

**From:** Welsh Government-MALD  
**Sent:** 21 January 2015 13:36  
**To:** Carmarthenshire County Council; Welsh Government-MALD  
**Subject:** RE: Carmarthenshire Archive Service

*[information redacted]* has asked me to thank you for your very prompt and positive response to her letter. As ever if you would like any help or support that we can provide as you put in place the new arrangements please let me know.

*[information redacted]*

From: Carmarthenshire County Council  
Sent: 20 January 2015 14:09  
To: Welsh Government-MALD; Carmarthenshire County Council  
Subject: RE: Carmarthenshire Archive Service

Thank you for the attached letter, which I've also copied on to *[information redacted]* our Senior Cultural Services Manager.

I'll ask *[information redacted]* to respond in full within the next couple of weeks, however, I'd like to assure you that we will be progressing with the recommendation to bring in external professional management expertise to assist with the uplift and re-location project with immediate effect. I've asked *[information redacted]* to contact *[information redacted]* at Glamorgan Archives to take this matter forward. I envisage us buying in this expertise on a temporary basis to complete this specific task and to help advise on wider strategic matters for the service. Both *[information redacted]* and I will assist in attending regular project update meetings to ensure progress at all times, and we'd be grateful of your ongoing input and support as well via *[information redacted]*, where this is feasible of course.

Having spoken to *[information redacted]*, there is progress being made on the longer term solution and the s60 scheme, however, she will update in more detail in due course.

From: Welsh Government-MALD  
Sent: 20 January 2015 13:03  
To: Carmarthenshire County Council; Welsh Government-MALD  
Subject: Carmarthenshire Archive Service

Please find a letter attached from *[information redacted]* regarding the Carmarthenshire Archive Service.

A hard copy of the letter to follow by post.

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**From:** Welsh Government-MALD  
**Sent:** 21 January 2015 14:00  
**To:** Carmarthenshire County Council; Welsh Government-MALD  
**Subject:** Vaughan Pedigree

The Vaughan Pedigree has been transferred from the archive service to the National Library of Wales for digitisation as part of a conservation project funded by CyMAL and the National Manuscripts Conservation Trust. Given the financial value of the pedigree, its historical significance and its fragility I think there is a good case for it to remain at NLW until you are able to decide on a permanent location for the archive collections. I think the staff in Carmarthen are in favour of this too.

It's not something which is heavily used and any researchers should now be able to access the digital version in Carmarthen. This should be adequate for most purposes. Specialist users would need to travel to NLW to view the original but they are likely to be few in number.

NLW are willing to hold the pedigree (without charge) but they would like something - a letter would probably be sufficient - to confirm this arrangement and to clarify the insurance position. It is not included in any NLW insurance cover at the moment.

The person dealing with this in NLW is *[information redacted]* and it would be helpful if you could liaise with *[information redacted]* or give me a ring if you want to discuss.

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**From:** Carmarthenshire County Council  
**Sent:** 10 February 2015 11:20  
**To:** Welsh Government-MALD; Carmarthenshire County Council  
**Subject:** RE: Carmarthenshire Leisure Trust

I have confirmed to *[information redacted]* that the scope of the review excludes the archives – he was rather previous in his e-mail to you.

**From:** Welsh Government-MALD  
**Sent:** 10 February 2015 09:54  
**To:** Carmarthenshire County Council  
**Subject:** FW: Carmarthenshire Leisure Trust

For info

**From:** Welsh Government-MALD  
**Sent:** 10 February 2015 09:53  
**To:** Carmarthenshire Archive Service  
**Subject:** RE: Carmarthenshire Leisure Trust

We have not been contacted.

From: Carmarthenshire Archive Service  
Sent: 02 February 2015 12:43  
To: Welsh Government-MALD  
Subject: Carmarthenshire Leisure Trust

RPT Consulting are currently working on a trust management arrangement for our Leisure Services, including the Archives Service I assume. The final report will be completed week commencing 9 March, with presentation to Exec Board at the end of March or early April.

According to the timetable they will be looking at legal implications in the period 9 – 20 Feb.

I was wondering if you have been contacted for CyMAL's position re implications for the Archive Service?

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**From:** Welsh Government-MALD  
**Sent:** 10 February 2015 12:23  
**To:** Carmarthenshire County Council; Welsh Government-MALD  
**Subject:** FW: Grant for bespoke boxing?

We are not making much headway with *[information redacted]* and the Accreditation Support Grants (which are funded by CyMAL and administered by the Archives and Records Council Wales). *[information redacted]* is willing to help *[information redacted]* to develop projects and complete the application forms and I am sure that the grant assessors will wish to take a sympathetic view of any applications submitted from Carmarthenshire. However unless *[information redacted]* is able to provide us with at least a starting point from which to develop eligible applications we are not going to make any progress. We have explained that the scheme will not fund standard archival packaging (and the 31k required is well beyond the scheme limit anyway) on numerous occasions but we cannot get *[information redacted]* to think beyond this.

From: Welsh Government-MALD  
Sent: 10 February 2015 12:11  
To: Carmarthenshire Archive Service  
Subject: RE: Grant for bespoke boxing?

To confirm our conversation the other day, and your discussions with *[information redacted]* before Christmas. As we've explained the only funding that CyMAL has to distribute to individual archive services is via the ARCW administered Accreditation Support Grant scheme for which the maximum project cost is in the region of £5k.

As discussed, this scheme does not fund standard archive boxes or packaging which we regard as the responsibility of parent organisations – although you refer to 'bespoke' boxing for these volumes, this still represents a standard packaging requirement across your holdings. If you are able to identify items which require more specialist packaging – for example outsize volumes or documents / large rolls / items with pendant seals – where

there is a clear rationale for the production of individualised custom packaging, then this is something we could talk about, within the boundaries of funding available from the ARCW scheme.

If you can identify such items, and their potential packaging needs, then we could talk further about this and a future application to the ARCW scheme (the next round is likely to be in May 2015). To note, this is a competitive scheme and is assessed by a Panel of ARCW officers / representatives with input from CyMAL – any application would need to make a clear rationale for the project, and identify / evidence associated costs.

From: Carmarthenshire Archive Service  
Sent: 02 February 2015 10:00  
To: Welsh Government-MALD  
Subject: Grant for bespoke boxing?

I wonder if you tell me if it would be possible to obtain a grant from CyMAL for making bespoke boxes for the volumes that are being transferred to Glamorgan Archives after cleaning.

The present estimate of cost for boxing all these volumes (approx 6,374), is £31,000.

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**From:** Welsh Government-MALD  
**Sent:** 02 March 2015 09:41  
**To:** Carmarthenshire County Council  
**Subject:** FW: Agenda attached for West Wales meeting on 4 March

Apologies, but it seems that *[information redacted]* included *[information redacted]* in the circulation list for next week's meeting on the 4th. We have asked her to ensure that future circulations are only to yourself and *[information redacted]*, and noted that you are responsible for communication with *[information redacted]* and archive service staff on this development.

To note, *[information redacted]* is also signed up to attend the workshop that is being held for heads of archive services as part of an evaluation of 'Archives for the 21st Century in Wales' that we have commissioned from *[information redacted]*. This is the workshop on the 6th mentioned below.

Finally, I believe *[information redacted]* was talking to you about the potential for Carmarthenshire to apply to the Archives and Records Council Wales (ARCW) Accreditation Support Grant Scheme for some development support – possibly in areas such as scoping cataloguing needs, identifying preservation requirements etc. I've attached the email, with application paperwork, circulated for the last grant round. We would expect that the first round of grants in 2015/16 will have a deadline in early May (I will forward on the announcement in due course). We would be happy to talk to you about a possible application from Carmarthenshire, and input on the development of an application.

Look forward to seeing you on the 4th.

From: Independent Consultant  
Sent: 01 March 2015 16:19  
To: Carmarthenshire Archive Service; Welsh Government-MALD  
Subject: Re: Agenda attached for West Wales meeting on 4 March

There are two workshops for you! The Weds 4 March one is to discuss the concept of a West Wales consortia which is what I sent to you (see the other invitees). It is in at Swansea University. The second one on Fri 6 is to get Welsh services' opinions on Archives for the 21st Century.

On 27 Feb 2015, at 18:12, Carmarthenshire Archive Service wrote:

Hi *[information redacted]* - my original message said that the workshop was on Friday 6 - can you confirm that it is on the 4th?

From: Independent Consultant  
Sent: 27 February 2015 16:10  
To: Carmarthenshire Archive Service; Carmarthenshire County Council; Swansea University; West Glamorgan Archive Service; Welsh Government-MALD  
Subject: Agenda attached for West Wales meeting on 4 March

Dear Colleagues

I look forward to seeing you all on Wednesday. Do email me if you have any questions before then. I am working in Plymouth next Mon and Tues but will be checking my email each evening.

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**From:** Welsh Government-MALD  
**Sent:** 10 March 2015 11:53  
**To:** Carmarthenshire County Council; Welsh Government-MALD  
**Subject:** RE: CAS

I have looked at the document and I think it is fine and captures what needs to be done. It's quite a big ask for 5k though and you might need to do a bit of negotiation with whoever is invited to do the work as to how far some of the actions can be taken at this stage and make sure that you and they are clear on what the priority actions are.

I would add one additional action which would be to review the emergency plan and procedures that *[information redacted]* is supposed to be developing. (*[information redacted]* has not heard from him on this for sometime now and we are not completely sure that the work has been completed). It's important that the risks to the collection are being managed – and particularly important that you are able to demonstrate this to TNA for the time that the collection remains at Parc Myrddin.

When we met in Swansea we discussed arranging a review/progress meeting with CyMAL and TNA after Easter. This will need to happen but I wonder if it would be best to hold off until you have this person in place? I can suggest this to TNA if that would be helpful?

From: Carmarthenshire County Council  
Sent: 05 March 2015 12:19  
To: Welsh Government-MALD  
Subject: CAS  
**Attachment:** Doc 2

Further to our conversation yesterday and my comments about engaging professional services I have identified the following key tasks to be associated with an initial assignment ( procurement for services up to £5k for approx 8 weeks). We are treading a fine line between employment / contract for services with particular reference to implications for future staffing requirements and I'm waiting on advice from HR as to whether this is the manner in which I should proceed. That said the key tasks would apply in both situations, although they would be embellished and for a longer duration should we go down the employment route.

So as an interim and in order to expedite matters when I get the decision back I would appreciate your thoughts on the following:

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**From:** Welsh Government-MALD  
**Sent:** 26 March 2015 11:53  
**To:** Carmarthenshire County Council  
**Subject:** FW: Future funding for cataloguing & conservation

For info

From: Welsh Government-MALD  
Sent: 26 March 2015 11:52  
To: Carmarthenshire Archive Service  
Subject: RE: Future funding for cataloguing & conservation

Probably – but I think that any applications would need to come out of a solid development plan for the service. You would also need the consent of Glamorgan Archives and Swansea University to host the project staff etc.

