co-Cathedral to celebrate a mass on the eve of the opening of the first Maltese Parliament. Richard Ellis Archive.
10. 1 November 1921. The elected Members of Parliament and ministers gathering in front of the Auberge d'Aragon, the office of the Head of Ministry, before the official opening of Parliament. Richard Ellis Archive.



2

estminster this fourteenth day of April
the eleventh Year of Our Reign.

Warrant under the King's Sign Manual.

Sehrster

SCHEDULE A.
(See Section 63.)

RESERVED CIVIL LIST.

Maltese Imperial Government.

| | | | | | |
|------------------------------|---|---|---|---|--------|
| Governor's Salary and Estab- | | | | | |
| lishment | - | - | - | - | £5,000 |
| Lieutenant-Governor | - | - | - | - | £2,000 |



3



4



5



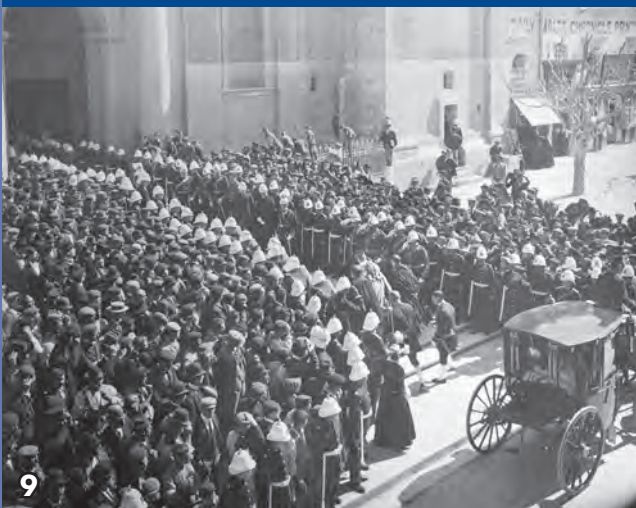
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Last year I dedicated my foreword to highlight the main strategies that will dictate our operations during the coming decade. I outlined three main strategic directions: re-engineering our infrastructure; upgrading the skill sets of our operators; and widening memory capture processes in terms of typology and media. In particular, 2020 was planned to be the year during which we progress substantially in the planning for the new National Archives hub at Ta' Qali. At the heart of this process were our plans to have an international evaluation of our vision, processes and procedures aimed at feeding into the thinking for the design of the new building. Our plans had to realign to say the least.



“
...it is with satisfaction that I can report that the National Archives of Malta did not close its services to the public for a single day.

”

Following the successful launching of my book ‘Maltese Archives ... my choice’ in November 2019, I participated in a symposium on the publication hosted at the Historical Archives of the EU in Florence. This event, held on 24 February 2020, was the last one for me and for the institute before the Covid-19 pandemic reached Europe and we entered a phase of fear, disruption and uncertainty.

While the pandemic is far from over, it is with satisfaction that I can report that the National Archives of Malta did not close its services to the public for a single day. Good planning and impressive commitment from all our staff made it possible for the institution to face the situation with courage, a robust plan to mitigate disruption and a holistic effort to provide a level of continuity to our clients.

The detailed statistics we are sharing in this publication are also a reflection of this new reality. For the first time, online users have outnumbered the physical users. The extent and value of accessions was also impressive. During this year we did acquire for the nation a number of archival treasures, mainly in the domains of genealogy and photographic holdings.

Although the dynamics on the Ta' Qali project had to slow down, we still registered progress. We worked hand in hand with an *ad hoc* committee set up by our Ministry. We also continued with our pressure on the University of Malta to introduce training courses at higher levels and catering for new areas such as digital curation, information security and privacy, and the long-term preservation of audio-visuals. We do hope that as soon as the negative impacts of the pandemic subdues, we register progress also in these areas.

“

...statistics we are sharing in this publication are also a reflection of this new reality. For the first time, online users have outnumbered the physical users.

”

We are also optimistic that the coming year will make us realise our dream to share the wealth of the *Memorja* project with the public. The launching of the project portal will be an important milestone in our transition from a ‘public records’ oriented organisation into a ‘public memory’ one. It will also provide another building block in the National Audio-Visual Institute (NAVI) infrastructure that we are developing.

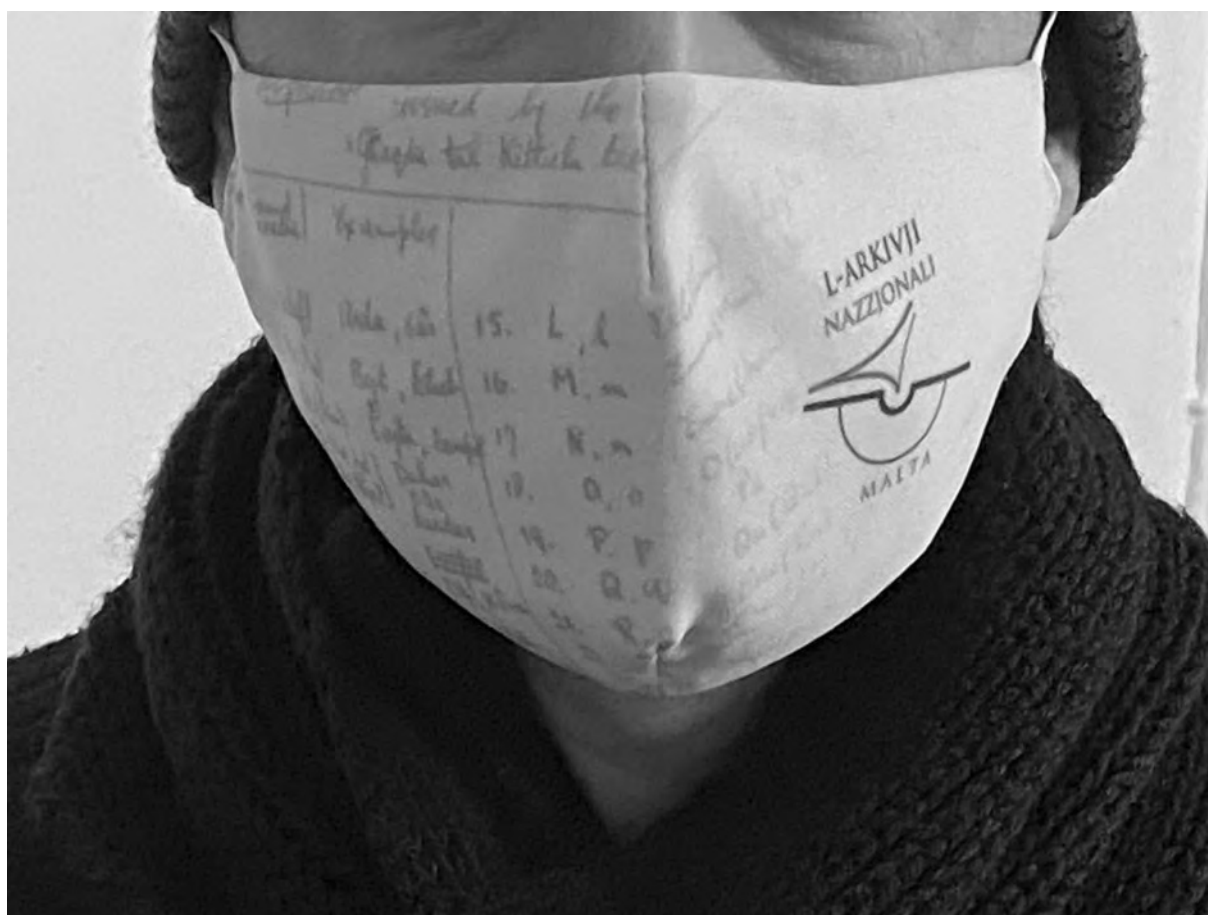
The cancellation of travel during 2020 did not result in any deficit in our international participation. To some extent, we intensified our online participation and a lot of groundwork was accomplished as

part of our participation in the European Digital Treasures project. We look forward to the dissemination of the virtual training programmes the project developed and also the state-of-the-art exhibitions and merchandising that we will showcase during the coming two years.

I take this opportunity to thank all our staff, volunteers and supporters for yet another year of commitment in favour of Maltese and European archival heritage.

Dr Charles J. Farrugia

National Archivist and CEO



1 CORPORATE SERVICES, IT AND FINANCE MANAGEMENT

1.1 Corporate Services Management Unit

The Corporate Services Management Unit is a key enabler of the delivery of the entity's strategic goals, driven by its mission statement. This Unit's priority is to ensure that the needs of all the entity's stakeholders are met, focusing on the delivery of quality services, innovation and capabilities development, in line with the challenges that the services request, together with the general upkeep and improvement of the old and historic facilities we operate from. During 2020, the Unit continued to build on the work of previous years and sought to improve the services provided by the entity, by transforming the way services are delivered through teamwork, shared vision and commitment.

The main duties and responsibilities of this Unit are:

- The administration and human resources development.

HR related administration such as leave, staff records and roster planning are managed by this Unit. Further to the administrative tasks, recruitment of new employees and staff development are the responsibility 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 collating of reports and statistical data and the coordination of Parliamentary Questions' replies. The administration of the Conservation Laboratory, the Maintenance and Cleaning units and the Reception services fall directly under this unit.

- Procurement.

Procurement is the core function of this Unit. 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.

- Works and Maintenance of Buildings.

The administration of all six premises run by the entity includes structural and assets' monitoring and maintenance, pest control and further logistics.

The National Archives is committed to the health and safety of our visitors and staff. The Covid-19 outbreak in March 2020 presented the entity with various challenges. The situation was closely monitored together with public health officials and other counterpart agencies. Adherence to the various circulars and update reports disseminated, helped the entity respond to the evolving conditions in various ways, referred to later on in this report. Throughout this ordeal, all NAM Reading Rooms remained opened with committed staff to serve the public in the best and safest ways possible.

Administration and Human Resources Development

Recruitment

Human resources infrastructure was strengthened in 2020 by the addition of three Archivists, two of whom, were assigned cataloguing tasks to tackle new acquisitions, while the third one was specifically recruited to work on the newly established Audio-Visual Unit. The latter will be a key player in the founding phase for a National Audio-Visual Institute. Two Assistant Conservators were recruited to join the Conservation Lab. The laboratory has also a new



28 May 2020. Frans Buttigieg starts his retirement.

Conservator promoted to the position this year. An RSSL ex-Air Malta employee has also been detailed to serve as a Maintenance Person. This has strengthened the maintenance unit which is now composed of two skilled employees. By the end of the year, a call for Archives Assistants was also issued through Jobsplus. During 2020, the entity bid farewell to three employees, namely Mons Dr Joseph Bezzina, the first Assistant National Archivist for over 30 years, Mr Mario Gauci, Conservator and Mr Frans Buttigieg, Handyman who all reached retirement age.

Staff training

Staff training during the year included the participation of various staff members in general and specialised training sessions, international meetings and conferences. These were mostly held in virtual mode due to the Covid-19 restrictions on travel and gatherings. However, the training programme Customer Care for Service of Excellence was carried out at the Head Office for all the Reading Room staff including those of Mdina and Gozo as this included teamwork exercises. The course was organised in collaboration with the Institute for the Public Service.

Other courses attended dealt with digital skills for better use of social media and for the creation of social media marketing campaigns. Staff from the Conservation Laboratory attended courses in emergency planning, conservation for digitisation and conservation of oiled or impregnated tracing paper. Another course attended to dealt with a series of webinars entitled 'Conservation Insights 2020.'

The increase in virtual meetings due to the pandemic restrictions demanded better knowledge and use of on-line facilities. For this reason, members of the staff were encouraged to attend online courses with MITA exploring the new functionalities of Microsoft Teams. Other courses attended dealt with official writing in Maltese and Human Resources procedures. Inhouse knowledge management sessions were regularly held and these were devised to help spread the knowledge gained by a single employee amongst his/her colleagues, benefitting them in their job skills. This was done through various theoretical and practical training sessions held online and at the archives' premises.

The Unit also supported five members of the staff undertaking University Bachelor and Master Degree programmes.

Procurement

During 2020, three tenders were issued. Two of these concerned a tender for the supply, installation, commissioning and maintenance of a lift including all the civil works and structural works required to serve the four floors of the Rabat NAM Head Office. This call was issued three times, two of which were published during 2020, with the latest one finally resulting in a successful bid.

The third tender published for this year, dealt with the provision of services for the development of a project brief for the new National Archives building. This call also resulted in a successful bid.

These calls for tender were all published by the MJEG Procurement Division and the entity assisted through, with the help of the Restoration Division and MTIP, by preparing specifications and tender documents as well as conducting the evaluation process.

As part of the anti Covid-19 precautionary measures, considerable additional extraordinary procurement was undertaken. Hand sanitising units were installed at different public areas, in all premises and outlets. A heavy-duty glass reception screen was installed in the main reading room and stocks of personal protective devices, sanitising material and medical gadgets were procured.

Works and Maintenance of Buildings

This year, the National Archives set up a new Cold Storage Vault to house all audio-visual material within its collection. The room, previously serving as the Maintenance Section workshop, was completely refurbished and anti-humidity boards were installed. Rainwater ducting was diverted to avoid any water seepage and the room was fitted with environment-friendly lighting and air conditioning systems. A new shelving structure was installed, and the place was monitored and tested by our Conservation personnel to ensure its suitability.

The chapel, that serves as the multipurpose hall for the entity, had been for years suffering from water seepage through its 300-year Lorenzo Gafa's dome. With the help of the Restoration Division, scaffolding was raised on the inside and outside of the dome. The old waterproofing membrane was removed, and all the apertures were repainted. The outer side of the dome was plastered and waterproof material was applied. The inside part of the dome was also repainted. Inside works on the dome and the chapel are expected to be completed in the first quarter of 2021.

The ante room of the chapel, which for years had served as the map room, was emptied from its contents and a refurbishment programme has been undertaken to transform it into an exhibition hall. A new electricity system was installed and anti-humidity plastering thoroughly applied. The hall will be completed in the first quarter of 2021 with an appropriate exhibition lighting system.



Other minor refurbishment works were carried out at the Gozo and Mdina sections, as well as at the Ospizio Depository in Floriana. In Gozo, a new heavy-duty photocopier for the client service was leased and this introduced the facility of such an in-house service. An air-conditioning system was also installed in the section's reading room.

1.2 IT and Finance Management Unit

1.2.1 IT Management

During 2020 the IT section managed to reach all the targets set at the start of the year successfully managing the exponential increase in IT services requirements due to the pandemic, with much more clients requiring digital and online services, together with the expected natural annual growth.

Cataloguing and work on the Memorja project continued at a sustained pace. Thousands of new items spanning over various collections were catalogued on the archival software. The hard work of members of staff from other sections in the archives and the efforts of our volunteers, as always was the key ingredient for this success. Beside the normal day-to-day repairs and maintenance of all the PCs at the National Archives, all PCs that required changing were successfully changed with newer or upgraded systems. There still are a few systems that need to be upgraded and these shall be a priority for 2021. Systems that were not beyond repair were re-purposed to create stations for digitisation and to act as a backup for emergency use.

Archives Portal Europe content

The old server was decommissioned with all the data from this server and was successfully transferred and tested, to the new servers in Rabat. The data in the Archives Portal Europe was successfully converted to and since July 2020, all requests are directed to the Madliena servers. It is being planned that for 2021, the old server be refurbished in house and installed as a data backup server at Rabat.

Memorja Project

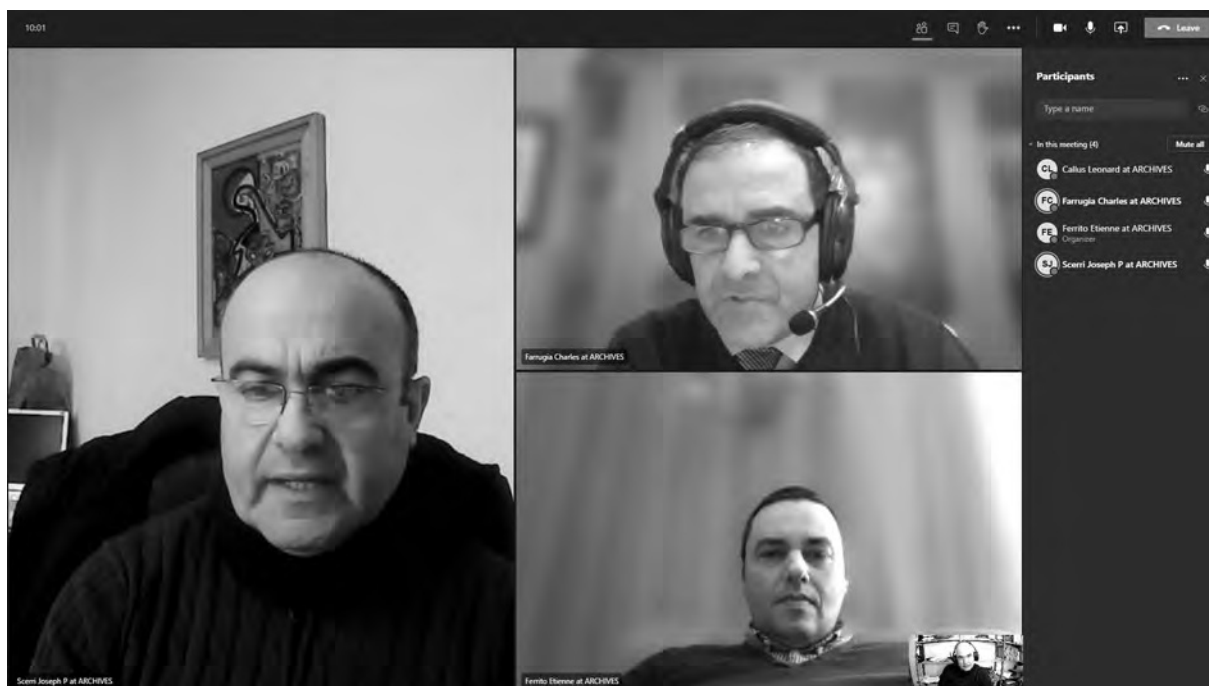
Work on the Memorja project continued with renewed vigour, with testing and population of the portal being the main priority. Due to the pandemic, the launch of the portal had to be postponed to 2021. The team continuously catalogued thousands of items that are included in the scope of the project. Integration with AtoM software was further strengthened. Following the team's hard work, it is planned to finalise the portal during the first quarter of 2021 and launch during the same year.

Working from home

The IT section at the archives, successfully managed to create secure remote connections for all the workers who were working from home and needed access to the archive's servers. This also included the acquisition, installation and setting up of a third physical firewall. At the end of the year, all requests were entertained and successfully delivered.

1.2.2 Finance Management

Finance at the National Archives is managed in-house with the assistance of an outsourced accountancy firm that carries out financial reporting. Most of the tasks are recurrent on a weekly, monthly, quarterly or yearly basis. During 2020, the finance section managed all finances of the National Archives with a range of tasks varying from the preparation of 2020 budgets and costings of planned expenses for 2020, to creditor payments, tranche requests



and other day-to-day tasks like cash management and invoicing. Day-to-day data is collated on custom databases and is passed on to the accountants who issue monthly accounts that are presented to the MFIN through their FDRS (Financial Data Reporting System).

During 2020, following a tender that was issued and adjudicated in 2019, the archives changed the outsourced accountancy firm. The new firm Nexia BT was given a considerably long handover and a hand holding period following which they successfully finalised 8 months of accounts. Due to unforeseen circumstances beyond the control of the archives, Nexia BT rescinded their contract and there was a vacuum of three months, whereby the Manager of the section took all the tasks that are performed by the accountants on himself. Whilst this required major extra work and effort, it was successfully done and following the engagement of the second cheapest technically compliant offer in the original tender, a new handover was carried out that shall be continuing during the first two months of 2021.

Budgets 2020-2023

Every year the Ministry for Finance (MFIN), through the Ministry for Education and Employment (MEDE) requests the budgets for the three years following the current year. Requiring a considerable effort to finalise realistic budgets, the CEO and all managers are consulted for their requirements that are costed by the team. The report is presented to the MEDE, who include the projections in their Ministry wide claim from the MFIN. The budgets also include the HR plans of the archives for the same period. The move to a new Ministry, Ministry for Heritage Culture and Local Government (MHAL), was a very smooth transition that entailed review of the previous submission to MEDE and transfer to the new ministry.

Payroll

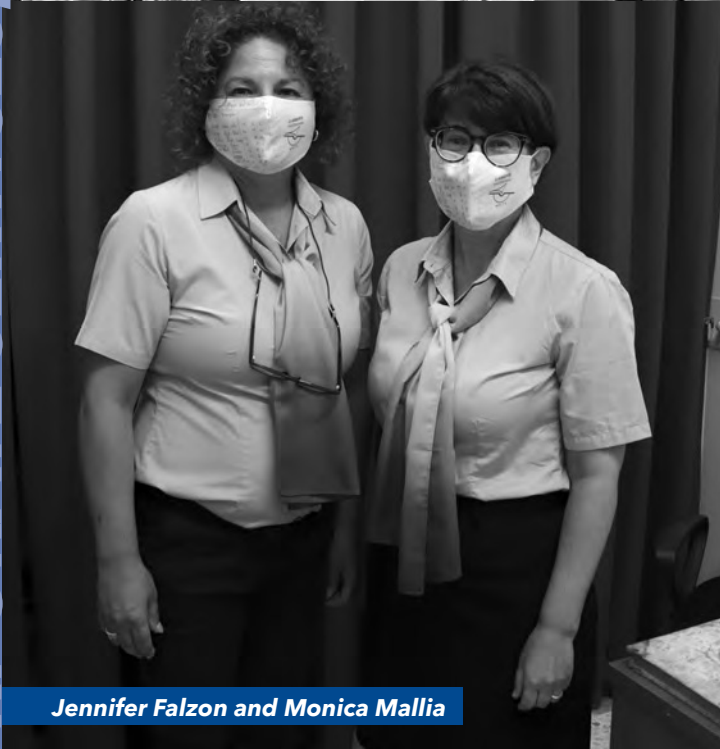
All payroll, together with any pay related issues, were addressed by the Finance Section with minimal issues arising till the end of August 2020. Following this, all payroll fell directly into the hands of the Manager of this Unit. Since the archives had never owned the software were payroll is being kept and with the lack of accountants, licenses for the payroll software had to be acquired and a few days were required to learn how to use the system. Following five months of successfully running payroll in house, starting in 2021, payroll duties shall be once again be performed by the new accountants with in-house supervision of the process.



David Sargent



Rita Vella Brincat



Jennifer Falzon and Monica Mallia



Ruben Vella



Marco Camilleri and Michael Cilia



Peter Borg

2.1 Onsite Assistance

The Records Management Unit (RMU) assists public entities, Departments and Ministries in fulfilling their records management obligations. Meetings and visits are organised to identify historical records and plan their transfer to the National Archives, while assisting the entity to ensure proper records management practices. Ultimately an official Retention Policy, endorsed by the National Archives under the provisions of the National Archives Act (Cap 477), is developed.

This is a list of the entities (public and private) that were supported by the Records Management Unit during 2020.

| Public Entities supported by the Records Management Unit during 2020 |
|---|
| Armed Forces of Malta (AFM) |
| Automated Revenue Management Services (ARMS) |
| Department for Industrial and Employment Relations |
| Electoral Office |
| Environment & Resources Authority (ERA) |
| Malta Financial Services Authority (MFSA) |
| Malta Information Technology Authority (MITA) |
| Malta International Contemporary Art Space (MICAS) |
| Malta Police Force |
| Malta Tourism Authority (MTA) |
| Mater Dei Hospital - General Records |
| MEDE - Directorate Curriculum Lifelong Learning & Employability (DCLE) |
| MEDE - Further Education (Malta & Gozo) |
| MEDE - Ġużè Ellul Mercer Education Programme (GEM16+) |
| MEDE - Directorate for Learning & Assessment Programmes (DLAP) |
| MEW - Ministry for Energy and Water Management |
| MFCS - Benefits Compliance Directorate |
| MFCS - Department of Social Security |
| MFCS - Malta Social Work Profession Board |
| MFCS - Disability Unit |
| MFCS - Policy Development and Programme Implementation |
| MFEA - Embassy and Consular Records |
| MFH - Central Procurement and Supplies Unit (CPSU) |
| MFH - Dar Kenn għal Saħħtek |
| MFH - Department for Health Regulation - Health Care Standards |
| MFH - Directorate for Environmental Health |
| MFH - Directorate for Health Information and Research |
| MFH - Directorate for Health Information and Research |
| MFH - Directorate Pharmaceutical Affairs |
| MFH - Directorate Programme Implementation (DPI) |

| |
|--|
| MFH - Foundation for Medical Services |
| MFH - Health Care Funding Directorate |
| MFH - Karin Grech Hospital |
| MFH - Mount Carmel Hospital |
| MFH - Office of the Chief Medical Officer - National Highly Specialised Programme - Treatment Abroad |
| MFH - Office of the Commissioner for Mental Health |
| MFIN - Commissioner for Revenue |
| MFIN - Department of Contracts |
| MFIN - Inland Revenue Department |
| MFIN - Treasury Department |
| MHAL - Arts Council Malta |
| MHAL - Cultural Directorate |
| MHAL - Valletta Cultural Agency |
| MHSE - Agency for The Welfare of Asylum Seekers (AWAS) |
| Ministry for Education and Employment (MEDE) |
| Ministry for Finance (MFIN) |
| Ministry for Foreign Affairs and Trade Promotion (MFTP) |
| Ministry for Foreign and European Affairs (MFEA) |
| Ministry for Health (MFH) |
| Ministry for the Family, Children's Rights and Social Solidarity (MFCS) |
| Ministry for the National Heritage, the Arts and Local Government (MHAL) |
| Ministry for Transport, Infrastructure and Capital Projects (MTIP) |
| MJEG - Embellishment Directorate - Malta and Embellishment Landscaping Projects |
| MJEG - National Commission for the Promotion of Equality |
| MJEG - Office of the Notary to the Government |
| MJEG - Strategy & Support Directorate |
| MTIP - Public Works Department |
| MTIP - Transport Malta |
| National Statistics Office |
| Office of the Attorney General |
| Office of the President of the Republic |
| OPM - Financial Retention Policy |
| OPM- Office of the Prime Minister |
| OPM- People and Standards Division |
| Superintendence of Cultural Heritage |
| The Malta College of Arts, Science and Technology (MCAST) |
| The Office of the Regulator, Individual Investor Programme |

Private Entities supported by the Records Management Unit

| |
|-----------------------------------|
| Malta Aviation Museum |
| 3/11 Regiment RMA (T) Association |

2.2 Appraisal of records

The National Archives issues a letter of appraisal with regards to cases of dormant collections of records that are no longer required by the creating entity or in cases of emergency, stipulating whether the records must be preserved or not. During 2020, the National Archives issued several such letters which helped entities to decongest their repositories.

