



# **GUIDELINES FOR THE CREATION OF FONDS-LEVEL DESCRIPTIONS**

Version 3.0  
December 2004

[www.archivesnetworkwales.info](http://www.archivesnetworkwales.info)  
[www.rhwydwaitharchifaucymru.info](http://www.rhwydwaitharchifaucymru.info)

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### **Version history**

Version 1.0 December 2002 compiled by NLW

Version 2.0 July 2003 amended and expanded by ANW

Version 2.1 March 2004 (supplement to 2.0)

Version 2.2 July 2004 (supplement to 2.0)

Version 3.0 December 2004 fully revised: policy changed from v2.0 is indicated by \$

## INTRODUCTION

ANW is a unified web-accessible dataset containing records derived from a range of sources: some will be created by the project team, some will be imported from other formats, and some will be created by repository staff. In order to achieve internal consistency (to ensure that searching will produce comprehensive and accurate results), and compliance with appropriate data standards, this guidance has been drawn up to assist those responsible for creating, checking and updating records.

The guidance was drawn up by NLW staff, in line with their in-house established procedures; the guidance has been, amended where necessary for ANW purposes. For document control purposes, current guidance should be treated as binding on new data creation. Legacy data may not conform fully to the content standard.

ISAD(G) is a structure standard, not a content standard. In some cases mandatory fields in the First Edition have been made non-mandatory in the Second Edition, and some fields have been merged or dropped. The Second Edition field list is now followed throughout. ISAAR(CPF) 2nd edition has been produced, providing a data structure for access points. ANW conforms to ISAAR(CPF).

### QA/audit process

The creation of a consistent dataset requires: 1. a standard data structure; 2. guidance on data content; and 3. an audit process ensuring that the guidance has been followed and the content is accurate.

In the case of the ANW team, responsibilities are divided up as follows:

#### *ANW Project: responsibilities*

Project Officer	Creates record
Project Manager	Validates record against technical standards
Repository Archivist	Checks factual content
Project Manager	Edits record and makes available for web access

Repositories contributing records will be responsible for devising and implementing an equivalent audit process.

### Documents cited

ISAD(G) 2nd edition ISAD(G):General International Standard Archival Description  
Second Edition 2000  
<http://www.icacds.org.uk/icacds.htm>

ISAAR(CPF) 2nd edition International Standard Archival Authority Record for  
Corporate Bodies, Persons, and Families  
<http://www.ica.org/biblio.php?pdocid=144>

## Preferred punctuation

Although most punctuation conventions are not critical for system operation, a general consistency should be maintained, because unexplained variations may confuse the user.

The principles applied are: 1. clarity of meaning; 2. simplicity; 3. brevity (in this order).

Preferred form	Don't use
<i>c.</i>	ca. or c.
1950s	1950's
13th century	13th C. or 13th cent. or 13 cent
The Rev.	Rev, Rev., The Reverend <sup>1</sup>
Mr	Mr.
Mrs	Mrs.
Prof.	Prof, Professor <sup>2</sup>
Dr	Dr., Doctor
vol.	vol, volume
vols	vols.
p.	p
pp.	pp

There is no consistent rule for use of full stops in the different fields of the database. The basic rule is that if the entry is a sentence, it has a full stop. A short entry (two or three words), which isn't a sentence, doesn't. A long entry which isn't strictly a sentence does.

"Usual copyright regulations apply." is a sentence.<sup>3</sup>

"English, Welsh" isn't a sentence.

"Mainly English and Welsh; a few deeds in Latin." isn't sentence but is long

<sup>4</sup> For simple lists, use commas; for complex and lengthy lists, use semi-colons. The final entry of a list should be preceded by ", and " or "; and". The main 'list' fields (*Arrangement* and *Scope and content*) are treated as being sentences beginning with the phrase "The fonds (is)..." omitted.

The first mention of a place in [Administrative history](#) should be followed by its historic county (and country, if outside UK):

...was born in Rhigos, Glamorgan, in 1899, and ...

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<sup>1</sup> If part of a longer title, include in full ("Most Reverend...")

<sup>2</sup> Use full version in title field

<sup>3</sup> Throughout the guidelines, examples following preferred form are shown in Arial font. All examples are fictitious, even when based on real collections.

<sup>4</sup> \$ indicates policy change from version 2.0

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The first mention of a person in [Administrative history](#) should be followed by their dates:

Henry Jones (1889-1960), was an author, boxer and shopkeeper,...

If the creator is an author, and book titles are cited in [Administrative history](#) (or other fields), supply the title (in italics), place of publication, and date of publication.

...his first novel, *Don't Look Now* (London, 1950), proved unsuccessful, and he then...

For [Administrative history](#), cite the date of first publication, rather than subsequent editions. Later re-publication could be mentioned separately if thought significant:

...after his death, his widow arranged for the re-issuing of his short stories in a collected edition, published by Memorial Press (*Fireside Tales: short stories of Henry Jones*) (3 vols, Stow-on-the-Wold, 1988), and his friend Fred Johnson edited a volume of unpublished fiction and poetry, *The Bottom of the Barrel* (Stow-on-the-Wold, 1991). ...

### Preferred style for publications:

Book:

Beckham, David, *My Side* (London, 2003);

Date and place of publication - give town if known, otherwise just give date.

Acts of Parliament

Preferred format is the simplest "the *Enclosure Act 1831* transferred..."

No commas, no "of". Date should be date enacted (no need for regnal year (3 Geo 11) etc.). Local and private acts of parliament are listed in:

<http://www.hmso.gov.uk/legislation/chron-tables/chron-index.htm>

Article in numbered serial:

Humphreys, T. M., 'Bryngwyn: a study of the impact of family settlements, extravagance and debt on a Welsh estate', *Montgomeryshire Collections*, 75 (1987), pp. 70-93.

Article in serial publication without vol nos:

Dog, A., 'Animal food regulations', *W A O Society Annual Report*, 2002-3, 15-16.

Unpublished PhD theses:

Dixon, James, 'The economic influence of the development of shipbuilding techniques, 1450 to 1485' (PhD thesis, University of London, 1955)

Websites

"Welsh Local Authority website ([www.wla.org.uk](http://www.wla.org.uk)) viewed 10 August 2002."

Hyperlinks to websites should lead to the highest-level domain from which the appropriate content can be found; include a trailing / if present. The first element of

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the reference should be phrased to allow the home page to be found by a new search. If citing a source which is a digitised version of a print source, reference as a print source.

For title and publication details of printed works, check NLW GeoWeb entry:  
<http://geacweb.llgc.org.uk:8000/>

For counties in running text, the preferred form is the pre-1974 county name in English in line with the NCA list:

"The names of pre-1974 Welsh counties are: Anglesey, Brecknockshire, Caernarfonshire, Cardiganshire, Carmarthenshire, Denbighshire, Flintshire, Glamorgan, Merionethshire, Monmouthshire, Montgomeryshire, Pembrokeshire, Radnorshire." NCA Rules 3.8.3

<http://www.archivesnetworkwales.info/ncarules/rules3.htm#Sources>

### **Diacritics and text effects**

Cut and paste from Word, Access or the web will not normally preserve formatting. To create italics, use the tags `<i>Text to be in italics</i>`. The `< >` brackets mark out html code; they take up no space on display. Tags form pairs, opening and closing (turning the font effect on and off). Use a lower case letter for the tag (i not I). If the reader's browser does not support italic font, plain text will be shown.

To add diacritics, use the Windows Character Map (usually from Start/Accessories/Character map) to copy and paste into the record.

Browsers in html automatically minimise "white space" characters (spaces, tabs, returns) to a single space for display. Extra spaces cannot therefore be used to tidy up lists or differentiate between two identical entries (e.g. "DD 44" and "DD 44" would both be shown as "DD 44"). In generating lists from the database, only the first of two (or more) identical entries are shown. To view both, modify the first entry by adding a punctuation mark (usually "."), save, regenerate the list, and now both "DD 44" and "DD 44." will be shown for editing. Note that for alphabetical listings, the ANW system treats punctuation marks, numbers and spaces as preceding the letter a and accented characters as following the letter z.

In general, capitalisation, punctuation and formatting should be minimised except where proper names require capitals and book titles etc require italics.

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### Date formats

For machine interpretation of dates when searching, archival dates (of varying precision) have to be converted into absolute dates.

*Date formats understood by ANW system: preferred format in **bold***

	<b>Format</b>	<b>Interpretation</b>
<b>Approximate dates</b>	c1870	1860-1880
	c.1870	1860-1880
	circa 1870	1860-1880
	<b>[&lt;i&gt;c.&lt;/i&gt;] 1870]</b>	<b>1860-1880</b>
<b>Estimated dates</b>	<b>[1870]</b>	<b>1870</b>
<b>Date ranges</b>	1870-1895	all years 1870 to 1895 inclusive
	1870-1995 (lacking 1880-1890)	1870 to 1879 and 1891 to 1895 inclusive
<b>Decades</b>	[1870s-1890s]	1870 to 1899 inclusive
<b>Continuing dates</b>	1870-1999 (ongoing)	1870 through to current year
	1870-date	1870 through to current year
<b>Centuries and part-centuries</b>	<b>[19th century]</b>	<b>1800-1899</b>
	<b>[early 19th century]</b>	<b>1800-1840</b>
	<b>[mid 19th century]</b>	<b>1830-1870</b>
	<b>[late 19th century]</b>	<b>1860-1899</b>

### 3.1 IDENTITY STATEMENT AREA

#### 3.1.1 Reference Code

**This is a mandatory field.**

This is a unique code that identifies each archive or fonds.

It comprises three elements:

- [the country code](#)
- [the repository code](#)
- [a local identifying code](#).

The reference code must always start with the country code, GB, separated by a space from the repository code, separated by a space from the local identifying code.

#### *Country code and repository code*

The first two elements of the reference code, which are the ARCHON numbers for the repository, are fixed. They comprise the country code, (GB), [a space] and the repository code, a set of four numbers<sup>5</sup> unique to each repository.