From: Carmarthenshire Archive Service  
Sent: 26 March 2015 10:49  
To: Welsh Government-MALD  
Subject: Future funding for cataloguing & conservation

Do you think that once the archives have been removed for cleaning and returned for storage in Cardiff and Swansea, we would be able to obtain funding for cataloguing and conservation projects, basing staff at those locations?

It's difficult to see the Service operating normally again until 2018 at the earliest, and it would be a shame if we were unable to access any grants again before this time

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**From:** Carmarthenshire County Council

**Sent:** 08 June 2015 14:08

**To:** Welsh Government-MALD; Carmarthenshire Archive Service

**Subject:** RE: Vaughan Pedigree

I spoke with *[information redacted]* about this request on Friday and he will be picking up the arrangements from here on out.

CAS have also been approached directly about a request to use the pedigree in the production of a TV show, which may or may not be the same request.

*[information redacted]*

The e-mails we discussed are attached – would you please make appropriate arrangements and deal directly with *[information redacted]*

From: Welsh Government-MALD

Sent: 08 June 2015 11:14

To: Carmarthenshire County Council; Welsh Government-MALD

Subject: Vaughan Pedigree

*[information redacted]* from the National Library of Wales has been in touch with me. I understand from *[information redacted]* that she has been trying to contact you for some time now regarding a request from a TV company to film the Vaughan Pedigree or to have access to the digital copy.

Please could you either get in touch with *[information redacted]* yourself or ask one of the archive staff to do so as soon as possible to confirm whether or not this is possible according to your media policy and subject to any agreement you may have with *[information redacted]*. NLW will require some sort of written confirmation from you before they will provide access to the TV company.

It would also be very helpful if at the same time you could agree with NLW how you wish them to respond to other requests for access to the pedigree. The matter of insurance also needs to be discussed.

I have enclosed the previous emails to you from *[information redacted]* below in case for some reason they never reached you.

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**From:** Welsh Government-MALD  
**Sent:** 09 June 2015 11:37  
**To:** Carmarthenshire County Council; Welsh Government-MALD  
**Subject:** FW: RE: FW: Vaughan Pedigree

*[information redacted]* is not at all impressed by this response which I also feel is very casual and unhelpful, particularly as it has taken so long to provide any response at all. If *[information redacted]* wants a chat about this I think the least he could do is make the effort to phone *[information redacted]* rather than expect her to call him!

I thought it might help if I set out what is required. Firstly, there are clear differences between making the pedigree available to members of the public for private study and research and permitting commercial use by a TV company. *[information redacted]*'s response doesn't deal with this at all. The vague reference to 'general terms' does not help. Terms and conditions of access can vary for commercial use, and individual owners can sometimes request that controls are placed on access to collections.

I think what is required is a formal letter from the authority confirming that the pedigree can be made available to private individuals (if that is the case) , or that in the interests of conservation, unless users have a specific need to access the original they should be directed to the digital copy. That is what we would advise as the document is large and unwieldy and vulnerable to handling damage.

For commercial use, you need to confirm that this is within the terms of any agreement that you have with *[information redacted]* and specify if you require the company to sign any form of agreement before they are allowed to film the document. This is standard practice. Will you be making a charge to the company?

The issue of insurance also need to be clarified for NLW. The insurance of the item or not is a matter for you - but you need to inform NLW of your position and make it clear that you understand they are not subject to any liabilities relating to the pedigree.

Finally, I don't think it would hurt for *[information redacted]* to thank NLW for holding the document securely and for being willing to facilitate access for commercial use. This will involve moving the document, setting it up safely and appropriately so that it will not be damaged during filming , and providing a member of staff from the conservation unit to oversee the process. They are being generous.

-----Original Message-----

From: National Library of Wales  
Sent: 09 June 2015 09:40  
To: Welsh Government-MALD  
Subject: Fwd: RE: FW: Vaughan Pedigree

----- Original Message -----

Subject: RE: FW: Vaughan Pedigree  
Date: Tue, 9 Jun 2015 08:18:29 +0000  
From: Carmarthenshire Archive Service  
To: National Library of Wales

Hi *[information redacted]*, perhaps *[information redacted]* is the production company, or perhaps it is another enquiry.

I'm quite happy for the pedigree to be made available to the public while it's with you, it would seem a shame if it wasn't.

Regarding terms of access, I think general terms would apply, there is nothing sensitive re the pedigree (the size of it is the main issue!).

As I said previously if you want to call, my number is on the earlier message.

-----Original Message-----

From: National Library of Wales  
Sent: 08 June 2015 16:22  
To: Carmarthenshire Archive Service  
Subject: Re: FW: Vaughan Pedigree

I think that it may be a different company, as the email says *[information redacted]*? I think we would like to know if you wish the NLW to make the pedigree available and also to have a general document concerning terms of access to the pedigree while it is with the NLW.

On 08/06/2015 14:26, Carmarthenshire Archive Service wrote:

I have had dealings with the *[information redacted]* from S4C re filming the Vaughan Pedigree for DNA Cymru, I assume that this is the same enquiry?

If you want to ring for a chat re this, my direct number is *[information redacted]*.

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**From:** Carmarthenshire County Council  
**Sent:** 12 June 2015 16:38  
**To:** Welsh Government-MALD  
**Subject:** FW: Emergency Plan attached

Attaching the latest draft of the emergency plan.

As mentioned this need updating for the retirement of the caretaker and it would appear that this was last revisited in January. I've had a cursory look and am of the opinion that this needs further development. It would be useful if you could give me your professional opinion on adequacy and I will then suggest to *[information redacted]* that we organise some sessions to draw this to a conclusion,

From: Carmarthenshire Archive Service  
Sent: 12 June 2015 16:14  
To: Carmarthenshire County Council  
Subject: FW: Emergency Plan attached

This is the latest version, which was the one that would have gone to the Workshop in March (and would have and will be revised to include the new situation with the change in the caretaking structure).

CyMAL had this version below on 19 November

From: Carmarthenshire Archive Service  
Sent: 19 November 2014 15:44  
To: Welsh Government-MALD  
Subject: Emergency Plan attached

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**From:** Welsh Government-MALD  
**Sent:** 15 June 2015 11:49  
**To:** Carmarthenshire County Council; Welsh Government-MALD  
**Subject:** Cawdor MSS

Further to our discussion on Friday regarding a temporary home for the two groups of Cawdor MSS which are currently with *[information redacted]* so that she can carry out the NMCT funded conservation work, the National Library have agreed that they will hold the items until you are in a position to make a decision on the future location of the Cawdor Collection.

Once they have the items, NLW will issue you with a temporary deposit agreement for these items and the pedigree which will regularise the position. *[information redacted]* is in regular contact with *[information redacted]* and she will discuss with her how best to get the items to the Library. If *[information redacted]* cannot do this, the Library should be able to make arrangements to collect the items in their secure van.

Can you please confirm that this is all Ok from your perspective?

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**From:** Welsh Government-MALD  
**Sent:** 25 June 2015 15:34  
**To:** Carmarthenshire County Council; Welsh Government-MALD  
**Subject:** Emergency Plan & Log tag Data Analysis

Thank you for sight of the emergency plan for CAS. I have taken a look and I have made some suggestions. Please see the tracked changes in the document that is attached to this email.

However, there are sections of the plan that only someone familiar with the site and building and the archive service can populate e.g. the floor plans, priority lists etc.

It is disappointing that to date, we haven't made as much progress as we would have liked on developing a strong and workable plan. To move things along I would be willing to work with an individual you nominate to help to complete the plan. However, it may be more productive for me to work with a fresh pair of eyes on this. Once the plan has been progressed I would also be willing to come down to CAS and hold a workshop looking at the detail of the plan with the staff and to help them test it against various scenarios to establish how it could work in practice and if there are any areas of weakness which could be addressed.

I am also attaching the next draft of the analysis we have undertaken on the log tag data. It's still a draft and we would wish to tidy it up but for now we are happy to share it with you. If you need any help to interpret the data please let me know.

I understand that you would like to discuss the management of the environment with CAS staff tomorrow – you could use the questions below to guide the conversation.

1. How is the monitoring exercise going in their opinion?
  2. Do they think that the data shows an acceptable improvement of the conditions in any of the strong rooms?
  3. What analysis of the data have they undertaken? Has this caused them any concerns over the welfare of the collections?
  4. Is the equipment satisfactory? Do the log tag readings correspond with the Hanwell system readings? Are they happy with the spread of the loggers across the strong rooms? Do they think they are giving a fair indication of the patterns of the environment? Have they considered moving them around to check other areas of the strong rooms?
  - 5 One of the loggers ( SR3 42F7?) is showing extreme readings. Can *[information redacted]* explain the pattern?
  - 6 Can they talk you through any other unusual or concerning readings / patterns they have noticed? (They should raise a concern over strong room 1 and the fact that we still get readings over 65% RH and significant volatility in both temperature and RH)
  7. Are there any other control measures they think could be implemented to improve matters? (We would advise Improving ventilation, lifting material off lower shelves and floors and away from external walls. Material in SR 1 should be moved the most stable parts of the other strong rooms as space allows).
  - 8 Are they checking the pest traps on a weekly basis (we know they have reverted to a monthly check which is not acceptable)
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**From:** Carmarthenshire County Council  
**Sent:** 13 July 2015 09:45  
**To:** Welsh Government-MALD  
**Subject:** RE: Canova letters

Yes that's fine and hopefully will enable us to draw an appropriate conclusion,

From: Welsh Government-MALD  
Sent: 12 July 2015 16:20  
To: Carmarthenshire County Council  
Subject: RE: Canova letters

Thanks *[information redacted]*. I am going to go back to *[information redacted]* to check that he has tracked the reference to this material from the old catalogue (which I found in *[information redacted]*'s PhD) to the new catalogue. It should be possible to reconcile the two catalogues and check that they have checked all possible boxes. If they can't find the letters then I guess we will have to go back to NMCT but we could decide how best to do this when you get back from leave.

From: Carmarthenshire County Council  
Sent: 10 July 2015 13:52  
To: Welsh Government-MALD  
Subject: Canova letters

Please see attached summary from *[information redacted]*,

From: Carmarthenshire Archive Service  
Sent: 09 July 2015 15:59  
To: Carmarthenshire County Council  
Subject: Canova letters

I don't think there are any missing letters, *[information redacted]* and I have been through every likely box in the Cawdor archive but there are no letters matching the criteria. I think the 52 letters include the extra 20 which are supposedly in all French and Italian but also include letters in English from Thomas Jenkins. *[information redacted]* was quite adamant he had put all the letters together in a box which must be the one I took up to *[information redacted]*.

Between *[information redacted]* and I we think the 52 letters seem to be made up of 28 Canova letters (plus two loose covers), 15 in Italian (plus one loose cover), 4 Thomas Jenkins letters plus one other to Hamilton and one in French. *[information redacted]* reports there are also 4 receipts, two in French and two in English which I have not been able to identify. This adds up, including the loose covers, to the 56 items that *[information redacted]* has.