This is the list of appraisal letters issued.

| Reference No. | Entity | Subject |
|---------------|---|---|
| APL2020-01 | MTIP - Ministry for Transport, Infrastructure and Capital Projects | Appraisal of Movement Cards within Registry |
| APL2020-02 | MFH - Mount Carmel Repository | Appraisal of damaged records at Mount Carmel Repository |
| APL2020-03 | Office of the Information and Data Protection Commissioner | Appraisal of Data Protection Notification Forms (2003-2018) |
| APL2020-04 | Malta Police Force | Appraisal of Applications for Private Guards |
| APL2020-05 | MTIP - Projects Implementation Directorate | Appraisal of File Movement Cards |
| APL2020-06 | MJEG - Notary to Government | Appraisal of Records |
| APL2020-07 | Ministry for Foreign and European Affairs (MFEA) | Appraisal of the expired Letters of Credence and Letters of Recall |
| APL2020-08 | MFEA - Consulate General of the Republic of Malta in Melbourne, Australia | Appraisal of the banking and inventory records. |
| APL2020-09 | Ministry for Health | Appraisal of tender records (1956-1994) |
| APL2020-10 | Superintendence Of Cultural Heritage | Appraisal of Planning Consultation Records |
| APL2020-11 | Ministry for the Family, Children's Rights and Social Solidarity (MFCS) | Appraisal of Financial Records |
| APL2020-12 | MJEG - Notary to Government | Appraisal of Records |
| APL2020-13 | MFCS - Social Security | Appraisal of Applications for Children's Allowance and Maternity Benefits |
| APL2020-14 | Ministry for the Family, Children's Rights and Social Solidarity (MFCS) | Appraisal of financial and general records |
| APL2020-15 | Ministry for the Family, Children's Rights and Social Solidarity (MFCS) | Appraisal of National Insurance Cards |
| APL2020-16 | MHSE - Agency For The Welfare Of Asylum Seekers (AWAS) | Appraisal of Procurement Invoices |

2.3 Processing of historical records still held by public entities

When historical records are identified, the creating office is instructed on the way forward with the final aim of transferring these records to the National Archives. This includes sorting, finding the original order, cleaning (when necessary), placing into archival-quality boxes and listing. In cases where the records have traces of pest contamination, the documents are to be treated professionally under the supervision of the NAM Conservators before the transfer.

2.4 Retention Policies

Retention policies for public records is a legal requirement under the provisions of the National Archives Act of 2005. The General Data Protection Regulation (GDPR) too requires these instruments and since its coming into force a momentum for retention policies by public institutions was created. While 19 retention policies were finalised in 2019, 16 were finalised in 2020 and 3 are at their final stages.

| Retention policies completed in 2020 | | |
|--------------------------------------|--|--------------|
| Reference No. | Entity | Status |
| REP2020-01 | Ministry for Foreign and European Affairs - Accounts Records | Finalised |
| REP2020-02 | Office of the Commissioner for Mental Health | Finalised |
| REP2020-03 | Arts Council Malta | Finalised |
| REP2020-04 | MFH - Central Procurement Supplies Unit | Finalised |
| REP2020-05 | MFH - Health Care Funding Directorate | Finalised |
| REP2020-06 | MEDE - Further Education | Final Stages |
| REP2020-07 | OPM-P&SD-Corporate Procedures | Finalised |
| REP2020-08 | MEDE - Primary/Middle/Secondary Schools | Finalised |
| REP2020-09 | MFH - Directorate Programme Implementation (DPI) | Finalised |
| REP2020-10 | MFH - Environmental Health Directorate | Finalised |
| REP2020-11 | MFCS - Malta Social Work Profession Board | Finalised |
| REP2020-12 | MFH - Karin Grech Hospital | Finalised |
| REP2020-13 | MEDE - JobsPlus (People Management Department) | Finalised |
| REP2020-14 | Ministry for Foreign and European Affairs - Accounts Records | Finalised |
| REP2020-15 | MFCS - Disability Unit | Final Stages |
| REP2020-16 | MFED - Head College Network Office | Final Stages |

2.5 Accessions

This is a list of the accessions that became part of the National Archives of Malta's holdings during 2020.

| Accession Ref. | Source and description | Extent |
|----------------|--|-----------------------|
| 2020-01 | Consul General of the Republic of Malta to the Commonwealth (Canada) - Footage Reel re Malta George Cross #10. | 1 reel |
| 2020-02 | Private Deposit by Eric Medcalf - Programmes for Theatre Opera Season and Cinema (1948-1949). | 2 paper programmes |
| 2020-03 | Private Deposit by Sr Daniela Micallef - Passport of Giovanni Sciortino (1897). | 1 passport |
| 2020-04 | Private Deposit by Jean Borg (Memorja) - Digital copies of pre-war and post war photographs and ephemera (1920s-1960s). | 1.10 GBs |
| 2020-05 | Private deposit by Maria Stella 'Esther' Formosa (Memorja) - Interview(s), notes and photographs re WWII experiences (1920s-1945). | 993.26 MBs |
| 2020-06 | Private deposit by the 3/11 Regiment RMA (T) Association - Records of the 3/11 Regiment RMA (T) Association (1972-2018). | ca. 1 linear metre |
| 2020-07 | Office of the Information and Data Protection Commissioner - Sample pf IDPC Notification Forms (2003-2018). | 100 forms |
| 2020-08 | Private Deposit by Ray Piscopo - Digital copy of photographs Robert Grixti and Antonio Attard. | 243 MBs |
| 2020-09 | Private Deposit by Philip Pisani (Memorja) - Digital copies of post war photographs, ephemera and footage (1930s-1980s). | 15.64 GBs |
| 2020-10 | Private deposit by Joseph Cutajar 'In-Naxxari' (Memorja) - Interview re. Memories from Prajjet and Qammieħ Cliffs (1940s-2020s). | 176.49 MBs |
| 2020-11 | Private deposit by Nenu Fenech 'Ta' Sila' (Memorja) - Interview re Memories from Prajjet and Qammieħ Cliffs (1954-2020). | 147.6 MBs |
| 2020-12 | Private deposit by Michael Joseph Grima (Memorja) - Interviews re wartime experiences (1920s-1980s). | 2.06 GBs |
| 2020-13 | Private deposit by Pawlu Vella 'Tan-Nar' (Memorja) - Interview re Memories from Prajjet and Qammieħ Cliffs (1947-2019). | 114.03 MBs |
| 2020-14 | Office of the President of the Republic - Inventory and Correspondence files (1989-1990s). | 0.5 linear metre |
| 2020-15 | Private Deposit by Horace Vella - Digital copies of Malta postcards and ANZAC tours programmes (1950s & 2015). | 290 MBs |
| 2020-16 | Commerce Department - Department of Trade Files (1958-2001). | ca. 100 linear metres |
| 2020-17 | Private deposit by Anthony Misfud (Memorja) - Interview re Public Administration (1947-2017). | 52 MBs |

| | | |
|---------|--|---------------------------|
| 2020-18 | Private Deposit by Katie Galea (Memorja) - Interviews re War Time Experience (1940s-2018). | 627.28 MBs |
| 2020-19 | MEDE - B'Kara Primary School - School Registers (1892-2009). | ca. 10 linear metres |
| 2020-20 | Private deposit by Concetta De Battista (Memorja) - Interview re Malta-Lampedusa Connection (ca. 1800-1970s). | 1.05 GB |
| 2020-21 | Private deposit by Francesco Mannino (Memorja) - Interview re the Malta-Lampedusa Connection (1950s-1980s). | 115 MBs |
| 2020-22 | Private deposit by Reno Camilleri (Memorja) - One interview re Public Administration (1935-2017). | 1.47 GB |
| 2020-23 | Private deposit by Giacomo Amato (Memorja) - Interview re Malta-Lampedusa connection (1950s-1980s). | 279 MBs |
| 2020-24 | Private deposit by George Vella (Memorja) - Interview re 1979 Freedom Day anthem (1970s). | 7.96 GBs |
| 2020-25 | Private deposit by Christopher Bartolo (Memorja) - Interview re Bellringing (1957-2018). | 8.45 GBs |
| 2020-26 | Private Deposit by Patricia Valenzia - Hector Borg Carbott Photographic Collection (1944-1967). | ca. 5000 negatives |
| 2020-27 | Private Deposit by Catherine Bugeja - Personal record(s) of Saveria Mallia and Joseph Balzan (1938-1988). | One folder |
| 2020-28 | Private Deposit by Diana I. Jervis-Read - Military Ephemera material and photographs (1900s-1930s). | 1 folder |
| 2020-29 | Private Deposit by Ġorġ Grech (tal-Koffi) - Digital copies of photos re fireworks production in Qormi (1970s-1990s). | 3.30 GBs |
| 2020-30 | Private Deposit by Eman Bonnici - Royal Navy Photos & Funeral memory cards. | ca. 1.5 linear meters |
| 2020-31 | Office of the President of the Republic - Site plan of San Anton palace and gardens. | 1 drawing |
| 2020-32 | Private Deposit by Cyprian Paul Dalli - Records and ephemera related to the CHOCCGM 2005. | 1 box |
| 2020-33 | Private Deposit by Mark Camilleri - Left-wing activism records, photographs and paraphernalia. | 1 linear metre |
| 2020-34 | Private Deposit by Frans Said - A series of writings. | 2 folders |
| 2020-35 | Recovery of public records - Office of the Prime Minister Records (1950s-1960s). | 5 files and 2 folders |
| 2020-36 | Malta Police Force - Police HQ records (1968-1975). | 64 linear metres |
| 2020-37 | Private Deposit by Lawrence Gonzi - The Lawrence Gonzi (political career) private papers (1990s-2013). | ca. 16 linear metres |
| 2020-38 | Private Deposit by Diana I. Jervis-Read - Photographs of various locations and events (ca.1930s). | 28 Photographs |
| 2020-39 | Private Deposit by Philip Muscat - Digital copies of photographs re PM Pawlu Boffa. | 112 MBs |
| 2020-40 | Private Deposit by Marco Spiteri - Records re Junior Lyceum tal-Handaq / Liceo Vassalli (1981-1984). | 3 folders and 2 notebooks |
| 2020-41 | Private Deposit by Bernard Schembri - 8 September signed speech by Sir Anthony Mamo (2008). | 1 A4 paper |

| | | |
|---------|--|--|
| 2020-42 | Private Deposit by Grace Cilia Vincenti - The Guido Stilon Photographic Collection (ca.1950s-1970s). | ca. 5300 slides & 6000 negatives |
| 2020-43 | Ministry for Education and Employment - Appraised Personal Files. | 3 linear metres |
| 2020-44 | Aquisition by the National Archives - The Letard-Ciantar Guljana (ca.1400s-1900s). | ca. 17 linear metres |
| 2020-45 | Ministry for the Family, Children's Rights and Social Security (MFCS) - Appraised sample of Social Security Records (1990s-2000s). | 0.7 linear metre |
| 2020-46 | Ministry for Health - St Lukes Hospital - Y2K records (1999). | 1 linear metres |
| 2020-47 | Private Deposit by John Ellis - Records re the Rediffusion of Edgar Luckman Ellis (1937-1951). | 1 folder and 13 photographs and records. |
| 2020-48 | Private Deposit by Karmenu Mifsud Bonnici - Personal records and memorabilia (ca.1970s-1980s). | 4 ties, 8 hankerchiefs, 8 scarfs and 1 poster |
| 2020-49 | Private Deposit by Ray Fava - The Karmenu Fava Photographic Collection, photographic equipment and related publications. | ca. 106,1812 negatives, 2,739 photographs and 3,356 slides |
| 2020-50 | Recovery of Public Records - Official Government Telegram correspondence (Salvaged by Michael Galea) (1956-1962). | 1 volume |
| 2020-51 | Private Deposit by Fr Norbert Ellul Vincenti ofm - Photographs and memorabilia of Marie Therese Demarco and family (1906-1970s). | 1 custom made archival box. |
| 2020-52 | Private Deposit by Michael Galea - Official government reports and other miscellanea publications (1936-1998). | 1 folder |
| 2020-53 | Jobsplus - Appraised personal files. | 1 file |
| 2020-54 | Office of the Prime Minister - Appraised Human Resources Records (1961-2001). | 0.3 linear Metres |
| 2020-55 | Ministry for Finance and Finacial Services - Appraised Human Resources Records. | 0.3 linear metres |
| 2020-56 | Private deposit by Edgar Pace (Memorja) - Interview re wartime experiences and inter-war politics (1925-1945). | 1.71 GBs |
| 2020-57 | Private deposit by Nicolina Pace (Memorja) - Interview re childhood and wartime experiences (1930-1945). | 1.20 GBs |
| 2020-58 | Office of the Parliamentary Ombudsman - Appraised HR Records. | 4 files |
| 2020-59 | Acquired by the Friends of the National Archives - Photographs, records and memorabilia from Doris Scerri's bequest. | One (1) metre of records |
| 2020-60 | Private Deposit by Frederick Cauchi Inglott - Military Training Material (1960s). | 1 box |
| 2020-61 | Malta Police Force - Police Records - Index Cards (1968-1980). | Three (3) Drawer Cabinets |

| | | |
|---------|--|-------------------------------|
| 2020-62 | Private Deposit by Maurice George Agius (Memorja) - Interview re wartime experiences and politics and post-war service (1921-1979). | 2.3 GBs |
| 2020-63 | Private Deposit by Joe Said - List of donors for the "Danaro di San Pietro" (1861). | One (1) large format document |
| 2020-64 | Private Deposit by Mark Caruana - Oral history interview and event footage re Maltese migration to Australia. | Two CDs/DVDs |
| 2020-65 | Private Deposit by Antonia Degiorgio - Photographs, postcards and civil service stationery (1970s). | One (1) folder |
| 2020-66 | Private deposit by Frankie Cassar Mallia - Digital copies of items related to the British and Swedish royal families and their connection to Mary Bugeja of Rabat. | 4.1 MBs |
| 2020-67 | Private deposit by Francesco Tonna (Memorja) - Interview re wartime experiences and bus-building trades (1920s-1945). | 4.30 GBs |
| 2020-68 | Private Deposit by Michael Fenech Adami - Eddie Fenech Adami Matriculation Certificate and Warrant (1950-1955). | Two (2) Certificats |
| 2020-69 | Private deposit by Charles Zammit (Memorja) - Interview re WWII experiences (1920s-2019). | 1.00 GBs |
| 2020-70 | The Moses Aquilina Collection (Pharmaceutical records) (1934-1955). | 18 Volumes |



The Guido Stilon Collection was one of the key 2020 accessions. The National Archives are grateful to Grace Cilia Vincenti for donating the photo collection generated by Guido Stilon to the National Archives. Guido Stilon (1932-1975) captured life in Malta during the fifties and the sixties in street photography, urban, rural and industrial scenes as well as portraits of friends and family. This collection, made up of around 6,000 black and white negatives and over 5,300 colour slides, is a unique portrait of a country emerging from the WW2 trauma, undergoing deep social, economical and political changes and struggling to find its place in the emerging world. We thank Mrs. Grace Cilia Vincenti.



Karmenu Fava Collection

Raymond Fava and his family donated the photographic collection of his father Karmenu Fava to the National Archives of Malta. Karmenu Fava, known as Charlie, was born in Sliema on 17 May 1917 and grew up in Prince of Wales Street. As a small boy, he got his first camera from his father Kalcidon; this was his initiation into the world of photography and eventually shooting thousands of photos. At 16, he joined the Royal Naval Dockyard as an apprentice and became an electrical fitter. During the war he served with the British forces in Alexandria (Egypt) and retired in 1977 as member of the Royal Air Force 234 Signal Squadron.



During the 1960s his sports photos were published in the Union Press' papers, including Il-Helsien, Sport, L-Orizzont and It-Torċa. As a photographer, his name became synonymous with all sport practised in Malta, ranging from mass sport such as football and water polo to niche events such as archery, athletics, wrestling and rowing. Over the years, Charlie documented thousands of Maltese sportsmen in unique photos. He was Malta's first sport photo-journalist. In 1994 he was honoured by the Malta Olympic Committee and by the Għaqda Kittieba Sport in 2005.

Besides a passion for sport photography, Fava was passionate about Maltese heritage. He documented Maltese rural chapels, the bastions and towers of the Knights, buildings in Valletta, historical sites, sundials and aspects of Maltese life such as the 1960s' beat groups on 36mm film and colour slides.

Fava died on 22 February 2009 aged 92 years.

His works were gathered in a collection curated by Dr Steve Borg who collected, appraised and classified these photos. It includes over thousands of 35mm negatives, 2,730 photos, 3,365 slides, photographic equipment and the newspapers where his papers have been published. We thank Mr. Raymond Fava and Dr. Steve Borg.



Ġuljana Letard-Ciantar Collection

The Ġuljana Letard-Ciantar, a very extensive collection of genealogical notes about births, marriages and deaths in Malta, was another key accession during 2020.

Civil registration of births, marriages and deaths started in Malta in 1863 with the setting up of the Public Registry (Malta) and thus Maltese ġuljani, covering earlier periods, rely on the parish registers. In 1547, Pope Paul III ordered each parish in the Catholic Church to register baptisms, marriages and burials.

There are five main Maltese genealogists: Letard-Ciantar, Armando Mifsud, Arturo Scerri, Dun Ġan Karl Muscat u Goffredo Adami. Perit Pietru Attard covered Gozo. While the Ġuljana Goffredo Adami is at the National Library, Pietru Attard's (made up of 88 volumes covering Gozo between 1509 and 1940) is at the National Archives (Gozo Section) and is known as Ġuljana Masini, as it was donated by Dr Franco Masini fl-2011.

The Ġuljana Letard-Ciantar is one of the formest Maltese ones and is made up of more than 800 volumes. It goes back to 1400 and includes as well notarial deeds, wills, donations, legacies, nobility titles and other documents.



Minister Herrera flanked by Dr Charles J. Farrugia and the President of the National Archives Council Professor Ray Mangion during the acquisition ceremony of the Ġuljana Letard-Ciantar.

2.6 The Records Officers Forum

Five Records Officers were appointed in five different Ministries, implementing one of the provisions stipulated in the National Archives Act in 2016.

Cabinet reshuffles, undertaken in January and November with consequent portfolio changes, led to several Ministerial and Departmental changes that in turn brought upon new challenges of reorganising both for the RMU and the Assistant Managers Records affected.

Four Records Officers/ Assistant Manager Records ceased to function.

These are the Ministries having an Assistant Manager Records

| Ministry | Assistant Manager Records /Records Officer |
|---|--|
| Office of the Prime Minister (OPM) | Norella Darmanin |
| Ministry for Health (MFH) | Simone Bonavia Camilleri |
| Ministry for Foreign and European Affairs (MFEA) | Mariella Galea |
| Ministry for the National Heritage, The Arts and Local Government (MHAL) new Ministry | Jessica Farrugia |
| Ministry for Transport & Infrastructure and Capital Projects (MTIP) | Anne Farrugia |
| Ministry for Social Justice and Solidarity, the Family and Children's Rights (MSFC) former MFCS | Ethel Delia |
| Ministry for Justice, Equality and Governance (MJEG) former MJCL | Josephine Camilleri |
| Ministry for Education (MFED) former MEDE | Mary Anne Farrugia |
| Ministry of Energy, Enterprise and Sustainable Development (MESD) former MEW | Mariella Grima |

Given the restrictions imposed by COVID-19, only one Records Officers Forum was organised during 2020.

| Records Officers Forum - Sessions - 2020 | | | |
|--|--------------|---|---|
| Date | Participants | Entities represented | Presentations |
| 16/07/2020 | 12 | Environment and Resources Authority, House of Representatives, Mater Dei Hospital, MEDE, MEW, MFCS, MFH, MFEA, MJEG, MTIP, OPM, Planning Authority. | <p>Presentation 1: Ms Louise Crucetta, Assistant Manager within Operational Management at HSBC gave an overview on the record management practices within her organisation</p> <p>Discussion regarding the challenges faced in records management during the COVID 19 interruptions. How were they overcome and the way forward.</p> <p>Presentation 2: Assistant Manager Records Simone Camilleri from the Ministry for Health spoke about the management of Medical Records at Mater Dei.</p> |

HIGHLIGHTS OF THE RECORDS OFFICERS ACTIVITIES DURING 2020

| Ministry | Intra-ministerial meetings held | Development of Retention Policies | Appraisal Exercises | Transfer of Records to the National Archives |
|--|---------------------------------|--|--|---|
| Office of the Prime Minister | 12 | 0 | 1 <ul style="list-style-type: none"> Personal Files | 1 <ul style="list-style-type: none"> Personal Files |
| Ministry for Social Justice and Solidarity, the Family and Children's Rights | 2 | 1 finalised <ul style="list-style-type: none"> Social Work Profession Malta 2 awaiting approval <ul style="list-style-type: none"> Directorate Corporate Service Disability Unit | 9 <ul style="list-style-type: none"> Qormi Stores Birkirkara Stores Gozo Stores GBUs Receipt books Logbooks LPOs Maternity and children's allowance application forms Travel abroad documents | 3 <ul style="list-style-type: none"> Qormi Stores (sample) Birkirkara Stores (sample) Gozo Stores (sample) |
| Ministry for Health | 14 | 8 finalised <ul style="list-style-type: none"> Office of the Commissioner for Mental Health Directorate Programme Implementation Pharmacy of Your Choice Health Care funding Central Procurement Supplies Unit Environmental Health Karin Grech Hospital 2 being drafted <ul style="list-style-type: none"> Permanent Secretary Office Managing Support | 2 <ul style="list-style-type: none"> MFH-Damaged records at Mount Carmel Hospital Tender files (1956-1994) | 1 <ul style="list-style-type: none"> MFH-SLH Y2k records |

| Ministry | Intra-ministerial meetings held | Development of Retention Policies | Appraisal Exercises | Transfer of Records to the National Archives |
|---|---------------------------------|---|---|--|
| Ministry for Foreign and European Affairs | 29 | 1 finalised <ul style="list-style-type: none"> Accounting and Procurement Records | 1 <ul style="list-style-type: none"> Copies of a number of inventory, pension and banking records held and managed by the Consulate General of the Republic of Malta in Melbourne, Australia | |
| Ministry for Education | 6 | 4 finalised <ul style="list-style-type: none"> Primary/Middle/Secondary Schools College Principal Offices Jobsplus Further Education Institutions | 2 <ul style="list-style-type: none"> B'Kara Primary: School Registers/ Admissions/ Logbooks Registy: Personal files | 2 <ul style="list-style-type: none"> Dead Personal Files (Registry) B'Kara Primary: School Registers/ Admissions/ Logbooks |
| Ministry for Transport, Infrastructure and Capital Projects | 9 | Thousands of old files and documents were cleaned, registered in a database and transferred from the Nissen Hut Shed Archives. | 0 | 0 |
| Ministry for Energy, Enterprise and Sustainable Development | 1 | The scanning of records, enabling employees to work remotely, was considered as the Ministry's top priority during 2020. | 0 | 0 |
| Ministry for Justice, Equality and Governance | 12 | 1 awaiting approval <ul style="list-style-type: none"> Notary to Government | 1 <ul style="list-style-type: none"> Notary to Government. Expenditure and Revenue Files, LPO's, Transfer Vouchers, Monthly Reconciliation Reports, Telephone Bills, Printed Circulars, Attendance Sheets, Copies of Sick Certificates, Register Books, DAS Receipts, Notarial Archives Fees | 0 |

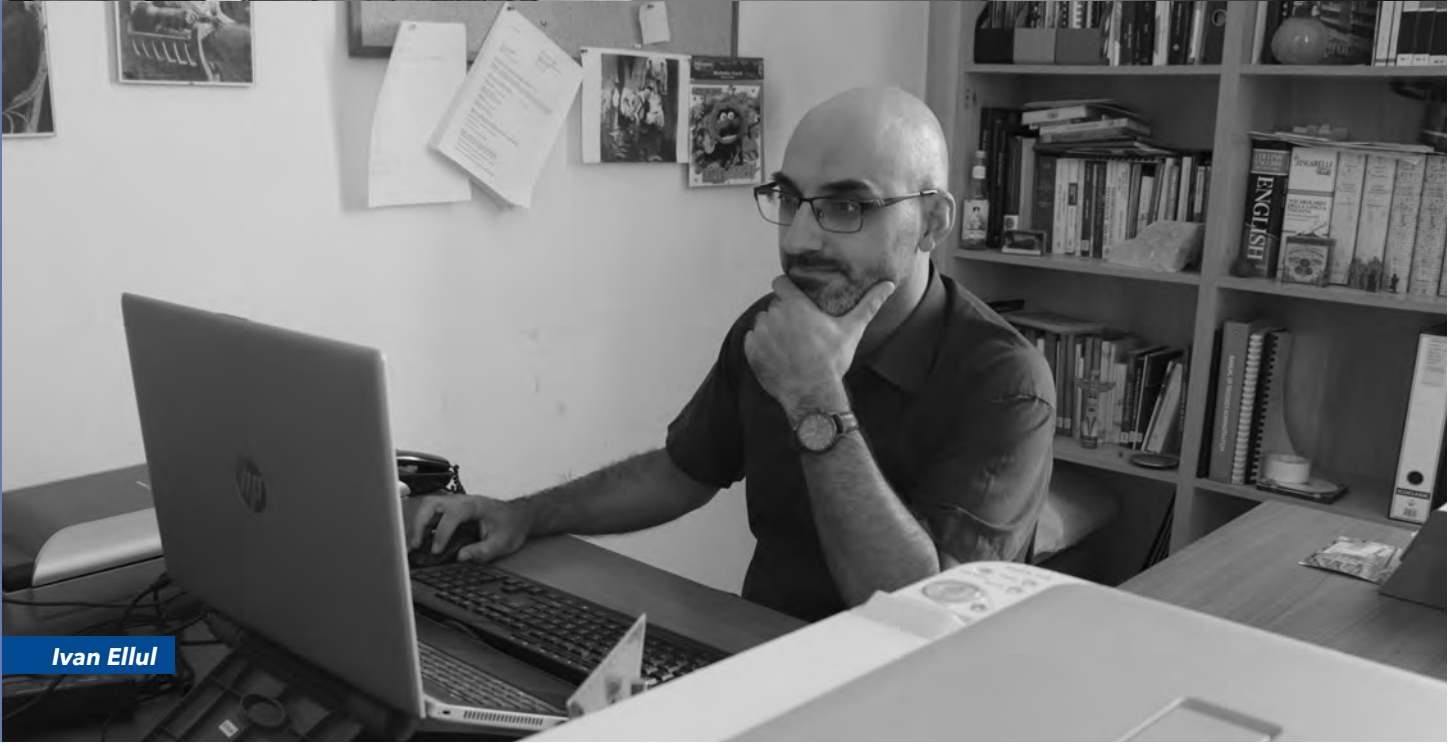
2 RECORDS MANAGEMENT



Horace Vella



Zvetlana Pace



Ivan Ellul

3 ARCHIVAL PROCESSING

3.1 Introduction

After the arrival of records of national significance and enduring historical value at the National Archives, the Archives Processing Unit ensures that these are described, preserved and made accessible to all those who seek to use them in their research.