The codes for each of the ANW partner repositories are:

GB 0221	Anglesey County Record Office
GB 0211	Carmarthenshire Archives Service
GB 0219	Caernarfon Record Office
GB 0212	Ceredigion Archives
GB 2008	Conwy Archive Service
GB 0209	Denbighshire Record Office
GB 0208	Flintshire Record Office
GB 0214	Glamorgan Record Office
GB 0218	Gwent Record Office
GB 0220	Meirionnydd Archives
GB 0210	National Library of Wales
GB 1952	National Monuments Records of Wales
GB 0546	National Museums and Galleries of Wales
GB 0213	Pembrokeshire Record Office
GB 0223	Powys County Archives Service
GB 0216	West Glamorgan Archive Service
GB 0982	University of Wales Aberystwyth, Library
GB 0222	University of Wales Bangor, Department of Manuscripts and Archives
GB 0217	University of Wales Swansea, Archives, Library and Information Services
GB 1953	University of Wales Lampeter, Archives
GB 1775	Wrexham Archives Service

ARCHON codes are to be found at:

<http://www.archon.nationalarchives.gov.uk/archon/searches/locresult.asp?lctry=Wales>

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<sup>5</sup> Note that all four figures must be present (GB 0221 is correct; GB 221 is not).

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### *Local identifying code*

The third code, usually supplied by the repository, must be unique within that repository.

It does not matter if more than one repository has the same local code since the country and repository code will make the whole code unique.

### *Creating local identifying codes*

Where repositories have not employed local codes in the past, then ANW should create such codes, as instructed by the repository. Where local codes are to be created, they can be alphabetical, numerical or alphanumeric, but they must be brief, and diacritics and elaborate punctuation is to be avoided.

NLW practice is to use a six letter code (always in capitals) usually the first three and the last three letters of the name of the creator of the fonds, e.g. David Jones Papers will be DAVNES. If the name of the creator is less than six letters, then use the entire title as the local code, e.g. the code for the Bute estate records is GB 0210 BUTE. The code may be extended to 8 or 9 letters if doing so makes it more memorable.

### *Where accruals have been treated as different archives*

If a repository has treated a number of accruals of the same archive as different archives e.g. Plas Heaton MSS and Plas Heaton (Additional MSS) whose codes are GB 0209 DD/PH and GB 0209 DD/PH ADDNL, then this division must be respected and the archive should be treated as two distinct archives.

### *Where accruals have not been treated as different archives*

If multiple accessions to the same collection/fonds have been given different reference codes, all must be listed. Hierarchical information relating to files, series and sub-fonds can be omitted.

## 3.1.2 Title

### **This is a mandatory field.**

The title ascribed to the archive by the appropriate repository should usually be used.

### *Shortening a title*

If titles are excessively long, they can be shortened.

### *Expanding a title*

In the context of ANW, some titles which make sense locally may be ambiguous in a global, or even national, context, especially if there is more than one archive of the same name held by Welsh repositories. In such cases (only) titles should be expanded by adding either locations and/or nature of business or title:

David Jones (Artist and Writer) Papers (instead of David Jones Papers)  
David Jones, Aberystwyth, Grocer, Papers (instead of David Jones Papers)

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Professor William Rees Papers (instead of William Rees Papers)  
Roberts Family of Pontypool Papers (instead of Roberts Family Papers)  
J. E. Powell, Ironmonger, Papers (instead of J. E. Powell Papers).

It is possible that in a very small minority of cases the titles will have to be expanded even further, e.g.:

Roberts Family of Newport, Pembrokeshire, Papers

because there is more than one Newport in Wales, or:

Trewern (Cardiganshire) Estate, Cardiganshire, Papers

because there is more than one Trewern estate in Wales.

Where the archive is a collection, i.e. brought together consciously by an individual, usually a collection of deeds, it is best to expand the title to [Name of collector] Collection of Deeds (or Photographs, etc.).

### *Explaining an unorthodox title*

Where the title is not based on the name of creator or provenance, explain the title in the [Note](#) field.

If the original title of a collection of Welsh language material is in Welsh, then retain it in that form (Papurau Amanwy, not Amanwy Papers).

\$ If the title used in ANW is significantly different to its previous form, the previous title should be given in the *Note* field.

**Short title** (local field)

**\$ This is a mandatory field.**

One method of consulting the data is to browse the lists of collections for each repository. Since this list may involve hundreds of items, it is important that the collection appears in its expected position. For web purposes it is therefore necessary to create a Short Title using "telephone directory" alphabetical ordering (surname first for proper names). Text entered should be as short as possible but include explanatory material where needed to be intelligible:

The key principles for editing from the full title are:

- all inverted order elements should be separated by commas
- the title should be as short as possible
- personal name elements appear in the order: Surname, Forename(s), Title, (occupation), of Place, followed by **papers** etc (not all are required)
- Corporate names: direct order, followed by **records** etc.

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- Follow AACR2 (most common form) to determine how to deal with tripartite and double-barreled names : so "Wynford Vaughan Thomas Papers" appears under V as Vaughan Thomas, Wynford, papers.
- Use lower case for family, papers, records etc, and wherever possible elsewhere
- Collection titles in Welsh: form (papurau etc.) goes last, with English translation of form in brackets; bardic names: direct order; other names: surname order; corporate names should not be translated; if both forms are in the title, use English first, with Welsh form in brackets

<i>Title</i>	<i>Short Title</i>
Adam Smith Papers	Smith, Adam (economist)
Papurau Amanwy	Amanwy, papurau (papers)
Deeds relating to the Conway family	Conway family (Caernarfon), deeds
Smith and Son Steel Company Records	Smith and Son Steel Company, records
Smith and Son Records	Smith and Son (steelmakers), records
Archifau'r Bwrdd Ffilmiau Cymraeg	Bwrdd Ffilmiau Cymraeg (Welsh Film Board), archive

**Previous title** (local field, not in ISAD(G))

\$ This field is no longer used or shown on the workform.

### 3.1.3 Dates

**This is a mandatory field.**

Give the full date range YYYY-YYYY, e.g: 1901-1974, not 1971-74.

If dates of accumulation are significantly later than dates of created, give accumulation dates in brackets.

1589-1764 (accumulated 1894-1974)

Dates of individuals in [Administrative/biographical history](#) may use the format :

John Williams (1736-84)

Full dates (1734-1784) are preferred sine this facilitates text searching.

All dates not given by the primary material should be enclosed in square brackets:

[13th century]

[1346]

[1460s]

[c. 1476].

Where the archivist has suggested both earliest and latest dates, both dates should be in square brackets, e.g.:

[1543]-[?1896].

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Notice that *c.* (not *ca.*) for *circa* should always be in italic tags (<i> and </i>).

Where the archivist suggests a *terminus post quem* and/or a *terminus ante quem*, i.e. the earliest or latest possible date, use square brackets, e.g.:

[1368x1403]-[1764x1773].

Where a broad date range is given, but most of the archive falls within a much briefer time span, add in round brackets 'predominantly' followed by the narrower time span:

[late 13th century]-1865 (predominantly 1650-1865)

[14th century]-[early 20th century] (predominantly 16th-18th century).

Where an archive comprises entirely of microfilms or of copies made by an antiquarian, for example, give the dates of copying, not the dates of the originals. The latter should be given in the [Scope and content](#) field.

Note that rules about dates in square brackets apply to the [Scope and content](#) field as well. For example:

Deeds, 1431-1896, relating to lands mainly in Denbighshire, 1520-1826, Flintshire, 1571-1896, including coal and lead mines, 1726-1884, Cheshire, 1607-1715, and Shropshire, 1760-1827; rentals, 1672, 1721-1847, surveys and particulars, [17th century]-[c. 1878], accounts and vouchers, 1657-1967, mineral papers, 1638-[late 19th century], maps and plans, [early 18th century]-1977; papers relating to tithes, 1736-1814, and land tax, 1724-1866; and general correspondence, 1625-1964; and family papers, [16th century]-1981, including settlements, 1638-1869, wills and testamentary papers, 1675-1884, accounts, 1659-1928, diaries and notebooks, [c. 1800]-1927, correspondence, 1651-1981, mainly letters to Rev. Hope Wynne Eyton, 1793-1824, legal and financial papers, [17th century]-1938, and accounts and vouchers, 1699-1849; and papers relating to Nerquis Hall estate, 1470-1899, mainly deeds relating to lands in Flintshire, 1692-1899, and in Cheshire, 1742-1855.

Where the earliest date of an item within an archive is earlier than the date of birth of an individual or the establishment of an organisation, explain the presence of the earlier items in the [Scope and content](#) and [Note](#) fields and give the dates of accumulation in the [Dates](#) field. Items which postdate the death of an individual or the end of an organisation should be explained in the [Note](#) field. An obvious example is executor's papers.

### **Dates of accumulation** (local field)

\$ This field is no longer used or shown on the workform.

### 3.1.4 Level of description

**This is a mandatory field.**

This is normally set at "fonds" for ANW. The definition for a fonds is:

"The whole of the records, regardless of form or medium, organically created and/or accumulated and used by a particular person, family or corporate body in the course of that creator's activities and functions" (ISAD(G) 2nd edition, 2000, p. 10, glossary (0.1))

If records of a single individual or corporate body are held as two groups within a repository, or by two or more repositories, then at fonds level there should be a single record for the creator/accumulator. In practice, this is unhelpful, since although this would (perhaps) be more convenient for the researcher, it makes the data much less useful for records management purposes. In a mature archives network, this would not be a major issue, since there would be records at fonds, sub-fonds, series, and item levels.

For the moment, ANW records are described as fonds– level, although as work proceeds it may become clear that some are sub-fonds level, since other parts of the fonds may be found in other repositories. The key principle is that ANW should contain a top-level record relating to records in each repository.

*Example: Bradney records in ANW*

NLW	Bradney Deeds Collection
NLW	Bradney Papers
Gwent RO	Bradney Deeds Collection (part of)

### 3.1.5 Extent and medium

**This is a mandatory field.**

The information in this field should give the user a reasonable idea of the amount of material in the archive being described, irrespective of the medium.

The unit of measurement used by each repository should be followed.

In practice, most record repositories use cubic metres (m<sup>3</sup>). *Note: because some web browsers have difficulty rendering superscripts, use the words "cubic metres".* This is a pretty meaningless measurement to archivists, let alone users, and the number of boxes should be added in round brackets:

1.23 cubic metres (23 boxes).

Where the archive includes rolls, volumes and outsize items not boxed, then this information should be included in round brackets as well:

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1.43 cubic metres (23 boxes, 41 vols, 3 rolls, 7 outsize volumes).

If the archive includes CDs, magnetic tapes, microfilms, photographs, include the number in round brackets:

1.43 cubic metres (23 boxes, 41 vols, 3 rolls, 13 microfilms, 1 folder of photographs).

If the archive has been catalogued down to item level, then it would be beneficial to the user to have an indication of the number of items as well as the number of boxes, vols, etc. :

1.23 cubic metres (23 boxes; 2,317 items)

or alternatively, where the information is readily available, give the number of files or folders.