I remembered that I had copied images of Canova letters from a CD found in *[information redacted]*'s office after he left to the computer hard drive. There were also images of other letters including French and Italian ones. I have sent *[information redacted]* copies of all the relevant images I have located of the letters to see if she can match them up. She has reported back that all the Canova images I sent match up with the letters she has as do the other foreign language letters.

*[information redacted]* does have some letters for which I have not sent images but she has sent photographs back to me and, if need be, I can check the images I have here.

In conclusion it looks as though the extra twenty letters were added twice to the initial total with the four receipts being added as an afterthought.

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**From:** Carmarthenshire County Council

**Sent:** 13 July 2015 14:40

**To:** Welsh Government-MALD; Carmarthenshire County Council

**Subject:** FW: 2015-07-13 Llythyr oddiwrth Prifysgol Bangor ynglun ag Archifau Sir Caerfyddin

**Attachment:** Doc 3

This correspondence appears to have originated from the same conference that *[information redacted]* attended at the National Botanical Gardens. *[information redacted]* was rather taken aback as it has been copied to the Deputy Minister.

You may want to flag up internally together with confirmation of our discussions last week,

From: Carmarthenshire County Council

Sent: 13 July 2015 13:58

To: Bangor University

Subject: 2015-07-13 Llythyr oddiwrth Prifysgol Bangor ynglun ag Archifau Sir Caerfyddin

Er Sylw: *[information redacted]*

Annwyl *[information redacted]*,

Rwyf newydd dderbyn copi o'ch llythyr isod, a newydd trio ffono i drafod y mater ymhellach ond nid oedd ateb ar eich rhif cyswllt.

Allai ofyn i chi gysylltu efo mi ar *[information redacted]* i drafod y mater ym mhellach, a chyn gynteg a phosib.

Fel awdurdod, rhydym wedi clustnogi dros £500k i ddechrau ar y gwaith o ddatrus y broblem yma, problem yr ydym yn gweithio yn agos iawn efo adran MALD o fewn Llywodraeth Cymru ag efo'r Archifau Cenedlaethol i'w ddatrus.

Ma gofal deunydd yr Archifau yn holl bwysig i ni fel awrduddod, a hoffem eich sicrhau bod y mater yn cael ein sylw cyfan.

From: Carmarthenshire County Council  
Sent: 13 July 2015 12:14  
To: Carmarthenshire County Council  
Subject: Letter - Bangor University

This came in today's post.

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**From:** Carmarthenshire County Council  
**Sent:** 13 July 2015 16:15  
**To:** Welsh Government-MALD; Carmarthenshire County Council  
**Subject:** RE: 2015-07-13 Llythyr oddiwrth Prifysgol Bangor ynglun ag Archifau Sir Caerfyddin

In discussion with colleagues in procurement we have agreed the following milestones:

- 31st July – Draft specification shared with procurement team; Procurement resources applied; (Update – the draft specification has been shared and is in further development)
- 31st August – Specification and evaluation criteria finalised and transferred to Invitation to Tender documents; Detail of process confirmed ( i.e. whether the new light touch OJEU regime would be applicable)
- 30th September – Advertising of contract with one month return period for submissions;
- 31st October – Tenders returned;
- 30th November – Evaluation and award of contract completed;
- 15th December – Contract start date.

As discussed we recognise the risk to the collection of being on site in Parc Myrddin over Christmas and will endeavour to accelerate the process to ensure that a complete uplift will take place before then. The specification will stipulate that a complete uplift will be required within one month of the contract award date which we hope to move forward sufficiently in order to achieve this. We will monitor progress against the milestones and are committed to the requirements of TNA in relation to uplift of, cleaning and a scheme for access to public records being agreed for implementation during January 2016.

As also agreed we are happy to accept monthly monitoring by MALD whilst the collection remains on site.

I hope that this will assist,

From: Welsh Government-MALD  
Sent: 13 July 2015 15:30  
To: Carmarthenshire County Council  
Subject: RE: 2015-07-13 Llythyr oddiwrth Prifysgol Bangor ynglun ag Archifau Sir Caerfyddin

Thanks *[information redacted]* – it has reached us as well now. I'll be discussing a response with *[information redacted]*. If you are able to provide me with a date and a possible timeline for the issue and award of the tender for the cleaning of the collection that would be really helpful to us in formulating a response. I know we have discussed it – but I don't want to include anything in a letter that you may not be comfortable with.

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**From:** Welsh Government-MALD  
**Sent:** 13 July 2015 16:18  
**To:** Carmarthenshire County Council; Welsh Government-MALD  
**Subject:** RE: dates for visit

Thank you for this.

I have put Wednesday 22 into my diary. That will give me an opportunity to sit down, go through the plan again and work up an agenda for the session.

I am happy to have the initial meeting with *[information redacted]* and then take action after that. Has he had sight of the draft including my comments? This may give him some context. He may decide that he feels having someone else there from a different dept would be useful once he has had sight of the plan and knows the type of areas we want to look at.

The 7 August would be the better day for me. I have provisionally put it in the calendar. I'm hoping to have a conversation with *[information redacted]* later this week about the NPO 2005 survey methodology. We can hopefully discuss a monitoring proposal on the 7th.

I really hope that you have a relaxing holiday. I will see you in August.

From: Carmarthenshire County Council  
Sent: 13 July 2015 15:44  
To: Welsh Government-MALD  
Subject: RE: dates for visit

I'm pleased to say that my request for *[information redacted]*, Business & Projects Manager, to assist with the emergency plan has been supported.

Both *[information redacted]* and *[information redacted]* are available on Friday 17th July all day if that still suits you? Other than that either 22nd or 24th are also available.

[*information redacted*] also sits on the emergency planning group for the department so will be invaluable in terms of our archive specific plan and identifying appropriate contacts. [*information redacted*] has asked how you would like to approach the initial meeting, from the perspective of whether you would also like colleagues from for e.g. Health & Safety and corporate property available if possible or perhaps whether you would prefer to work through a draft first and explore next steps at the meeting?

I'll await your confirmation and advice on the way forward.

We also agreed that we would meet to discuss the environmental monitoring in early August. [*information redacted*] will be back from annual leave on 4th August and [*information redacted*] is off from 6th to 14th August. Perhaps a meeting with [*information redacted*] on either 6th or 7th August (I'll be in Carmarthen both days and whilst I won't be able to be in the archive all day will be able to call in during either day) then a possible meet with TNA the following week?

(Please ignore my out of office until close tomorrow, when I will be finishing for my holiday!)

I'll look forward to hearing from you

From: Welsh Government-MALD  
Sent: 10 July 2015 08:47  
To: Carmarthenshire County Council; Welsh Government-MALD  
Subject: dates for visit

Good news, our system is back on line!

Thank you for your time yesterday.

The dates I can make in July are 17,20,21,22,24 or 29.

I look forward to hearing from you about the most suitable one.

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**From:** Welsh Government-MALD  
**Sent:** 22 July 2015 13:49  
**To:** Glamorgan Archives; Carmarthenshire County Council; Welsh Government-MALD  
**Subject:** Carmarthen

[*information redacted*] and I met with [*information redacted*] in Carmarthenshire on Monday and we discussed with him the urgent need for the service to re-instate some access to the Carmarthenshire collections as soon as possible.

I mentioned to [*information redacted*] that I had briefly discussed with you last week the possibility of your staff producing a basic shelf list of the volumes you hold for

Carmarthenshire. This list could be made available to researchers who could then order and consult items in the Glamorgan Archives search room.

It would be extremely helpful if you could let us have as soon as possible a cost for the production of the shelf list. [information redacted] would also need to know the price you would charge for each production.

We also discussed with [information redacted] the possibility of MALD bringing in some additional professional support to ensure that the uplift, cleaning and return of the items is well managed. It occurred to us that [information redacted] might be interested in this work. Now that she has retired I don't have her contact details – but I wonder if you are in touch with her could you ask her to give either me or [information redacted] a ring to discuss this if she is interested.

Thanks very much.

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**From:** Welsh Government-MALD

**Sent:** 22 July 2015 13:21

**To:** Carmarthenshire County Council; Welsh Government-MALD

**Subject:** Carmarthenshire Archive Service - meeting 20 July

Thank you for the opportunity to meet with you ahead of the West Wales partnership meeting on Monday – we hope it was a useful from your perspective.

As we discussed, following the recent publicity regarding the situation of the service The National Archives' already significant concerns for the management of the collection have been given additional focus. Unfortunately [information redacted] from TNA was unable to attend the meeting we held with [information redacted] and service staff on 9 July, but we have consulted with him regarding their key areas of concern and what actions we can potentially take to support you to address these.

We understand that TNA will be writing formally to you shortly, and that their requirements are likely to fall within the following three areas:

1. Assurance regarding the effective management of risks to the collection at Parc Myrddin

Key concerns here are around the development of an appropriate Emergency Plan covering the collections while they remain on site, and with regard to ongoing environmental monitoring, and assurance that the condition of the collections is not continuing to deteriorate.

As discussed, [information redacted] will provide ongoing support for the development of the Emergency Plan, and will visit on a monthly basis to facilitate the production of an environmental report to TNA, and to look at the changing condition of the collection.

## 2. Confirmation of progress regarding the cleaning and removal of the collection

We understand that the funding for this has now been secured, and that a timetable for the procurement of the work is in place. TNA are aware that these processes are in hand, and will be seeking assurance that the removal of the collection will be completed / substantially in hand by Christmas 2015.

As discussed, there are a number of logistical issues that will need to be addressed to ensure that the removal of the collection proceeds smoothly, including: prioritisation of material for removal; ensuring that all material is appropriately packaged to ensure that it is not damaged while in transit; establishing intellectual control over the process, to ensure that the whereabouts of material, what has been transferred, where and when, is clear. We will discuss with *[information redacted]*, Director of MALD the possibility of providing some financial support to bring in external professional expertise to support the service to organise the uplift; we understand from our discussions that Carmarthenshire will also seek to provide additional resources to support this work.

## 3. Agreement on arrangements for providing access to the collection

Recent publicity has highlighted the inaccessibility of the collection. While TNA has been content for the authority to focus its attention on safeguarding the collection and ensuring its future preservation, the issue of access is becoming a key concern, and they will be looking for assurance that measures are being put in place.

As a first step we discussed potential arrangements for Glamorgan Archives to provide access to the cleaned material that has been returned to them; in order to do so they will first need to establish what they hold. We have contacted *[information redacted]* and she will be in touch to provide you with information on the cost for her staff to produce basic lists of what is held (sufficient to inform the public of what is available, and enable its production to users), she will also confirm the cost for actual production of items for access on-site in the Glamorgan Archives' searchroom. A similar process could then be undertaken for other material as it is returned to Glamorgan / Richard Burton Archives in the future, with information on what is accessible posted on the Carmarthenshire Archives' website.

The National Archives will be in touch shortly to set out in more detail their requirements in these areas. We will continue to work with you and *[information redacted]* to take forward the actions discussed above, and to provide assurance to TNA that their concerns are being addressed.