Eventually, all records transferred to the National Archives during 2020, as indicated in the previous Chapter, will be sorted and catalogued.

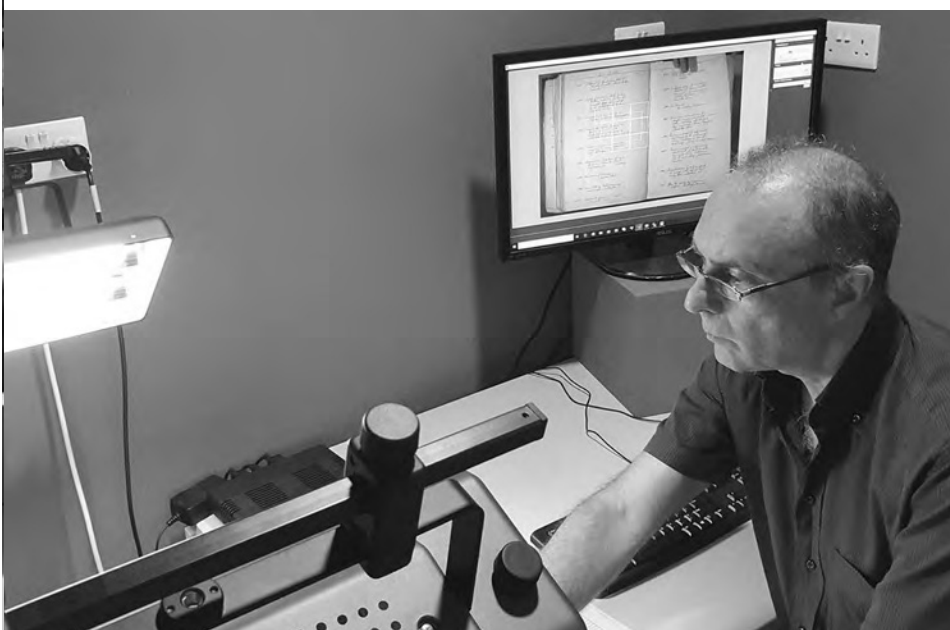
3.2 Cataloguing

This year, in the absence of students particularly international internships due to Covid-19, but also thanks to the measures taken by the Archives to promote teleworking for most of the staff and volunteers, the majority of the Archival Processes focused on cataloguing. In fact, three main projects have been earmarked for 2020 and the coming years: the Educational Department files, the Building Notices and the Chief Secretary to Government.



The Chief Secretary to Government (CSG) fonds is one of our largest collections and covers the whole British period 1800-1964 and has been constantly the most researched collection throughout the years. Thus we decided to embark on an ambitious project, namely to catalogue one of the series, the Departmental Correspondence (CSG 01) within this fonds at item level using the Indexes.

However, various tasks had to be performed before the actual cataloguing could begin. After identifying the series, an evaluation by our Conservators was carried out to establish which of the documents required conservation work. After that, the volumes were paginated and the next task was the digitisation of these indexes.



Having a digital copy of the Indexes enabled us to use teleworking for this project; thus our staff was able to keep on carrying out productive work during Covid-19.

Volunteer Martin Hampton working on the digitisation of the Chief Secretary to Government fonds.



Volunteer Shevaun Rooney



Volunteer Michael Borg

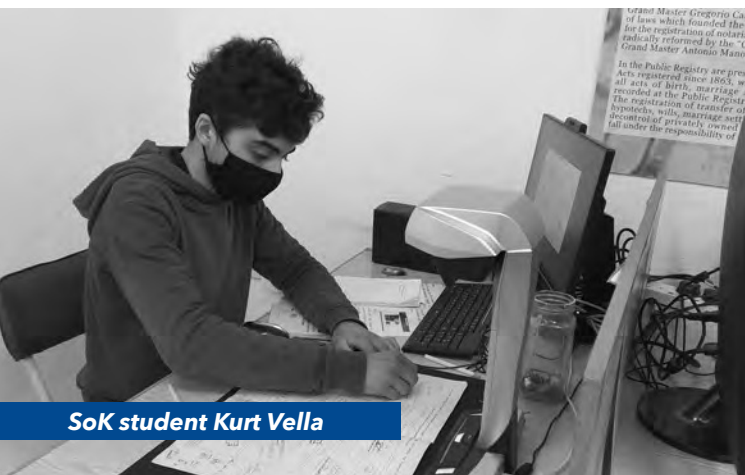
| Cataloguing | |
|---|---------------|
| Fonds | No of entries |
| EDU01 - Ministry of Education | 600 items |
| EDU02 - Dept of Education | 11000 items |
| CSG01 - Chief Secretary to the Government | 35108 items |
| DOI - Dept of Information | 3000 items |
| BN - Building Notices | 8272 items |
| MIL - Military Personnel Records | 1100 items |
| HOM02 - Petitions | 550 items |
| Tony Terribile - Santi | 355 items |
| GMR - General Misc. Reports | 200 items |
| SSM - School Registers | 110 volumes |
| PWD - Public Works Dept (Cleaning, Sorting) - 1932-1950 | 625 items |

| Sorting, Cleaning and Re-boxing | |
|--|-------------|
| MFA01 - Passport Applications (Cleaning) | 500 items |
| CSG01 (Re-Boxing) | 180 volumes |
| CSG81 (Pagination) | 20 volumes |

| Digitisation | |
|---------------------------|-------------|
| CSG81 (23 volumes) | 7955 images |
| MFA 01 (1917, 1943, 1947) | 1773 images |
| Building Notices | 500 images |



SoK student Daniel Micallef



SoK student Kurt Vella



SoK student Michael Fenech



SoK student Nikolai Metaraku

3.3 Internships

The only students that we hosted this year were mostly those carrying out their Systems of Knowledge project at the National Archives of Malta. The tasks carried out by these students varied in nature. This gave further exposure to the different facets of the work at the Archives.

| Systems of Knowledge project | | | | |
|------------------------------|-------|-------------------------------------|---------------------------|--|
| Michael Fenech | Malta | Giovanni Curmi Higher Sec | January and June 2020 | Cleaning and Digitisation (MFA 01); GMR - labelling and cataloguing; Re-boxing and labelling of CSG 01 |
| Danica Abela | Malta | Gian Frangisk Abela, Junior College | January and February 2020 | Cleaning and database MIL |
| Nikolai Metaraku | Malta | Giovanni Curmi Higher Sec | February 2020 | Cleaning and Digitisation (MFA 01) - GMR database-Digital images editing |
| Daniel Micallef | Malta | Giovanni Curmi Higher Sec | September 2020 | Pagination (CSG), MFA cleaning and digitisation |
| Kurt Vella | Malta | Giovanni Curmi Higher Sec | November 2020 | MFA - cleaning and digitisation |

| University of Malta Placements | | | | |
|------------------------------------|-------|---------------------|----------------|---------|
| Nicholas Galea Testaferrata | Malta | University of Malta | September 2020 | MEMORJA |
| Petra Frey | Malta | University of Malta | September 2020 | MEMORJA |

3.4 The Map Room

Covid-19 Pandemic affected the operations in the Map Room. Visits ceased as from end of April 2020 and most work was carried out remotely. Digital copies of Plans and Photos from Map Room Collections can now be viewed at the Reading Room and copies may also be ordered online.

Scanning was not impacted, on the contrary over 900 images more than last year were digitised. The images were scanned inside the Map Room, whilst editing and inputting into the PDM Database was done from home.

Apart from the ongoing exercise of the scanning of the Record Plans from the Ordnance Department) other interesting collections were digitised, including:

- a) Gozo Aerial Photo Survey - 1943 at 600 dpi
- b) PHO Photo Collection - 1903,1904 at 1000 dpi
- c) Rabat St. Paul's Archives (including Chapels, Law Courts, Hal Saflieni Hypogeum, Catholic Institute etc.)
- d) Paul Spiteri (Rabat) Collection

| DIGITISATION | 2020 | 2019 |
|--|-------------|---------------------------------------|
| Plans scanned and inputted into PDM Database | 3010 images | 1822 images |
| Scanned images (OPM, CSG, PWD, etc.) + scans for for National Archives' staff | 125 images | (2019 = 803 images, plus for Memorja) |
| Non PDM Collections in High Resolution (e.g. Rabat St. Paul's Parish Archives) | 520 images | 125 images |
| TOTAL | 3655 images | 2750 images |

| ON SITE CONSULTATIONS | 2020 | 2019 |
|---|---|------|
| Visits to the Map Room by Researchers, Students, Gov. Entities, etc | 27 (till 30 April) | 128 |
| Digital Copies of Plans and/or Photos ordered during consultation | 208 (from May onwards, orders are recorded at the Reading Room) | 536 |



Reno Caruana



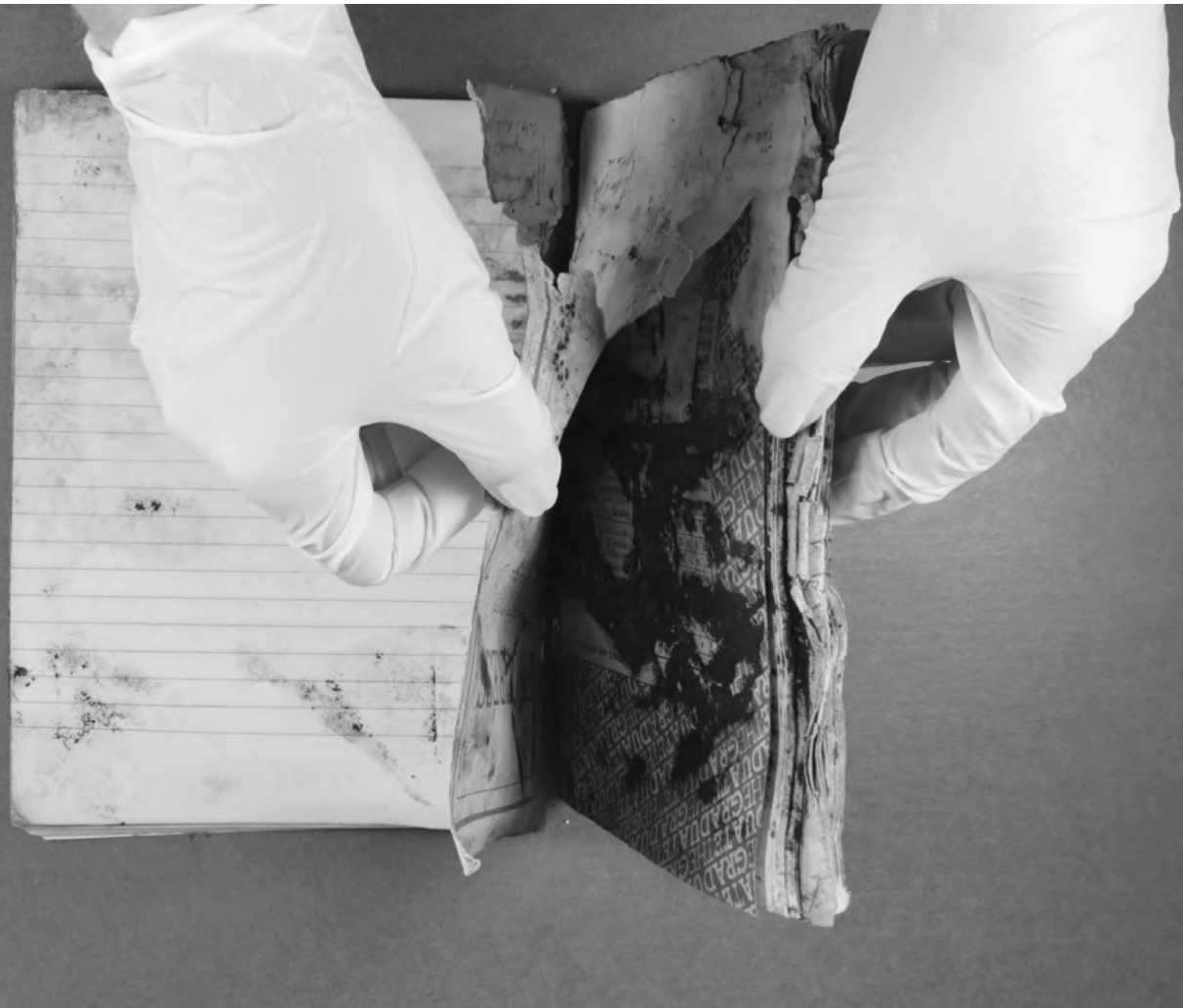
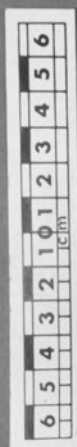
Conservation of the designs of church paraments by GF Vassallo of Cospicua, designed in 1930 and commissioned for the altar of the Rosary at Luqa parish church (see also page 34).

4 CONSERVATION LABORATORY WORK REPORT 2020

The year 2020 ushered in several changes. The major of these was an increase and change in personnel. Sarah Portelli a new Assistant Conservator, was engaged in April, raising the number of staff within the conservation team to three. In May, Conservator Mario Gauci retired after 9 years of service at the National Archives of Malta. In October, the vacant post of Conservator left by Mr Gauci was filled by Simon Dimech. In November, Alice Ferri joined us as Assistant Conservator.

The new circumstances brought by the Covid-19 pandemic, also affected the usual workflow within the Laboratory. As of March, teleworking was employed to digitise the 237 job sheets documenting the conservation treatments carried out from the period 2012 to 2019. The sorting and reorganisation of various digital images, reports and digital documents produced throughout the years, was also carried out. External visits to the laboratory were also reduced to the minimum.

Conservation Work: During the year 2020 thirty seven conservation projects were carried out. These involved material from thirteen different fonds held at the National Archives, namely: MCC, CSG01, CSG 81, SVDP, GOV 01, GMR, MFA 01, HOM 02, CUS 09, EDU 01, PDM, MNA, Guliana Letard-Ciantar. Work from various private deposits and donations was also carried out. Our three main conservation projects consisted of documents from the Magna Curia Castellania (MCC) which saw 32 bundles being processed, involving work on



745 folios. When compared to previous years the decline in number of works carried out on the MCC collection is due to priority given to other works related to the preparation of documents for digitalization. This mainly consisted of work on the CSG81 series with 20 large registers being treated, and work on passport application with nearly 4000 applications covering the period 1943-1946 undergoing cleaning and minor repairs in preparation for digitisation. On these two latter projects, the conservation team was also involved in the coordination and support to the volunteers doing the digitization.


Two conservation works from material pertaining to the Gozo Section were also completed. These were the building permits register MH/02/01 covering the period 1893-1904 and the cleaning of mould growth on seven volumes from the SG 01 collection dated 1819-1828.

As in other years, first line of conservation was carried out on architectural plans before their digitisation: these added up to 87 items. Preservation works also included two items from the Memorja Project.

Preventive Conservation. The construction of preservation tailor-made boxes in particular for the Stilon Slides collection and Maps and Plans which were transferred from Santo Spirito to the Ospizio in Floriana for storage.

Damage Notification Forms. Totalled to twenty seven. Nine of these are still pending treatment. This is a way of prioritising conservation work, by which staff from different sections inform the laboratory of damaged items that are needed by researchers and work is done on them as necessary.

Inspections and Condition Reports. Two external inspections were held at the archives of Cospicua parish and the Siġġiewi parish archives. These were held following the request of the respective parish priests, with the aim to assess and report on the condition of their archival holdings. A further visit was held as a follow up to the report on the Archives of the Confraternity of Charity in Valletta, where the new site to hold the archival collection was inspected.



A condition assessment and report was done on the Giuliana Letard-Ciantar, prior to its acquisition as part of the National collection. The packaging and transportation of the collection was also supervised by one of our conservators.

The condition survey of the whole collection was also held at the Public Registry in Gozo following meetings which took place in 2019, between the Director of the Public Registry and the Conservator of the NAM. Assistance was also given in the drafting for a tender to carry out the required conservation treatments of this collection.

In continuation to the meetings carried out in the past years with the book binders of the searches unit of Identity Malta, on-site advice was given on the use of equipment and methodologies for minor intervention to be carried out in an ethical and reversible manner on documents being handled by their section.

Follow-up meetings were carried out with the Salesian Community research library in St Philip Neri Oratory, Senglea. A total of four meetings were held with the Salesian Community and volunteers. The first meeting took place at our laboratory, during which a way forward, based on the report drafted in 2018, was agreed. The other three meetings took place at the Oratory in Senglea and included presentations to volunteers on the methods to handle and take care of the collection. A programme of dry cleaning of the collection by these volunteers was hence undertaken.

Outreach. Due to the limitations of tours and visits which took place during this year, alternative ways of doing outreach work were explored. These included several posts for social media, in particular the participation in international events such as the European Day of Conservation organised by the European Confederation

Voluntary Work. Nicole Vassallo approached the NAM showing her interest to carry out voluntary work within the Conservation Laboratory. In October, she started attending regularly and under the supervision of the Conservators carried out dry cleaning processes on several collections including cleaning of documents and plans, mould removal, removal of metal inserts and flattening, amassing a total of 103 hours. She now intends to continue her studies in Conservation and Restoration of Library and archival material.

Lectures. An elective study unit consisting of 13 lectures in Preservation Studies (LIS 2611) was offered to second year students reading a Bachelors degree in Library Information and Archive Studies (Hons) at the University of Malta. This year we had six students choosing this module which is presented during the second semester. The initial lectures were held at the Laboratory, while the lectures taking place between March and June were done online.

European Heads of Conservation Meetings. The annual meeting of the European Heads of Conservation did not take place this year. However several correspondence and exchanges of information took place on email covering various topics.

Internal Reports. Reports and policies related to internal matters were also drawn. These included a report on the footprint proposal for Conservation facilities at the planned new National Archives building; a report on the quality of the archival boxes currently being used by NAM and a Policy for the Use and Management of the 'Cool Storage Room' within the National Archives of Malta.

Visits. During 2020 three official visits during which a brief explanation of the role the Conservation Laboratory has within the NAM structure and ongoing work were given. These visits were by the Minister for National Heritage, the Arts and Local Government Hon. Dr Josè Herrera, by the Principle Permanent Secretary Mr Mario Cutajar and by H.E. Dr George Vella, President of the Republic of Malta.

Another visit which took place in the beginning of the year was that by the staff of the Archbishops Curia Archives led by Dr Evelyn Pullicino. This visit was aimed to strengthen the collaboration between the two institutions, in particular with regards to the conservation aspects through the sharing of experience and knowledge. In fact, following this meeting, correspondence on various related subjects took place between the conservators of the two institutions.

Student Placements. this year we had two students doing their work placement with the Conservation Laboratory for a total of 50 hours. These students came from the Department of Art and Art History at the University of Malta. All students starting their work placement were introduced to life in the archives by a presentation on the 'Safe Handling of Archival Materials.' The work assigned to these students was mainly focused on the preservation of Police Records dated 1962. These documents contain metal fixtures that are causing rust damage to the surface of the paper; these are being removed and replaced with plastic coated metal clips or treasury tags with plastic ends. Finally, the documents are dry cleaned and re-boxed in archival quality boxes.



#AskAConservator

4 CONSERVATION LABORATORY



Volunteer Nicole Vassallo



Alice Ferri



Simon Dimech



MY EXPERIENCE AT THE NATIONAL ARCHIVES (2011-2020)

I am very proud that I managed to accomplish successfully the job that was entrusted to me, and to see that throughout these years the Conservation Laboratory grew both in stature and staff.

After I graduated in Paper Conservation following a two year full time course at Camberwell College in London, I started work on the set up of the Paper Conservation Laboratory at the Cathedral Archives in Mdina in 1981. I managed this conservation facility for over 29 years. My work consisted mainly on documents from the three main depositories in this archive, namely the Inquisition (AIM), Episcopal (CEM), and the Cathedral (ACM).

In March 2011, I was engaged by the National Archives of Malta as the sole conservator with the aim of setting up from scratch a Paper Conservation Laboratory. This was accomplished within a year and on 19 June 2012 the Laboratory was inaugurated.

During this first year, besides the preparatory work to set up the laboratory I undertook a condition Survey of most of the holdings making up the National Archives. This survey was a useful tool to prioritise conservation work once the laboratory was up and running. An assistant conservator was also appointed to compliment the staff at the Laboratory.

Besides the conservation of documents another aspect of my work was the collaboration with other archives and institutions. This consisted of sharing information, inspections and surveys followed by reports of how to improve the environment in said archives. This can be considered as a highly important aspect of the work done by the National Archives, being that said archives are the sole authority empowered by law to safeguard and preserve the collective memory of the Maltese Nation through the protection and accessibility of all public archives.



Throughout these nine years, the Conservation Laboratory was a useful tool to spread conservation awareness to people from all walks of life. This was achieved by several factors, such as offering internships to conservation students; students doing short conservation placements; tours to students and the general public. But, perhaps the feather in the cap for the National Archives, was organising the European Heads of Conservation Meeting in May 2017.

Mario V Gauci



On 17 September, the Principal Permanent Secretary Mario Cutajar visited the National Archives as part of Public Service Week 2020.

Mr Cutajar was welcomed and shown around by National Archivist Dr Charles Farrugia. The Principal Permanent Secretary met with the staff and was given an explanation of the work involved in the conservation and cataloguing processes. Presentations about the Memorja project and the Retention Policies were delivered.

Pointing out that the Public Service offers a very rewarding career, Mr Cutajar said that the National Archives play a part in the digitisation strategy of the Public Service, where they will have an essential role in the e-filing project in government departments. At a time when the need for electronically available documents is ever increasing, this is an indispensable project, particularly in terms of remote work.

The technological investment of recent years in the Public Service is bearing fruit at the National Archives where the archiving and documentation capacities were increasing. Mr Cutajar referred also to the plans for a new National Archives building.





5 PUBLIC SERVICES

5.1 COVID-19

COVID-19 pandemic has characterized our services in 2020. Due to the preventive measures that we had to enforce in order to minimize the risk of contagion both to our clients and staff, we made some changes in the way we operate. Notwithstanding these changes, our commitment to give an excellent service to all our customers remained our priority, even when we were the only public cultural heritage institution on the islands that remained open to the public during the first wave of the pandemic.

We also continued with our drive to create more user-friendly procedures for our researchers. In fact, this year we introduced a system whereby our clients can reserve the documents they want to consult at least four days prior to their actual research session, either through an e-form from servizz.gov or by simply emailing us. This system is aimed at improving the overall research experience by cutting down the time spent at the Archives waiting for documents to be traced and brought to the researcher's desk.

Another measure introduced this year is the opportunity for researchers to scan records. Thus, researchers now have another option how they can reproduce the documents. An overhead scanner has been installed in the Reading Room so that researchers who opt to scan the whole document may do so at no cost.

5.2 Onsite services

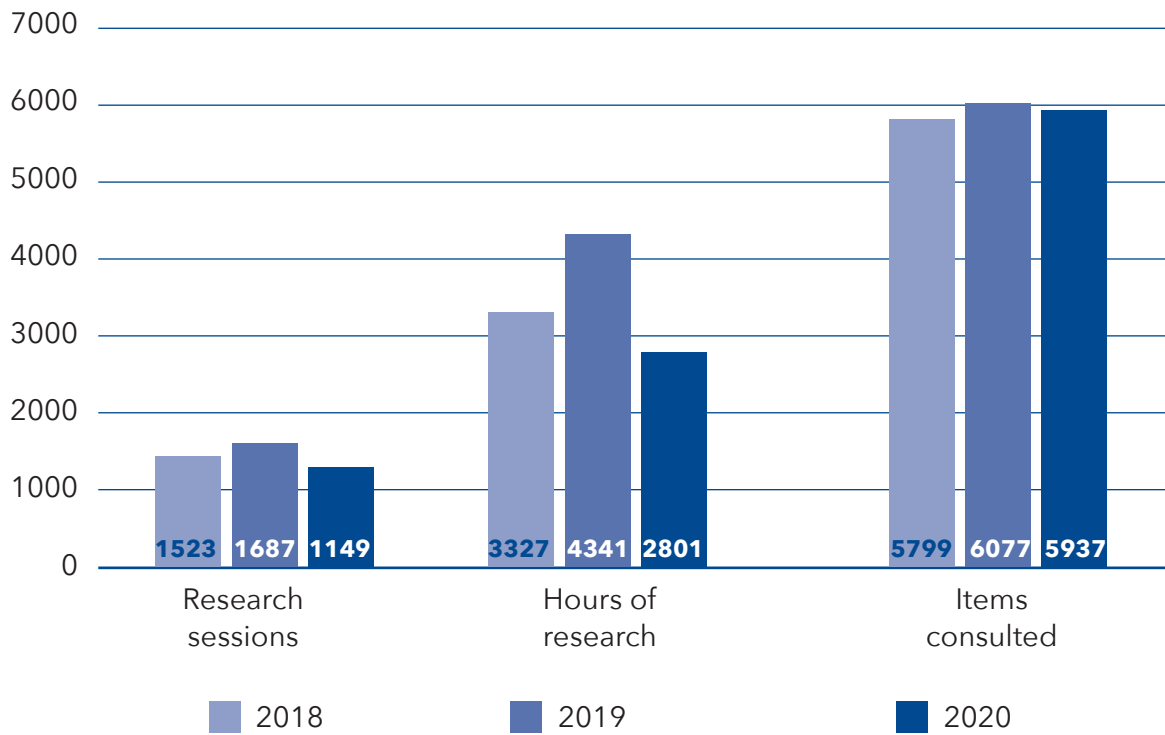
Our Reading Rooms' services suffered significantly from the disruption brought by the pandemic. In fact, during the first weeks of the pandemic, we limited the number of researchers that may be present at any one time on the premises. We set up a system whereby researchers were to book a session of research beforehand. Various hand sanitizers were installed throughout the building. Social distancing was applied both between the researchers themselves and between researchers and staff. The installation of a glass divider that separates our front desk officers from the researchers served this purpose well.