Where the archive is part of a filing system currently being used by the creator of the archive, or where the creator will be depositing further records at regular intervals, then add the date when your description was created in round brackets after extent:

0.026 cubic metres (57 boxes) (at 27 November 2002).

In other words, if you have stated in the [Accruals](#) field that 'Accruals are expected', then add the date in round brackets.

The following table enables you to calculate the extent in cubic metres of archives in NLW:

No of boxes	Large boxes	Small boxes
1	0.029	0.009
2	0.058	0.018
3	0.086	0.029
4	0.114	0.036
5	0.143	0.045
6	0.172	0.054
7	0.200	0.063
8	0.229	0.072
9	0.258	0.081
10	0.286	0.090

Where a single archive has two different reference codes, i.e. they have been treated as two different archives to all intents and purposes, give the extent of both if possible:

1.296 cubic metres (48 boxes). Extent includes DD/LH ADD

[this appears in the Extent field for DD/LH].

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The same information would then be included in the Extent field for DD/LH ADD:

1.296 cubic metres (48 boxes). Extent includes DD/LH

In practice this will depend on information supplied from staff in partner repositories.

\$ If the archive includes uncatalogued material, the *Extent* entry should state whether it has been included:

1.340 cubic metres (includes uncatalogued 1993 deposit)

\$ *Extent* records the quantity of material held by the repository. It should therefore exclude any discarded material.

## 3.2 CONTEXT AREA

### 3.2.1 Name of creator(s)

**This is a mandatory field.**

Even though this field is mandatory, ISAD(G) rules allow us to leave it blank, since the creator(s) must always be indexed (ISAD(G) I.14.) In order to ensure that the records remain compliant when leaving the ANW system (where, for example, access points may not be preserved), we are continuing to complete the field. Multiple entries are permitted, separated by semi-colons.

In most cases the 'creator' is the body or individual responsible for creating the records in the first place. This is the preferred option, since the *Administrative/Biographical History* relates to the named creator.

In some cases the creator of the collection is responsible mainly or solely for the accumulation of records from elsewhere (e.g. collections of deeds). Unless the number is prohibitive, creators of documents can be listed in addition. They would in any case appear as Creator at lower (sub-fonds or series) level.

Follow NCA rules for personal names in this field.

### 3.2.2 Administrative/biographical history

**This is a mandatory field.**

An administrative/biographical history should include the most important information about the organisation, individual, or family that created the archive.

Care should be taken that the administrative/biographical history reflects the contents of the archive. Do not dwell at length about aspects of an organisation or individual which are poorly documented in the archive, since this may mislead the user. Conversely, if the archive covers only one aspect of an individual or organisation's activities, then avoid giving a blow-by-blow account of all that individual or organisation's activities.

Avoid lengthy and over-complicated histories, but if the history of the individual or organisation is complicated then give yourself sufficient space to make that history comprehensible to the user. If the creator of the archive is well known, then do not give a detailed account of his/her life, since this will be readily available in published biographies to which you can refer in the [Archivist's note](#) field. Most of the information in this field will come from published sources. In order to avoid copyright problems and charges of plagiarism(!), paraphrase the printed accounts; do not copy them word for word.

Ideally a biographical history should include (within the constraints of time, the information available, and the archive itself):

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- (1) full name, maiden name, bardic names, date and place of birth, names of children
- (2) education
- (3) career and achievements (which is usually why the archive is in a record repository in the first place)
- (4) important relationships with individuals or organisations

Ideally an administrative history of an organisation should include (within the constraints of time, the information available and the archive itself):

- (1) date of foundation of the organisation and, if the organisation no longer exists, the date when it ceased to function, and how the organisation was formed, e.g. Act of Parliament, legal instrument, etc
- (2) the responsibilities and functions of the organisation and any significant changes to either or both
- (3) predecessor or successor bodies
- (4) where appropriate, the relationship between the organisation and a higher authority, e.g. NLW and the Welsh Assembly, and any significant changes in such relationships, e.g. overall responsibility for NLW was transferred from the Welsh Office to the Welsh Assembly
- (5) the administrative structure of the organisation and any significant changes
- (6) any changes in the name of the organisation

**A key point: administrative/biographical history should explain the presence of all the records described in the [Scope and content](#) field.** There should be no unexplained loose ends. Consider the following examples:

### **Example 1: Aberpergwm Estate Records**

#### **Draft administrative history of Aberpergwm Estate**

The Williams family of Aberpergwm is an old family with a very long association with the upper Neath Valley. The family pedigree can be traced back to one Morgan ap Caradoc ap Iestyn, the 12th century lord of Nedd-Afan. The family made Aberpergwm their home in the 16th century, and continued there until the 1950s. The estate consisted in the main of a large area in the parish of Cadoxton-juxta-Neath, principally in the hamlets of Neath Higher and Neath Middle, in the manor of Neath Ultra and Cilybebyll, and adjacent areas in Breconshire. Several members of the family were instrumental in cultivating Welsh poetry and music in the Neath Valley, and the house once contained many important Welsh manuscripts.

The Williams family were involved in a proactive way with the coal industry, encouraging the growth of the industry to such an extent that Morgan Stuart Williams is described in 1889 as 'colliery owner' in preference to the usual 'esquire'.

According to the 1873 return of owners of land, Morgan Stuart Williams of Aberpergwm, Glamorgan, owned an estimated 3,917 acres in Wales (all in Glamorgan and Brecknockshire), with an estimated rental of £3,690.

**Scope and content note of the Aberpergwm Estate Records**

The archive includes deeds of the Aberpergwm estate in Glamorgan, Monmouthshire, Breconshire, and Carmarthenshire, 1258-1919; rentals and general account books of the estate (including some colliery accounts), 1791-1870, account books and balance sheets of the Aberpergwm collieries, 1794-1972; a rental and valuation of the St. Donat's estate, 1881-1902; documents relating to Treferig Valley railway, 1874-1884; and personal papers, including letters to the Williams family of Aberpergwm and the associated families of **Smith of Castellau, Llantrisant, Lloyd of Castellau and Aberpergwm and the Bush family of Durcot**, Oxfordshire, 1760-1909; Castellau estate papers, 1867-1879; and papers, mainly 18th century, relating to the claims of inhabitants in the Forest of Dean.

(Content in bold above is unexplained by the Administrative history).

**Example 2: Kenyon MSS**

**Draft administrative history of Kenyon MSS**

The Kenyon family settled in Wales when Lloyd Kenyon (1696-[1773]), son of Thomas Kenyon, married Jane, eldest daughter of Robert Eddowes of Eagle Hall, Cheshire, and Anne, daughter and heiress of the Rev. Richard Hilton of Gredington, Hanmer, Flintshire, in 1730. On the death of the Rev. Richard Hilton, vicar of Hanmer, Lloyd Kenyon moved to Gredington. The Kenyon family itself came originally from the parish of Winwick, Lancashire, but moved to Park-head, near Blackburn, before finally settling at Peel Hall. The mansion of Peel Hall is still in the possession of the Kenyon family.

Lloyd Kenyon's second son and heir was Lloyd Kenyon (1732-1802), 1st Baron Kenyon, Chief Justice of Chester 1780, Attorney General 1782, Master of the Rolls 1784 and Lord Chief Justice, 1788. He also served as MP for Hindon, Wiltshire 1780-1784, and Tregony, Cornwall, 1784-1788. He was created a baronet in 1784 and elevated to the status of Baron in 1788. He married Mary, third daughter of George Kenyon of Peel Hall, Lancashire, in 1773.

He was succeeded by his son, George, 2nd Baron Kenyon, who married Margaret Emma, only daughter of Sir Thomas Hanmer, Bart. of Hanmer, Flintshire, by Margaret his wife, eldest daughter and co-heiress of George Kenyon of Peel Hall, Lancashire. **Their son and heir, Lloyd (1805-1869), 3rd Baron Kenyon, was Tory MP for St. Michaels, Cornwall 1830-1832, and he in turn was succeeded by his son, another Lloyd Kenyon (1864-1927), 4th Baron Kenyon, who served as Pro-Chancellor of the University of Wales, President of the University College North Wales, and Lord in waiting to Queen Victoria 1900-1901, King Edward VII 1901-1905 and King George V 1916-1919. His brother, George Thomas Kenyon served as MP for Denbigh boroughs 1885-1895 and 1900-1906.**

The 4<sup>th</sup> Baron's heir was Sir Lloyd Tyrell-Kenyon (b. 1917), **President of the University College of North Wales, Bangor, in 1947, President of the National Museum of Wales 1952-1957 and Trustee of the National Portrait Gallery from 1953.**

According to the 1873 return of owners of land, Lord Kenyon owned an estimated 7,191 acres in Flintshire and Denbighshire with an estimated rental of £10,563.

**Scope and content note of Kenyon MSS**

Gredington estate papers including deeds, 1288-1952, for lands mainly in Denbighshire, Flintshire, Cheshire and Shropshire; estate papers, 1653-1968, including rentals, 1887-1935, accounts and vouchers, 1718-1965, valuations, particulars and surveys, 1676-1947, maps and plans, 1737-1950, sale plans and particulars, 1902-1920, sales, purchases and exchanges, 1873-1968, correspondence, 1653-1958, and papers relating to lead mines, 1803-1948; family papers containing settlements, wills and testamentary papers, 1563-1951; legal and financial papers, including case papers, 1581-1926; taxation and general financial papers, 1606-1948; ecclesiastical papers, 1642-1915; and papers relating to charities, 1603-[18 cent]. The archive also includes a group of Tyrrell Trustees papers relating to London properties, 1866-1950, and to the Boreham estate, Essex, 1878-1931.

(Administrative history in bold above is not related to any archival content).

**Example 3: Cefn Park MSS**

**Administrative history of Cefn Park MSS**

The lands associated with the Cefn Park estate in the mid-nineteenth century were extensive. The estate extended to Ireland, the Home Counties, as well as to Denbighshire, Flintshire, and Montgomeryshire.

The Cefn Park estate was purchased from the Kenyon family by the Rev. Nathaniel Roberts. In 1820, he married Frances Matthews, heiress of the **Plas Bostock** estate in Holt and of the Wrexham Fechan estate, Denbighshire. The Plas Bostock estate had been purchased in 1751 by George Matthews of Worthenbury from Jonathon Ffabian, a Coventry weaver. Jonathon's father had married Mary Poynton, heiress of Plas Bostock.