If there are any issues you would like to discuss further please let us know; we could meet you and / or *[information redacted]* ahead of the meeting with Trinity St. David on the afternoon of the 29th if that would be helpful. To confirm, *[information redacted]* and I are both currently available on the 29th to join you at 3pm; if plans change then one or the other of us will attend.

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**From:** Welsh Government-MALD  
**Sent:** 23 July 2015 10:00  
**To:** Carmarthenshire County Council; Welsh Government-MALD  
**Subject:** FW: Carmarthen

*[information redacted]* sent through the following quote yesterday. I would be very inclined to accept it if you can find the £1600 or so. If we can move quickly on this, based on *[information redacted]*'s estimate of the time required to complete a basic list of the material, then it should be possible to make this material accessible from perhaps 1 September or thereabouts – and details of the arrangement could be released to the public earlier.

The charge of £2 per retrieval from the strong room also seems like good value.

Let me know if you want to discuss.

**From:** Glamorgan Archives  
**Sent:** 22 July 2015 16:29  
**To:** Welsh Government-MALD  
**Subject:** RE: Carmarthen

My staff have completed the trial shelf location work and estimate it will take 2 people 70 hours to complete. Using operational staff this will cost £11.45 an hour producing a total of about £1,600. Once we have confirmation that the cost can be met the work will commence and should be done within 3 weeks, allowing for absences and the need to cover our own public service. Production is charged at £2 per production, that's each visit to the strong room not each item produced.

I attach the trial location database to give you an idea of the problems encountered in assembling the information. Not all volumes have reference codes although there are numbers on slips inside the covers; I think these are Harwell crate numbers? All the data present has been collected in case it helps to identify items. If there are catalogues it might be helpful to have copies, especially if they are in any kind of electronic format. The locations database would be given to Carmarthenshire when the volumes are removed to assist in building a comprehensive system in the future.

The volumes will not be bar coded as hardly any have packaging. Which another thing the Carmarthenshire team might want to consider in the future.

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**From:** Welsh Government-MALD  
**Sent:** 24 July 2015 09:19  
**To:** Carmarthenshire Archive Service; Carmarthenshire County Council  
**Subject:** Emergency Planning Notes: 22 July 2015

Many thanks for meeting with me on Wednesday. Here are the notes from the meeting.

## Key points

- It was agreed that the CAS emergency plan should reflect current council policy on general emergency planning, press liaison, H&S, risk assessment & procurement.
- A floor plan should be included in the EP, showing the information requested in Appendix C.
- Accommodation is to be sourced should there be a need for the immediate storage of objects during salvage.
- Accommodation is to be sourced should there be a need for the medium / long term storage of items.
- The CAS Emergency plan needs to be communicated to property services, civil contingency, press office and higher level management.
- All individuals named in the plan need to be made aware of the plan and their role in it.
- The CAS emergency plan needs sign off from senior management on the Emergency Planning Committee.

## Action points

*[information redacted]* It was agreed that *[information redacted]* would start a dialogue the individuals who need awareness and involvement in the CAS emergency plan and process. The following individuals have been identified as being able to contribute to the CAS EP:

- *[information redacted]*

It was agreed that *[information redacted]* would make enquiries about the use of the control room in block 5. This room would be used to manage an large scale emergency affecting the archive.

*[information redacted]* would also make enquiries about which locations may be possible to use for triage, salvage and storage. The possible locations should be compiled into a list that can be investigated in the event of an emergency. This list should be included by *[information redacted]* in Appendix K of the plan

*[information redacted]* to make enquires about the current suppliers of various equipment to CCC including marquee hire.

*[information redacted]* It was agreed that *[information redacted]* would review the content of the plan and make changes as recommended.

## The changes are:

- Include a summary of the procedures. This summary should include the ERC and CSL details, the procedures for staff to follow in the event of an emergency in and out of hours, and the procedures for starting salvage.
- Identify the current council policy on press liaison, H&S, dealing with difficult people. Ensure that the procedures outlined in the CAS EP reflect current CCC policy.
- Outline a procedure for keeping track of people moving in and out of the archive during opening hours. Although the archive is closed, contractors and staff from CCC are likely to enter the site. Implement the procedure.

- Identify first aiders on site and include their details in the plan (Archive staff to source first aid training)
- Identify the emergency salvage equipment already on site or available to staff through the council and list it in Annex D.
- Identify the emergency equipment that may be required. It must be listed and the suppliers identified. It would be helpful to speak with possible suppliers and confirm how quickly they could deliver equipment. As the BSU is likely to aid CAS in obtaining the items, it would be helpful to source detailed descriptions and code numbers for specialist material. This would speed up the procurement of equipment if it was ever required.
- Update the contact list (Appendix A) to include *[information redacted]* and the caretakers. Consider who would need to be contacted in the first hour of a major emergency (*[information redacted]*) and include them in the list. Update the additional personal / response team members
- Update the priority lists. Provide information to aid the salvage of priority collections.
- Obtain an up to date floor plan and populate it with the information outlined in Annex C
- Confirm the maximum space required for the salvage of collections (think about the space required for the creation of wind tunnels)
- Review the layout of the plan. Consider the layout of hard copies of the plan. Would the use of dividers be helpful? Would single side printing be helpful?

#### Time scale

It was agreed to work to the following:

- *[information redacted]* to revise the plan and make the recommended changes. Deadline: 29 July
- *[information redacted]* to arrange a meeting with colleagues in H&S and Civil Contingency. Changes to be made to the plan as appropriate. Wider circulation to be agreed. Deadline: end of August 2015
- *[information redacted]* to arrange a meeting with *[information redacted]* and MALD to discuss the content of the emergency plan. Content to be agreed. Deadline: Friday 4 September
- *[information redacted]* to submit the plan to the CCC Emergency planning committee for sign off. Deadline: In time for their next quarterly meeting

I have attached the risk assessment document we created for our salvage training days for you to consider and adapt for your purposes. I have attached electronic copies of the Emergency Response Team Identification list and the scenario we covered in the session.

I hope that this is all okay. Any questions or comments, please let me know.

**From:** Carmarthenshire County Council

**Sent:** 06 August 2015 13:04

**To:** Welsh Government MALD

**Subject:** RE: Carmarthenshire Archive Service - meeting 29 July

Yes this is fine thanks.

I would anticipate a project initiation meeting at the outset to agree the manner and detail of reporting throughout the contract period – not sure whether you want to include this too.

As discussed I would be grateful if you would speak to *[information redacted]* in regard to the potential presence of *[information redacted]* on the premises albeit under my supervision and monitoring,

From: Welsh Government-MALD  
Sent: 05 August 2015 09:39  
To: Carmarthenshire County Council  
Subject: FW: Carmarthenshire Archive Service - meeting 29 July

Hope all is well and that you've been able to ease yourself back into working mode. Just wondered if you'd had a chance to look at this yet? I can then get the invitation to tender sent out to *[information redacted]*.

From: Welsh Government-MALD  
Sent: 28 July 2015 10:27  
To: Carmarthenshire County Council; Welsh Government-MALD  
Subject: Carmarthenshire Archive Service - meeting 29 July

Ahead of our meeting tomorrow, please find attached a draft specification for the external professional support for CAS referenced below, as a basis for discussion. (Please note this is an early draft, which *[information redacted]* hasn't had a chance to review yet). We are also confirming with *[information redacted]* the position with regard to funding this work.

We look forward to meeting with yourself and *[information redacted]* tomorrow, and should be with you by 1.30pm, ahead of the subsequent meeting with Trinity St David at 3pm.

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**From:** Welsh Government-MALD  
**Sent:** 10 August 2015 11:23  
**To:** Carmarthenshire County Council; Welsh Government-MALD  
**Subject:** RE: Carmarthenshire Archive Service - meeting 29 July

Thanks for your confirmation re the specification, which we will be issuing shortly to *[information redacted]*.

To confirm, I have spoken to *[information redacted]* and she is content to work with *[information redacted]*, with your additional supervision and monitoring.

*[information redacted]* is currently on holiday, but we would hope to complete the appointment process and agree next steps by 21 August.

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**From:** Carmarthenshire County Council  
**Sent:** 11 August 2015 09:53  
**To:** Welsh Government-MALD  
**Subject:** FW: Carmarthenshire Archives Service

For info.

I spoke to *[information redacted]* last Friday and we agreed that we would have a full conversation and devise an appropriate action plan to respond to the conditions contained in the letter on Friday coming.

I assume you have a copy?

**From:** Carmarthenshire County Council  
**Sent:** 11 August 2015 09:51  
**To:** The National Archives  
**Subject:** RE: Carmarthenshire Archives Service

Thank you for your correspondence for which I am writing to acknowledge receipt at this juncture.

I'll look forward to seeing you on Friday,

**From:** The National Archives  
**Sent:** 11 August 2015 09:05  
**To:** Carmarthenshire County Council  
**Subject:** Carmarthenshire Archives Service

Please find attached a letter regarding the place of deposit visit made last year which has also been sent in the post.

Also attached is a link to our disclosure log for information.

<http://www.nationalarchives.gov.uk/foi/foi-information-requests.htm>

I look forward to meeting again soon.

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**From:** Carmarthenshire County Council  
**Sent:** 21 September 2015 17:12  
**To:** Welsh Government Adviser; Carmarthenshire Archive Service; Welsh Government-MALD  
**Subject:** RE: Action Plan 2

To add to the discussions on Wednesday I would like to

1. Consider and agree a position statement on accessions during our period of closure;

2. Discuss the resourcing and response to TNA letter from *[information redacted]* dated 18th September and forwarded under separate cover;
3. Agree an update to the website for the collections now available for access at Glamorgan Archives – for release and update Thursday 24th September;
4. Set timelines for the release of further information in relation to the collections at Glamorgan archives

*[information redacted]* – you may need to involve the team in preparation in advance of our meeting in order to expedite matters. I would be grateful for draft proposals in advance of my attendance from around 3pm on Wednesday.

I look forward to seeing you both then,

From: Welsh Government Adviser  
Sent: 21 September 2015 16:56  
To: Carmarthenshire Archive Service; Carmarthenshire County Council; Welsh Government-MALD  
Subject: Action Plan 2

Please find attached several documents

- a review of the first Action Plan issued, with those elements completed on my last visit marked accordingly
- the second Action Plan for CAS staff - again listed in order of priority
- the list of measures of boxes and additional information required for the cleaning specification

I realise it is only a couple of days before I am in the office again, so I feel sure we will be able to tick off many of the tasks listed. As *[information redacted]* is now back at work I think it would be useful to have a brief meeting of all staff on Wednesday. How about meeting at 10.45 with our coffee? Could I ask you to arrange that?

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**From:** Carmarthenshire County Council  
**Sent:** 21 September 2015 12:35  
**To:** The National Archives; Welsh Government-MALD  
**Subject:** RE: Carmarthenshire Archive Service

Thank you for your e-mail and letter for which I am writing to acknowledge receipt and confirm our satisfaction with the content. We will ensure that you receive regular monthly updates.