The partial lockdown of the early months of the year, together with the fear of many people to stay in public spaces, impacted on the number of on-site research sessions that we had this year. A decline in the number of research sessions at the Archives and the number of hours spent was registered.

Table 1: Rabat Reading Room Activity

| | 2018 | 2019 | 2020 |
|-------------------|------|------|------|
| Research Sessions | 1523 | 1687 | 1149 |
| Hours of research | 3327 | 4341 | 2801 |
| Items consulted | 5799 | 6077 | 5937 |

Rabat Reading Room Activity



Left to right: Melvin Caruana, Stephanie Schembri, Deborah Vella, Rachelle Mizzi, Joseph Amodio

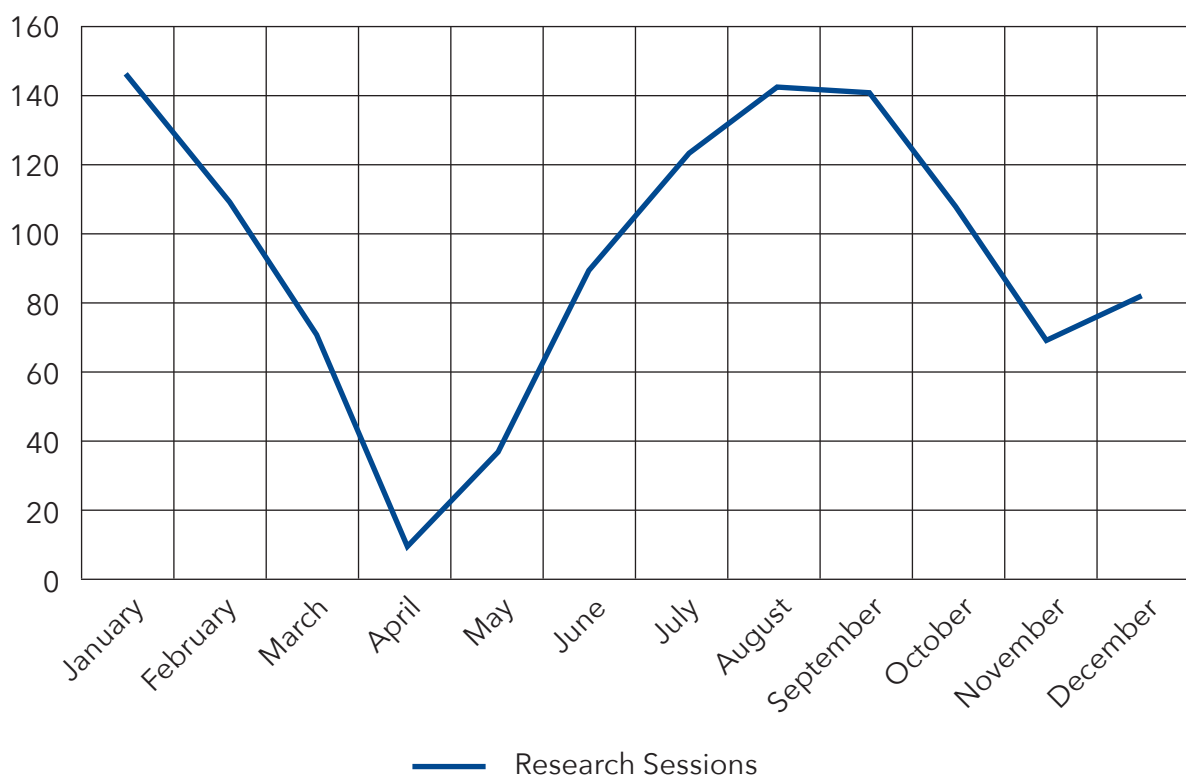


It is interesting to note the month-by-month data, showing how the pandemic affected our services particularly when it comes to research sessions. The data below clearly shows, that when the pandemic hit the Maltese islands, the number of sessions struck a record low but when in summer the number of cases dropped, the activity at the Archives returned to almost normal levels. Again, when the second wave hit, a corresponding drop in the number of sessions was recorded.

Table 2: Rabat Reading Room Activity by month

| | Research Sessions | Hours of Research | Items Consulted |
|--------------|-------------------|-------------------|-----------------|
| January | 144 | 385 | 543 |
| February | 113 | 268 | 502 |
| March | 73 | 177 | 469 |
| April | 14 | 27 | 70 |
| May | 39 | 80 | 306 |
| June | 89 | 282 | 865 |
| July | 126 | 306 | 644 |
| August | 144 | 358 | 693 |
| September | 140 | 302 | 682 |
| October | 112 | 262 | 532 |
| November | 72 | 164 | 220 |
| December | 83 | 190 | 408 |
| Total | 1149 | 2801 | 5937 |

Research Sessions 2020



The number of items consulted decreased marginally when compared to last year. This is explained by the fact that while the research sessions declined, the number of online requests increased significantly. Thus, the items requested remained on the same level of the preceding years.

The *fonds* that remained popular with researchers were the CSG (Chief Secretary to Government), followed by the Passport Applications, the Building Notices and the Public Works Department files. An increase in the OPM files being requested, might be the result of the completion of the cataloguing of this collection last year. The database of this collection is now available and researchable through our online catalogue, which can be accessed from our website.

Table 3: Items Requested by fonds

| Items requested by fonds -2020 | | | | | | | | | | | | | | | |
|--------------------------------|------------|-------------|------------|-----------|------------|------------|------------|------------|-------------|------------|------------|------------|------------|------------|-------------|
| | BN | CSG | CUS | EDU | GMR | GOV | MIL | MFA | NA 92-04 | OPM | OPU | POL | PWD | Misc | Total |
| Jan | 73 | 113 | 5 | 2 | 15 | 14 | 13 | 86 | 33 | 10 | 43 | 72 | 38 | 26 | 543 |
| Feb | 42 | 125 | | | 7 | 9 | 24 | 77 | 10 | 27 | 19 | 44 | 98 | 20 | 502 |
| Mar | 23 | 163 | 6 | 15 | 45 | 6 | 30 | 38 | 2 | 22 | 4 | 41 | 61 | 13 | 469 |
| Apr | 10 | 14 | | | 5 | | 7 | 9 | | 2 | | | 12 | 14 | 73 |
| May | 97 | 72 | 8 | | 20 | 2 | 6 | 42 | 2 | 16 | 2 | 6 | 22 | 11 | 306 |
| Jun | 107 | 203 | 4 | 7 | 38 | 21 | 7 | 176 | 3 | 21 | 63 | 21 | 58 | 136 | 865 |
| Jul | 28 | 121 | 7 | 5 | 56 | 17 | 17 | 194 | 18 | 51 | 9 | 48 | 38 | 35 | 644 |
| Aug | 56 | 144 | 5 | 25 | 93 | 15 | 14 | 84 | 29 | 32 | 70 | 35 | 60 | 31 | 693 |
| Sep | 56 | 145 | 11 | 14 | 47 | 25 | 2 | 99 | 52 | 75 | 24 | 36 | 46 | 50 | 682 |
| Oct | 74 | 117 | 21 | 10 | | 54 | 11 | 42 | 8 | 36 | 77 | 45 | 30 | 7 | 532 |
| Nov | 13 | 22 | 28 | 15 | 6 | 14 | 1 | 30 | 7 | 8 | 13 | 27 | 32 | 4 | 220 |
| Dec | 35 | 97 | 18 | 5 | 10 | 6 | 2 | 41 | 7 | 105 | 5 | 4 | 54 | 19 | 408 |
| Tot | 614 | 1336 | 113 | 98 | 342 | 183 | 134 | 918 | 171 | 405 | 329 | 379 | 549 | 366 | 5937 |

5.3 Customer care

One of the main changes that the Public Services Unit had to face, was the transition from on-site research requests to a digital online method. The increase in this mode of communication with the Archives was already observed in the recent years, with the number of customer-care emails always exceeding the number of the year before. However, this year the email requests surpassed, for the first time ever, the onsite research sessions.

Deborah Vella and Stephanie Schembri





Joseph Amodio

A total of 1,336 e-mails were received through customer care between January and December, an increase of 572 e-mail requests from the previous year. A monthly breakdown of the number of e-mails received during 2020 is outlined in Table 4.

Upon examining the table, it is clearly noticeable that as from April there was a steep increase in e-mail requests received, with over 100 e-mails received every month between April and October. The COVID-19 pandemic was the catalyst of this development.

- In April, the COVID-19 diary initiative of the MEMORJA project was launched; persons interested to contribute to this project were invited to contact us via customer care.
- Any requests to carry research on-site at the National Archives repositories started being accepted only by appointment, to limit the number of persons being present contemporarily at our premises. Most of the clients opted to contact us through customer care e-mail to request a research appointment.
- In view of travel restrictions imposed, requests sent via e-mail increased.
- Requests to carry research on behalf of the clients were also higher this year.
- Finally, our increasing social media presence, with the uploading of various documents mainly the 1907 maps of Towns and Villages, generated a general interest among the public which resulted in several requests in this regard.

As in previous years, most e-mail requests related to genealogical research, namely requests for passport applications. However, throughout this year, we received numerous queries for plans from University of Malta students following the Architecture course.

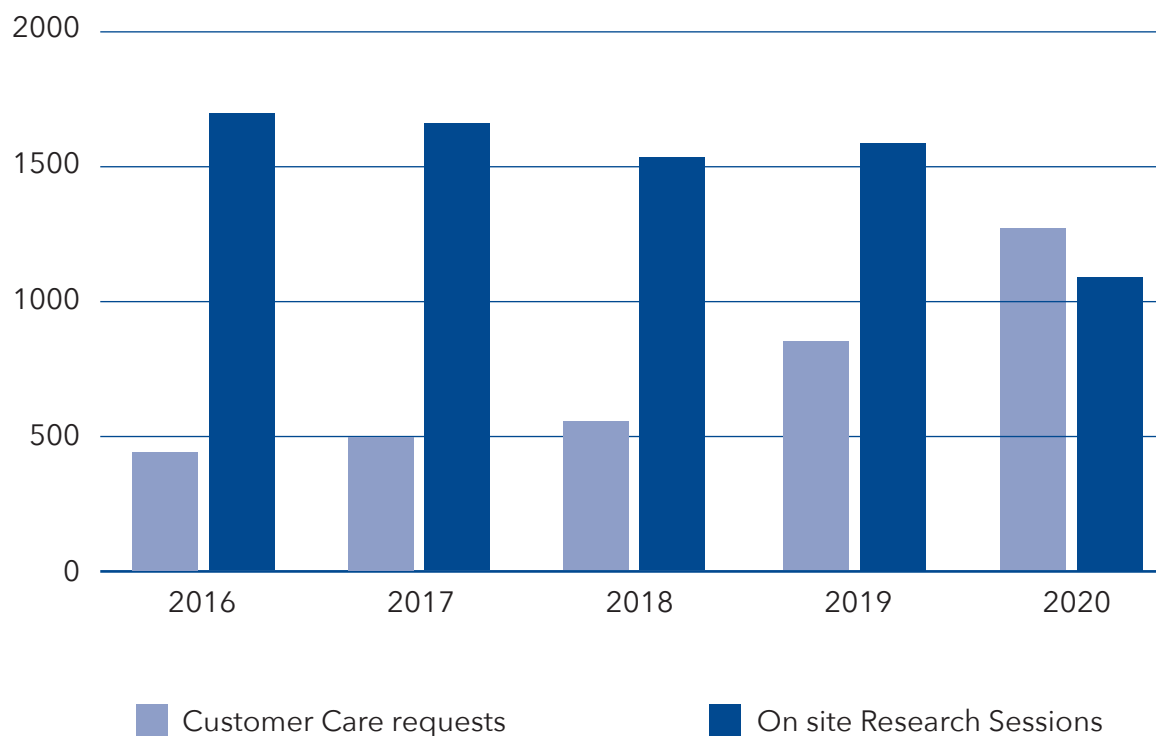
Table 4: Customer Care Requests received on e-mail/per month

| Customer Care requests/per month | | | | | | | | | | | | |
|----------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------|
| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 101 | 61 | 77 | 131 | 122 | 133 | 152 | 139 | 118 | 116 | 94 | 92 | 1336 |

When these figures are compared with those of the previous years, one can notice almost a doubling of requests during this period.

Table 5: Customer Care Requests compared to Onsite Sessions

| | 2016 | 2017 | 2018 | 2019 | 2020 |
|-----------------------------|------|------|------|------|------|
| Customer-care emails | 450 | 500 | 586 | 784 | 1336 |

Customer Care Requests compared to Onsite Sessions

5.4 Ancillary Services

The Reading Rooms also offer reproduction of documents services mainly either photocopying or digital copying of documents or other records, mainly photos or large plans and maps. A significant increase in requests for digital copying of documents and marginal increase for digital images of maps/plan and photos was registered but on the other hand requests for photocopying continued to shrink.

Table 6: Ancillary Services

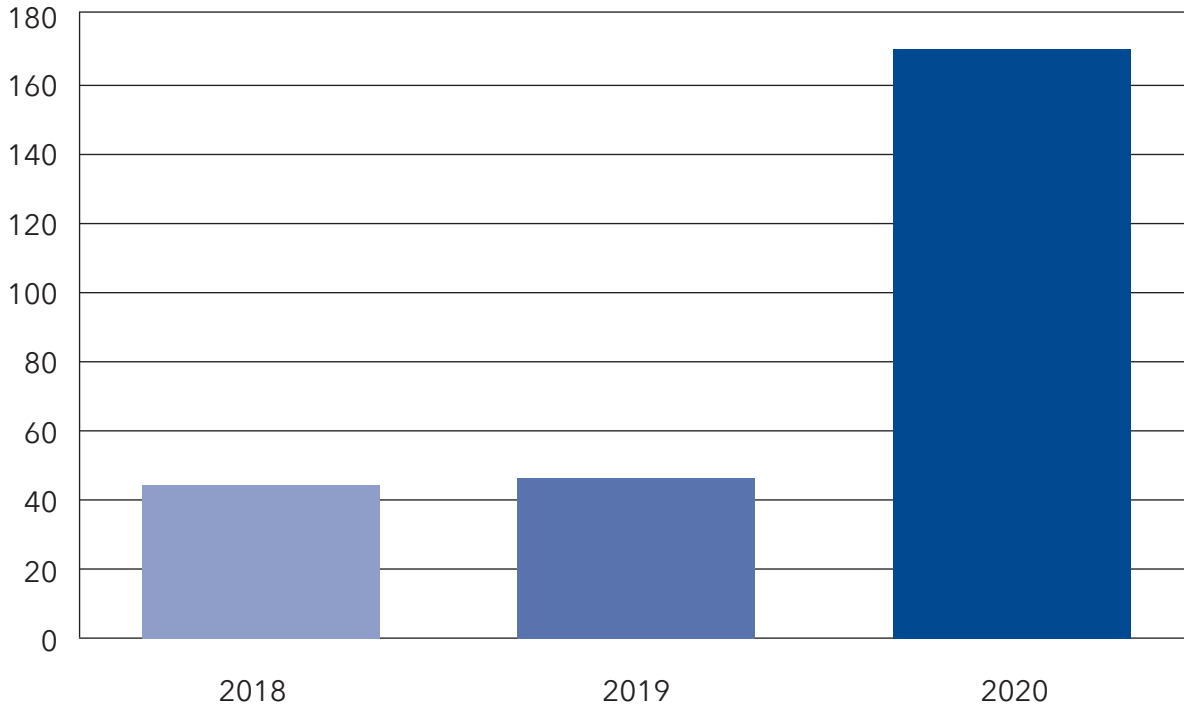
| | Photocopying services | Digital document service | Digital images for maps and plans | Digital photos service |
|-------------|-----------------------|--------------------------|-----------------------------------|------------------------|
| 2018 | 106 | 99 | 69 | 6 |
| 2019 | 96 | 105 | 95 | 19 |
| 2020 | 66 | 174 | 106 | 20 |

However, when these statistics are further analysed one can observe how the COVID-19 impacted on these figures, with yet another increase in this type of requests coming from our online channels compared to previous year's figures. For this comparison, the photocopying services was removed, as this is a service requested almost exclusively by our on-site researchers.

Table 7: Ancillary Services Requested online

| | 2018 | 2019 | 2020 |
|----------------------------------|------|------|------|
| Online ancillary services | 43 | 44 | 169 |

Online ancillary service requests



5.5 Educational and Cultural Visits

Perhaps one of the greatest shortfalls resulting from the measures taken in view of Covid-19, were the educational and cultural visits at the National Archives of Malta. In fact, all onsite visits that had been planned for the year, including the educational visits for secondary schools’ students taking History, had all been cancelled. The only two visits that we managed to host at the beginning of the year were from a group from the Archiepiscopal Archives and the Inner Wheel.

On the other hand, and moving ahead with the trend world-wide, we started hosting online and virtual visits. This was possible, also thanks to the production of short video-clips explaining part of our work, and which were screened during these online meetings. Two groups from the University of Malta: History of Art First year students and students reading for a Diploma in Maltese History in Context were hosted virtually in December.



5.6 Use of Social Media

Facebook

| | |
|--------------------|-----------------|
| 2020 New Followers | Total Followers |
| 3,924 | 14,174 |

Flickr

| | | | | |
|--------------|--------------|-------------|--------|-----------|
| Total Photos | 2020 Uploads | Total Views | Albums | Followers |
| 851 | 266 | 718,386 | 37 | 207 |

Instagram

| | |
|------------|-----------------|
| 2020 Posts | Total Followers |
| 346 | 951 |

Twitter

| | | |
|--------------|-------------|-----------|
| Total Tweets | 2020 Tweets | Followers |
| 178 | 70 | 155 |

Issuu Online Library

| | | |
|--------------------|--------------|-----------|
| Total Publications | 2020 Uploads | Followers |
| 38 | 21 | 41 |

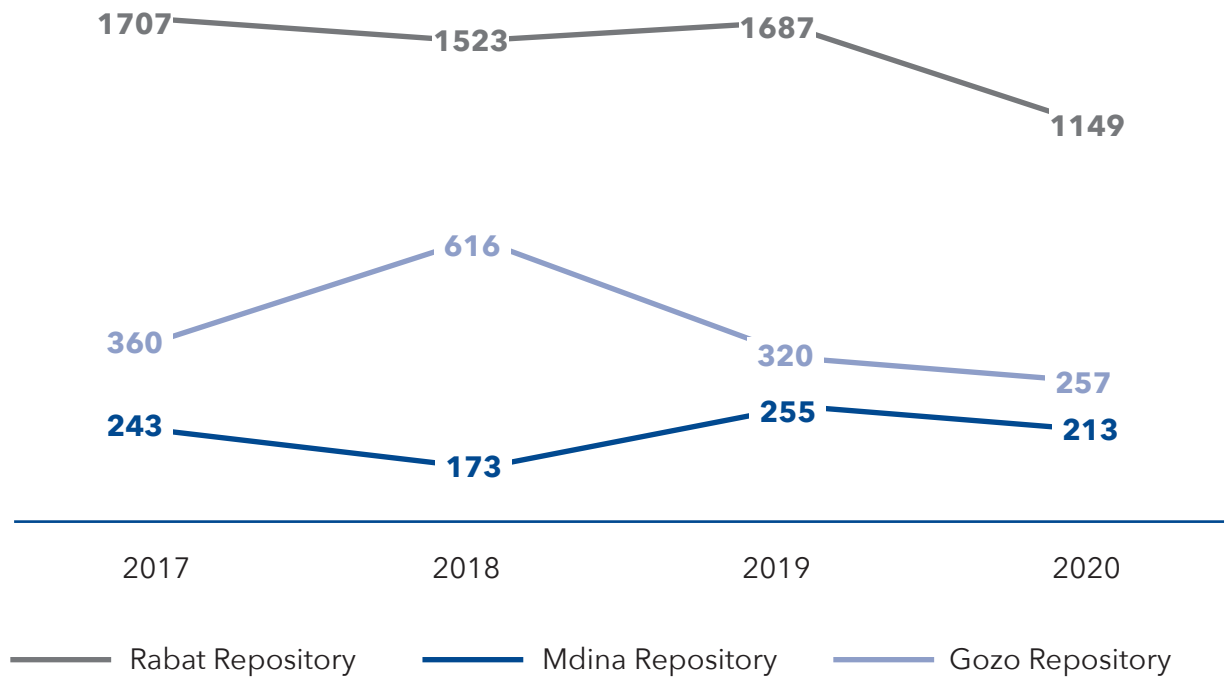
YouTube

| | | |
|--------------|--------------|-------------|
| Total Videos | 2020 Uploads | Subscribers |
| 42 | 8 | 99 |

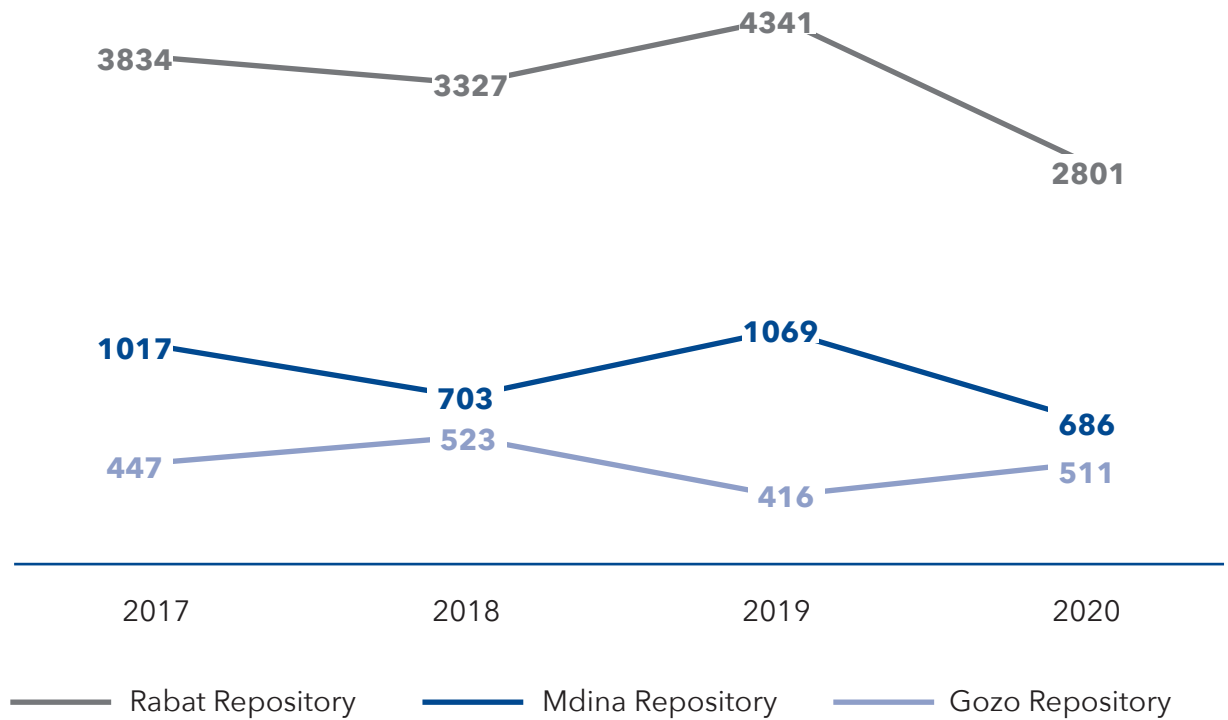


Melvin Caruana and Rachele Mizzi

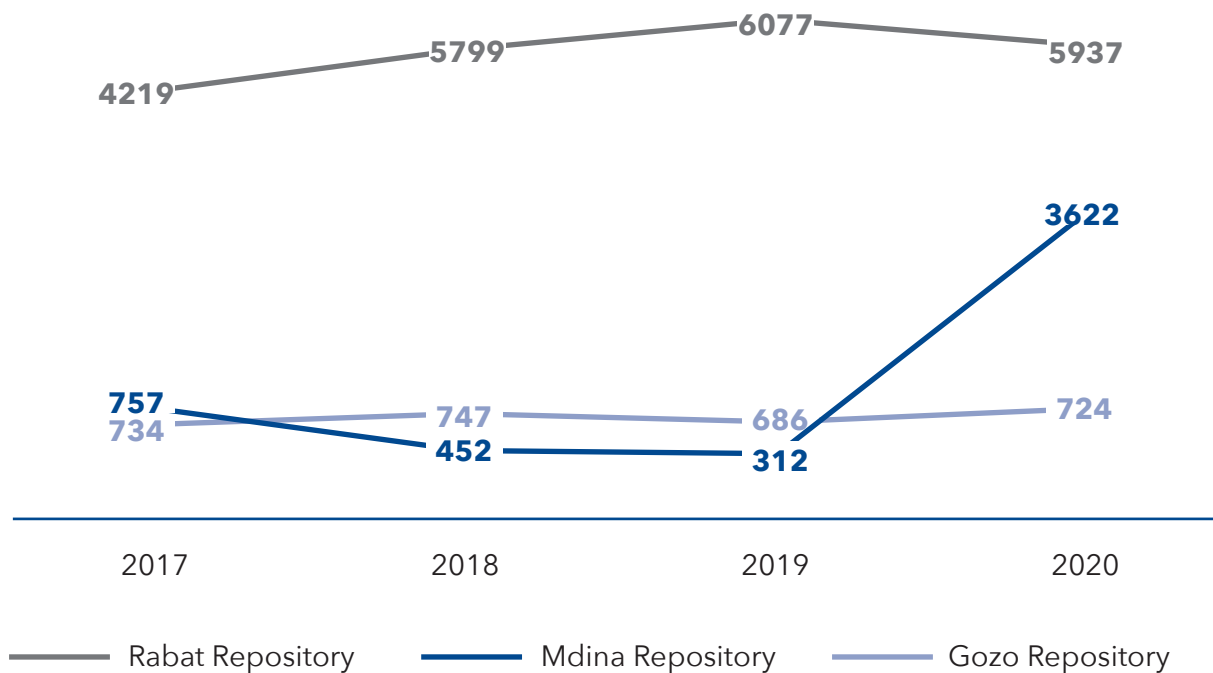
Onsite Research Sessions



Research Hours

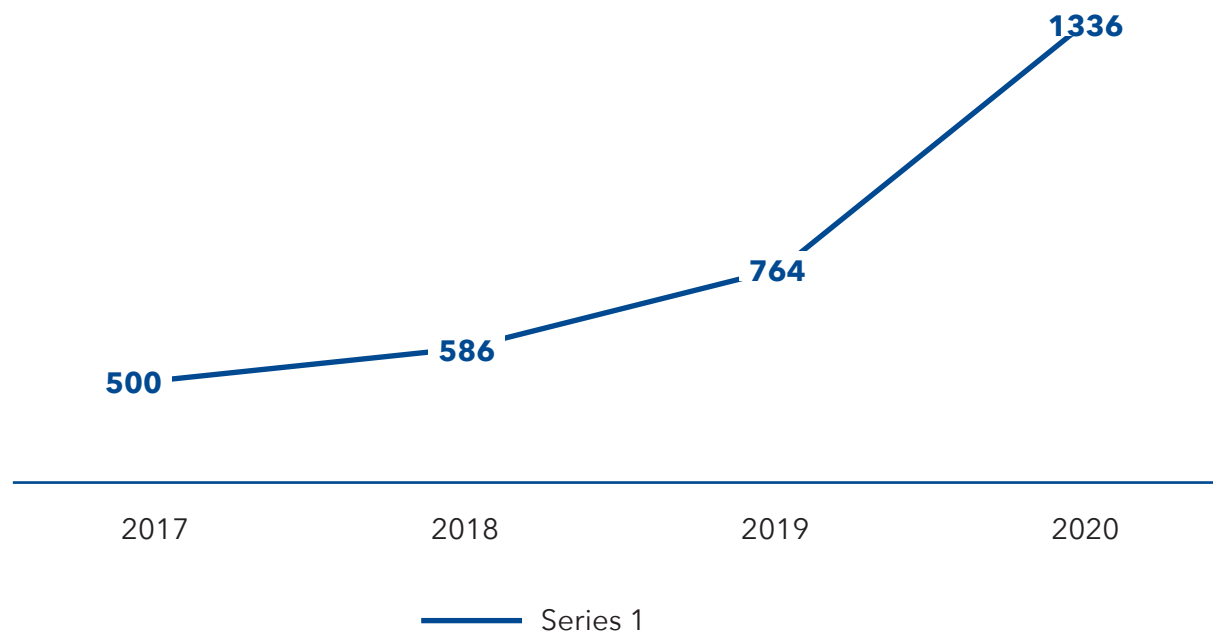


Items Consulted



NB. The exceptional number of items consulted at the Mdina Repository during 2020 is attributed to an individual researcher looking for a record that required him to go through hundreds of records.