The **Wrexham Fechan** estate came into the Matthews family on the marriage of Frances's father, John, to Mary Jones, daughter of William Jones. William Jones (b. 1724) was the son of the Rev. William Jones, curate of Erbistock, and Ann Lloyd, sister of Edward Lloyd of Llwyn y maen, Oswestry. William Jones of Wrexham Fechan's sister, Sarah, married David Price of Eyarth in Llanfair Dyffryn Clwyd, and as their daughter died without issue, the **Eyarth** estate also passed to the descendants of Mary Jones and John Matthews. In 1877, Eyarth, then vested in Sir Roger Palmer, was sold by auction.

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Nathaniel Roberts also inherited extensive estates in Denbighshire and Montgomeryshire as a result of the two marriages of his father, the Rev. William Roberts who firstly married Margaret Owen of Plas Nantymeichiad, Meifod, Montgomeryshire, and secondly, Susannah Maurice of **Henfachau**, Llanrhaeadr-ym-Mochnant, Denbighshire.

Nathaniel and Frances died without issue and the estates passed to the survivor of the remaining three Matthews sisters, Eleanora, who in 1828 had married Sir William Henry Roger Palmer of Castle Lacklin, County Mayo, and Kenure Park, County Dublin. Their only son, Sir Roger William Henry Palmer had no direct descendant and his estates passed to the family of his sister Mary Ellen, who had married Archibald Peel in 1857. One of her daughters, Ellen, married firstly, Henry Graham, and secondly, Lord Askwith. Her other daughter, Mary, married George Capel Ralph Curzon Fenwick and lived at Plas Fron near Bangor-on-Dee. After Sir Roger Palmer's death in 1913 Roderick George Fenwick took the additional surname of Palmer and lived at Cefn Park until his death in 1968. The estate subsequently reverted to a member of the Graham family, Roger Henry William, who took on the additional surname of Palmer.

### **Scope and content note of Cefn Park MSS**

Papers of the Cefn Park and related estates, including deeds, 1568, 1580, 1677-1969, mainly for lands in Denbighshire and Shropshire; Cefn Park estate papers, 1711-1951, including accounts and rentals, financial records, 1901-1947, legal papers, 1755-1947, and family papers, 1674-1967; papers of the Henfachau, Trefedryd and Nantymeichiad estates, including deeds, 1596-1827, for lands in Denbighshire and Montgomeryshire; estate papers, 1606-1828; legal papers, 1687-1792; and family papers, 1603-1799; Plas Bostock estate papers, including deeds for lands in the Wrexham area, 1659-1827; legal papers, 1658-1828; and family papers, 1648-1828; Eyarth estate records, including deeds, 1612-1831, for lands in Denbighshire and Flintshire; legal papers, 1708-[c. 1768]; and family papers, 1652-1802; and Wrexham Fechan estate papers, including deeds for Wrexham, 1703-1790, and legal papers, 1728-1794. There are also papers of the Roberts family including deeds, 1757-1791, correspondence, 1791-1836, and legal papers, 1828-1834.

An important point to consider which flows naturally from the above is that the extent of an archive dictates to some extent the length of an administrative/biographical history. There is no need to give a long administrative/biographical history for a very small archive.

If the fonds is a random collection of deeds for which there is no relevant information on the creator, use "Not applicable". If there are any clues about the purpose, date or method of collection, these should be stated.

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"Joseph Brown was active in the early 20th century. He lived in the Hereford area, and seems to have amassed his collection of deeds as part of his interest in genealogy. Most are derived from solicitors' offices in the area."

### 3.2.3 Archival history

The purpose of this field is to enable users to judge the reliability and authenticity of an archive. That is, an archive transferred very soon after the creator of the archive ceased to exist is more likely to retain evidence of its creation, use and arrangement than an archive which has lain for twenty years in somebody's garage.

This field should trace the history of the ownership and/or custody of an archive up to the point when the archive was transferred to a record repository.

Three exceptions had previously been permitted; two are now entered under *Appraisal and Scheduling information*: Records which were returned to the owners from a record repository should also be noted in *Archival history*:

A few items [from the Vivod MSS] have been returned to the depositor.

Archives transferred from one record office to another should be noted in the [Immediate source of acquisition](#) field, but the fact that the archive was held at another repository should be noted here:

Part of the archive was transferred from the National Library of Wales to Flintshire Record Office in October 1981 and the items re-numbered. Papers relating to the Owston estate were transferred from Flintshire Record Office to Doncaster Archives Department following the sale of the Owston estate in 1981. Gwysaney estate records held at University of Wales Bangor, Department of Manuscripts and Archives were also transferred to Flintshire Record Office.

Where possible always include dates:

The archive was transferred to the office of Messrs Ingpen & Armitage of Grays Inn, London, probably before the cause in Chancery between members of the Carter family in 1905. Following the death of H.W. Woodforde, the firm of solicitor who acted on behalf of the estate, the deeds were returned to H. C. Fry, Clevedon, Somerset, the family trustee, in October 1909.

If the archive has been arranged prior to its deposit at a record repository, then that fact should also be noted here, but the actual arrangement itself should be specified in the [System of arrangement](#) field:

Most of the title deeds were bundled according to premises purchased by the 1st Lord Ormathwaite.

### 3.2.4 Immediate source of acquisition

Give the date, source and status of the archive being described, i.e. whether a deposit, donation or purchase. Some record offices do not make public any information at all about sources. If that is the case include the agreed wording.

Where this field is completed — in order to comply with Data Protection Act — do not give the full address of the source nor the postcode; give the full name of the individual and the name of the town:

Donated by Arthur Henry Michaels, Aberystwyth, September 1984.

If the source is dead, i.e., take for granted that the source is alive for fifty years after the date of acquisition, give the full address.

If the source is an organisation give the full name of the organisation or the full name of the officer of that particular organisation, if available, together with his/her job title:

Deposited by the National Trust *per* Mr Richard Keen, Historic Buildings Representative, 1974.

\$ Where there is a relationship between the source of the archive and the creator of the archive, which has not been reported under *Administrative history* or *Archival history*, give that information here:

Deposited by Mrs Winnifred Griffiths, Teddington, Middlesex, widow of James Griffiths, 1976.

Where the archive has been deposited at different times by different sources give details:

Deposited by his widow, Mrs Jano Clement Davies, Swansea, in 1967, and by his son Stanley Clement Davies, London, in 1977.

If the status of an archive has been changed, e.g. a deposit has been converted into a donation, or a deposit has been purchased, give the relevant information.

If the archive has been acquired on more than three occasions give the first and last date of acquisition:

Deposited by [...] between 1963 and 1983.

If the source of the archive is unknown then use 'Source not recorded'.

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Sometimes part of an archive has been deposited whilst another part has been donated or purchased. If so, give all the relevant information, i.e. source, status, and dates. If it is possible to distinguish the status through the use of call numbers then do so:

Deposited by ABC of XYZ, in 1958, apart from FD 7/1-15 which were donated by XYZ of ABC in 1978.

Where the archive has been acquired under the *Public Records Act* or other legislation, statutory instrument, or in lieu of tax or death duties, give the relevant information:

Transferred under the *Public Records Act 1958*, Clause (7b).

Transferred under the *National Heritage Act 1980*, Section 9(2).

Accepted by the Commissioners of Inland Revenue, with the agreement of the Secretary of State for Wales, in exercise of the powers vested in them by Section 20 of the *Inheritance Tax Act 1984* (a) in satisfaction of Inheritance Tax in connection with the death on 4 April 1995 of Mr J.T.T. Fletcher [...]

If the unit being described was purchased at auction give a reference to the sale catalogue, if possible, but do not include details about the price paid.

### 3.3 CONTENT AND STRUCTURE AREA

#### 3.3.1 Scope and content

**This is a mandatory field.**

The purpose of this field is to enable the user to judge whether the archive being described contains any material relevant to his or her research, or, in the words of ISAD(G), *'to identify the **subject matter** and the **form** of the unit of description to enable users to judge its particular relevance'*.

This is probably the most important field as far as the user is concerned: it should therefore be constructed with care.

As with [Administrative/biographical history](#) bear in mind the very important role of this field in free-text retrieval. A wish list of the *Scope and content* note would include:

- dates and type of records, e.g. correspondence, ledgers, title deeds, diaries, etc., together with dates, and (where appropriate) geographical boundaries covered by the archive:

Title deeds and leases of properties in and near Swansea, 1544-1817.

Deeds relating to the Castell-y-Mynach and Llancaiach estate in Glamorgan, 1738-1920, deeds relating to the Llantrisant mineral field, 1819-1920; estate rentals, 1838-1847 [...]

Avoid using terms like 'West Country' or 'north of England', since these cannot be easily accommodated in a controlled vocabulary

- anything unexpected or items of outstanding importance
- names of individuals within a family archive but obviously only if there are papers of those individuals in the archive
- names of businesses which were acquired by the creator if the papers of the relevant businesses are present in the archive
- names of committees of which a person was a member provided that these papers are present in the archive
- importance of the archive to relevant research fields
- information about material that **is not included** in the archive where one would expect such material to be present
- with dates, use '17<sup>th</sup> century', not '17 cent.'
- when referring to places such as parishes or counties, use O.S. Landranger Maps as an authority file. Use the pre-1974 county; all parishes should be followed by their county.

An important caveat here is that the descriptions are a bird's-eye view of the archive, and, therefore, only the predominant features of the contents of the archive should be mentioned.

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Individual items or volumes should not as a rule be mentioned unless they are of outstanding importance.

Avoid repeating here information held in the [System of arrangement](#) field. Where the System of arrangement field is very detailed, refer from the Scope and content note to the System of arrangement field. Use 'See also System of arrangement field', not 'See above' or 'See below'. For preference, give a full listing in *Scope and content*, with date ranges, since users might not search across the *System of arrangement* field; the *System of arrangement* entry can therefore be brief.

Quantities should **not** be given here.

### **Examples of *Scope and content* notes are:**

Management records of the Lockwood estate in Monmouthshire and Glamorgan, [c. 1797]-1891, manorial records, 1564-1849, deeds relating to properties in Glamorgan, Monmouthshire, Anglesey, Breconshire, Radnorshire, Surrey and Middlesex, 1640-1891, and personal and family correspondence and papers, 1832-1876. Estate financial records, [c.1558]-1914, estate, family and personal correspondence, 1874-1925, and title deeds of premises mainly in the parishes of Pennal and Tywyn, Merioneth, and Machynlleth, Montgomeryshire, 1501-1918. There are also smaller groups of legal papers, 1582-1885, probate records, 1536-1832, and papers relating to slate quarries in Tywyn and Pennal, 1863-1903. The legal papers include items relating to the estate of John Jones [the regicide] of Maesygarneidd, Merioneth.