From: The National Archives  
Sent: 18 September 2015 09:57  
To: Carmarthenshire County Council; Welsh Government-MALD  
Subject: Carmarthenshire Archive Service

Please find attached our advisory letter following the meeting we had on 14 August. A copy is in the post.

I will be in touch soon regarding a date for our Director's visit.

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**From:** Welsh Government-MALD

**Sent:** 30 September 2015 14:47

**To:** Welsh Government Adviser; Welsh Government-MALD; Carmarthenshire County Council

**Subject:** RE: CAS material at Harwell

I spoke with *[information redacted]* about this earlier this morning.

This was what she sent *[information redacted]* back in June.

We are left with 232 volumes which are more severely affected by mould and as such fall outside the scope of the original quotation as they require more than the superficial clean but instead page by page cleaning. This treatment is important to stabilise them.

The cost per volume will be £18 so the cost of dealing with them all would be £4,176 + VAT.

*[information redacted]* said that she would get someone to list the volumes and send that on to us. As far as I am aware she is travelling down to CAS tomorrow for the purpose of the tender so it may be worth speaking with her then.

From: Welsh Government Adviser

Sent: 30 September 2015 13:49

To: Welsh Government-MALD; Carmarthenshire County Council

Subject: CAS material at Harwell

Thanks for the telephone conversation earlier this week.

The question I forgot to ask was about the CAS material still at Harwell. Is there any indication how much is still there and what plans there are to move them on? *[information redacted]* is working on the database of records held at GA with the idea of making as much accessible as possible. It is becoming clear that each series of records has several volumes missing - presumably at Harwell. Potentially researchers are not going to be happy when they find a series is available with the exception of the volume they want to see. Catalogues are being typed up show which volumes are available and which are not, but any timetable for the entire series to be available would be helpful.

Looking forward to seeing you on 21 Oct.

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**From:** Welsh Government-MALD  
**Sent:** 01 October 2015 22:54  
**To:** Carmarthenshire County Council  
**Subject:** Storage of Collections

Further to recent discussions, and our meeting with University of Wales Trinity St David earlier this summer.

Following this meeting *[information redacted]* and *[information redacted]* visited the Roderic Bowen Library and Archive to update our knowledge of the service and its facilities / activities. They met with *[information redacted]*, the Librarian with overall responsibility for the service, and had the opportunity to review the storage and access facilities.

The service benefits from purpose built storage facilities, with environmental control (air conditioning) – the environment appears stable and within accepted parameters for PD5454 – and the storage areas appear well managed. We understand that there would be the potential to free up space within this area to accommodate additional material. (We did not discuss the actual amount of space that could be made available).

For access purposes there is a large room adjacent to the storage areas, with secure access and room for c.20 researchers, and book cushions etc. on hand. The room has CCTV and we understand that users are supervised, but the facility isn't currently set up for regular public access, and appears to work on an appointment basis.

We weren't able to review policy or management documentation as part of this visit; copies of policies were requested for information purposes but have not yet been received. At present the service has no plans to go forward for Archive Service Accreditation.

If Carmarthenshire Archive Service is seeking secure, and environmentally controlled storage for elements of its collection, the Roderic Bowen Library and Archive could provide suitable facilities. At the moment however we would have concern regarding the provision of access services, if these were also required, as the service is not currently managed by a qualified archivist, and existing arrangements are predicated on relatively low levels of use.

We are mindful of the need for Carmarthenshire to put in place arrangements to facilitate access for users as soon as possible, and the need in particular to reassure The National Archives that designated public records are being appropriately managed and made accessible. The facilities at Lampeter are not currently approved for the custody of public records as they do not hold any designated records. If TNA were to be asked to consider the appointment of the Roderic Bowen as a place of deposit for Carmarthenshire holdings, reassurance would be required that appropriate facilities, and management arrangements (including policy and procedural documentation) were in place to manage both the preservation and access requirements for public records holdings.

As ever we are happy to discuss this issue further with you.

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**From:** Welsh Government-MALD  
**Sent:** 01 October 2015 23:28  
**To:** Carmarthenshire County Council  
**Subject:** Confidential - Suggestions for report

In terms of an options appraisal for the future location of the archive service I would consider the following.

The West Wales Partnership offers the service the opportunity to work with and benefit from the expertise of two highly regarded archive services. Both services are led by experienced archivists who, along with their staff, have established track records of excellent service delivery, fundraising, partnership work, and of leading all-Wales projects on behalf of both the Archives and Records Council Wales, and MALD.

Access to this type of expertise and experience is critical to the recovery of CAS. In addition to the outbreak of mould and the overall condition of the collection, over time both TNA and MALD have drawn attention to significant weaknesses in the archive service in Carmarthenshire. These include the backlog of cataloguing, the poor quality of some older catalogues, the lack of a web-site, no on-line access facilities, lack of outreach work and partnership working, no effective collection development activities, an almost total absence of the policy documents and procedural guidance, lack of progress towards addressing the needs of born digital records, or the development of a digitisation strategy for historical collections.

The West Wales partnership offers the opportunity for the authority to access/utilise the expertise and resources of the other partners to address these issues, rather than attempt to resolve them independently. The current staffing and budget allocation of CAS make this a challenging (and maybe impossible?) task.

A new shared facility could not only secure the future preservation of the collections, but also be transformational in terms of service provision and delivery. Benefits include the opportunity to develop large scale digitisation projects (either done in-house or through arrangements with commercial partners), to improve and broaden access to collections, the development of specialist facilities such as conservation, digital services, education, outreach and community engagement, the potential to exploit the fundraising opportunities presented through a partnership with a research-led university, and not least the bringing together of related collections to create a world class research resource.

Hope this is helpful – its dashed off in a bit of a rush I'm afraid. See you tomorrow.

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**From:** Carmarthenshire County Council  
**Sent:** 28 October 2015 17:38  
**To:** The National Archives; Welsh Government-MALD; Welsh Government Adviser  
**Subject:** RE: Carmarthenshire Archives

Thank you for your e-mail.

To confirm our telephone conversation I am pleased to report that the procurement of the contract for cleaning services remains on track. Evaluation will be taking place this week which will enable us to advise all tenderers of the award decision by the original target of 5th November. There is then a 10 day standstill period before we can award on 16th November with contract commencement anticipated one week following to allow for an inception meeting to take place. If all goes to plan with the tenders the collection will be uplifted before Christmas.

With regard to public access you will be aware that around 6300 volumes are now securely stored at Glamorgan Archives. We are working through a location database of the material at Glamorgan and producing lists of series of collections which are being made available for public inspection incrementally. Initially the vehicle licensing documents and shipping records became available for public inspection at the end of September followed by the Court of Quarter Sessions, and records of Carmarthen Rural District Council and District Council minute books. The following links will take you to the update of the Council website

[http://newsroom.carmarthenshire.gov.uk/news-archive/2015/09/some-of-carmarthenshire-archives-are-back-on-view/#.Vi4\\_j0pFB1s](http://newsroom.carmarthenshire.gov.uk/news-archive/2015/09/some-of-carmarthenshire-archives-are-back-on-view/#.Vi4_j0pFB1s)

[http://newsroom.carmarthenshire.gov.uk/news-archive/2015/10/archive2/#.Vi4\\_nUpFB1s](http://newsroom.carmarthenshire.gov.uk/news-archive/2015/10/archive2/#.Vi4_nUpFB1s)

The indexes themselves will be hosted on the archives section of our website following translation. We currently anticipate that this will be resolved by the 13th November. The lists for all five collections are available in Glamorgan Archives albeit as finding aids rather than as a document hosted either on their website or electronic catalogue at present.

Finally I would be happy for you to contact *[information redacted]* who will be able to assist in regard to the Charity Commission records,

From: The National Archives  
Sent: 28 October 2015 13:42  
To: Carmarthenshire County Council  
Subject: Carmarthenshire Archives

We have had contact with BBC Wales and been in touch with Carmarthenshire's Press Office. You are no doubt aware of all the media activity and may also have been involved in today's meeting with the stakeholder group. (I hope it went okay.)

It would be helpful if we could have a summary update of the current state of play regarding preparation for the uplift and provision for access so that I can keep our Chief Executive informed and make sure we can respond to any further media and public interest on the basis of accurate information. We remain supportive of the County Council's plan and this information will give us the necessary assurance. Perhaps I could also contact *[information redacted]* separately for details of her work to date.

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**From:** Welsh Government-MALD

**Sent:** 04 February 2016 13:20

**To:** Carmarthenshire County Council; Welsh Government Adviser; Welsh Government-MALD

**Subject:** RE: Strategic Development Framework for CAS

Thank you for your time earlier – as discussed, please find below a brief summary of our discussion.

Update from *[information redacted]* re current planning – notably identification of potential for redevelopment of the Carmarthen Library site, with impetus to develop firm plans for presentation to Council, probably in April, before entering contractual agreements from May. The site would include a new build element for archival storage, integrating access delivery into the existing building alongside the library service. The Council will be appointing architects shortly, with a meeting planned for 17 February to discuss the type of accommodation that the archive service might need.

It was noted that in developing plans thought would need to be give the kind of service Carmarthenshire would be seeking to deliver / how this service would meet the changing needs and expectations of users. *[information redacted]* confirmed that they would need to brief the Design Team in terms of what was 'core' to on-site delivery, and to consider how the more 'desirable' requirements could best be delivered – in which context partnerships, e.g. through West Wales could be key for future development. Partnership delivery could provide the mechanism for delivering specialised elements, such as digitisation services, online provision etc., with the on-site service acting as a local hub.

*[information redacted]* noted that it was for the authority to determine a sustainable solution for the service that was 'fit for purpose', but that the Welsh Government and The National Archives would need to be assured that in addition to the capital underpinning site development, that there was a commitment from the authority to the ongoing revenue funding of the service at a level sufficient to deliver on the Strategic Development Framework (developed *[information redacted]*), ensuring that the service was positioned to meet the Archive Service Accreditation Standard.

Key tasks for *[information redacted]*'s commission were discussed and prioritised as follows:

1. Interim Section 60 scheme for submission as soon as possible. *[information redacted]* to draft a letter for agreement with *[information redacted]* outlining the interim arrangements now in place for the service, confirming that the uplift has been completed, that cleaning is ongoing, and that the collections will be returned to the custody of two accredited services, where access can be provided to the original documents – noting also the scope of service delivery operating within Carmarthenshire. Draft to be discussed with MALD and final letter to be addressed to the Deputy Minister asking him to accept these interim arrangements under Section 60, with a commitment to produce a full Scheme once the options for future service delivery have been considered and firm plans are in place.