Online Services

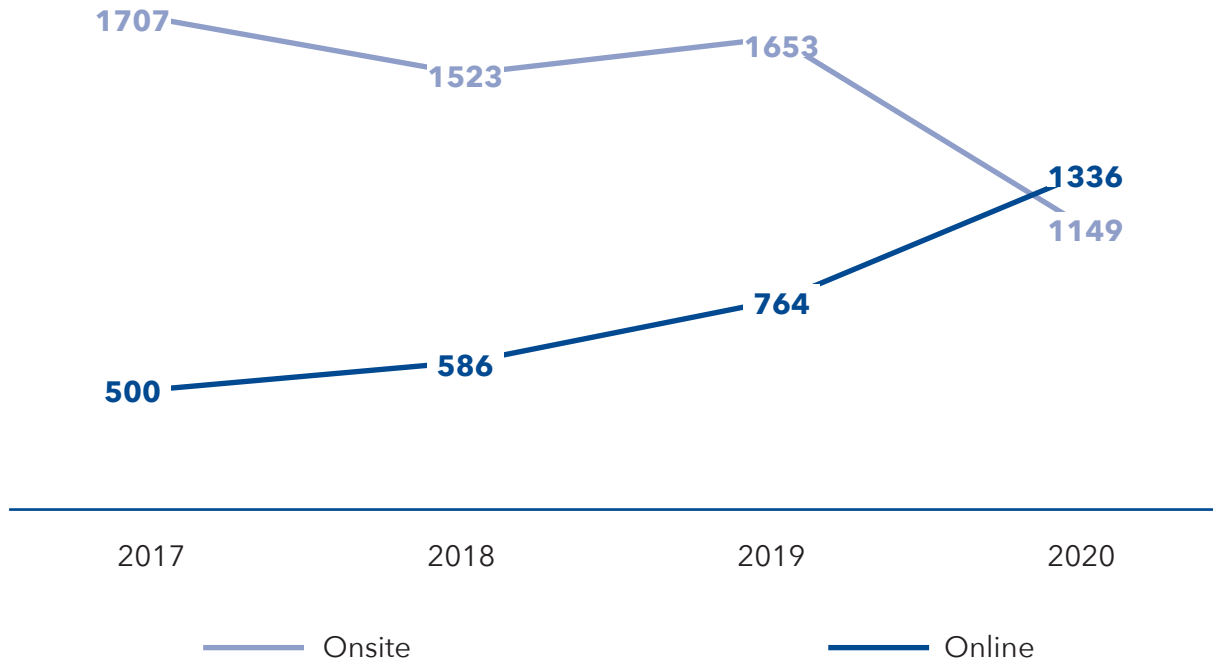


These graphs give an overview of our services and the interactions with our clients during the last four years. One may concluded that

1. COVID-19 impacted significantly the footfall at the National Archives. This was compensated for by an almost 100% increase in the online services.
2. Onsite research seems to have reached a plateau.
3. The statistics point towards the need for further investment in online services; COVID-19 only precipitated the emerging trend.

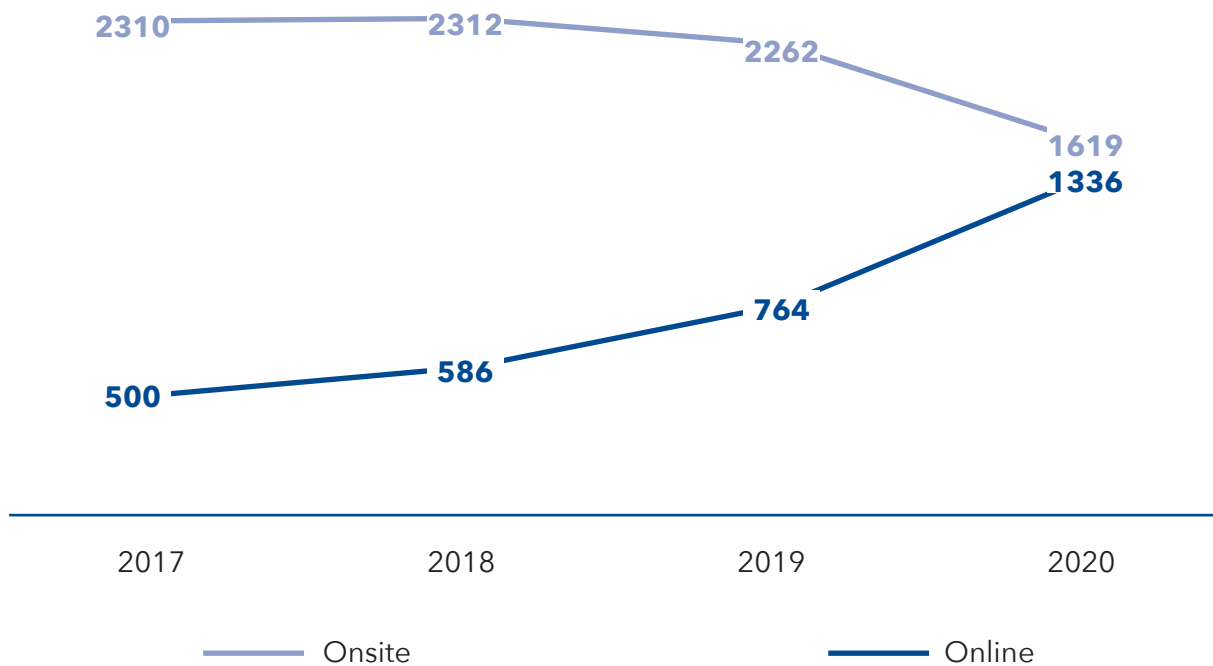
These graph maps the total onsite sessions against the online services (Rabat Repository)


Onsite vs Online Services, Rabat Repository



The same trend is evident when comparing the total onsite services provided in our three repositories with the online services.

Total Onsite services vs Online services





NO FOOD OR DRINKS
ARE ALLOWED IN THE
READING ROOM
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Stop the spread of COVID-19



Avoid close
contact with
people who are
sick.



Cover your nose
and mouth with a
tissue or flexed
elbow when you
cough or sneeze.
Dispose of used
tissues immediately.



Avoid touching
your eyes, nose
and mouth.



Clean and disinfect
frequently touched
objects and
surfaces.




Stay home
when you are
sick.



Wash your hands
regularly with
soap and water
for at least
20 seconds, or
with an alcohol-
based hand rub.

Health Promotion & Disease

COVID-19 Helpline



Attenzjoni

Nixtiequ nagħrfu lill-pubbliku li skont l-Avviz Legal maħruġ mill-Awtoritajiet tas-Saħħa Pubblika, l-viżitaturi u l-klijenti tagħna huma ġentilment mitluba biex jilbsu maskra waqt il-ħin kollu l-jqattgħu fl-Arkivji Nazzjonali ta' Malta.

Grazzi

Attention

We would like to inform the public that in accordance with the Legal Notice issued by the Public Health Authorities, all our visitors and clients are kindly required to wear a face mask throughout the time spent at the National Archives of Malta.

Thank you

6.1 Research and Reading room services

Although the pandemic crises of the Covid-19 had significant impact on all services, the Courts and Tribunals Section has registered a significant increase of volumes and items consulted. During 2020, 213 researchers visited the section at the Mdina Banca Giuratale consulting 3622 items and spending around 686 hours of research mainly during February, March (before the virus hit the Island), and in June and July when life almost returned back to normality. The most requested documents were the Concorsi, Libelli and Deroqhe, and the Processi Appelli Civili files.

It is worth noting that the volumes of the *Officium Commissarior Domorum* and *Officium Causarum Delegator et Domorum* attracted the interest of scholars and researchers.

However, the number of researchers and hours of research decreased by 20% and 36% when compared to the previous year. Research at all premises of the National Archives was held by appointment.

During February and March 2020, 18 students reading for a Masters in Notarial Studies under the supervision of Dr Joan Abela, achieved 30 hours hands-on practical experience on the volumes of the *Atti di Accusa* and the *Sentenze* belonging to the fond of the Criminal Court. The post-graduate students analysed all the acts for the years post-Criminal Code between 1854 and the early 1870s and compiled a chronological detailed list of all cases including case number, year, the names involved, nicknames, father's name, nationality, residence, occupation, detail of the crime committed, sentence given and its date. This data will soon be available on the Archives catalogue platform for consultation.



Mario Camilleri



6.2 Sorting, Pagination and Cataloguing

During the past twelve months, we concentrated on the pagination and indexing of the volumes and bundles entitled *Registrum Patenatarum* under the fond of the *Magna Curia Castellania*. The various fascicles which listed the passengers who departed from the Island between 1564 to 1798 were bound in 37 volumes. The bundles were cleaned-up and documents were placed in Archival quality boxes. Data was originally compiled chronologically but unfortunately there are several records listing an entry of a particular date more than once. These entries are being noted and appropriately listed for the benefit of the researchers.

For the second half of the year 2020, two archivists were engaged in the sorting, arranging and cataloguing of the Letard-Ciantar genealogy collection. This comprises over 700 volumes and hundreds of loose documents of dates of birth notes, marriages, deaths, contracts, notarial deeds, benefits, legacies, wills and concessions on titles of Maltese and Gozo nobility which has been added to the National Archives collection. The information in the collection dates from the year 1400 and sometimes even dates back to 1380 and also includes information about urban lands, leases and genealogical links. In the coming days, work will continue on the preservation for prosperity of the records and will be open for research and studies. Cataloguing data is in process to be completed and will be available for view on the official website of the National Archives of Malta.

6.3 Other activities

In mid-September, 11,000 photographs by Guido Stilon were donated to the National Archives. The donation ceremony was held at the Courts and Tribunals Section and presided by Dr Josè A. Herrera, the Minister for the National Heritage, the Arts and Local Government, The CEO and the National Archivist Dr Charles J. Farrugia and Grace Cilia Vincenti, who

donated the collection. Due to the Covid restrictions, unfortunately, an exhibition of photos from the Guido Stilon Collection at the Banca Giuratale was not open to the general public.

In view of the Covid-19 situation, the annual Mdina Medieval Festival had also been cancelled. The Banca Giuratale's portrait exhibition was also closed for the public until further notice.

6.4 Presentations

On the 27th October, Irene Sestili and Noel D'Anastas delivered an online lecture on the archival description used on the Letard-Ciantar Collection to the undergraduates reading for the Bachelor's degree on Archival Science. During November, two officers from the National Archives were the guests of lecturer Dr Charles J. Farrugia introducing archival sources on the Master in Maltese Studies course at the University of Malta. Noel D'Anastas discussed the sources at the Banca Giuratale while James Baldacchino explained the Memorja project.

A short film in the form of a docudrama making use of primary sources from the Criminal fond archived at the Courts and Tribunals Judiciary Section and filmed at the Mdina Banca Giuratale had won a prestigious award in an international film festival in Germany. The film which was produced and directed by Lara Azzopardi tells the story of an 18-year-old girl, Duminka Galea known as 'Kuzra' and a crime that took place in Naxxar in the mid-19th century in mysterious circumstances. Lara produced this short film as part of her Masters in Film Studies at the University of Malta.

Noel D'Anastas assisting students reading for a Masters in Notarial Studies during a hands-on experience on the volumes from the Criminal Court fond.





On 23 September 2020, the President of Malta George Vella visited the National Archives. He was given a tour of the building by the Chief Executive Officer, National Archivist Dr Charles J. Farrugia, who also introduced him to the staff, as well as students who are currently fulfilling part of their studies at this institution. The President was briefed on the processes of cataloguing, restoration, and cleaning of documents, as well as on research and digitisation. He was also shown several documents of historical relevance, including a Notification issued by the Governor Maitland during the 1813 Plague, drawing a parallel with the current COVID-19, imposing quarantine and penalties for violations.

“The public should know more about this place, because this is a repository of a large part of our country’s history; a history written through documents, maps, or building plans and books that reflect what has been going on in our country for many years”, said the President of Malta. “This is a place where all items with a link to our country’s history, as chosen by experts, are kept. It is very interesting to meet students and researchers who are using this material for their studies and to produce their dissertations. I am very happy to see that these great treasures are being professionally curated”.

Dr Vella shared his hope that the National Archives would continue to develop and referred to the plan for them to move to a new, state-of-the-art building that will be constructed on a site already identified in Ta’ Qali. At the same time, he expressed his wish that the present building, which formerly served as the Santu Spirtu Hospital and which was first documented as such in the 14th century, be preserved and turned into a museum.

Minister for National Heritage, the Arts, and Local Government José Herrera was present for the visit.



The Gozo Section (NAG) of the National Archives of Malta continued to render its services at Triq Vajringa in Ir-Rabat from where it has been functioning for the last thirty-one years. It serves as the public record office for the documentation produced and received by Government departments and establishments in Gozo and Comino.

7.1 COVID-19 Pandemic

Notwithstanding the restrictions imposed, the Gozo Section of the National Archives continued to give its services to customers uninterruptedly. All necessary precautions were taken, and staff alternated between telework and work at the premises. Requests for information received online or by telephone were dealt with in due time.

7.2 Records Management

During the year 2020 visits were carried out at the Law Courts at the Ċittadella and at the Gozo Passports Office and a number of volumes were earmarked for eventual transfer to the NAG. Due to lack of space in Victoria, arrangements were made to transfer the Law Courts' records directly to the Għarb Deposit whilst records from the NAG were also transferred to the Għarb Deposit to make space available for the transfer of Passport applications from the Gozo Passport Office.

7.3 Accessions

The following records were added to the Gozo Section of the National Archives during 2020.

| Accession Ref. No. | Source and description | Extent |
|--------------------|--|-------------|
| 2020-1 | Private donation by Dr George Azzopardi - Bill of visit to Gozo (20 November 1874) | 1 sheet |
| 2020-2 | Private donation by Dr George Azzopardi - old postcards and photographs of Gozo (ca. 1900 -1940's) | 23 items |
| 2020-3 | Private donation by Fr Charles Cini SDB - Ġabra ta' Poeżija ta' George Mercieca (ca. 1960's -1970's) | 1 volume |
| 2020-4 | Private donation by Fr Charles Cini SDB - Cronaca di una Vittoria (1987) | 1 volume |
| 2020-5 | Private donation by Mr Toni Calleja - Discorsi - Panegirici Manuscripts (1900's) | 2 volumes |
| 2020-6 | Private donation by Mr Charles Bezzina - Poem and WWII books (1987-2020) | 16 books |
| 2020-7 | Gozo Law Courts - Registri Sentenze Superiori Civili | 257 volumes |
| 2020-8 | Gozo Passports Office - Passports Applications | 83 volumes |
| 2020-9 | Photographs from Ministry for Gozo | 130 items |
| 2020-10 | Micellanea in fond ZM01 | 30 volumes |
| 2020-11 | Plans and Maps | 23 items |
| 2020-12 | Government Savings Bank | 37 volumes |

7.4 Archival Processing

604 volumes/items were catalogued during the year under review, a significant increase over those registered during the previous two years: 208 (2019) and 345 (2018).

The compilation of a photographic catalogue of all the niches of Gozo and Comino was completed and made accessible to the public.

Up to the end of the year, the NAG held fonds from twenty-eight different entities, each of which is subdivided to reflect the diverse activity carried out by the entity that created the fond. The fonds, by the cataloguing code are:

- AG - Archives Gozo (National Archives - Gozo section)
- CA - Civil Abattoir
- CC - Civic Council
- CG - Curia Gubernatoriali (Courts of Law)
- CI - Charitable Institutions
- CP - Circulars and Posters
- CR - Cremona Collection
- DF - Documentaries and Films
- GB - Malta Government Savings Bank
- GL - Gurdan Lighthouse
- GM - Ġuljana Masini
- HI - Hospitals and other Institutions
- IR - Inland Revenue
- LC - Local Councils
- MG - Ministry for Gozo
- MH - Medical and Health Department
- MP - Monte di Pietà
- PA - Photographs. Albums
- PD - Police Department
- PM - Plans and maps
- PO - Passport Office
- PW - Public Works
- SG - Secretariat to the Government
- SN - Street naming
- SS - State Schools
- ST - Statistics
- UG - Universitas Gaudisii
- ZM - Miscellanea

Women washing clothes at I-Għajn il-Kbira in Fontana Gozo, early 1900. Donated by Dr George Azzopardi, 2020.



The division for digital fonds includes documents that are either available only in digital format or are digitalized images of documents held at the NAG, in which case the digital format carries the same code of the respective fonds. This division has been temporarily divided into the following sections:

- AD-CD Archives Digital ▪ CDs-General items of a general nature
- AD-DVD Archives Digital ▪ DVDs-General items with film footage of a general nature
- GL Ġurdan Lighthouse
Log Books and Eye observation of pressure, temperature, cloud, weather, visibility
- MG Ministry for Gozo ▪ Chronological
Photographic chronology (10 Sep 2004 to 04 Mar 2008)
- PA Photographs
Gozo Historic photographs
- PG Press Gozo
Printed and the online news items related to Gozo (14 Mar 2008 to 31 Jan 2013) and from 24 Aug 2017.
- UG Universitas Gaudisii
The UG fond made up of 305 volumes and a total of 197,822 images.

7.5 Digitisation

With the aim of making records at the NAG more accessible to the public, the digitization of the building applications from the fond MH/01 was continued. Digitization is being carried out by NAG employees with equipment available on the premises. With the help of students provided by the Ministry for Gozo, the indexes of the fond MH/01 were imputed in a digital format thus significantly simplifying the research process in this fond. Newly acquired postcards and photographs are also digitized immediately upon accession and made available to customers online. Several maps and plans from the Plans and Maps Fond were digitized. Apart from avoiding unnecessary handling, this process facilitates research and makes such material easily available to researchers. It is hoped that the digitization of this important fond will be continued during the coming year.

7.6 Memorja

A staff member of the Section attended the Memorja course offered at the National Archives in Malta by Professor John Chircop. Thus, all four members of the staff have followed the said course. Due to the restrictions because of the COVID-19 pandemic, no interviews were carried out during 2020.

7.7 Gozo Album

Gozo Album is a project carried jointly between the National Archives (Gozo Section) and the Ministry for Gozo. The aim of this initiative is to make the rich photographic collection at the Gozo Section more accessible and available to the general public. The Gozo Album is intended also to serve as an educational tool through which the public may learn about Gozo's past. The new website went online during December and may be accessed on www.gozoalbum.gov.mt.



Francesco Pio Attard, Paul Falzon and John Cremona

7.8 Public Services

Research sessions during 2020 amounted to 257, less than the previous two years - 320 (2019) and 616 (2018) - but which compare well with the previous year 2019, given that the year 2020 was affected by the COVID-19 restrictions. The number of research hours amounted to 511, more than the previous year: 416 (2019) but less than 523 (2018). The number of items consulted amounted to 724, more than the previous year: 686 (2019) but less than 747 (2018).

During the year 2020, the PD-Police Department fond proved to be the most popular; followed by the MH-Medical and Health fond; and the GM-Ġuljana Masini fond. The GM-Ġuljana Masini fond which was the most popular fond with researchers since its accession has gone down to third place given that this fond is now accessible online and researchers may carry out research on this fond from the comfort of their home or office.

The following is a break-down of statistics per month (2020):

| MONTH | RESEARCH SESSIONS | HOURS OF RESEARCH | NUMBER OF ITEMS |
|-----------|-------------------|-------------------|-----------------|
| January | 023 | 032 | 038 |
| February | 020 | 024 | 042 |
| March | 013 | 018 | 020 |
| April | 005 | 007 | 012 |
| May | 010 | 027 | 045 |
| June | 023 | 051 | 091 |
| July | 027 | 050 | 065 |
| August | 030 | 062 | 079 |
| September | 025 | 060 | 064 |
| October | 036 | 080 | 108 |
| November | 023 | 054 | 069 |
| December | 022 | 046 | 091 |
| TOTAL | 257 | 511 | 724 |

The following is a break-down of accessions from each fond per month (2020):

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| AG | | | | | | | | | | | 004 | | 004 |
| CA | | | | | | 002 | 007 | 003 | | | | 008 | 020 |
| CC | | | | | | | | | | | | | |
| CD | | | | | | | | | | | | | |
| CG | 001 | 012 | 009 | 001 | 002 | 002 | 003 | | 002 | 001 | 002 | | 035 |
| CI | | | | | | | | | | | | | |
| CP | | | | | | | | | | | | | |
| CR | | | | | | | | | | | | | |
| DF | | | | | | | | | | | | | |
| GB | | | | | | | | | | | | | |
| GL | 003 | | | | | | | | | | | | 003 |
| GM | 017 | 004 | | | | 005 | 014 | 001 | 019 | 022 | 025 | | 107 |
| HI | | | | | | 005 | | | | | | | 005 |
| IR | | | | | | | | | | | | | |
| LC | | | | | | | | | | | | | |
| MG | | 001 | | | | | | | | | | | 001 |
| MH | 003 | 017 | 005 | 007 | 003 | 033 | 011 | 013 | 002 | 023 | 005 | 037 | 159 |
| MP | 004 | | | | | | | | | | | | 004 |
| PA | 002 | 002 | 001 | | 001 | | | 002 | | 001 | | | 009 |
| PD | 003 | 004 | 004 | | 027 | 041 | 024 | 057 | 033 | 049 | 026 | 033 | 301 |
| PM | 001 | | 001 | | 006 | 001 | 002 | 003 | 008 | 002 | 002 | 002 | 028 |
| PO | | 002 | | | | | | | | 001 | | | 003 |
| PW | 003 | | | | | | | | | | | | 003 |
| RP | | | | | | | | | | | 002 | | 002 |
| SG | | | | | | | | | | | | | |
| SN | | | | | | | | | | | | | |
| SS | | | | | 002 | | | | | 001 | | | 003 |
| ST | | | | | | 002 | | | | | | 010 | 012 |
| UG | | | | | | | | | | 001 | 001 | | 012 |
| ZM | 001 | | | 004 | 004 | | 004 | | | 007 | 002 | 001 | 023 |
| TOTAL | 038 | 042 | 020 | 012 | 045 | 091 | 065 | 079 | 064 | 108 | 069 | 091 | 724 |

7.9 Conservation

Several volumes from the SG/01 Fond containing records of the first years of the British Administration in Gozo which had suffered damage were sent to the Conservation Laboratory for cleaning and conservation treatment. Following calls for tender for the re-binding and consolidation of the records of the *Universitas Gaudisii* Fond, the tender was awarded and works commenced on this important collection following consultation with the Conservation Unit.

7.10 Customer Care

All staff members of the NAG attended a two-session course on Customer Care following observations made through the 'mystery shopper' exercise resulting from visits to various sections of the NAM. Due to the COVID-19 restrictions the NAG staff did not attend for the course at the NAM but followed it virtually online.