Personal papers and correspondence, 1826-1967, of members of the family of Rees Jenkin Jones, namely John Jones, Rees Jenkin Jones, Simon Jones, Anne Jones a Goronwy Jones, mainly from Llanarth, Cardiganshire, and Aberdare, Glamorgan, and estate records, 1620-1916, of the Clettwr estate, Cardiganshire, Cilgell Isaf estate, Carmarthenshire, and of premises in Aberdare, Glamorgan.

Records of the Gwalia Oddfellows and its predecessor bodies - the Aberystwyth and District and the Dolgellau and District Oddfellows - relating almost entirely to the management and accounting of funds, payments by and to members, payments by and between lodges and the Unity, to investments and to the general rules conducting District and Lodge affairs. Almost all the records are dated between 1850 and 1974.

The fonds mainly comprises papers relating to his professional work for railway companies, mining companies and for other industrial concerns, 1845-1883, predominantly in North and Mid-Wales and Shropshire. It also includes some personal and political papers, 1855-1885. The archive is a valuable source for the history of the development of the railways in North

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and Mid-Wales in general, and to the mechanics of building railway lines in particular.

Letters from O. M. Edwards to various members of his family, 1882-1920, together with letters to him from his wife, son, daughter and other members of the family and early family papers, 1804-1943; letters from friends, leading figures in Welsh public life and academic associates, 1880-1920; diaries and notebooks, 1875-1920; papers deriving from his work as a publisher and editor, 1890-1920, and as Chief Inspector of Schools in Wales, 1907-1920. There are also some papers relating to the proposed biography of Edwards.

‘...There are no papers relating to his constituency work.’

Records mainly of the Glamorgan estate of the marquises of Bute and of their predecessors, the earls of Pembroke. These include letters, 1588-1855, including letters of the Herbert family of Cogan Pill, 1588-1719, but primarily the personal and estate correspondence of John, second marquis of Bute, 1804-1855, (including letters relating to Bedfordshire, Cambridgeshire (Kirtling: Lady Bute's property) and County Durham estates); deeds, [1319]-1937; surveys, 1570-1842; rentals of the Glamorgan estate, 1728-1893, and the Cardiff estate, 1842-1895, estate and manorial accounts, 1573-1873; manorial records and deeds of over seventy manors, mainly in Glamorgan, [?1373]-1847; family settlements, [early 17th century]-1902; family probate records, 1612-1900; legal and case papers, 1642-1921. The archive also includes correspondence of Alice, Lady Windsor, 1757-1776; a substantial amount of copies of Acts of Parliament, relating mainly to roads, canals, docks and harbours, railways, public works and utilities, 1771-1928; and miscellaneous records, including Montgomeryshire Crown accounts 1528-1531, muster roll for the hundreds of Wentlooge and Caldicot, Monmouthshire, 1601, the description of Glamorgan by Rice Lewis 1596-1600, and poll book of the Monmouthshire election, 1708.

The archive illustrates, amongst other aspects of the history of Glamorgan, the corporate life of the boroughs of Cardiff, Cowbridge and Llantrisant; the urbanization of the South Wales valleys, especially Merthyr Tydfil and Aberdare; the Commission of the Peace; the county militia and yeomanry, 1815-1837; the development of the coal and other industries (it includes papers relating to minerals and ironworks 16th century - early 20th century, accounts of coal shipped from Neath, etc. 1626-1682, quarry and lime kiln accounts 19th century; Cardiff railway, dock and harbour papers and plans, 19th-20th century., including Bute Dock cash book 1830-1841); labour and political unrest, including Chartism, Scotch Cattle, Rebecca riots; early trade unions; and the history of Cardiff castle, 16th-19th cent.,

including inventories 1581, 1585, estimate of repairs 1590 and plans of grounds.

Where an archive has been deposited at different times, avoid describing the archive by date of deposit. Prepare one description of the whole archive irrespective of dates of acquisition, bringing together similar materials from all deposits.

The main difficulty is deciding what and what not to mention at fonds level. Many family or estate archives include papers of numerous individuals, some of whom should be included in the descriptions whilst others can be ignored. There are no hard and fast rules, but in general include individuals only if there is at least a bundle of letters/accounts to him/her and/or diaries covering at least three years. Similarly, with subjects. As a rough guide, only include subjects for which there is at least a bundle of papers.

The entry should describe the entire archive as held.

### **3.3.2 Appraisal**

Usually 'All records have been retained'.

Include information on any appraisal, selection, disposal, or previous (but not current) cataloguing, that has taken place since the archive has been held by the repository. Information on any material disposed of should be presented in this field.

Upon deposit, the archive was sorted. Duplicate sets of meeting papers were discarded; unannotated printed maps were removed from the archive and incorporated in the Record Office library.

Manuscript volumes were removed from the archive and placed in NLW MSS series; they are now NLW MSS 3113-9.

The [Bute] archive was arranged in 1955, based on the estate solicitor's lists of the contents. Part of the archive, including most of the manorial records, was later calendared on index cards and added to the preliminary schedule of the 1955 arrangement. An arrangement of the whole archive was completed in 1998, replacing the call numbers in the 1955 schedule.

Parts of the Glynllifon and Rug papers were transferred from NLW. In the course of re-cataloguing these, and assimilating the many documents not previously available into the collection, the number scheme has had to be reorganized. In order to facilitate the identification of documents previously having an NLW number, the old NLW number is entered at the end of the relevant numbers.

### 3.3.3 Accruals

Usually 'Accruals are not expected'.

If the creator(s) of the archive is/are still functioning, then select from:

'Accruals are possible'

'Accruals are expected'

'Accruals are expected frequently/at regular intervals'.

### 3.3.4 System of arrangement

This field should describe the present structure, order or classification of the archive.

If it is detailed enough, it can be used as a partial substitute for the [Scope and content](#) note. In preference, however, the main content listing should be provided there, with a brief entry here.

Where the arrangement is extremely complicated, only the most important groups within the archive should be included:

Arranged into the following: estate administration; manorial records; deeds; legal papers; Acts of Parliament; official records; schedules; books; artefacts and miscellaneous.

More details should be included where this can be done quickly, usually where there is a table of contents:

Arranged into three groups<sup>6</sup>: Group One, rentals, tithes, deeds, financial documents, correspondence, and miscellaneous documents; Group Two, rentals, domestic and clothing accounts, miscellaneous building accounts, and miscellaneous accounts and papers; and Group Three, documents relating to the Llanaeron and Llysnewydd estates in Cardiganshire.

Arranged into the following: personal papers; professional papers; family papers; and papers relating to the proposed biography of Edwards.

It is not necessary to include dates or quantities.

In most cases, the arrangement will simply be a chronological one, or 'by subject', 'by county', 'by property'.

Do not describe the arrangement by the number of volumes of the catalogue, e.g. 'Arranged into four volumes'.

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<sup>6</sup> "Groups" here are specifically past NLW usage for multiple deposits of the same collection. The term should not be used in the generic sense.

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Sometimes the arrangement can become very complicated, because similar types of records have been arranged separately, usually because they came to the record repository after earlier deposits had already been catalogued:

Arranged chronologically at Flintshire Record Office into deeds (listed in vol. I); deeds; estate records; financial and general; correspondence; manorial; plans; ecclesiastical; office; family papers; private Acts of Parliament; legal records; and miscellaneous (listed in vol. II); deeds; financial records; office; legal records; diaries; and miscellaneous listed in an Appendix (also listed in vol. II); Maps and plans (listed in vol. III); and Miscellaneous; plans; Mostyn Quay and docks railway plans; Llandudno plans; Flintshire — deeds, minerals, estate papers, and miscellaneous; Denbighshire — deeds, and estate papers; other Welsh counties (excl. Caernarfonshire); English counties; and family papers (listed in vol. IV); deeds (mainly Llandudno), estate records Caernarfonshire (listed in vol. V); and Additional.: misc deeds, estate papers, correspondence, family papers, etc.

Uncatalogued material should be mentioned at the end of the entry.

### **3.4 CONDITIONS OF ACCESS AND USE AREA**

#### **3.4.1 Conditions governing access**

**This is a mandatory field.**

This field is intended for specific restrictions relating to an individual archive.

Usually 'No restrictions'.

This should be altered if evidence is forthcoming of any restrictions on access, including closure periods or the need to obtain written permission before the archives can be consulted. For closure periods, whenever possible replace conditions with dates (e.g. instead of "closed until 25 years after deposit" use "closed until 2013"). If the closure period has ended, it will still be useful to record: "personal files were closed until 1999". Do not give a calendar closure period for collections where accruals are expected, since each request to view will have to be checked at the time.

Care should be taken here to follow current record repository procedures as regards publishing the full name and address of person(s) whose permission is needed to consult the archive. In some record offices, requests to consult an archive must be addressed to the county archivist who will then pass it on to the owner of the archive, whilst other owners of archives require all access requests to be sent to them directly. Publishing the full name and address of an individual carries Data Protection Act implications as well. Where the name and address of the owner of an archive is given, add the date. If access requests are to be sent to an officer of an organisation, give that officer's title, not his/her name.

Note that some archives, or parts of archives, held at NLW are also held on microfilm at NLW. Where this is the case access is granted only to the microfilm copies. Use 'Available on microfilm only'.

Where the archive, or a part of it, consists of public records, it should be stated here.

#### **3.4.2 Conditions governing reproduction**

Usually 'Usual copyright regulations apply.'

This should only be altered where evidence is forthcoming about any specific copyright owners covering the entire archive or significant parts of the archive.

This information should be available in the catalogues.

Care should be taken here to follow current record repository procedures as regards publishing the full name and address of the person(s) who owns the copyright and not to infringe the Data Protection Act. Where the full name and address of the owner of

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copyright is given, then this should be followed by the month and year of creating the description:

Copyright belongs to Joe Bloggs, Anytown, Nethercounty XY1 2Z, December 2002'.