2. Oversight of preparation for delivery of interim service – working with CAS staff and with Glamorgan Archives / Richard Burton Archives to clarify requirements for access, and the role of CAS staff during the process of material being returned from Harwell. To include ensuring that the requirements for future access are identified and work plans put in place to deliver an access service at the interim sites, and development of a communications plan.
3. Delivery of Strategic Development Framework - review of development needs, and planning for activity during the period while the service is being delivered from these alternative sites, including identification of outline resource requirements to bring the service up to an acceptable baseline level in achieving intellectual control over the collection.
4. Advice on future service delivery requirements – providing outline professional advice to *[information redacted]* on requirements for the development of a new site (to feed into the Design Team), and on the revenue resourcing (in terms of staffing levels) required to deliver an acceptable baseline service in line with the service's statutory duties and achievement of the Archive Service Accreditation Standard. N.B. While *[information redacted]* can provide initial guidance in these areas, more detailed work will be required in due course, to firm up requirements in line with emerging plans for development.

Please let me know if you have any edits to the above. Otherwise, we look forward to further discussions as things progress.

From: Welsh Government Adviser  
Sent: 04 February 2016 09:37  
To: Carmarthenshire County Council; Welsh Government-MALD  
Subject: Strategic Development Framework for CAS

I have attached a copy of the executive summary of the Strategic Development Framework and its recommendations. The annotations I have inserted suggest areas of work you want me to undertake depending on how you see the priorities. I am circulating this as it may be useful in our discussions this morning.

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**From:** Carmarthenshire County Council  
**Sent:** 19 April 2016 15:29  
**To:** Welsh Government-MALD; The National Archives; Welsh Government Adviser  
**Subject:** RE: Carmarthenshire Archive Service - update meeting

Thanks for co-ordinating and confirming the date of this meeting – can I suggest that we hold the meeting at Carmarthen Library which is the currently proposed preferred location for Carmarthenshire Archive Service.

*[information redacted]*

The Executive Board Members will be considering a report on potential sites on 25th April and this identifies Carmarthen Library as the forerunner. The plan is that the archive repository will be a new build extension to the rear of the library whilst consideration is being given to whether the customer facing elements could be delivered on the same level as the current reference / local studies and history section. I'm attaching a link to the report and would be grateful for any comments that you wish to make

<http://democracy.carmarthenshire.gov.wales/documents/s5505/SUMMARY.pdf>

I hope that a visit to the building in May will give you a good feel for the proposal on top of which I should be able to share some concept drawings and high level costs. Your combined experience and input as the design progresses will be invaluable.

I'll look forward to our meeting and should you have any comments to make on the report then I would be pleased to hear from you,

From: Welsh Government-MALD

Sent: 19 April 2016 09:06

To: Carmarthenshire County Council; The National Archives; Welsh Government Adviser; Welsh Government-MALD

Subject: Carmarthenshire Archive Service - update meeting

Many thanks for confirming your availability for the above. We'll be meeting on Wednesday 11 May in Carmarthen from 2pm – we'll be in touch to confirm any further details re venue etc. in due course.

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**From:** Carmarthenshire County Council

**Sent:** 05 September 2016 11:45

**To:** Welsh Government-MALD

**Subject:** Catch Up This Morning

**Attachments:** Doc 4 and Doc 5

Thanks for the catch up this morning and for your appreciation of our proposals to move the service forward.

As discussed I'm attaching correspondence received from FOCA together with a DRAFT response for info. The list of people circulated with the correspondence from FOCA is on the second page of the letter and I've just noticed Angela Burns is indeed one of the AM's copied,

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**From:** Carmarthenshire County Council

**Sent:** 19 December 2016 11:55

**To:** Welsh Government-MALD; The National Archives

**Subject:** Carmarthenshire Archives

It's been a very busy run into Christmas so my sincere apologies for the delay in replying.

On a positive note we have had some lively debate with the Director around the development of the Archives scheme at Carmarthen Library and he remains wholly supportive and dare I say it excited by the proposals despite some challenges with the configuration and costs!

In terms of the cleaning contract I expect that by the time we meet the majority of the collection will have been returned although we still face some challenges in regard to providing sufficient information on the availability of our collections, which we are working through.

In terms of a meeting do any of the following dates suit?

Wed 25th Jan – PM

Thurs 26th Jan – PM

Fri 27th Jan – AM or PM

I look forward to hearing from you,

With best wishes for a Merry Christmas and Happy New Year

From: Welsh Government-MALD

Sent: 25 November 2016 11:34

To: Carmarthenshire County Council; The National Archives

Subject: RE: Carmarthenshire Archives

I would also welcome the opportunity to catch up with you on progress if not before Christmas then very early in the New Year. Are you able to suggest some dates please?

From: The National Archives

Sent: 18 November 2016 13:50

To: Carmarthenshire County Council; Welsh Government-MALD

Subject: Carmarthenshire Archives

I hope you are well. It is some time since we met at Carmarthen Library in May this year and I would find it helpful to review the current position and plans affecting Carmarthenshire Archives. Would it be possible for me and MALD colleagues to meet you in Carmarthen fairly soon? I realise that a date between now and Christmas may be difficult to find but perhaps we could fix a time in early January if there are no opportunities in December.

We saw some early ideas for the design on 11 May and the site visit suggested that a project mixing a conversion and new build for the repository was feasible. We also discussed locating the archive search room in the existing library building rather than the

proposed additional block which would allow for greater storage capacity, a simpler arrangement of functions and better work flows and public orientation.

As part of our regular liaison it would also be useful to cover the progress made with cleaning the collection and making it accessible.

I would be very grateful if we could find a date convenient for all soon.

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**From:** Carmarthenshire County Council  
**Sent:** 22 February 2017 12:10  
**To:** Welsh Government-MALD  
**Subject:** RE: Carmarthenshire Archive Service  
**Attachment:** Doc 6

Attaching the confirmed brief with one minor amendment relating to the current state of play on the cleaning contract – all material due to have been returned by 31st March.

I will forward dates shortly following some feedback from the design team lead. The design team are also keen to join us on a trip to Hereford.

Today is an archives day – so I hope to be back in touch shortly.

**From:** Welsh Government-MALD  
**Sent:** 20 February 2017 16:31  
**To:** Carmarthenshire County Council; Welsh Government-MALD  
**Subject:** FW: Carmarthenshire Archive Service

Please could you confirm if you are content for us to proceed with the proposal for commissioning specialist support (attached below). If the work is to go forward in this financial year we need to proceed as soon as possible.

We look forward to hearing from you on this and the other points noted in the email below.

**From:** Welsh Government-MALD  
**Sent:** 15 February 2017 10:07  
**To:** Carmarthenshire County Council; Welsh Government-MALD  
**Subject:** Carmarthenshire Archive Service

As discussed with *[information redacted]* yesterday, please find attached a draft specification for commissioning some further support for the service.

*[information redacted]* can be contacted via the National Conservation Service of which he is the Director – see: <http://www.ncs.org.uk/contact.php>

Finally, [information redacted] asked if you could send us some options for dates for the focus groups – if you also have potential dates for a visit to Herefordshire we can also set this up.

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**From:** Welsh Government-MALD

**Sent:** 28 February 2017 15:53

**To:** Carmarthenshire County Council; Welsh Government-MALD

**Subject:** RE: Carmarthenshire Archive Service

We've confirmed Tuesday 14 March with Herefordshire, and [information redacted] also has this in her diary. [information redacted] will be in touch with regard to sorting out detailed arrangements for this with you, as I'll be off for 3 weeks from the 10th March, and am in and out of the office a lot leading up to that date.

With regard to the focus groups, could you liaise with [information redacted] over these as well – she'll be in touch to discuss with you.

Finally, just to confirm that we have now commissioned [information redacted] with regard to the support work previously discussed, and she will be in touch to make arrangements to meet with you to review the service position.

**From:** Carmarthenshire County Council

**Sent:** 24 February 2017 14:47

**To:** Welsh Government-MALD

**Subject:** RE: Carmarthenshire Archive Service

I've sounded out the design team on these dates and we are now down to 14th March. Would you like me to propose some further dates the following week?

**From:** Carmarthenshire County Council

**Sent:** 23 February 2017 16:27

**To:** Welsh Government-MALD

**Subject:** RE: Carmarthenshire Archive Service

Our design team are keen to visit Hereford in order to further inform their progress.

Likely attendees from Carmarthenshire will be

[information redacted] – CCC Design Team lead

[information redacted] – Acanthus Holden Architects

[information redacted] – SABA Consultants (M&E)

Myself & 1 member of the Library / archives team

Plus I hope yourselves?

On that note we are looking at dates w/c 13th March – and propose either 14th March or 16th March if that's convenient with you and Hereford? Would you be good enough to pick

up as the link with Hereford *[information redacted]* and once we know whether either are convenient I'll circulate at CCC end?

With regard to the focus groups I've asked that we consider planning and availability for the w/c 20th March. It would be very useful *[information redacted]* if we could meet before then to plan the format of these groups to get best value from them. Would appreciate your thoughts. We're on delightful skype now if a video call would be easier and you too have the capability!!

I'm in the office tomorrow if you would like to call to discuss,

From: Welsh Government-MALD  
Sent: 22 February 2017 12:32  
To: Carmarthenshire County Council; Welsh Government-MALD  
Subject: RE: Carmarthenshire Archive Service

Thanks *[information redacted]* – will make that amendment and forward a formal request to quote to *[information redacted]*. We've amended the project dates to run from 1 March 2017 to allow for her to respond and us to agree any formal commission.

Look forward to hearing from you with the dates . . .

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**From:** Carmarthenshire County Council  
**Sent:** 08 March 2017 17:29  
**To:** Welsh Government-MALD  
**Subject:** RE: Carmarthenshire Visit

Text received back from translation yesterday, *[information redacted]* needs to agree the format with the communications team tomorrow and the website will be updated as soon as possible after that.

From: Welsh Government-MALD  
Sent: 08 March 2017 11:01  
To: Carmarthenshire County Council; Welsh Government-MALD  
Subject: RE: Carmarthenshire Visit

Thanks for making contact with *[information redacted]*.

I have just looked again at the web pages for the archive service on the County Council web site. So far as I can see these pages haven't been updated since November 2016 – something which we agreed was an urgent priority when we met in January and I'm afraid that my patience is wearing a bit thin on this one.

The information relating to Glamorgan Archives is very incomplete and there is no mention whatsoever that material has been transferred to Swansea University Archives. Can

something be done about this? I am very concerned that the authority is laying itself open to criticism for not keeping users updated on the location and availability of collections – and that both WG and TNA could also be criticised for inaction on the matter.

Happy to discuss.

From: Carmarthenshire County Council  
Sent: 08 March 2017 09:55  
To: Welsh Government-MALD  
Subject: RE: Carmarthenshire Visit

Yes that's great thanks.

Are you free this afternoon for a chat? I'm hoping to speak to *[information redacted]* around 2pm so sometime around 3pm?

From: Welsh Government-MALD  
Sent: 08 March 2017 09:50  
To: Carmarthenshire County Council; Welsh Government-MALD  
Subject: RE: Carmarthenshire Visit

Can you confirm that a 10:am start on Tuesday 14 March is good for you? I'll firm up the arrangements with *[information redacted]*.