Farewell and thanks to Assistant National Archivist Mgr Joseph Bezzina on his retirement, 15 July 2020.

7.11 Retirement of the Assistant National Archivist

During 2020, Mgr Dr Joseph Bezzina, Assistant National Archivist, retired after more than thirty years in service. He was responsible for the creation and the setting up of the Gozo Section of the National Archives which was inaugurated on 24 November 1989. Mgr Bezzina served for many years as the Assistant National Archivist for Gozo.

A farewell and thanksgiving event was held at the Gozo Section on 15 July 2020 attended by Dr Charles Farrugia, National Archivist, a representative of the Ministry for Gozo, Mr Anton Tabone, former Minister for Gozo during whose tenure the Gozo Section of the Archives was set up and inaugurated, and other guests. Dr Farrugia thanked Mgr Bezzina for the sterling service rendered in favour of archives.

7.12 Improvements to premises

During the past year several improvements have been carried out at the Gozo Section with the help of the NAM. A wi-fi system was installed in the main hall of the Archives. Previously the Archives shared the wi-fi system of the National Library, but the new system ensured better connectivity which was appreciated by customers to the NAG. Two air-conditioners were also installed in the main hall of the NAG thus providing a better working environment for the employees and for researchers. In order to improve the service towards customers, a new photocopier was also procured for the NAG thus eliminating the reliance on the photocopier of the National Library and avoiding the need for customers to pay separate bills to the NAG and to the National Library.

A rationalisation exercise was carried out with the aim of identifying space at the Gozo College Victoria Primary School in Vajringa Street which may be used for extending the space currently occupied by the NAG given that the Primary School will soon move to new premises. An on-site meeting was held between NAM and Malta Libraries officials with a view of determining which space is best suited for both entities to meet current and future needs.

Outreach

With the aim of consolidating NAG presence on social media, a short article on an item from the NAG written by Mgr Dr Joseph Bezzina for *Il-Hajja f'Għawdex* is shared on the facebook page of the National Archives every month.

MY THIRTY-TWO YEARS AT THE NATIONAL ARCHIVES, GOZO



The Gozo Section of the National Archives was conceived by Anton Tabone, the first Minister for Gozo. One fine day, he asked my assistance to set up an archives for Gozo.

I had graduated as an archivist in Rome ten years earlier at the express wish of His Lordship Nikol Cauchi, then Bishop of Gozo. During the first half of 1981, I was at the National Archives in Kew, London, where I followed a course in cataloguing while carrying out research work for my doctoral dissertation.

Back in Gozo, I started immediately to reorganize on modern lines the the Gozo Episcopal Archives, where the earliest document goes back to 1554. At the same time, I offered my help to several parishes who wanted to organise their records. This may explain the Minister's request.

It took a year to set the project in motion. On 1 August 1989, I started working part-time to set up a National Archives for Gozo in a new hall adjacent to the Public Library in Triq Vajringa. The first documents to be moved in were the 305 registers of the Universitas Gaudisii - the regional government of Gozo since 1350. The earliest record dates only to 1560.

The National Archives Gozo section was officially inaugurated on 24 November 1989 by Minister Anton Tabone and Dr Ugo Mifsud-Bonnici, Minister of Education. This was over two months before the enactment of the Act to regulate the National Archives on 30 January 1990.

The beginning was rather challenging, and the bureaucratic requirements took their toll. However, I forged ahead.

I had no choice but to start cataloguing manually, as it had been done since Roman times. I fell for a four-tiered system that clearly reflects the workings of an entity: Depository, Entity, Section and Item.

The premises were soon overflowing with documents picked up from airless rooms, attics, and basements in Government Departments scattered throughout the Island. The NAG now holds fonds from twenty-eight different entities with tens of thousands of registers.

Things started improving significantly with the enactment of the National Archives Act that established the Archives as an entity. As from 1 September 2005, Dr Charles Farrugia, with whom I always fully collaborated, became National Archivist, and I was appointed Assistant National Archivist. Along the years, I succeeded to form a small, but very dedicated team, to continue and develop what I have started. Together, we succeeded to save thousands of documents from destruction.

I retired on 15 July 2020, very proud to have left such a bequest to my Island home.

Revd Dr Joseph Bezzina



Sifting through abandoned documents.



Yoked farm horses, Siggiewi. 1950-1951 - Philip Pisani Collection

8 MEMORJA

8.1 Introduction

MEMORJA is the oral, sound and visual archive of the National Archives of Malta intending to become the Maltese Islands' main depositor of national and public memory. By employing cutting-edge research, methodologies, theoretical and archival approaches, Memorja collects, records, transcribes and preserves community/shared and individual memories, oral history/traditions, knowledge and experiences as well as makes them available for research, interpretation and educational purposes.

MEMORJA's team had started fieldwork in 2017 through face-to-face pre-interview meetings, leading to the creation of networks in the community. These new relationships with individuals from different backgrounds allowed members of the public to share their stories with the project through oral and video interviews and the donation of personal photographs, letters, film reels and artefacts. Given the opportunity to have their experiences documented for future research, these 'partners' are today addressing a lacuna often not found in official documentation and are thus providing more balanced and rounded perspectives on numerous themes and subjects.

8.2 Covid-19 pandemic theme

The outbreak of the COVID-19 pandemic and the resulting implementation of social distancing measures meant that fieldwork and face-to-face interviews – the methodology and bedrock of the project – was largely compromised. Research and fieldwork on existing themes had to be curtailed and the MEMORJA team shifted its attention to cataloguing its ever-increasing material.

However, the project was proactive in transforming this challenging situation into an opportunity through the introduction of an initiative: The COVID-19 Pandemic Memory Project. Its aim is to preserve the experiences and memories of the public through the collection of journals and private diaries written during the COVID-19 pandemic. We are also collecting photographs and videos of everyday life during the pandemic, caricatures created by Maltese cartoonists and artists and other media such as newspapers which are paramount in reporting the pandemic's situation in Malta. In this way, calls for further collaboration with the public enables work on MEMORJA to keep on going.

The current emphasis of this initial phase is to reach out to the public through frequent and extensive media coverage. The NAM has in fact been regularly promoting this new theme through its social media, newspaper articles and virtual interviews on local television. The use of all these different media outlets is critical in raising awareness and instilling interest among people coming from different backgrounds.

Anyone interested in depositing their journal is being asked to contact the NAM via email to avoid any direct contact. In this way, the benefit of preliminary contact with such persons is two-fold. First, this enables the archives to form a clear idea on the public's response towards this initiative. Second, anyone interested would be able to receive a PDF document consisting of two parts.

The first part of the document includes a set of FAQs which have been devised to provide further information on the keeping of the journal. The requirements outlined in this document focus on being unrestrictive to enable people to express themselves naturally. Such recollections would be offering a richer experience to the future reader who would like to understand better what it was like to live during the COVID-19 pandemic. The second part of this document consists of a Donation Declaration Form which needs to be signed by the person donating their journal.

The public response so far has been positive and enthusiastic thanks to frequent media coverage. Many people have gotten



Newly weds, Oscar Attard Collection



Children during Carnival, Oscar Attard Collection

in contact with the NAM, stating their intent to donate their journals. Listed below are the types of people interested in contributing and examples of material they could donate. This indicates that the NAM's aim of reaching out to different sectors of the community is being achieved:

- **The Elderly:** Many elderly persons are currently spending great amounts of time in their homes. This is largely in part due to the health authorities' recommendation that those aged 65 and over avoid leaving their homes. Many of these individuals have in fact shared with the archives how they have been having more free time on their hands. They have been seeking creative ways by which to pass the time by picking up a variety of hobbies, such as painting and writing.
- **Families:** Parents have also contacted the NAM, stating their interest in donating their personal diaries for MEMORJA. Many have become home-bound due to telework being encouraged by the authorities. Diaries containing personal thoughts on how parents had to adapt to their new work schedules and any challenges involved would surely add another perspective through which one can view the current situation in the future. Parents have also informed us that they are also encouraging their children to maintain a diary about the pandemic. This would



James Baldacchino carrying out a video interview with a former bus owner and driver.

greatly enrich the content of these donations as researchers would be able to examine life during a pandemic through the lens of not only adults but children as well. Such an aspect is especially important since many children had been confined to their homes due to the closure of schools. They had to seek new ways to pass their free time. Furthermore, many also followed virtual classes, which is somewhat quite unusual for the Maltese Islands.

- Maltese living abroad: Thanks to frequent promotion of the initiative, several Maltese living abroad have also informed the NAM that they would like to collaborate. Here, once again the aim of being as non-restrictive as possible is being successfully reached.
- Teachers and lecturers: Several teachers and lecturers have informed the NAM that they have been involving their students in various school projects about the COVID-19 pandemic. Students are being encouraged to come up with creative ways to report their thoughts about the current situation.
- Poets and music composers: A number of poets and composers are also working on artistic projects influenced by the current pandemic. The donation of such material is also welcome as it would show how the pandemic has been inspiring different people to express themselves through unique and original means.

8.3 Outreach

In early 2020, a second group of volunteers – the first one had been in 2018 – had sat down for MEMORJA’s course in public memory and oral history, led by Prof. John Chircop, the project’s academic advisor. As with the previous group, the attendees will deposit their future oral history interviews and data with the project and these developments have led to the NAM increasing its presence and reach throughout the community.

The attendees came from different backgrounds: both the public and private sectors and the University of Malta. The following themes were chosen:

- Ex-curators and Directors of the Museums Department;
- Stories from the Inquisitors' Palace;
- H.M. Dockyard;
- Traditional Maltese folk-singing (*Għana*);
- The theatre in Gozo, 1900-1950s.

The project's first article in a local journal was published in Heritage Malta's *Tesserae*, Issue 10 Spring 2020, with another article to follow later this year detailing the work being done on the Covid-19 Pandemic Memory Project. MEMORJA's second article was published in the fieldnotes section of the *Journal of Maltese History*, volume 6, number 1 (2019/2020). The latter directly detailed the Covid-19 theme's focus, the data submitted by collaborators and the public response so far.

8.4 Cataloguing

Due to the Covid-19 situation, face-to-face fieldwork had ground to a halt over 2020. The MEMORJA team therefore shifted its attention to focusing on cataloguing both its ever-increasing oral history collection and private audio-visual deposits. Sixty-one sub-fonds - interviewees and their deposits - have been catalogued, for a total of more than 5,500 items. These items consist of audio and video recordings, photographic materials, written accounts - where interviews could not be recorded due to logistical difficulties - interviewees' correspondence and different types of ephemera. Apart from these tasks, the team had also been transcribing oral history interviews, arguably the most time-consuming task of the project.

Granary group. 1950-1951 - Philip Pisani Collection



The Public Memory Archive

The Public Memory Archive has been forwarding its interviews for digitisation and long-term preservation since the project started. Selected topics in this collection include: The Second World War, salt production, farming/agriculture, childhood, school and education, Maltese social life, Maltese theatre and opera, nursing, lace-work, the British Armed Forces, the 1960s political-religious struggle and fashion. Out of more than 1,500 sub-fonds, 193 have been catalogued and the following is the breakdown:

- Interviews - 190 files (audio/video recordings and written accounts).
- Transcripts - 184 files
- Fieldwork notes - 47 files
- Photographic materials - 128 files
- Ephemera - 84 files

Other deposits

- **Rayden Mizzi collection:** 8795 items catalogued consisting of audio and video recordings of church bells and related photographic materials;
- **May Agius collection:** 4615 digital surrogates of mounted transparencies (35mm standard slide) catalogued. This collection mostly consists of landscape photographs of the countryside in Malta and Gozo taken during the 1950s and 1960s;
- **Oscar Attard collection:** 249 digitised glass plate negatives catalogued. These photographs consist of single and family portraits;
- **Sciortino collection:** 929 digitised glass plate negatives catalogued from the first half of the 20th century. This collection consists of political party mass meetings, religious statues and churches;
- **St Michael's Teacher Training College collection:** 335 photographs catalogued (of more than 5000) showing daily life of students and events during the scholastic year.
- **Philip Pisani collection:** 1180 items catalogued consisting of photographs and ephemera taken in Malta, Italy and Libya in the early 1950s, by a British soldier on national service. Home videos recorded in the 1970s and 1980s were also donated as part of this collection.



Constitutional Party's political activity in Paola square, 1932. Emanuele Sciortino Collection.



Irene Sestili

8.5 Website

MEMORJA's website is to be finished and launched later this year. Over the past months, numerous meetings have been held about its structure, its contents and workability. Focus groups consisting of NAM staff members were also brought in to sound their opinions and provide suggestions for future users and researchers to have the best possible experience.

In preparation for the launch, team members have undertaken training in order to have a better understanding of online platforms and to maximise the benefits of the project's social media campaign.

8.5 Conclusion

MEMORJA is on its way to achieving its objectives. The parameters which had been set out for the project in 2017 have been broadened. The project's current deposits total 100 oral history interviews and six written accounts, besides the PMA collection which will add significantly to MEMORJA's holdings in the years to come.

All digitised material will be preserved, catalogued and presented onto the official MEMORJA web portal which should be launched in the coming months.



Richard Stedall



ANTHONY BONELLO (1947 -2020)

Anthony Bonello was one of our longest serving volunteers. He joined us soon after his retirement and worked on several projects. His latest project was that on maps and drawings. He used to create detailed metadata from the scans that our map room officer is producing. However Tony as we all knew him, did much more than that.

Over the years he was involved in structuring databases, proof reading in both Maltese and English, and also the enhancement of images through specialised software. He was always ready to learn and never refused the challenges offered to him by the archives.

Apart from his volunteering in other organisations in Malta such as that dedicated to Maltese Chapels, he was a life-member and very active indeed in the Friends of the National Archives. When this organisation started delivering lectures in residential homes for the elderly he was one of those delivering these lectures.

We recall his memory and his generous contribution to the Maltese archives heritage with deep gratitude. Thank you Tony.

9.1 The National Archives Council 2020

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.



CURRENT AFFAIRS

Professor Raymond Mangion appointed Chairperson for the National Archives Council

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 first Council meeting of 2020 was held under the Chairmanship of Professor William Zammit. However, after the Cabinet reshuffle of January 2020, the new Minister for National Heritage, the Arts and Local Government, Hon. Dr Josè Herrera took over the political responsibility for the National Archives. He appointed a new Chairperson and the following members for a period of three years, till May 2023, as stipulated by Law.

President

Prof. Raymond Mangion

Members

Dr Joan Abela

Rev. Mgr. Ġwann Azzopardi

Dr Steve Borg

Maroma Camilleri

Mario Coleiro

Joyce Dimech

Rev. Can. Dr Nicholas Doublet

Max Farrugia

Judith Frendo Cumbo

Joseph Magro Conti

Dr Lillian Sciberras.

Secretary

Dr Kristina Camilleri Deguara

As in previous years, Dr Charles J. Farrugia, the National Archivist and CEO and the Rev. Mgr. Joseph Bezzina, Assistant National Archivist for Gozo attended the Council meetings and have also supported its work by regularly updating the Council on the working of the Institution.

During 2020, the Council explored possible ways on how to support private archives and private collections, and how to recover same collections. Discussions were held on the best way to market the sector and also to create further synergies between the Church and State archives. During the August session, the publication of the State of Archives Report was also looked into.

The Council met a number of times with the last three sessions being held virtually because of the Covid-19 pandemic.

9.2 Friends of the National Archives

The year under review coincided with the twentieth anniversary from the foundation of the Friends of the National Archives. At that time, discussions took place between the current national archivist and Hella Jean Bartolo on how to set up an NGO that supports the work of the National



Archives. Hella had been advocating in favor of records management in Malta, in particular in her post at the Central Bank of Malta. She was also surrounded by a small group of students reading for the Diploma in Library and Information Studies at the University of Malta. Through these discussions it was possible to come up with a Statute that created a good working relation between the two wings in the collaboration - the national archives as the public body entrusted by Government and the volunteers who support the sector. Efforts throughout the twenty years were made not to blur the distinction between the roles of NAM and FNAM. We can say that this worked out successfully to the benefit of the sector.

The Executive Committee of the Friends of the National Archives during this commemorative year consists of Mr Max Farrugia as President, Dr Charles Farrugia as Vice-President, Dr Evelyn Pullicino as Secretary, Ms M'Anne Farrugia as Assistant Secretary, Dr Gerald Bugeja as Treasurer, Ivan Ellul as Membership Secretary, Prof. George Cassar as Education Officer, Marica Camilleri as Public Relations Officer and Dr Nazzareno Azzopardi and Martin Hampton as members. This Executive was elected during the Annual General Meeting held in May 2019 with a tenure up to 2021.

Due to the pandemic, the 2020 Annual General Meeting had to be cancelled and thus the last physical AGM was held on Thursday 16th May 2019. During the past year the FNAM Executive Committee together with the National Archivist and his staff focused maintaining a strong presence, support the needs of the sector and safeguard the continuation of services to the public notwithstanding the disruption of the pandemic. An initiative was also taken to use social media to commemorate the anniversary through the uploading of historical photos from the work of FNAM during the last 20 years. They also issued the ARKIVJU journal in time. As in past years, this journal holds a diversity of academic articles from local and foreign authors.

Another major project during this year was our collaboration with one of the band clubs in Haż-Żebbuġ which will eventually result in the publication of a book titled *Speciosa Citta` Rohan*. The article will discuss the passport applications held at the National Archives of Malta related to Żebbuġin for the period 1921 up to 1938. This collaboration involved a number of meetings held regularly online during the past three months. The Committee has shortlisted several articles for publication and now it is examining them to see if they fit the required standards. It is hoped that this book will see the light of the day during 2021.

During this year FNAM also continued to advertise the vinyl records and CDs Emmanuele Cilia - *The Complete Studio Recordings 1931-1932*. A special scheme at preferential rates was advertised and was highly successful. During this year also the FNAM wanted to donate a collection of records to the National Archives - we believe that this is the best way one can enrich our national institution. Discussions were held with Oscar Attard and a collection of ephemera and documents related to genealogical research, surnames and historical photos was procured to be presented to the National Archives at the most opportune time.

9.3 Volunteers

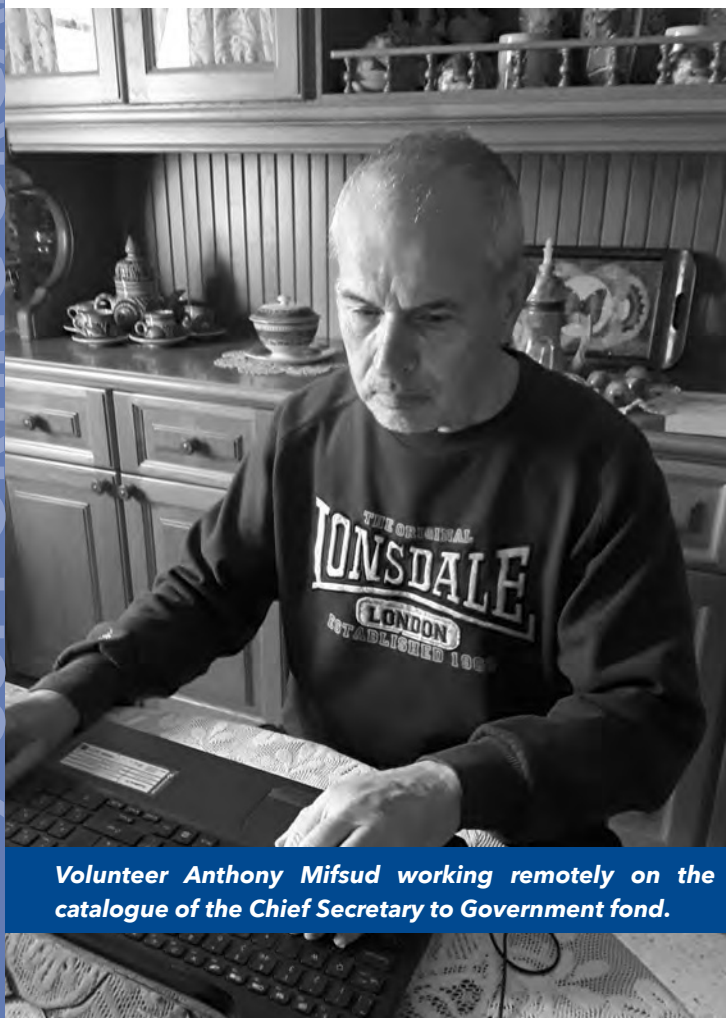
During 2020 cadre of volunteers have contributed in a significant manner to our archival curation efforts. Volunteering is much more than unpaid working hours to the institution. Each one of these volunteers has brought to us their skills and commitment while we provided the training required to handle the task assigned.

During last year the following volunteers gave their valuable services to the National Archives:

- Alfred Bezzina (cataloguing the Eddie Fenech Adami Collection)
- Richard Bird (cataloguing Dispatches Collection)
- Michael Borg (cataloguing Education Department files)
- Mary Buttigieg (cataloguing the Lorenzo Gatt and Ugo Mifsud papers)
- Mark Caruana (cataloguing passport applications)
- Francesca del Rio (supporting our Conservation Laboratory staff)
- Norbert Gingell (passports digitisation)
- Martin Hampton (Memorja and digitisation of CSG Index)
- Patrick J Micallef (curating the KOMR data project)
- Anthony Mifsud (Tony Terribile Collection, cataloguing CSG)
- Nicole Vassallo (supporting our Conservation Laboratory staff)

We are grateful to these volunteers and others who contribute in ad hoc projects or events.

Thank you, your commitment is invaluable!



Volunteer Anthony Mifsud working remotely on the catalogue of the Chief Secretary to Government fond.



Volunteer Richard Bird working on the Dispatches Collection.

The year 2020 had to be the one when archivists would have met in Abu Dhabi to celebrate the profession at the Congress. The disruption that the pandemic brought over resulted in the abandoning of international travel. This had a big impact on the way we conduct our international relations. However, the profession was quite resilient and managed to adjust its way of doing things. Online meetings managed to keep the main projects and interactions going. To some extent, some events we would have skipped due to limitations on travel budgets were included in this year's commitments facilitated through virtual technology. What follows is a succinct account of our salient international participation.

February 24, 2020

The book 'Maltese Archives... my choice' by Dr Charles J. Farrugia was presented and discussed at the Historical Archives of the European Union (EUI) in Florence. This was during the last week before Italy started closing a number of regions. The book was published on the occasion of Farrugia's thirtieth anniversary working in the Maltese archives sector. The event held at Villa Salviati was introduced by Dr Dieter Schlenker, Director of the EUI. It was also addressed by Dr Caterina Del Vivo, President of the National Association of Italian Archivists (Toscana). Dr Farrugia was introduced to the audience by Prof. Anna Maria Tammaro from the University of Parma. Dr Farrugia spoke about the value of archives not only for the local history but in their Mediterranean, European and international contexts. This view inspired the other two interventions - one by Prof.



Giancarlo Casale from the European University Institute who dealt with the Mediterranean dimension, followed by an Italian perspective by Carla Zarilli, former Director of the Florence State Archives.

This event was also combined with a visit by Dr Farrugia in his capacity as President of EURBICA to the Historical Archives of the EU, at Villa Salviati, Florence. He was shown the facilities including the underground storages, the digitisation process and also the ongoing research.



June 23, 2020

The work of the International Council on Archives (ICA) of which the National Archives of Malta is an active member was also affected by the pandemic. As President of the European Branch Dr Farrugia is entitled to a voting seat at the Executive Board of the International Council on Archives. The meeting held in virtual mode had the Constitutional Review as a main topic for discussion. Through the reforms, ICA intends at streamlining certain operations and rendering the organisation more efficient. In preparation for this event EURBICA also prepared a discussion document registering a formal objection to certain narrowing of voting rights that can have a negative impact on the role of EURBICA on the decision making bodies of ICA.

July 6, 2020

During the year under review extensive attention was dedicated to our participation in the European Digital Treasures: Management of Centennial Archives in the twenty-first century project. This is co-funded by the European Union through the Creative Europe and aims at bringing European heritage, especially its digital versions, major visibility, outreach and use. The National Archives of Malta forms part of a consortium of 7 partners from 7 countries running this project. During this year work led by the project manager Mr Leonard Callus resulted in the participation of a local artist who came up with ideas for merchandising. We also participated in the development of an online archival literacy course, and also questionnaires on users and identifying new audiences for our archives. Preparations have also started for three exhibitions that will bring the treasures from these different partners closer to the European public.

September 16, 2020

National Archivist Dr Charles J. Farrugia was one of the keynote speakers at the Mediterranean Islands Conference, in Vis, Croatia. This conference convenes to discuss issues of common interest to Mediterranean islands. The theme of Dr Farrugia's keynote speech was 'Mediterranean Voices: Exploration and Eternalisation'. It dealt with the challenges of identifying Mediterranean voices through projects of oral history such as the Memorja project by the National Archives of Malta.

**Dr. Charles J. Farrugia**

Chairperson EURBICA/ National Archivist of Malta
Head of Department Library, Information and Archive Sciences, University of Malta

September 24, 2020

The National Archivist and CEO, Dr Charles J Farrugia, participated virtually in the Fifth International Conference organised by the National Archives of Georgia, commemorating the centenary from the foundation of the Institution. During the last years the National Archives of Georgia and that of Malta have forged a special collaboration. Discussions are underway on support in terms of advice and consultation in connection with the new national archives building in Malta. During his speech Dr Farrugia thanked the organisers and congratulated the National Archives of Georgia on their centenary celebrations.

October 22, 2020

Dr Charles J. Farrugia participated in the virtual meeting organised by the International Holocaust Remembrance Alliance - the Roundtable Presentations and discussion with the theme 'What are Holocaust Archival Collections?'

October 23, 2020

Another commemorative event at which we participated was the Fifth Centenary of the Coronation of Charles V (23-10-1520 - 23-10-2020) organised by the National Archives of Spain.

November 2-5, 2020

Participation in the International Conference on Digital Heritage, Cyprus.

November 5, 2020

The Chairperson of EURBICA, Dr Charles J. Farrugia was a guest speaker at the opening of the XXVII International Scientific and Practical Conference organised by the Euro-Asian Regional Office of ICA, the Federal Archival Agency (Rosarchive) and the All-Russian Research Institute of Documentary and Archival Affairs, Moscow. During his intervention, Dr Farrugia spoke about the collaboration between EURASICA and EURBICA and the global challenges facing the profession of archivists and records managers.