Bear in mind also that copyright owners usually only own copyright to parts of an archive, e.g. the copyright to the papers of David Jones the artist and writer belongs to his literary executors, but this only covers material created by David Jones; the literary executors do not own copyright to letters received by David Jones. Thus in this case it would be wrong to state baldly that 'Copyright belongs to the literary executors of David Jones'. This would have to be qualified with something like 'Copyright to material created by David Jones belongs to the literary executors of David Jones'

In some cases the written permission of the copyright owner may be needed before photocopying an archive, or parts of it. If this is the case, then care should be taken to follow current record repository procedures. Again, if full name and address are given, give the month and year when the description was compiled.

### 3.4.3 Language/scripts of material

**This is a mandatory field.**

Note the language(s) of the material and any unusual scripts, including shorthand.

If the archive is in more than one language, then list the languages commencing with the predominant language(s) used.

Even though this is a mandatory field, there may well be archives which have no languages at all, e.g. a collection of photographs.

Apart from shorthand, scripts may include Arabic, Hebrew, Cyrillic and any kind of codes or ciphers.

The frequency of use of languages can be qualified with statements such as:

'English, early deeds in Latin.'  
'English, some letters in French.'

The language used for the Finding Aid should be noted in the *Finding Aid* field, not here.

The language used for the Fonds-level description should **not** be recorded here.

### Language codes (local field, not in ISAD(G))

\$ This field is no longer used.

#### 3.4.4 Physical characteristics and technical requirements

This field covers physical characteristics that affect or restrict the use of the archive or major parts of it.

Unless there is information to the contrary, leave this field blank. Comments on the condition of individual items should not be included.

Where the archive is in electronic form, or is a multimedia archive, then specify what hardware/software will be required to access the archive.

#### 3.4.5 Finding aids

**This is a mandatory field.**

Note the presence of finding aids other than this description.

This should usually commence:

A hard copy of the catalogue is available at Ceredigion Record Office and the National Register of Archives.

If parts of the archive have not been catalogued, note it here rather than in the [System of arrangement](#) field:

Hard copies of the 1942 and 1993 catalogue are available at NLW and the National Register of Archives; the 1969 deposit remains uncatalogued.

Sometimes it will be helpful to the user to qualify this statement:

A hard copy of the catalogue of the first deposit is available at NLW. The three later deposits, which include the most important papers, remain uncatalogued.

Do not refer to any descriptions of an archive which contain less information about the archive than the fonds-level description does.

Many of NLW's catalogues (called 'schedules') are available on-line. It will be of great benefit to remote users to be able to identify these catalogues. Where NLW catalogues are available on-line use the following wording:

Hard copies of the catalogue are available at NLW and the National Register of Archives. The catalogue can be accessed on-line.

The url is given in a separate field at the end of the workform to create a hyperlink Detailed catalogue in the *Finding Aid* field, leading to <http://www.llgc.org.uk:81/index.htm>

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Other catalogues available on-line use the same form of wording as with NLW:

Hard copies of the catalogue are available at Caernarfon Record Office and the National Register of Archives. The catalogue can be accessed on-line. [Detailed catalogue](#)

This link should only be provided when it takes the user to more detailed information than the fonds-level ANW description.

A database of Welsh manorial records is hosted by HMC. Where an archive contains manorial records refer the user to the HMC's database by using the following wording:

Further details relating to manorial records within the archive can be accessed on-line from: <http://www.mdr.nationalarchives.gov.uk/mdr/>

Where the title of the archive has been altered, then refer to the finding aid under its old name. For example, this is the description in the *Finding aids* field for Ffynone Estate Records whose previous title was Spence Colby Records:

A hard copy of the catalogue, under the title Spence Colby, is available at NLW.

Where the schedule is in Welsh, it should be noted here.

Hard copies of the catalogue (in Welsh) is available at Caernarfon Record Office and the National Register of Archives.

### 3.5 ALLIED MATERIALS AREA

#### 3.5.1 Existence and location of originals

This field should be used where the archive comprises entirely, or mainly, of microfilms, xerox copies, etc.

If the copies are handwritten copies, do not use this field.

Give the full title of the archive and the record office where the archive is held:

Originals are Hafod Estate Records at Ceredigion Record Office.

If the originals are in private hands (individual or organisation), then include this information, as long as it is not confidential.

If the originals have been destroyed — whether intentionally or not — or are missing, include the information here:

'Originals destroyed by fire in 1986'  
'Originals missing since 1976'  
'Originals disposed of by NLW in 1997'.

#### 3.5.2 Existence and location of copies

Note here the existence of copies of the archive, or of substantial parts of it, which can either be held within the repository or elsewhere.

This includes digitised copies:

Digitised copies of the Ystrad Marchell or Strata Marcella charters can be accessed from: [http://www.llgc.org.uk/drych/drych\\_s018.htm](http://www.llgc.org.uk/drych/drych_s018.htm), June 2002

but not handwritten copies.

In effect most copies will be on microfilms.

As in the [Existence and location of originals](#) field, give full references if possible.

\$ If there are digitised copies of a single item or a few examples, these are listed in the *digital image* field, not here.

#### 3.5.3 Related units of description

Note here information about related papers held by the same repository or elsewhere based on provenance and other associations, but not subject, i.e. if the archive

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contains coal mining records, do not refer to other archives containing coal mining records, because that is the task of access points.

The related papers must use appropriate wording such as:

'Further papers are in ...'

'Most of his papers are ...'

In principle, list the material which is in the same repository first, but if the bulk of the records are held elsewhere, list that first.

When referring to archives held elsewhere, give the full name of the record repository and the full title of the relevant archive:

The main group of deeds of the Ynysymaengwyn estate are National Library of Wales, Peniarth Estate Papers, NA 1-280, NB 1-420 and NC 1-3

The main Chirk Castle estate archive is National Library of Wales, Chirk Castle Estate Records. Further papers are Longueville & Co. Papers, (uncatalogued), Plas Power Estate Records and Ruthin Estate Records, all in the National Library of Wales. Papers relating to the Chirk Castle's Burghill estate in Herefordshire, 1849-1862, are National Library of Wales, Chirk Castle (Burghill Estate) Papers. Further records, 1672-1816, are Denbighshire Records Office, DD/PP (Plas Power), together with Chirk Castle correspondence and papers, 1648-1808.

If the related papers are uncatalogued, then refer to these as well:

Further papers relating to the estate, 1906-1943, are NLW, Sir Clough Williams-Ellis Papers (uncatalogued).

If the related papers are copies, refer to them here:

Photocopies of estate and family letters and accounts and title deeds, 1615-1865, are National Library of Wales, Facs. 47-51. The location of the originals is currently unknown.

NLW holds related papers in different sections of the Library. Refer to these as follows:

Maps/plans are in National Library of Wales, Map Collections  
Photographs/portraits/prints/oil paintings/water-colours/pencil sketches are in National Library of Wales, Special Collections  
Printed books are also held by the National Library of Wales  
Films/videos/sound recordings are held by the National Screen and Sound Archive of Wales at the National Library of Wales

Do not include in this field single items or volumes; refer to a series of records at the every least, unless there are exceptional reasons for doing otherwise.

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Do not go out of your way to search for related material outside the same repository. Searches should be confined to the websites of the National Register of Archives and Archives Hub at present.

### 3.5.4 Publication note

Include here publications **based on** the archive or publications of substantial parts of the archive.

The purpose of the field is to inform the user about publications based on the use, study or analysis of the unit being described. The key word is 'based'. If the archive comprises wholly or partly of drafts of poetry or prose which have been published, then such information should be included in the [Scope and content](#) note, not here. If, however, the publication is a critical study of the poetry or prose, then you should include it here. If the publication is a transcript/facsimile/calendar, include it here, though the latter could also be included in the [Finding aids](#) field.

When reciting publications use the following format:

- author (surname followed by Christian name(s) or initial(s))
- title
- place and date of publication:

Williams, Glanmor, *The Welsh Church from Conquest to Reformation* (Cardiff, 1954), Williams, Glanmor, ed., *The Welsh Church from Conquest to Reformation* (Cardiff, 1954).

Titles should always be in italics.

If the publication is in a journal the following should be used:

- author (surname followed by Christian name(s) or initial(s))
- title
- name of the journal or periodical in italics
- year of publication and page numbers:

Davies, J. H., 'The End of a great estate, Gogerddan, 1880-1945', *Welsh History Review*, XV (1974), pp. 14-29.

Avoid using full titles of reference works which are commonly known by shorter titles; use:

*Burke's Landed Gentry* (London, 1952)

not: Townend, Peter, ed., *Burke's genealogical and heraldic history of the landed gentry* (London, 1952).

Where appropriate, include the edition, the number of volumes, dates of publication, and which volume contains the relevant information. Give place of publication first, followed by edition, date(s) of publication and the volume containing the relevant information:

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*Burke's Landed Gentry* (London, 18<sup>th</sup> ed. 1965-1972), vol I.

Sometimes details of relevant publications will have to be in narrative form, e.g.:

The archive, whilst still housed at Erddig, was used by Alfred Neobald Palmer for his *History of the Country Townships of the Old Parish of Wrexham* (Wrexham, 1903) and by Albinia Lucy Wherry (formerly Albinia Lucy Cust) for her *Chronicles of Erthig on the Dyke* (London, 1914). Parts of the archive were used after the records were transferred to Flintshire Record Office by A. G. Veysey, 'Philip Yorke, last squire of Erddig', *Transactions of the Denbighshire Historical Society*, 34 (1985).

The papers have provided source material for numerous biographies of Clive and books on India. They include Malcolm, Sir John, *Life of Robert, Lord Clive* (London 1836), Forrest, Sir George, *Life of Lord Clive* (London 1918), and more recently Bence-Jones, Mark, *Clive of India* (London 1974), Marshall, P. J., *East Indian Fortunes* (Oxford, 1976) and Harvey, Robert, *Clive — The Life and Death of a British Emperor* (London 1998).

The only publications which should be mentioned here are those which you have come across whilst you prepared the description of a particular archive.

### 3.6 NOTES AREA

#### 3.6.1 Note

Usually 'Title supplied from contents of fonds'.

Alter this if the title is not based on contents. (e.g. 'Title supplied from name of creator')

If the call number is not a named collection say so here.

Often a misleading title is based on the home of the depositor of the archive who had absolutely nothing to do with the creation of the archive, or the name of an individual who had acquired papers collected by somebody else, e.g.:

##### *Plas yn Rhos MSS*

The title of the archive is Plas yn Rhos which is a mansion in St Asaph, Denbighshire, but the archive in fact has almost nothing to do with either Plas yn Rhos or St Asaph. The archive documents the Brinkley family in Ireland for almost two centuries until they moved to St Asaph in 1903. We can use the *Note* field to try and lessen the likelihood of misleading the users. In this example, the *Note* field contains the following information:

'Title appears to be based on domicile of the Brinkley family in St Asaph'.