From: Welsh Government-MALD  
Sent: 01 March 2017 16:01  
To: Carmarthenshire County Council; Welsh Government-MALD  
Subject: Carmarthenshire Visit

I contacted *[information redacted]* in Hereford about a visit to the Archive and I sent her the list of possible attendees for her information. She would be happy to host us. I suggested a 10:00 for 10:15 start, would that suit you? Here is a draft agenda:

10:00 – Arrival  
10:15 – Start a tour of the facilities  
11:30 – PassivHaus certicator / Architect talk  
12:00 – Discussion  
13:00 - finish

*[information redacted]* has spoken with the architect of the building, *[information redacted]*, and he is keen to attend and speak with us about the design of the building. She is in the process of contacting *[information redacted]* the PassivHaus certicator to see if he can join us.

Let me know how this sounds. Also, how would you like to proceed with the arrangements for a focus group? We had some thoughts about what may be useful.

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**From:** Carmarthenshire County Council

**Sent:** 29 August 2017 11:44

**To:** Carmarthenshire Archive Service; Glamorgan Archives; The National Archives; Welsh Government-MALD

**Subject:** RE: Missing volumes; volunteer work

Firstly I would like to apologise on behalf of CAS for the tone and nature of the attached e-mails. You are absolutely correct *[information redacted]* the location of the collection is CAS responsibility and we will put in place appropriate corrective measures immediately. I understand that *[information redacted]* has advised you that today's proposed trip has been cancelled. I have asked the staff to focus on the accuracy of the locations database instead and we will find an alternative way in which to answer the enquiry on the Finance Act volumes.

*[information redacted]* – I am particularly sorry for having wasted your valuable time on this.

**From:** Carmarthenshire Archive Service

**Sent:** 25 August 2017 16:07

**To:** Glamorgan Archives; Carmarthenshire County Council; The National Archives; Welsh Government-MALD

**Subject:** RE: Missing volumes; volunteer work

I am using the Glamro email as you asked me to, I do not have *[information redacted]*'s email address.

I have never had any record of any of the volumes on those two bays, *[information redacted]* and I checked the Isolation Room when we had the delivery from Harwell to you in March to see if the Valuation Books were in there, they were not so presumably they were on those shelves by then. However, the how and why of how the volumes ended up on those bays is not my major concern, the important thing is that they have been located and we can deal with outstanding enquiries.

ACC/7694 is 71 boxes, we have had two enquiries recently, the accession has material in it on three subjects, it was roughly sorted before being boxed. I would not expect any user to have to potentially search through all 71 boxes. I have a volunteer who is willing to check each box to compile a summary list of the contents to facilitate access, she does not have the knowledge or time to catalogue fully. I was just wondering if this could be done in the searchroom, requesting each box as needed as a normal production, however, if you have a better suggestion please let me know.

**From:** Glamorgan Archives

**Sent:** 25 August 2017 12:58

To: Carmarthenshire Archive Service; Carmarthenshire County Council; Welsh Government-MALD; The National Archives  
Subject: RE: Missing volumes; volunteer work

Thank you for drawing this to my attention. I assume that you confirmed with *[information redacted]*, in my absence, that we would have staff available to allow you access to the strongroom next Tuesday.

Bays 52 and 53 will not be listed on the location database originally compiled by my staff as they were not used in the initial transfer of volumes. The volumes will have been placed there later either as part of a reorganisation or after cleaning. If my staff moved them then you should have had an email detailing the new locations. I will investigate this further when staff concerned are in the office but the items will have been on those bays for a relatively short time. I would remind you that the locations database was passed to CAS after the first section was created and that it has thereafter been your responsibility. CAS staff have spent a considerable amount of time checking the database and should therefore be aware of any missing sections. You should also be tracking any CAS items placed in isolation and I would have expected you to have compiled a list of material transferred but not yet shelved.

Could you clarify a couple of issues with your request for searchroom space for a volunteer to work on the uncatalogued accession ACC/7694 one day a week? Could you explain what you mean by "work through the boxes"? Is your volunteer cataloguing the collection and will s/he be using a computer? How much table space will this take; I don't have any idea of the size or scope of the collection. How long do you anticipate the work taking? Is it absolutely necessary as we have procedures in place for accessing uncatalogued collections which might work for your enquirer.

Our name is Glamorgan Archives.

From: Carmarthenshire Archive Service

Sent: 23 August 2017 10:34

To: Glamorgan Archives; Carmarthenshire County Council; Welsh Government-MALD; The National Archives

Subject: Missing volumes

We discovered when we were working in Glamorgan Archive yesterday that there are two bays (52 & 53) of volumes in strongroom 4 which are not on the list of volume locations compiled by yourselves.

These include the 1910 Valuation Act field books which you are aware we have been trying to find the location of for some months and has caused Harwell Restoration considerable trouble in searching their storage locations to check if they were still there, however, *[information redacted]* was adamant from the start of the enquiry that they had been sent to Glamorgan Archive.

As we have one long standing request for access to these we will be up next Tuesday (29 August) to list these and add them to the location spreadsheet.

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**From:** Welsh Government-MALD

**Sent:** 01 November 2017 14:22

**To:** Carmarthenshire County Council; Welsh Government-MALD

**Subject:** Specifications for the location, construction and modification of buildings and rooms intended for the storage or use of cultural heritage collections

*[information redacted]* requested that I send you some information on the new CEN standard, EN16893, which will supersede PD5454 and covers the construction or modification of museum, library and archive buildings for storage and exhibition/reading rooms. The new standard has now been fully approved by the relevant committees and is expected to be published in February 2018. The new standard is intended for planning, reviewing, designing and constructing storage and display spaces that would house all forms of heritage material. article in the link below explains it's content in more detail.

<http://www.ncs.org.uk/blogfull.php?iuklo=rq0%253D&oihg=>

The standard may be a useful point of reference for the development of the new Archive.

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**From:** Welsh Government-MALD

**Sent:** 20 December 2017 14:35

**To:** Carmarthenshire County Council

**Subject:** RE: Carms collection

This has started all sorts of alarm bells ringing in my head. I wasn't aware that records were being removed from Glamorgan Archives and I am concerned for all sorts of reasons. With the exception of the Cardiganshire Parish Records, so far as we (and I'm sure TNA are concerned), this was not part of the agreed plan and we would have liked to have some discussion with you about any proposed movement of records and the reasons for doing so.

Can you clarify what is happening please and why material is being moved? I'd like some reassurance on a number of issues this raises including that there is no risk of any material which is being taken back to Carmarthen becoming re-infested with mould and infecting the strong rooms in GA when returned, that the owners of the material (if it is not the authority) are aware of this movement, that TNA have been consulted if any public records, or other controlled classes of records, are involved, and that the transport arrangements are secure etc.

**From:** Glamorgan Archives

**Sent:** 20 December 2017 14:17

**To:** Carmarthenshire Archive Service; Carmarthenshire County Council

Subject: FW: Carms collection

Just chasing up a few things before Christmas and note that I've had no response to the email below.

An updated location database was received in November but I see the website has no reference to transfers of parish records.

Some reassurance on the appropriateness of your temporary storage would be appreciated.

Thank you and season's greetings to you all.

From: Glamorgan Archives  
Sent: 16 November 2017 16:02  
To: Carmarthenshire County Council  
Subject: Carms collection

*[information redacted]* has been here today with a van to collect records for transfer to Ceredigion Archives. I believe these are parish records but it is difficult to tell from the list. We are to be provided with an updated location database next week. It would be helpful if any lists of these collections could be removed from the handlists we have been given and your archives' website updated with the transfer information. I attach the list provided to my staff of the collections removed today.

I assume this is a permanent transfer.

Since the start of this year a number of boxes have been removed for consultation and some, but not all, replaced. We have systems in place to manage this but I would like assurance that they are being kept in appropriate conditions and that their return will not compromise the strongroom. Please let me know if you would like a list of the boxes involved.

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**From:** Carmarthenshire County Council  
**Sent:** 25 May 2018 14:41  
**To:** Welsh Government-MALD  
**Subject:** RE: Transformation Capital Grant Programme 2018/19  
**Attachment:** Doc 7

I'm afraid June is presenting a problem for me at present – but for very beneficial reasons.

We are about to start consultation on the archives structure and are in the throes of planning for the appointment of the Archives Transformation Manager. I'm attaching the job profile for your information and request that this remains highly confidential at present. We're planning for engagement with staff and unions from w/c 11th June.

We're actually reviewing a second structure within my portfolio at the same time so I need to keep as much time free as possible.

Happy to meet but would preferably do so once the appointment has been made.

As an aside we may require some assistance with interview planning and panels and I wonder whether either yourself or *[information redacted]* might be able to assist in that regard when the time comes?

From: Welsh Government-MALD  
Sent: 23 May 2018 14:52  
To: Carmarthenshire County Council  
Subject: RE: Transformation Capital Grant Programme 2018/19

In terms of a date for a meeting – 22 June has also been identified as a possibility. Could you let me know your availability.

From: Welsh Government-MALD  
Sent: 22 May 2018 12:30  
To: Carmarthenshire County Council; Welsh Government-MALD  
Subject: RE: Transformation Capital Grant Programme 2018/19

The press release should be issued later today – check here:  
<https://gov.wales/newsroom/culture-tourism-sport/?lang=en>

As you'll have seen from the grant paperwork – the grant award is contingent on 'confirmation of appointment of Project Officer responsible for the development and transformation of the Archive Service'. It's been a while since the last formal meeting with MALD and TNA, and *[information redacted]* was wondering if we might therefore schedule something in June to discuss progress and where things stand with the appointment of the Project Officer and the building works.

Could you let me know your availability for w/b 11th June, and I'll see what we can arrange.

From: Welsh Government-MALD  
Sent: 21 May 2018 15:50  
To: Carmarthenshire County Council; Welsh Government-MALD  
Subject: RE: Transformation Capital Grant Programme 2018/19

*[information redacted]*'s back tomorrow so I'll query this with her then.

One of us will be in touch.

From: Carmarthenshire County Council  
Sent: 21 May 2018 15:49

To: Welsh Government-MALD  
Subject: RE: Transformation Capital Grant Programme 2018/19

No response yet *[information redacted]*

From: Welsh Government-MALD

Sent: 21 May 2018 15:24

To: Carmarthenshire County Council; Welsh Government-MALD

Subject: RE: Transformation Capital Grant Programme 2018/19

Have you received a response from *[information redacted]*? Sorry I was out of the office last week but can help now as I'm back from my leave earlier than originally planned.

Let me know and I can pick this up for you.

From: Carmarthenshire County Council

Sent: 18 May 2018 16:11

To: Welsh Government-MALD

Subject: RE: Transformation Capital Grant Programme 2018/19

I've had an out of office from *[information redacted]* – are you in a position to respond please?

From: Carmarthenshire County Council

Sent: 18 May 2018 16:09

To: Welsh Government-MALD

Subject: RE: Transformation Capital Grant Programme 2018/19

Many thanks for your e-mail attached – we are delighted with the award and will complete the paperwork in due course.