November 17, 2020

This year also marked a rather sad development in the form of the winding up of the Association of Commonwealth Archivists and Records Management (ACARM). The difficulty of keeping this organisation going emerged some years back when the Commonwealth Foundation stopped its funding. Managing such a wide-spanning organisation with so many different countries without a stable stream of funding was more than challenging. During the meeting in November members concluded their business, decided on the destiny of the archives of the organisation and delivered a number of emotional farewell speeches. Dr Farrugia who has worked in this organisation for almost twenty years (nine of which as Chairman) spoke about his learning experiences with persons of calibre such as Michael Roper, Michael Cook, Sarah Tyacke, Ann Thurston, and Kelvin Smith.

November 24, 2020

During the year under review, Mr David Sargent acted as Country Manager for the Archives Portal Europe. He participated during the meeting of Country managers held in virtual mode and during which the main discussion was on standards and enhancing cooperation between the network.

ording



ALMA MATER
EUROPAEA
ECH

30th Conference "International Archival Day" 2020

7th – 8th December 2020

Under the honorary patronage of His Excellency Mr. Borut Pahor,
President of the Republic of Slovenia



November 26, 2020

Further international participation during the ICARUS General Assembly. The meeting provided us with an opportunity to meet colleagues and review our work in projects we are participating in such as the European Digital Treasures and the Time Machine - 26 November 2020.

December 7, 2020

National Archivist Dr Charles J. Farrugia was one of the speakers invited to open the thirtieth International Conference organised by the International Institute for Archival Science of Maribor, Slovenia. The theme for this year's conference was "The Archivist Profession and Digital Archiving."



11 SOME HIGHLIGHTS FROM OUR DIARY

In spite of the challenges presented by COVID 19, we kept going on with our work at the National Archives during 2020. These are some of our activities during this challenging year; this choice is intended to give an indication of various aspects of our lives and activities.

JANUARY



10 January Meeting with the staff of the Archiepiscopal Archives of Malta (AAM)

We had a very productive meeting with the staff of the Maltese Archiepiscopal Archives. We are committed to support and collaborate with all archives in Malta.

11 January Inner Wheel visit

We were pleased to host Inner Wheel Malta (Malta) at the National Archives. Beside discussing the work that we carry out, we had the opportunity to talk about records that highlight the role of women in our Collective Memory.



16 January RMA Donation

The 3/11 Regiment RMA(T) Association donated various records pertaining to their organisation to the National Archival collection.

1966. Prime Minister Giorgio Borg Olivier visiting a 3/11 Regiment RMA (T) summer camp at Ghajn Tuffieħa. These photos are included in the collection of records donated by the 3/11 Regiment RMA (T) Association to the National Archives.

23 January Tony Terribile Donation

Once more Tony Terribile enriched our holdings by donating more records related to life in Malta during the last century.





5 February Practical Session

18 students reading for an MA (Notarial Studies) during their weekly practical session at our Courts and Tribunals Section in Mdina under the guidance of lecturer Dr Joan Abela.

13 February Evaluation Session

We evaluated our performance during 2019 and discussed our targets for 2020.



13 February Oral History Course

Public Memory, Oral History and the Audio-Visual: Theory and Practice. We organised this course, led by Prof John Chircop, to initiate participants in the current theoretical debates, fields of research, methodology and the multiple uses of oral history and audio-visual sources.



17-22 February Artistic Residence

We participated in an Artistic Residency held in Madrid (Spain). Twelve graphic and industrial designers from Malta (Clint Tabone), Austria, Hungary, Norway, Portugal and Spain discussed prototypes of merchandising objects based on documents from archival holdings. This was an activity within European Digital Treasures, a project is co-funded by the European Union through the Creative Europe.



11 March Interview with HE The President of Malta

An interview was conducted with HE The President of Malta in connection with a record related his public life in the 1970s that he donated to the project Memorja of the National Archives.



**28 April
Mario Gauci's retirement**

We thanked our colleague Mario Gauci, the Chief Conservator at the National Archives, who started his retirement.



**28 May
Frans Buttigieg's retirement**

Frans Buttigieg started his retirement. We thanked him for his services as the maintenance person at the National Archives.

**8-14 June
Archives Awareness Week**

We participated in the International Archives Awareness Week. Given the COVID 19 pandemic, the activities were carried out entirely online. This year's theme was 'Empowering Knowledge Societies'.

International Archives Week 2020 Theme



**2 July
Transfer of some records to Ospizio repository**

We transferred a number of rolled maps to another storage facility to make better use of the limited space available in Rabat. Our conservators prepared custom-made archival boxes to protect and preserve these maps.

**17 July
Covid Memory Campaign**

As part of the campaign for the preservation of the memory of COVID-19 we asked people to share with us their last 'normal' photos and some photos of their life, together with a short description (context of photo, locality, persons, date, etc), during restrictive measures.



**27 July
Mgr Joseph Bezzina retired**

Mgr Joseph Bezzina, Assistant National Archivist and head of the Gozo Section retired. During these last 32 years, Mgr Bezzina was instrumental in the setting up of this section as well as in the development of both its holdings and its public profile.

4 August Arrival of Ġuljana Letard Ciantar

The Ġuljana Letard Ciantar arrived at the National Archives. The conservation and preservation process of this great genealogical records collection was the first step; cataloguing and digitization will follow so that then these records may be accessible for research and study.



12 August Support the preservation of the Oratorians' Research Library in Senglea

We started a support programme with the Salesian community in Senglea in their efforts to improve the conditions around the Oratorians' Research Library to preserve it for present and future generations.

26 August Ellis Rediffusion Donation

We thank John Ellis for donating records and photos belonging to his father Col. Edgar Ellis who was in charge of the Rediffusion in Malta during World War 2.



4 September Visit to Siġġiewi Parish Archive

Our conservators are supporting the Siġġiewi parish's efforts to manage better its archives by assisting in the drawing up of a condition status report.

16 September Guido Stilon donation

We thank Grace Cilia Vincenti for donating the photo collection generated by Guido Stilon (1932-1975) to the National Archives. This collection, made up of around 6,000 black and white negatives and over 5,300 colour slides, is a unique portrait of a country emerging from the WW2 trauma.



19 September Principal Permanent Secretary visits the National Archives

During the Pubic Service Week we welcomed the Principal Permanent Secretary Mr Mario Cutajar at the National Archives. We discussed our work and thanked him for his support.

23 September
H.E. The President of Malta visits the National Archives

President of Malta George Vella visited the National Archives in Rabat. The President remarked: "This is a place where all items with a link to our country's history, as chosen by experts, are kept. I am very happy to see that these great treasures are being professionally curated".

OCTOBER



10 October
Aġenzija Żgħażaġh present Covid memories

Miriam Teuma, CEO of Aġenzija Żgħażaġh, and Isabelle Mallia, Manager of Community and Outreach Youth Work Services, deposited the written experiences of young people in Gozo as they dealt with the Covid-19 pandemic during its initial phase at the National Archives.

22 October
EBNA virtual meeting

The National Archivist participated in a virtual meeting that replaced this year's usual archivists' meetings that were scheduled to be held in Berlin. The German Federal Archives presented the 'Access to Archives Project' by the International Holocaust Remembrance Alliance (IHRA),



NOVEMBER

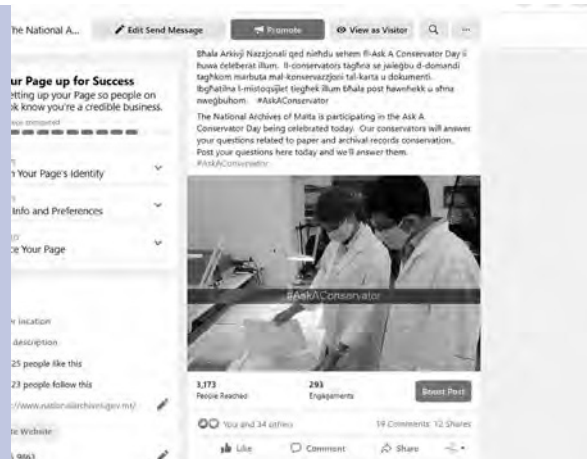


12 November
Customer Care training

We're determined to improve our services. Our staff participated in a customer care services training course as part of our continuous development programme

18 November
Ask a conservator Day

The National Archives of Malta participated in the Ask A Conservator Day being celebrated today. Our conservators answered questions related to paper and archival records conservation that were submitted on our Facebook page.





23 November Mary Bugeja donation

Frankie Cassar Mallia donated digital copies of items related to the British and Swedish royal families and their connection to Mary Bugeja, seller of Maltese lace and woven cloth in Rabat (Malta).

3 December Karmenu Fava Collection

Raymond Fava and his family donated the photographic collection of his father Karmenu. We thank also Dr Steve Borg who curated this collection made up of tens of thousands of 35mm negatives, 2,730 photos, 3,365 slides, photographic equipment and the newspapers publishing Karmenu Fava's photos.



12 EUROPEAN DIGITAL TREASURES

The National Archives of Malta is participating in European Digital Treasures: Management of Centenary Archives in the Twenty-first Century, a project that aims at bringing joint European heritage, and especially its digital versions, major visibility, outreach and use. This project is co-funded by the Creative Europe Programme of the European Union.

European archives are fundamental primary sources for discovering and reinforcing shared European culture and history. This project addresses the challenges of the digital society, related to the management and transmission of European historical and documentary heritage.

12.1 Project consortium

The project consortium is comprised of seven partners from seven countries uniting a multi-stakeholder team. Each partner has specific qualifications that together form an effective consortium.

- Spanish State Archives (project lead)
- National Archives of Hungary
- National Archives of Malta
- National Archives of Norway
- National Archives of Portugal
- ICARUS - International Centre for Archival Research
- Munster Technological University (Ireland)



Goals



- Develop new business models for European archives in the twenty-first century seeking to unlock the profitability and economic sustainability of digitised cultural heritage
- Amplify the visibility of national archives in the public underlining the importance of protecting European heritage
- Reach out to new audiences (Generation Z and Silver Generation) encouraging the use of digital products that unlock the hidden treasures of joint heritage kept in archives
- Support transnational mobility of managers, historians, experts, graphical and industrial designers as well as archivists to activate cross-sectoral opportunities.

The first Work Package of this project promotes the generation of more detailed knowledge and homogeneous data on existing models. Under the leadership of the State Archives of Spain, the partners are identifying, generating and transferring a series of homogeneous information, while provoking cross-sectoral encounters. In this regards these two research works and reports and have been carried out.

12.2 Pan-European Diagnosis and State of the Arts

In order to be able to define New Business Models for European Archives, this diagnosis seeks to have a deeper knowledge on the existing “model” or management of such cultural heritage. Most National Archives are Governmental bodies; however, they are organised in different structures in different countries (e.g. autonomous bodies, foundations, departments of a ministry such as the Ministry of Culture or of the Interior, etc.). From a budgetary perspective, depending on the country, they can have different sources of revenue, fees, human resources management, management of the audience, communication strategies, level and capacity of digitization, etc.

Throughout the past decades, the European National Archives have closely worked together in order to define technical archival standards and tools, such as the Archives Portal Europe platform, in particular to encourage and secure interoperability with the various national and institutional archives portals. In addition, through the European Board of National Archivists (EBNA) and the European Archives Group (EAG), many efforts have been made to discuss strategic questions of the sector and its services, but mostly from technical - and not managerial - perspectives: preservation of electronic records, digitisation, theft and natural disasters inflicting archives etc.

IV. SWOT Analysis (key highlights)

| | |
|---|---|
| <p>STRENGTHS</p> <ul style="list-style-type: none"> • Strong and specialised own teams. No gender equality challenges (higher representation of women already in the teams). • Particular digitization efforts for older records and records of high historical and economic values • Consolidated existing specialised audience (historians, hobbyists; researchers/students, etc.) • Growing efforts and results observed towards the availability of online services and users • Availability of specialised communication teams and growing efforts towards the use of Social Media • Capacity to exhibit records, mostly from the own collection • Strong international cooperation and networking commitments | <p>WEAKNESSES</p> <ul style="list-style-type: none"> • Lack of diversity of financial sources • Relatively low numbers in terms of onsite visitor/users, including to the exhibitions • Lack of Audience Development Strategy • Low numbers of research and publications edited • Low numbers of lending of records • Apart from digitization, low capacity and activity in RDI, including the use of new technologies |
| <p>OPPORTUNITIES</p> <ul style="list-style-type: none"> • To increase public-private partnerships • Creation of new services and related incomes • To increase efforts towards the attraction of new of target audiences gender-equality targets in terms of users/visitors • Major use of new technologies (Smart data, AI, VR, AR) | <p>THREATS</p> <ul style="list-style-type: none"> • Very high proportion of undescribed records • Low budget availability for diversification and the development of new services/products • Very low proportion of digitized records despite several decades of efforts / High digitization costs |

In that sense, despite the existing collaboration between European Archives, there was some lack of homogenous data on the existing models applied in each country, in particular towards their financial sustainability. This document contributes to fill this gap, through the gathering of homogeneous data across Europe. It creates a necessary joint knowledge - not covered on statistics or by Eurostat so far - that will help to further define and monitor the New Business Models for the Archives subsector (Activities 7 & 8 of the European Digital Treasures project).

- **Methodology**

For such purpose, under the leadership of the Lead Partner (Spanish Archives) and with the support of external/scientific experts from DEX, this Pan-European Diagnosis and State of the Arts was carried out throughout the first semester 2020. From a methodological perspective, it consisted on a mapping of key data on the existing models being applied so far, based on an ad hoc Business Model Canvas adapted to the sector, that had to include, at least, the following information:

- Legal Structure
- Finances (Cost structure versus Revenue Streams, such as usage fees, subscription fees, licencing, advertising, projects generation, etc.)
- Key resources (Human & Technological Resources, including subcontracting policies, etc.)
- Distribution channels
- Digitization policy/activities
- Customer (Audiences) data (relationships, segments, etc.)
- Communication

A questionnaire has been drafted and proposed to the project Steering Committee for approval. While it was initially planned to use an online questionnaire, at the end, due to its relatively long length and complexity, a Word Form was used, in order to make it easier for participants to fill. It included mostly closed categorised questions, which allowed to standardise data and streamline their process and statistical analysis, as well as some open questions in order to obtain more spontaneous answers and qualitative contributions.

The final questionnaire was thus divided into 5 sections:

1. Profile & Management of the institution
2. Contents & Digitisation (basic figures)
3. Audiences
4. Communication & Distribution Channels
5. Other Cooperation/Research and Innovation activities

A last optional question (nr. 31) was included where participants could share any good and/or innovative practice or project.

The initial objective was to gather primary data from at least twenty archival holdings institutions from at least eight European countries. Thanks to a personalised approach, such targets have been clearly overcome, as 42 questionnaires have been answered (21 from

National Archives / 21 from either local and/or regional Archives), covering 21 countries. The most participating countries have been Portugal (9 answers), Spain (6 answers) and Norway (4 answers).

To complement the information, secondary data have been gathered from different European sources (networks, platforms, cultural institutions, etc. such as ICARUS, EBNA, EAG, Archive Portal Europe, etc.) and other parallel surveys being carried out in parallel by other institutions.

This composite report was completed by a SWOT Analysis and includes some first conclusions and definition of a general profile.

- **Conclusions and Recommendations**

In line with the results presented, the general profile and the first basic SWOT analysis drafted, the following lines highlight the main trends and conclusions observed, and intend to identify some initial recommendations, especially towards next step of the Digital Treasures project, aiming at the improvement of business/management models and plans for European Archives

In general, the European Archives have highly qualified and specialised teams, and are one of the few sectors of the cultural industry that show a positive trend in gender equality, with a majority of women in all the profiles of their workers, managers and executives included.

Although a general profile has been drawn for illustrative and demonstrative purposes, the data shows that Archives have financial resources and sizes that can vary considerably depending on their competences, country and level of responsibility (it should be remembered that 45% have also branches or delegations under their umbrella).

In any case, by dedicating a very large majority of their budget to operating expenses (personnel and general expenses), it can be affirmed that they lack the margin of economic maneuver to be able to invest in new products and services (facilities, equipment, promotion, external experts, research, etc.).

Likewise, the fact that an important part of the Archives does not have administrative independence (dependency of Ministries, Councils or Municipalities) does not facilitate their capacity and motivation when it comes to generating additional income. As it usually happens in many cultural institutions in the public sphere, either due to administrative difficulties, initial lack of need or simply due to inertia, the Archives have little experience in generating external income, particularly by private entities (e.g. sponsorships, financial donations, merchandising, etc.) and in general in cooperating with the private sector. In fact, as we have seen, income generation is also not among their key priorities or concerns.

However, they do have some experience in generating activities and income through E.U. funds and a long tradition and commitment in international institutional cooperation, in particular through networks and platforms specific to their sector. However, that experience is significantly reduced when it comes to lending original documents, or to promote cross-sectorial activities.

Cooperation with other sectors could, however, be a solution to their lack of resources, since it would allow acquiring and having not only knowledge, but also additional technologies, equipment and networks. It could also contribute to diversifying services and products (e.g. through transmedia experiences) and giving greater visibility to preservation and digitisation efforts and records' content.

The greater use and exploitation of new technologies, particularly in the matter of automatic recognition and treatment of texts and images, is not only a clear wish of the sector (particularly interested in topics such as Artificial Intelligence or Smart Data management),

but also a necessity, since only a minimal part of the heritage kept on the shelves of the Archives is known and is available online (and only new technologies will allow to reduce digitization and description expenses).

Although professionals in the sector show less interest in other technologies such as videogames or Augmented or Virtual Reality, as well as in broadcasting activities and Research in general, collaborating with entities and companies specialised in this type of sectors could also achieve a greater diversification of activities and visibility.

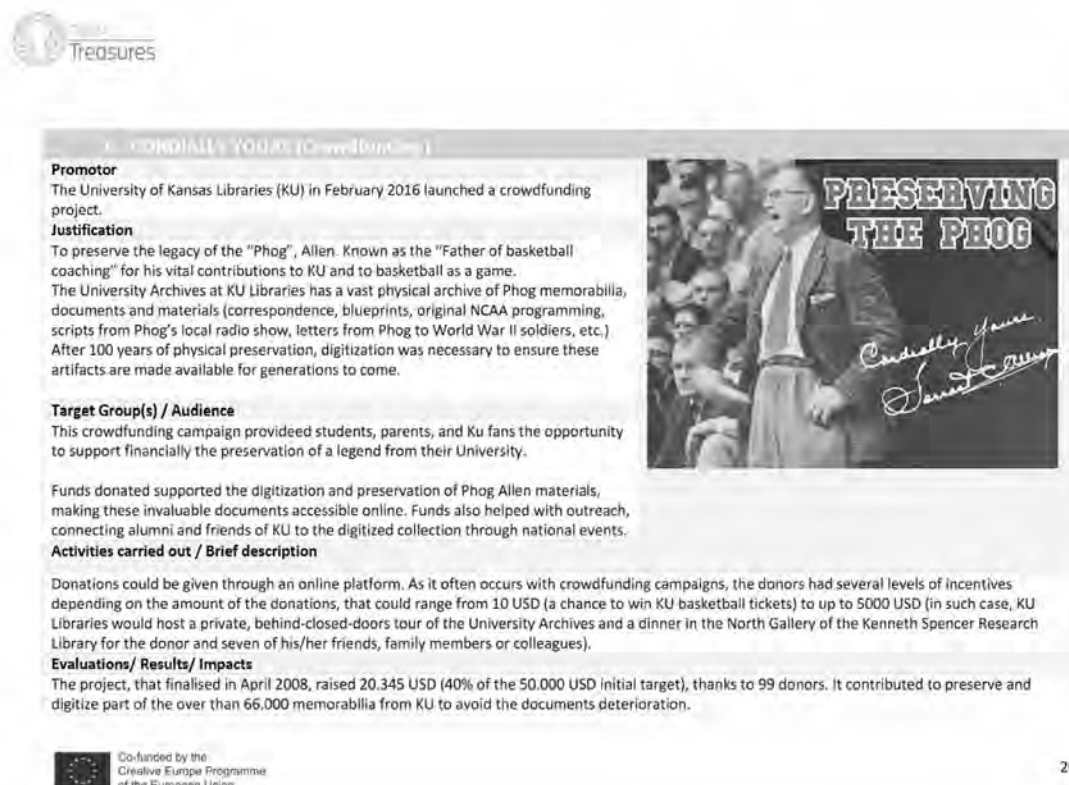
The Archives have a certain presence on social networks, with respectable numbers of followers, but they need to continue to strive to reach more and more diversified audiences and target groups: Compared to other cultural institutions, their numbers of visitors on site are relatively low, and their current audience responds to a profile closely linked to "file query" (which is logical). Like any cultural institution open to the public, the European Archives must develop strategies to attract and manage new users and new audiences, without underestimating their social and educational responsibility, including the promotion of activities for groups at risk of social exclusion.

This report presents a diagnosis of the situation and tries to identify some current trends in the Archives subsector, and is complemented by the International Benchmark carried out in parallel, which identifies trends and good practices in other subsectors of the cultural and creative industries and provides a series of more specific recommendations in line and consistent with the diagnosis.

The full report is available on https://www.digitaltreasures.eu/wp-content/uploads/2020/08/1-EDT_SoA_Report.pdf

12.3 International Benchmark of Good Practices on new Business Models and initiatives from and for cultural institutions

Another activity concluded last year was the development of an international benchmark and the identification of good practices and new trends in the management of cultural institutions, to be able to assess their potential and implementation towards the Archives subsector.



Promotor
The University of Kansas Libraries (KU) in February 2016 launched a crowdfunding project.

Justification
To preserve the legacy of the "Phog", Allen. Known as the "Father of basketball coaching" for his vital contributions to KU and to basketball as a game. The University Archives at KU Libraries has a vast physical archive of Phog memorabilia, documents and materials (correspondence, blueprints, original NCAA programming, scripts from Phog's local radio show, letters from Phog to World War II soldiers, etc.) After 100 years of physical preservation, digitization was necessary to ensure these artifacts are made available for generations to come.

Target Group(s) / Audience
This crowdfunding campaign provided students, parents, and KU fans the opportunity to support financially the preservation of a legend from their University.

Funds donated supported the digitization and preservation of Phog Allen materials, making these invaluable documents accessible online. Funds also helped with outreach, connecting alumni and friends of KU to the digitized collection through national events.

Activities carried out / Brief description
Donations could be given through an online platform. As it often occurs with crowdfunding campaigns, the donors had several levels of incentives depending on the amount of the donations, that could range from 10 USD (a chance to win KU basketball tickets) to up to 5000 USD (in such case, KU Libraries would host a private, behind-closed-doors tour of the University Archives and a dinner in the North Gallery of the Kenneth Spencer Research Library for the donor and seven of his/her friends, family members or colleagues).

Evaluations/ Results/ Impacts
The project, that finalised in April 2008, raised 20.345 USD (40% of the 50.000 USD initial target), thanks to 99 donors. It contributed to preserve and digitize part of the over than 66.000 memorabilia from KU to avoid the documents deterioration.

Co-funded by the Creative Europe Programme of the European Union

Practices of cultural institutions such as public and private museums, libraries, heritage and cultural centres were benchmarked and presented to showcase innovative solutions in cultural management as carried out by organisations that share the similar goals of protecting and enhancing arts and cultural heritage.

It does not pretend to analyse all details of the good practices. Rather, it seeks to highlight some of their key aspects that might be a source of inspiration for institutions with archival holdings that want to diversify their services, target audiences and, somehow, innovate.

- **Methodology**

From a methodological perspective, the initial objective was to identify, at least, thirty-three good practices covering these managerial aspects:

- Generation of new incomes / financial resources: e.g. crowdfunding and crowdsourcing projects, merchandising, fees management, etc.)
- Public-Private Partnerships and co-production opportunities
- Cultural hybridisation (creation of cross-cultural products)
- Audience Management

Finally, 37 good practices have been identified, and classified under 3 different categories (Management, Audience development and ICT-Information and Communication Technologies/R&D-Research and Development/Cooperation). These classifications are however only an orientation and way to facilitate the reading of the analysis, as actually most of the good practices identified would tackle and deal with several of these categories. Most of them are orientated to generate new services that complement audience development strategies.

The good practices are presented under the form of short homogeneous, easy to be assessed while the transferability potential to the Archives subsector could be assessed and thus contribute to generate some first recommendations.

Category 1: Management

Within this first category, ten examples of different kind of managerial activities were presented, some of them very common ones in traditional cultural institutions (Corporate Social Responsibility, Merchandising, Groups of Friends, Sponsoring), other more innovative and following recent trends allowed thanks to the use of new technologies (Crowdfunding, Crowdsourcing, Hackathons).

Most of them are actually strongly linked to the engagement of people, and thus could have been classified at a first sight under next category (Audience development), but they have been retained mostly for their other objective: to generate new contents, services or incomes.

Category 2: Audience development

With some fourteen good practices presented, this category is a very important one. New audience development or engagement, as well as the consolidation of the already existing visitors and diversification of the services offered to them, is a key priority of all cultural institutions worldwide. Almost all 37 good practices presented in this benchmark are in fact linked to activities or strategies to reinforce relationships with users and visitors.

This issue is in fact a European priority as well, as the Creative Europe's corresponding call specifically invited project promoters "to contribute to audience development by engaging

in new and innovative ways with audiences and improve access to cultural and creative works in the Union and beyond with a particular focus on children, young people, people with disabilities and underrepresented groups”.

In that framework, the fiches include a wide range of different kind of activities, from accessibility, the use of ICT for visitors or the development of co-creative processes, to engaging new target audience such as seniors, migrants or people living in rural areas. It also strengthens the importance of a wise use of Social Networks and new technologies.

Category 3: ICT / R&D / Cooperation

The use of ICT and of Research and Development results is a transversal necessity of any cultural institutions to create new services and be aligned with the latest technological tendencies. Many new products presented hereunder have been - or are being - developed and tested in the framework of EU funded cooperation projects, highlighting the importance of cooperation to match the potential of developers with the needs of cultural institutions in charge of protecting and enhancing cultural heritage.