##### *Dol'rhyd Papers*

Another example is the Dol'rhyd papers in NLW. Dol'rhyd was the name of the home of the depositor and the records themselves relate to leading estates in Merioneth such as Nanney of Nannau, Vaughan of Hengwrt, Rhug and Nannau, etc. But Dol'rhyd was also the house where the solicitor for these estates resided at one time. The archive has nothing at all to say about the Dol'rhyd estate or the family which owned it.

'Former title supplied from domicile of depositort. Current title supplied from content of fonds.'

If the collection was previously known under a different title, record it here.

This collection was previously known as the Croydon Deeds.

Also account here for any material pre- or post-dating the dates of activity of the archive's creator:

Includes earlier papers transferred from its predecessor body.

Includes a few later items added by his family after his death.

Includes earlier printed maps accumulated by him.

### 3.7 DESCRIPTION CONTROL AREA

#### 3.7.1 Archivist's note

**This is a mandatory field.**

This field must include

- name of the person responsible for preparing the description.  
'Compiled by John Doe for the ANW project'  
'Compiled by Jane Doe for Glamorgan Record Office'
- the published works and other sources consulted in preparing the description including publications mentioned in the Publication note.

Follow the rules specified in [Publication note](#) but exclude any page references.

In practice the works consulted will often be catalogues prepared by a record repository. In such cases give:

- the full name of the repository followed by the title

e.g.:

West Glamorgan Archive Service, Briton Ferry Estate Papers catalogue

Do not give the year when the catalogue was produced since it is not a publication.

When citing a website, use the format:

"Welsh Local Authority website ([www.wla.org.uk](http://www.wla.org.uk)) viewed 10 August 2002."

Where conflicting information has been found in different sources, mention it here.

"Owen, Henry, *History of China* (Oxford, 1958) gives the date of Smith's first Mission as 1876; *Who Was Who* vol. 2 (1920) dates it to 1878, in an entry based on information supplied by Smith."

#### 3.7.2 Rules or conventions

**This is a mandatory field.**

Set at default: 'This description follows ANW guidelines based on ISAD(G) second edition, AACR2, and LCSH'

#### 3.7.3 Date(s) of description

**This is a mandatory field.**

Give the month and year when the description was completed.

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Once the description has been made public, the dates of any significant revisions should be noted. The most obvious example of when a revision will be required is when additions are made to an archive which necessitate amending the description.

## ADMINISTRATIVE FIELDS

### Local fields, not in ISAD(G)

These fields are mainly used to track the editorial process and to provide web links and access control.

#### 1. Fields completed by recorder

##### **url**

Link from this record to other web resources (e.g. on-line schedule, repository home page, item descriptions). Ideally in the form

```
<a href="http://www.hmc.gov.uk/index.htm.">  
http://www.hmc.gov.uk/index.htm</a>
```

##### **\$ url (digital images)**

Link from this record to a web image (e.g. Gathering the Jewels, Digital Mirror) in the form

```
http://www.gtj.org.uk/item.php?lang=en&id=12989&t=1
```

##### **Recorder**

\$ not used

##### **Location**

**Not used in ANW system.** Used to record the appropriate repository name when creating records without using the ANW software. The system administrator uses the content of this field to fill in the correct *inst\_id* code to link the record to the repository.

#### 2. Fields completed by the editor

##### **Record date**

\$ not used

##### **Relate\_id**

not used

##### **Live**

switch to allow web access (0 or 1)

##### **dbnote**

not used

##### **modify\_date**

used to record last modification to track updates/version control

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### **coll\_id**

unique ANW record number generated automatically when a record is created

### **inst\_id**

numeric code for the ANW partners

## ACCESS POINTS

In order to enable data retrieval, the record will need to be tagged with appropriate access points (names, places and subjects). Most will refer to already-established terms held in the ANW indexes, but some will need to be created.

The creation of access points is covered by established cataloguing practice. ANW will be conforming to:

- *AACR2 Anglo-American Cataloging Rules 2nd edition*,
- National Council of Archives *Rules for the Construction of Personal, Place and Corporate Names*  
<http://www.ncaonline.org.uk/materials/rulesfortheconstructionofpersonalplaceandcorporatenames.pdf> or  
<http://www.archivesnetworkwales.info/ncarules/title.htm>
- *ISAAR(CPF)* 2nd edition <http://www.ica.org/biblio.php?pdoid=144>
- Library of Congress Subject Headings.

Where these conflict, data is created to conform to each domain.

Guidance and links to the relevant rules is provided here.

The intention with indexing is to lead the user to the main sources of relevance: it would be misleading to index every person and place mentioned in an archive, since this would yield enormous numbers of 'false positive' hits which were of little use to the searcher.

As a minimum standard, access points should be created for:

- creator (either corporate or personal names (s))
- place (as specific as possible; county, or up to three counties; if more than three, use Wales)
- subjects represented by a large fraction (10% or more) of the archive.

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### Personal and family names

Creating these records is probably the most useful for future searching. Because ANW is serving both the library and archives domain, it is creating records in formats for both. The workform is intended to be self explanatory.

1. Name found: \_\_\_\_\_
  - 1.1 What sort of name is it? Family?  Forename Surname?  Other?
  
2. Is there a title of nobility?  (If NO, go 3)
  - 2.1 What is the family name? \_\_\_\_\_
  - 2.2 What is the pre-title (Sir, etc.) \_\_\_\_\_
  - 2.3 What is the full title? \_\_\_\_\_
  
3. Surname element: \_\_\_\_\_
  - 3.1 Is this hyphenated?  If so, what is the last element? \_\_\_\_\_
  
4. Forename elements: \_\_\_\_\_
  - 4.1 Are there initials in the common form?  If so, what are they in full?  
\_\_\_\_\_
  
5. Is there a pen name or pseudonym?  If so, what is it? \_\_\_\_\_
  
6. If there are two people of the same name, what could be used to distinguish?  
\_\_\_\_\_
  
7. Did the name change?  (If NO, go to 8)
  - 7.1 What to? \_\_\_\_\_
  - 7.2 What from? \_\_\_\_\_
  
8. Variant forms of name? \_\_\_\_\_
9. Occupation \_\_\_\_\_
  
10. Dates \_\_\_\_\_
11. Places \_\_\_\_\_
12. Sources (to go in *Archivist's note*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### *Kings and Queens*

First name goes in the *Surname* and *Surname\_AACR2* fields, not Forenames.

NCA rules say that Queens who are queens by right of marriage to kings should be recorded as "Queen Consort of King...." not as queen proper (so Queen Elizabeth the Queen Mother was Queen Consort of King George V of Great Britain)

### *Fl. dates in 20th century*

AACR2 says "Do not use fl. dates within the twentieth century"; AACR2 rule 22.17 gives the option of adding dates in all cases, not only those needed to distinguish two people of the same name. Library of Congress Rule Interpretations say follow this option, so give dates for all. It says fl should not be used for people "alive in the 20th C" (i.e. also covering those born in 19th).

ANW practice is: give dates whenever possible (following LCRI and NCA) . If this would involve giving a fl date for someone alive in the 20th century, use "alive" not "fl" e.g. "alive 1910-1912". When downloading data from ANW into a strict AACR2 conforming environment, we can remove any dates featuring "alive" but let in those with "fl" (allowed for earlier dates).

Prof and Dr are not "titles" in the AACR2/NCA sense. Preferred treatment is:  
in title : nothing needed relating to Professorship  
in Occupation  
academic, or Celtic scholar, or historian, or physicist + "and professor"  
The titles could be used for AACR2 epithet to break conflict.

If you have evidence that he/she held a particular chair or at a particular university, add this in *Archivist's note*. Note that an "Emeritus" professor is simply one who no longer teaches but retains the title: this makes no difference for our purposes.

### DL (Deputy Lieutenant)

This is a title, not an occupation, but not enough of a title to go in AACR2 or NCA title.

Bishops should have their highest title included in AACR2 title and NCA title (Bishop of Salisbury etc); occupation: cleric

Hyphenated and two-element surnames: create a variant name in the form Owen-Money (ie the same as the AACR2 form)

Titles of nobility: create a variant name as "Earl of Cawdor"

Dates: all "alive" and "fl." dates should be in square brackets: [alive 1987-2000] is vague both ends, [alive 1987]-2000 is a certain death date

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The use of "Rev" is discouraged by AACR2; we should not use it as a "title" in personal names. Instead, occupation should be minister, preferably Baptist, Anglican etc.

Pseudonyms should be put in AACR2 epithet (only), in single quotes. Create Variant forms for the pseudonym especially if it is widely known or appears to be surname (Tom Spain)

Use AACR2 epithet for "uniqueness" qualifiers (of Bridgend (Wales)). This may duplicate information provided elsewhere.

Record *Occupations* (preferably generic rather than specific- politician rather than MP) and *Places* (modern form).

### **Corporate name (also Uniform Title and Meeting)**

Create Family name using Personal name table

Names created following NCA rules and AACR2.

#### *Key principles:*

Area of jurisdiction comes first for government/councils/courts

Main body comes before subordinate body (University: Department)

Earlier and later names are separate records

*Order indicator:* Direct order Boots Chemist plc;

Jurisdictional order: Wales, Welsh Office

*Qualifier* to break conflict and/or to indicate 'corporateness' if the name does not<sup>7</sup>

*Functions* to record activities (briefly) (coal mining; local government)

*Dates* to record period of foundation/dissolution or "active 1988-1990"<sup>8</sup>

*Places* to record main areas of activity (modern placenames in preferred form)

*Status* record if company, society, charity, partnership

*Variants*

*Sources*

*Biographical note* Only used for information not presented elsewhere. If the body has a Welsh name and no official English version, give a translation here.

Corporate names derived from jurisdictions should take as preferred form the standard placename

Llan-non (Ceredigion, Wales). Parish Council

Rhosllanerchrugog (Wales). Parish Council

Non-jurisdictional names should use the form as found, with , in "Places", associated locations using preferred form

---

<sup>7</sup> Assume no knowledge of Welsh, so that a qualifier is required for names including theatr, capel, cyngor, bwrdd etc.

<sup>8</sup> Note that these are the dates for the body, not the dates of your records.