Do you have a copy of your press release so that we can agree a release with our press office following the embargo?

From: Welsh Government-MALD

Sent: 11 May 2018 16:04

To: Carmarthenshire County Council

Subject: Transformation Capital Grant Programme 2018/19

Please find attached a decision pack for your recent grant application:

Grant award letter

Grant claim form

Please read the paperwork carefully, noting any specific conditions of grant noted in sections 5, 6 and 10 of the grant award letter.

If you wish to accept the grant, please sign and return the grant award letter to MALD by 15 June 2018. We are happy to accept letters signed with electronic signatures by e-mail.

We will be issuing a press release on Monday 21st May. Please do not make any announcements about your grant award before Thursday 24th May. Please liaise with MALD about any local press and publicity arrangements to ensure we can include a quote from the Minister for Culture, Tourism and Sport in press releases.

I would be grateful if you could reply to confirm that you have received this e-mail.

If you have any questions please contact *[information redacted]*

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**From:** Welsh Government-MALD

**Sent:** 15 August 2018 09:26

**To:** Carmarthenshire County Council; Welsh Government-MALD

**Subject:** Carmarthenshire Archive Service

Further to our recent discussion and update on progress on the Carmarthenshire Archives development.

We are pleased to hear that construction work is progressing on schedule, and understand that works will be completed in early 2019, with a planned 'drying out' period of April – June; the expectation being that the service will relaunch on its new site by the beginning of October 2019.

With regard to the professional leadership and transformation of the service, and the grant requirement around the appointment of a 'Project Officer responsible for the development and transformation of the Archive Service'. We understand that you are seeking to appoint to a new permanent post of Archives Transformation Manager, and that internal candidates are currently being invited to apply (with interviews due to be completed by early September). If the internal recruitment process is unsuccessful we note that you will then be going out to external recruitment, which you would expect to complete during September / October.

Successful recruitment to this post is integral to preparing for the resumption of the service in Carmarthen and we do have some concerns over the time it has taken to progress the appointment. As discussed, we would be happy to provide input into the interview process; my colleague *[information redacted]* would hope to attend the interview panel in due course.

In the interim we understand that existing service staff are continuing to update the collections database, and that the library staff who will be involved with service delivery are progressing with distance-learning training to provide them with relevant skills and knowledge of archive management requirements.

We will update *[information redacted]* at The National Archives (TNA) on progress, and look forward to hearing from you regarding your interview plans and potential interview dates. A face-to-face meeting may be useful in due course, once the recruitment process is complete, to update ourselves and TNA on planning for the resumption of the service in Carmarthen, and arrangements for the physical transfer of the collections.

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**From:** Welsh Government-MALD  
**Sent:** 10 October 2018 12:51  
**To:** Carmarthenshire County Council; Welsh Government-MALD  
**Subject:** RE: Carmarthenshire Archive Service

Further to the following – an update would be much appreciated.

**From:** Welsh Government-MALD  
**Sent:** 28 September 2018 15:34  
**To:** Carmarthenshire County Council; Welsh Government-MALD  
**Subject:** RE: Carmarthenshire Archive Service

Please could you update us re progress on the following [email 15 August 2018], and what is happening with recruitment to the post of Archives Transformation Manager.

We look forward to hearing from you.

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**From:** Carmarthenshire County Council  
**Sent:** 21 January 2019 12:00  
**To:** Welsh Government-MALD; Carmarthenshire County Council  
**Subject:** RE: Transformation Capital Grant Programme 2018/19  
**Attachment:** Doc 8

Thank you for the e-mail and I'm happy to bring you up to date with progress on the appointment.

Consultation on the new staffing structure for Carmarthenshire Archive Service opened on 3rd December with the Trade Unions and 10th December with staff. The proposed staffing structure incorporates the lead post to which you refer and the job profile for that is attached. The consultation period closed last week, later than anticipated following a period of negotiation with the Trade Unions, and the collective feedback will now be taken into consideration in developing the final structure which I anticipate will be issued early next week.

Unfortunately the extended negotiation with the trade unions means that we are around 3 – 4 weeks off the original project plan which saw interviews being held for ring fenced staff this month where we have previously agreed that you will be in a position to support with interview preparation and planning. I anticipate that work now starting w/c 28th Jan with

interviews February and any further necessary steps agreed following an interview outcome.

I would be happy to share the consultation document with you if you feel this is necessary but trust that you can see that we are taking all possible measures to appoint to the lead post in compliance with the grant conditions.

I trust this will suffice but if you would like me to share the consultation document or still feel it necessary to meet then please do let me know.

*[information redacted]* is the lead for the submission of the application and I'm sure he will be in touch shortly,

From: Welsh Government-MALD  
Sent: 03 January 2019 11:07  
To: Carmarthenshire County Council; Welsh Government-MALD  
Subject: RE: Transformation Capital Grant Programme 2018/19

Thank you for your email and the update on your plans for the IT elements of the development.

In principle, we are happy with the changes you propose but before we can formally agree any variance to the original grant, we would appreciate an urgent update on progress towards meeting the grant conditions, and towards planning for the re-establishment of the archive service.

As you are no doubt aware the grant award was contingent on the following funding precondition (see section 5.a)v) of the award letter): 'Confirmation of appointment of Project Officer responsible for the development and transformation of the Archive Service'.

Successful recruitment to this post is integral to preparing for the resumption of the service in Carmarthen and we need reassurance that the necessary steps are being taken to recruit to the proposed permanent post of Archives Transformation Manager, with a firm timescale for the appointment process.

We'd therefore like to request a meeting with yourself and *[information redacted]* to update us and The National Archives on progress.

We look forward to hearing from you – please note that *[information redacted]* has now left our division, and any further queries should be directed to myself and copied to MALD@gov.wales

From: Carmarthenshire County Council  
Sent: 02 January 2019 12:11  
To: Welsh Government-MALD; Carmarthenshire County Council  
Subject: FW: Transformation Capital Grant Programme 2018/19

I've been asked to follow through on the transformation grant awarded to Carmarthenshire, 2018-T-018 Carmarthenshire Archives at Carmarthen Library.

As this exciting project develops we have recognised that IT requirements have changed somewhat from our original proposals, and whilst purchases around the proposed interactive tables remain unaffected, we are keen to develop/replace our original "information screen" proposals with iPad Pro technologies.

The iPad stations, (8 are proposed) are seen as key components in the provision of information retrieval on the plethora of archive material available at "Y Stordy" from Local Government to Parish records as so on, showcasing items of particular interest and acting as a gateway to the even richer content which can be found via the interactive tables. Additionally, digital Library services would be available at the stations as well as wider access to Council services and information supporting digital capability in the local area.

Whilst there will be no change in the purchasing/procurement costs as submitted in our original given bid, we seek clarification that our proposals are acceptable to the grant awarded.

We are working with our IT procurement section and are happy that we can meet with agreed expenditures within the timescales set, and would welcome early approval on the variation to our original submission as outlined.

I look forward to hearing from you

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**From:** Carmarthenshire County Council

**Sent:** 15 March 2019 12:07

**To:** Welsh Government-MALD; Carmarthenshire County Council

**Subject:** RE: Transformation Capital Grant Programme 2018/19

Thanks for your e-mail and our earlier conversation.

Since my last e-mail to you on 21st January I can confirm that we have published the final staffing structure and the "Archives Transformation Manager" post has been confirmed as the lead post for the service on the establishment with post number 027953 created Feb 2019. The post reports to myself and will be responsible for the archive staff.

Alongside the establishment of the post we are required to follow our restructure protocol. The next steps require one to one engagement with any staff members displaced, we have one person displaced as a result of this restructure, who unfortunately is currently unwell. The "Archives Transformation Manager" post is considered to be a new post meaning there is no automatic entitlement for any displaced members of staff however in the first instance the post must be ring fenced and available for appointment based on an interview process should they express an interest. We are taking all measures possible to engage with this

individual to establish his intentions as my main priority is to appoint to the vacant lead post at the earliest opportunity. I hope to have a clearer position on timescales by the end of next week and would still be very grateful if you would support in the interview process.

Please let me know if you require anything further

From: Welsh Government-MALD  
Sent: 15 March 2019 11:19  
To: Carmarthenshire County Council; Welsh Government-MALD  
Subject: RE: Transformation Capital Grant Programme 2018/19

Further to the following, and receipt of your grant claim.

Please could you confirm the position with regard to the lead post for the service, and the authority's commitment to making an appointment.

We look forward to hearing from you today.

From: Welsh Government-MALD  
Sent: 01 February 2019 10:35  
To: Carmarthenshire County Council; Welsh Government-MALD  
Subject: RE: Transformation Capital Grant Programme 2018/19

Further to the update from *[information redacted]*, we are content to formally agree the variance to the original grant as outlined in your email of 2 January.

We expect to see the lead post advertised within the next month, and full evidence for the revised grant expenditure will need to be provided with the grant claim in due course.

The deadline for claiming the grant is extended to 28 February 2019 to allow for the purchase of the equipment – please let us know if there are any issues with claiming by that date.

From: Carmarthenshire County Council  
Sent: 29 January 2019 14:29  
To: Welsh Government-MALD; Carmarthenshire County Council  
Subject: RE: Transformation Capital Grant Programme 2018/19

Following on from the *[information redacted]*'s email up-date as below [21 January 2019]; can I confirm that you are you now in a position to formally agree the variance to the original grant as requested?

As you will be aware, there will be no change in the purchasing/procurement costs as outlined in our original application, however, due to ordering delays, our IT procurement section are concerned that we will not meet with the timescales for submission as originally

set, and therefore I would respectfully request an extension if possible to the agreed submission date.

I look forward to hearing from you

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**From:** Welsh Government-MALD  
**Sent:** 15 March 2019 13:09  
**To:** Carmarthenshire County Council; Welsh Government-MALD  
**Subject:** RE: Transformation Capital Grant Programme 2018/19

Many thanks for confirmation of the position – we look forward to a further update in due course.

To confirm - the grant claim is now being processed for payment.

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**From:** Welsh Government-MALD  
**Sent:** 24 May 2019 12:23  
**To:** Carmarthenshire County Council; Welsh Government-MALD  
**Subject:** Possible Interview Questions

*[information redacted]* has very kindly put together a set of questions which you might use for the interviews for your new post. As discussed, a priority for the post holder will be to guide the service to achieve Archive Service Accreditation so the questions are based on the three modules of the standard. An experienced professional should be aware of Accreditation which is based on professional standards, and able to respond to the questions.

We have used wording from the Standard for the questions – and the suggested responses are taken from the guidance provided to services applying to the scheme. I don't think it would be reasonable to expect any candidate to cover all of the elements– but a good candidate should cover the majority in each area.

Give me a call on my mobile *[information redacted]* if you would like to discuss

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**From:** Carmarthenshire County Council  
**Sent:** 24 May 2019 15:45  
**To:** Welsh Government-MALD  
**Subject:** RE: Possible Interview Questions

I'm very grateful for this and will be in touch Tuesday if necessary if you're free?

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