But others might inspire similar bilateral co-operations with technological partners and start-ups, such as for the creation of low-cost addictive games, or with recognised multinationals such as Google Arts and Culture.

Conclusions and Recommendations

This table highlights the main trends and conclusions observed further to analysing the different good practices:

| Common issues / Trends | Some conclusions and recommendations |
|--|--|
| <p>Corporate Social Responsibility, Education, Fight against Social Exclusion</p> | <ul style="list-style-type: none"> Working with youth target audience is a standard key activity that became compulsory for any cultural institutions, not only for the educational objective of that kind of activities, but also to strengthen and create links with next/future consumers, visitors or clients, as well as to attract their family members. Intergenerational activities are also quite common and could be of particular interest for the Archives sector. The concept of “Accessible Museums” is becoming more and more common (in some countries/regions compulsory) and recognised. The International Museum Day theme for 2020 was “Museums for equality: Diversity and Inclusion”. This could be expanded to “Accessible Archives”. Apart from the architectural barriers, technological tools such as telepresence robots, vlogs, mobile apps, 3D scans and reproductions, haptic interfaces and a large etc. are contributing to make the cultural world more accessible especially for people with disabilities. In any case, when it comes to develop an accessibility strategy, it is strongly recommended to create a “task force” comprised of representatives from different departments and organisations to discuss the needs of disabled visitors. |

| | |
|--------------------------|---|
| | <ul style="list-style-type: none"> • Cultural institutions across Europe, including Archives, can and should play a key role of socio-cultural integration for migrants and refugees. They can explore co-creative processes, crowdsourcing collaborations, educational programmes in relation to the resources from former colonies, geographical explorations, etc. • As people living in rural, mountainous or any kind of so called "remote areas" have a limited access to the cultural offer, any project to bring Historical Archives closer to the population living in rural areas could be welcome. Digital technologies can be of course of great help for such purpose, but it would require user-friendly platforms and/or Apps. • Archives should also take into account the ageing population and so called "Silver Economy", and could develop in-house and out of their wall services taking into account the 3 main groups of elderly population, and their specific need-patterns: active, fragile and dependant. While the last two groups (fragile and dependants) could benefit from small activities (screenings, exhibitions, etc.) from a passive perspective, the first one (active) is of particular interest for crowdsourcing, intergenerational and volunteering collaborations. |
| <p>Engagement</p> | <ul style="list-style-type: none"> • The concept of inviting professional and amateur archivists, historians, students, etc. through an association of professionals - not of institutions - could contribute to consolidate the existing users' networks and feel them being part of an international and/or European family. It could generate some extra incomes for a network managing it, audience for the Archive Holding institutions, and of course some benefits for the members (i.e. free access to documentation, free copies, etc.: kind of benefits would have to be agreed and could vary depending on the countries/institutions). • The so called "Club of Friends" format is a usual way of consolidating the relation between the public/audience and a cultural institution (and of generating some extra incomes). This concept is less commonly used in southern European countries, but can probably be promoted and explored. Members work to sponsor exhibits, programs and special events. In that sense, a member of Club of Friends might not only pay a membership, but also take an active role in preserving its community's history. |

| | |
|----------------------------------|--|
| | <ul style="list-style-type: none"> • Towards active engagement projects, several Good Practices have showcased the success of Crowdsourcing activities, to contribute to the online collection and shared knowledge. Such kind of proactive contributions contribute to reinforce the relationship between an institution and its public. When it comes to promoting crowdsourcing activities and invite people to volunteer, as it was explained with the case of “citizen-librarians”, it is important to offer solutions that do not require any particular knowledge. The concept of “citizens librarians” can be transposed to the idea of “citizens archivists”. <p>In any case, to address new audience in general, and young people in particular, crowdsourcing strategies should mixes co-participation and co-creation processes through attractive and “funny” experience, such as game formats, voice blogs, “visitor-generated” perspectives, 3D Modelling, emotion mapping, risography, etc.</p> <ul style="list-style-type: none"> • As a general recommendation, while there are a wide range of possibilities to engage new audiences in contents generation and/or identification projects, it is important to bear in that activities (it doesn’t matter wether they are analogue or digital) should: a) “simple and fun to use” and b) “not require particular technical skills”. |
| <p>Income generations</p> | <ul style="list-style-type: none"> • The promotion of merchandising products can be a complementary source of incomes. In almost all fine arts museums, the visit would start or finalise through their respective shop(s), that are often managed through concessions, as this allow to guarantee a fix amount of incomes, without having to manage the stock and accountancy of the shop. However, to make them profitable, it is important to make a specific business plan, analysing the potential interest of the existing visitors as consumers, and offering different kind of products, of different values. But it shouldn’t be contemplated only as a potential source of incomes: the creation of ad hoc products also contributes to strengthen the image of the institution and of its artworks - Crowdfunding campaigning is commonly used nowadays to generate small incomes (usually, projects of between 3000 and 30.000 euros), that allow to launch small productions or cultural projects (short movies, CDs, exhibitions, self-edition, etc.) through online platforms to control the incomes. According to the examples provided in this document, it is common (and recommended) to offer different levels of contributions, with different rewards and ways to acknowledge the donorships. A transparent “wall” or “list” of donors is normally included as a basic recognition, where it is common to include the amount of money given to the project. Several factors of success have been highlighted, such as: having an attractive project; a wise and wide use of Social Networks; clear conditions of participation, with clear recognitions, rewards, gifts, etc.; clear and realistic financial targets and the possibility to see online the evolution of the donations. |

| | |
|--|--|
| | <ul style="list-style-type: none"> • Specific activities in contact with visitors, such as exhibitions or virtual visits contents can be sponsored by private companies, as it is the case for the Louvre Virtual Visit. |
| Diversification of services | <ul style="list-style-type: none"> • Somehow, all examples propose new activities and, in that sense, would contribute to the diversification of services (including QR codes installations, use of Apps and videogames, new educational activities, etc.), but it is particularly interesting to observe how cultural institutions sometimes offer services totally out of their original scope or the real purpose of the buildings (mostly to attract new audiences). This is the case for example of the yoga sessions at Pompidou Centre, to attract families and offer afterwards free visits, or of the transformation of public libraries in digital marketplaces. |
| Communication | <ul style="list-style-type: none"> • When it comes to Social Media, it is strongly recommended to count on professional dedicated teams (internal and, when possible, external ones) that should follow and implement a clear and previously established strategy. • Many examples propose new digital services to their visitors, included Augmented or Virtual Reality offers or devices, immersive experiences through deep mapping schemes, holographic or haptic solutions, etc. Apart from the new services given to the visitors and their potential to reach new audiences, these kinds of examples can contribute to give a wider visibility to any effort in protecting and communicating around heritage. |
| Cooperation (incl. technology transfer) | <ul style="list-style-type: none"> • Gamification projects linked to archival heritage has been discussed in several forums, and pilot videogames are in fact being developed in the framework of the European Digital Treasures project, to make the project exhibitions more attractive. Though videogame development can be very expensive, there are examples of low-cost addictive games that could be developed through co-production and Public-Private Cooperation agreements. |

The full report is available on https://www.digitaltreasures.eu/wp-content/uploads/2020/08/2-EDT_Benchmark.pdf

12.4 Archival literacy online course

With the support of the Munster Technological University, the project is developing an online training course on archival literacy oriented towards teachers introducing younger generations to the potential of archives and facilitate knowledge transfer in line with the progression of digital technology.

Archives have a very rich and wide contribution to offer to society. Their role goes beyond historical scholarship and are a key resource to other disciplines as well. Bringing together the knowledge and skills of the National Archives and information technology, the project is developing a sustainable and attractive tool to promote young user education on how to use archives (archival literacy).

Course: Archival Literacy Online

eudigitaltreasures.me/course/view.php?id=2#section-1

Getting Started Internet Login Page European Digital Treasures Wik

European Digital Treasures

Co-funded by the Creative Europe Programme of the European Union

Module 1: Archives An Introduction

Module 1 Introduction from Marica Ga... Watch later Share

MORE VIDEOS

0:10 / 0:35 YouTube

Learning Outcomes:

By the end of this module the learner will be able to:

1. Understand what an archive is
2. Explore the qualities archives need to have
3. Understand the evolution of the archives
4. Appreciate the importance of archival literacy as an essential part of learning how to think critically
5. Appreciate the value of archives to society as a link to collective memory

Click on Section 1 below to begin this module.

Section 1 - Defining archives

Archival literacy is the ability to recognise the need for information, to identify the sources needed to address a given problem or issue as well as to find evaluate and organise the required information and to use this information effectively to address the problem or issue at hand.

Although young people and students may be familiar with how to use libraries, not all students are capable of transfer this knowledge to working with archival materials. Such instruction is an important part of the mission of archives and special collections because it inspires learning.

Young people benefit from working with archival materials. Students are able to connect with people whose first-hand accounts they used; such an experience makes history real for them. Students learn important attributes and experience 'doing history' like a real historian. Through archival research students manage to connect evidence with valid historical arguments and learning to approach sources with scepticism demonstrate their acquisition of critical thinking skills.

Students develop an understanding of how to use evidence in creating historical accounts. Unpublished archival materials instil in students the desire to pursue independent research. It excites students, sparks their imagination, generates new questions and implants a desire to learn more.

This online archival literacy course aims at empowering students to cultivate critical thinking and to understand how through evidence, how historical accounts are created.

Teaching students how to access archival sources will not be restricted to just history.

The archive can be used to gain insight into and an understanding of past geographies, laws, social structures and religious beliefs, just to mention a few. Human geographers use archival research to examine past geographical phenomena such as migrations, urbanisation, and population redistribution.

Archival research utilising photographs, maps, and informal recordings or observations can also help in the recovery of data about our changing natural landscapes and climate. One has to keep in mind that the contents of archival collections were constructed through the social, cultural, political, and economic circumstances of their creation, preservation, and curation.

Young people and students will benefit from this course by developing their ability to look at evidence from sources with valid arguments and acquire critical thinking skills.

European Digital Treasures

Archival Literacy Online Course

Dashboard / My courses / Archival Literacy / Module 3: Teaching with Primary Sources / Section 1: Using primary sources

Section 1: Using Primary Sources

START SECTION DETAILS

Click on "start section" (above) or on "Section 1: Using Primary Sources" (below) to begin.

Annual Report and Financial Statements

Statement of Comprehensive Income

| | | Year ended 31 December | |
|----------------------------------|---------|------------------------|-----------|
| | | 2020 | 2019 |
| | | € | € |
| | Notes | | |
| Income | | | |
| Government Subvention | 2 | 870,000 | 800,000 |
| Funds from the Ministry for Gozo | 3 | 85,057 | 96,619 |
| Other Income | 4 | 30,865 | 32,968 |
| Total recurrent income | | 985,922 | 929,587 |
| Operational costs | Stat I | (645,533) | (608,985) |
| Administrative expenses | Stat II | (378,370) | (324,158) |
| Finance costs | | (23,748) | (23,803) |
| Deficit before tax | | (61,729) | (27,359) |
| Tax expense | 6 | - | - |
| Deficit for the year | | (61,729) | (27,359) |

Statement of Financial Position as at 31 December 2019

| | Notes | 2020 € | 2019 € |
|--|-------|------------------|-----------|
| ASSETS | | | |
| Non-current assets | | | |
| Property, plant and equipment | 8 | 246,417 | 183,118 |
| Right-of-use of asset | 9 | 513,524 | 521,675 |
| Total non-current assets | | 759,941 | 704,793 |
| Current assets | | | |
| Trade and other receivables | 10 | 1,834 | 2,406 |
| Cash and cash equivalents | 11 | 351,376 | 223,409 |
| Total current assets | | 353,210 | 225,815 |
| Total assets | | 1,113,151 | 930,608 |
| EQUITY AND LIABILITIES | | | |
| Equity | | | |
| Accumulated fund – recurrent vote and operating activities | 12 | 75,038 | 136,767 |
| Total equity | | 75,038 | 136,767 |
| Non-current liabilities | | | |
| Lease liabilities | 13 | 473,817 | 474,969 |
| Trade and other payables | 14 | 46,733 | 234,957 |
| Total non-current liabilities | | 520,550 | 709,926 |
| Current liabilities | | | |
| Lease liabilities | 13 | 24,900 | 24,900 |
| Trade and other payables | 14 | 491,471 | 55,467 |
| Bank overdraft | 11 | 1,192 | 3,548 |
| Total current liabilities | | 517,563 | 83,915 |
| Total liabilities | | 1,038,113 | 793,841 |
| Total equity and liabilities | | 1,113,151 | 930,608 |

Statement of Changes in Accumulated Fund

| | Recurrent Vote & Operating Activities | Accumulated Fund |
|------------------------------------|--|------------------|
| | € | € |
| Balance at 1 January 2019 | 164,126 | 164,126 |
| <hr/> | | |
| Comprehensive income | | |
| Deficit for the year | (27,359) | (27,359) |
| <hr/> | | |
| Balance at 31 December 2019 | 136,767 | 136,767 |
| <hr/> | | |
| Comprehensive income | | |
| Deficit for the year | (61,729) | (61,729) |
| <hr/> | | |
| Balance at 31 December 2020 | 75,038 | 75,038 |
| <hr/> | | |

Statement of Cash Flows

| | | Year ended 31 December | |
|--|-------|------------------------|-----------|
| | Notes | 2020 | 2019 |
| | | € | € |
| Cash flows from operating activities | | | |
| Cash used in operations | | (61,729) | (27,359) |
| Interest expense to reconcile to surplus/(deficit) from operations | | 23,748 | 23,803 |
| Depreciation | | 82,064 | 73,331 |
| Release of grant | | (24,740) | (25,084) |
| | | 19,343 | 44,691 |
| Surplus from operations | | | |
| Movement in trade and other receivables | | 572 | (34) |
| Movement in trade and other payables | | 247,780 | (3,077) |
| Movement in lease liabilities | | (1,152) | 499,869 |
| | | 266,543 | 541,449 |
| Cash flows from investing activities | | | |
| Purchase of property, plant and equipment | 8 | (137,212) | (549,123) |
| Proceeds from government grants received | | 24,740 | 46,733 |
| | | (112,472) | (502,390) |
| Cash flows from financing activities | | | |
| Payments of interest classified as financing | | (23,748) | (23,803) |
| | | 130,323 | 15,256 |
| Net movement in cash and cash equivalents | | | |
| | | 219,861 | 204,605 |
| Cash and cash equivalents at beginning of year | | | |
| | | 350,184 | 219,861 |
| Cash and cash equivalents at end of year | | | |
| | 11 | 350,184 | 219,861 |

Notes to the financial statements

1. Accounting policies

The principal accounting policies adopted in the preparation of these financial statements are set out below:

Basis of preparation

These financial statements are prepared in accordance with the requirements of the International Financial Reporting Standards as adopted by the European Union and with the requirements of the National Archives Act, 2005.

Basis of measurement

These financial statements have been prepared on the historical cost basis.

Property, plant and equipment

Property, plant and equipment are stated at cost less accumulated depreciation.

Gains and losses on disposal of property, plant and equipment are determined by reference to their carrying amount and are taken into account in determining operating profit.

Depreciation is charged to the statement of comprehensive income on a straight-line basis in order to write off the cost of each asset to its residual value over its estimated useful life as follows:

| | |
|---------------------------|-------|
| Improvements to premises | 5% |
| Furniture and fittings | 10% |
| Office equipment | 10% |
| Climate control equipment | 10% |
| Shelving | 15% |
| Motor vehicles | 12.5% |
| Computer equipment | 20% |
| Computer software | 33% |
| Passenger lift | 15% |

Trade and other receivables

Trade receivables comprise amounts due from customers for services performed in the ordinary course of operations. If collection is expected in one year or less, they are classified as current assets. If not, they are presented as non-current assets.

Cash and cash equivalents

Cash and cash equivalents are carried in the statement of financial position at face value. In the statement of cash flows, cash and cash equivalents includes deposits held at call with banks and bank overdrafts.

Trade and other payables

Trade payables comprise obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities.

Revenue recognition

Revenue is measured at the fair value of consideration received or receivable for the sale of goods and services in the ordinary course of the entity's activities. Revenue is shown net of returns, rebates, and discounts.

The entity recognizes revenue when the amount of revenue can be reliably measured, when it is probable that future economic benefits will flow to the entity and when specific criteria have been met for each of the entity's activities.

Revenue from services is recognized in the accounting period in which the services are rendered, by references to completion of the specific transaction assessed on the basis of the actual service provided as a proportion of the total services to be provided.

Government grants

Government grants consist of capital asset grants. These are recognized at their fair value where there is reasonable assurance that the grant will be received and all attaching conditions will be complied with. The fair value is credited to a deferred income account and is released to the statement of comprehensive income over the expected useful life of the relevant asset by equal annual installments.

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, 2005. In accordance with the selected accounting policy, these amounts are accounted for upon an accrual basis. During 2020, the subvention advanced by the Government amounted to €870,000 (2019: €800,000).

3. Funds from the 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. An amount of €85,057 was transferred in 2020 (2019: €96,619).

4. Other Income

Other income mainly relates to the release of a capital grant, photocopy services and digital images, sale of own publications and advertising in the newsletter.

5. Expenses by nature

| | 2020 | 2019 |
|---|------------------|---------|
| | € | € |
| Depreciation of property, plant and equipment (Note 8 and Note 9) | 82,064 | 73,331 |
| Wages and salaries (Note 7) | 757,684 | 693,912 |
| Rent | 24,179 | 24,179 |
| Other expenses | 159,976 | 165,524 |
| Total operating costs and administrative expenses | 1,023,903 | 956,946 |

Auditor's remuneration amounted to €2,817 (2019: €2,006).

6. 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.

7. Wages and Salaries

| | 2020 | 2019 |
|-----------------------|----------------|---------|
| | € | € |
| Wages and salaries | 709,127 | 649,940 |
| Social security costs | 48,557 | 43,972 |
| | 757,684 | 693,912 |

Average number of persons employed by the company during the year:

| | 2020 | 2019 |
|----------------|-------------|------|
| Full-time | 18 | 18 |
| Administration | 5 | 5 |
| | 23 | 23 |

8. Property, plant and equipment

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At 1 January 2020

| | | | | | | | |
|--------------------------|----------|-----------|----------|-----------|--------|---------|-----------|
| Cost or valuation | 79,468 | 237,014 | 49,465 | 234,852 | 18,135 | 6,965 | 625,899 |
| Accumulated depreciation | (27,898) | (215,166) | (34,615) | (158,135) | - | (6,965) | (442,779) |
| Net book amount | 51,570 | 21,848 | 14,850 | 76,717 | 18,135 | - | 183,120 |

Year ended 31 December 2020

| | | | | | | | |
|-------------------------|---------|----------|---------|----------|---------|---|----------|
| Opening net book amount | 51,570 | 21,848 | 14,850 | 76,717 | 18,135 | - | 183,120 |
| Additions | - | 7,032 | - | 15,178 | 115,000 | - | 137,210 |
| Depreciation charge | (3,973) | (16,222) | (6,183) | (47,535) | - | - | (73,913) |
| Closing net book amount | 47,597 | 12,658 | 8,667 | 44,360 | 133,135 | - | 246,417 |

At 31 December 2020

| | | | | | | | |
|--------------------------|----------|-----------|----------|-----------|---------|---------|-----------|
| Cost or valuation | 79,468 | 244,046 | 49,465 | 250,030 | 133,135 | 6,965 | 763,109 |
| Accumulated depreciation | (31,871) | (231,388) | (40,798) | (205,670) | - | (6,965) | (516,692) |
| Net book amount | 47,597 | 12,658 | 8,667 | 44,360 | 133,135 | - | 246,417 |

9. Right-of-use of Asset

| | Land |
|------------------------------------|-----------------------|
| | € |
| At 1 January 2020 | |
| Cost or valuation | 529,826 |
| Accumulated depreciation | (8,151) |
| Net book amount | <u>521,675</u> |
| Year ended 31 December 2020 | |
| Opening net book amount | 521,675 |
| Additions | - |
| Depreciation charge | (8,151) |
| Closing net book amount | <u>513,524</u> |
| At 31 December 2020 | |
| Cost or valuation | 529,826 |
| Accumulated depreciation | (16,302) |
| Closing net book amount | <u>513,524</u> |

10. Trade and Other Receivables

| | 2020 | 2019 |
|----------------|---------------------|--------------|
| | € | € |
| Current | | |
| Prepayments | 1,834 | 2,406 |
| | <u>1,834</u> | <u>2,406</u> |

11. Cash and Cash Equivalents

For the purposes of the statement of cash flows, cash and cash equivalents comprise the following:

| | 2020 | 2019 |
|---|-----------------------|----------------|
| | € | € |
| Cash in hand | 440 | 320 |
| Cash in bank | 350,936 | 223,089 |
| Cash and cash equivalents (excluding bank overdrafts) | <u>351,376</u> | 223,409 |
| Bank overdrafts | (1,192) | (3,548) |
| Cash and cash equivalents | <u>350,184</u> | <u>219,861</u> |

12. Accumulated Fund**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. Lease liabilities

| | 2020 | 2019 |
|--------------------------------|----------------|---------|
| | € | € |
| Non-current liabilities | | |
| Lease liabilities | 473,817 | 474,690 |
| Current liabilities | | |
| Lease liabilities | 24,900 | 24,900 |

14. Trade and Other Payables

| | 2020 | 2019 |
|-------------------------------------|----------------|---------|
| | € | € |
| Non-current liabilities | | |
| Deferred income - government grants | 46,733 | 234,957 |
| | 46,733 | 234,957 |
| Current | | |
| Trade payables | 439,596 | 4,567 |
| Accruals | 27,135 | 26,160 |
| Deferred income - government grants | 24,740 | 24,740 |
| | 491,471 | 55,467 |

The deferred income from government grants relates to money received/receivable to finance capital expenditure from funds received from the capital vote and shall be recognised as income over the useful life of the asset.

Supplementary Statements

Statement I

Operating Costs

| | 2020 | 2019 |
|-------------------------------|----------------|---------|
| | € | € |
| Salaries and wages | 493,268 | 470,823 |
| Water and electricity | 10,235 | 9,288 |
| Insurance | 3,583 | 1,855 |
| Telecommunication expenses | 16,052 | 16,288 |
| Cleaning expenses | 18,585 | 16,833 |
| Computer expenses | - | 1,941 |
| Office expenses | 1,635 | 2,315 |
| Repairs and maintenance costs | 20,111 | 16,311 |
| Depreciation | 82,064 | 73,331 |
| Total operating costs | 645,533 | 608,985 |

Statement II

Administrative Expenses

| | 2020 | 2019 |
|--------------------------------------|----------------|---------|
| | € | € |
| Auditor's remuneration | 2,817 | 2,006 |
| Bad debts | - | 844 |
| Equipment hire | 2,877 | 367 |
| Motor vehicle running expenses | 2,908 | 3,205 |
| Printing, postage and stationery | 15,514 | 6,433 |
| Rent | 24,179 | 24,179 |
| Salaries and wages | 264,416 | 223,089 |
| Staff related expenses | 3,625 | 1,953 |
| Subscriptions and brochures | 9,640 | 13,129 |
| Travelling costs | 2,230 | 10,279 |
| Professional fees | 25,640 | 26,926 |
| Conservation lab expenses | 9,380 | 4,818 |
| EU projects and expenses | - | 1,401 |
| Miscellaneous expenses | 14,270 | 4,717 |
| Bank charges | 874 | 812 |
| Total administrative expenses | 378,370 | 324,158 |



...S OF THE LEGISLATIVE
...ell'Assemblea Legislativa
...Election Commission
...er le Elezioni per sopr...



DECLARATION OF
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Name of Electoral Division
...Nome del Collegio Elettorale
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| 2nd Count 2° Computo | | 3rd Count 3° Computo | | 4th Count 4° Computo | | 5th Count 5° Computo | | 6th Count 6° Computo | | 7th Count 7° Computo | |
|---|---------------------|---|---------------------|---|---------------------|---|---------------------|---|---------------------|---|---------------------|
| Transfer of Transmission di voti di Surplus of Eccesso di | Result Risultato | Transfer of Transmission di voti di Surplus of Eccesso di | Result Risultato | Transfer of Transmission di voti di Surplus of Eccesso di | Result Risultato | Transfer of Transmission di voti di Surplus of Eccesso di | Result Risultato | Transfer of Transmission di voti di Surplus of Eccesso di | Result Risultato | Transfer of Transmission di voti di Surplus of Eccesso di | Result Risultato |
| <i>Serra and Kisaferran & Co.</i> | | <i>Subraro</i> | | <i>Lanza</i> | | <i>Matti</i> | | <i>Borello</i> | | | |
| 151 + 1 | 152 | 169 | 171 + 18 | 189 | 210 - 21 | 210 | - 210 | - | | | |
| | | 18 | 404 + 3 | 407 | + 1 | 408 | + 66 | 554 | | | |
| | | 6 | 349 + 18 | 367 | + 4 | 371 | + 22 | 393 | | | |
| | | 14 | 169 - 169 | - | - | - | - | - | | | |
| | | 26 | - | - | - | - | - | - | | | |
| | | 61 | 530 + 72 | 602 | - 30 | 572 | - | 572 | | | |
| | | 1 | 276 + 2 | 278 | - | 278 | + 9 | 287 | | | |
| | | 2 | 375 + 2 | 377 | + 1 | 378 | + 8 | 386 | | | |
| | | 12 | 495 + 37 | 532 | + 3 | 535 | + 13 | 548 | | | |
| | | - | - | - | - | - | - | - | | | |
| | | - | - | - | - | - | - | - | | | |
| | | 3 | 9 + 17 | 26 | - | 26 | + 92 | 118 | + 12 | 130 | + 1 |
| | | | | 2858 | | 2858 | | 2858 | | 2858 | |



Photo S. L. Cassar
Malta.

HON. COMM. J. HOWARD
O. B. E. SENATOR
U. P. M.



And we do hereby declare the said

Matti Avvocato Alfredo, Portelli Farmacista Leone, Borg...

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Email: customercare.archives@gov.mt
Website: www.nationalarchives.gov.mt



*Deposito del Registro delle Corti Superiori di Sua Maestà dai Sudetti Comuni
Rhopia,
Pisciaro*