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[form found: Llanon Brewery]

*Name* Llanon Brewery

*Places:* Llan-non (Ceredigion, Wales)

### Variants

Create direct-order variants for preferred form, and for as-found forms

[form found: Llanon Parish Council]

Llan-non Parish Council (Ceredigion, Wales)

Llanon Parish Council (Ceredigion, Wales)

[form found: Rhosllannerchrugog Parish Council]

Rhosllannerchrugog Parish Council

Rhosllannerchrugog Parish Council

[no larger place needed for variants because there is no conflict with other Rhosllannerchrugog entries]

### *Courts:*

The main form is derived from the overall jurisdiction from which it derives its authority, with the name of a particular court in brackets:

Great Britain. Court of Quarter Sessions of the Peace (Cardiganshire)

variant forms:

Court of Quarter Sessions of the Peace (Cardiganshire, Wales)

Cardiganshire (Wales). Court of Quarter Sessions of the Peace

## **Placenames**

### ***General principles***

The records are laid out in a format which allows easy transfer into MARC21 records.

The key principles are:

- the established name should be selected from the recorded variants
- each place should be defined as a subdivision of a country
- further elements (e.g. county or status) may be required to break conflict
- earlier and later names should be recorded as separate records and linked
- a National Grid Reference should be provided

#### *1. Relationship of parishes to other places*

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Parishes and other small places should be linked to larger places using the BT relationship. Usually a place should be linked to any BTs which cover the area (old county, new county).

Exception: multi-place administrative units which relate solely to one period of larger administrative unit (e.g. rural districts-to-1888-1974 counties; district councils-to-1974-1996 county councils) should be linked to their relevant larger unit only.

Places can be linked to other places using the RT relationship (example: village to parish, house to parish, parish to another parish which it was once part of).

### 2. *Change of name of place*

Where a place's standard form of punctuation has changed over time, use the current or latest form. Other forms are listed as variants.

### 3. *Conflict requiring additions to (Wales)*

Where, to break conflict, a place requires a county qualifier, the current county and form of county should be used (counties with the same name but different extents are not distinguished).

Use BT to link a place to its current and previous counties.

### 4. *Name changes*

If there has been a formal name change, create separate entries for old and new name. If a name change is linear, use the earlier name and later name fields and link as RTs. If the change is circular (Monmouthshire to Gwent to Monmouthshire), link as RTs only.

## **Name of place**

Choice of established name:

1. OS online gazetteer form (if both English and Welsh forms are given, the English form is preferred)
2. form usually found, in Davies and Richards (mainly administrative units and parishes)
3. form found in work in hand

In the event of conflict of evidence, prefer: OS online gazetteer, Richards, Davies, work in hand, OS online mapping

## **Qualifiers**

name of country (already established)

OR

if more than one place of that name, qualifier should be:  
(current) County, Country

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if two places in same county, qualifier should show status for places not a city or town:

Country : parish or County, Country : village

if there are two places in the same county with the same status, distinguish by "near"  
near Wrexham, Wales near Holyhead, Wales

### Level

Drop-down menu of levels: 1 country 2 county 3 parish

### Status

Give the latest status: nation, state or county (etc.), district, city, town, rural district, parish, village, area (for informal designations). Do not use multiple entries (town and parish, parish and village).

### Variants

List all variants in the format: *Another town (Country)*

Variants may need qualifiers for uniqueness as for main term.

Variants in spacing and hyphenation should be listed.

### City (subdivision of city)

If the new place is a subdivision of a city, it needs to be entered here in the format:  
*Birmingham (England) . Handsworth*

### Name changed to/from

these are to cross-reference to other established names and should follow their form precisely: link records as RT

### Source of data

List title : (form found) ;

*<i>A history of Redditch and District</i>, 1958 : p. 1 (Queensbury) ;*

*<i>Greater Birmingham visitor's guidebook</i>, 1998 : t.p. (Queensberry)*

State date on viewing for websites including OS online gazetteer and mapping.

### Archivist's note

Comments, creator, not found (*not listed in Richards Welsh Administrative Units*)

### NGR

*For UK*

From OS gazetteer

Letter + 4 figs (1km square)

For a large area (e.g. county), give a grid reference for the county town. If there is no major centre of population, give a grid reference for the centre of the area (approximately).

*Non-UK places*

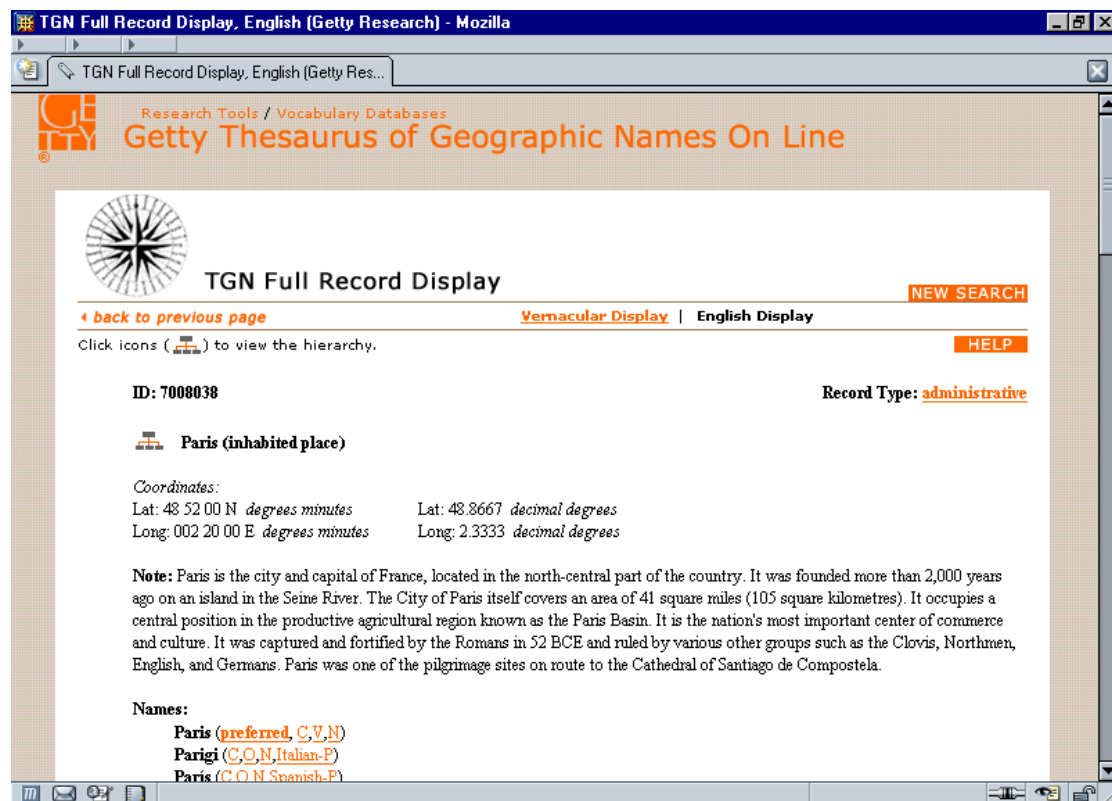
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Use the Getty Thesaurus of Geographic Names

[http://www.getty.edu/research/conducting\\_research/vocabularies/tgn](http://www.getty.edu/research/conducting_research/vocabularies/tgn)

Various variant names are listed: for ANW we should use that marked **Preferred** or **English-P** (i.e. Getty preferred form for English usage). If this is not the same as that marked (**preferred**), cite the (**preferred**) form as a Variant name at the bottom of the ANW input form.

There may be several examples of the same name, for a nation, region, inhabited place, natural feature: they should be preferred in this order. Note that many places occur as minor names in the USA, so check that the correct one is chosen.



The screenshot shows a Mozilla browser window titled "TGN Full Record Display, English (Getty Research) - Mozilla". The address bar shows "TGN Full Record Display, English (Getty Res...". The page content includes the Getty Thesaurus of Geographic Names logo and the title "TGN Full Record Display". A compass rose icon is visible. Navigation links include "back to previous page", "Vernacular Display", "English Display", "NEW SEARCH", and "HELP". The record details for "Paris (inhabited place)" are shown, including the ID "7008038" and "Record Type: administrative". The coordinates are listed as "Lat: 48 52 00 N degrees minutes" and "Lat: 48.8667 decimal degrees", and "Long: 002 20 00 E degrees minutes" and "Long: 2.3333 decimal degrees". A note describes Paris as the city and capital of France. The names section lists "Paris (preferred, C,V,N)", "Parigi (C,O,N,Italian-P)", and "Paris (C,O,N,Spanish-P)".

The coordinates are shown on TGN in the form

*Coordinates:*

Lat: 40 00 00 N *degrees minutes*      Lat: 40.0000 *decimal degrees*  
Long: 004 00 00 W *degrees minutes*      Long: -4.0000 *decimal degrees*

Use the decimal degrees format (4.00, 14.00), rounded to two decimal places, with N or E (not S or W: use minus instead).

If you need to create a record for a specific town or region, then you will need to create a Broader Term for the country as well.

*Places in Ireland*

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The OS online gazetteer does not include Ireland (Eire), so use lat and long from the Getty TGN for places.

County names: although "County Cork" is the commonly-found form, NCA rules lists the names as follows:

"The names of counties in the Irish Republic as they appear in the Census are: Carlow, Cavan, Clare, Cork, Donegal, Dublin, Galway, Kerry, Kildare, Kilkenny, Laoighis, Leitrim, Limerick, Longford, Louth, Mayo, Meath, Monaghan, Offaly, Roscommon, Sligo, Tipperary, Waterford, Westmeath, Wexford, Wicklow. "

If you have the County X usage in your work in hand, include it as a variant form. The counties are grouped together into Provinces, but we can ignore these so our Counties are Level 2 and Ireland is Level 1.

### Subjects

ANW is creating subject headings in line with the *Library of Congress Subject Headings*. This comprises established heading and subheadings, to which can be added further subheadings for topic, place, period or genre (form), governed by specific guidance on usage and sequence of elements. The thesaurus and rules are available as printed volumes or online by subscription.

The thesaurus is set out hierarchically, using the terms:

BT	Broad term
NT	Narrow term
RT/SA	Related term/see also
UF	Use for
USE	Use identified term instead

### *Key principles*

Library of Congress Subject Headings are made up of elements (headings and subheadings) of various types (including topical, geographical, date, form (genre)). The sequence of heading elements is prescribed by the rules. Tags (letter codes) are used to indicate the type of each element.

1. Some subject areas are entered first under place (\$a Wales \$x History for the history of Wales) or form (\$a Postcards \$z Wales \$z Pembrokeshire)
2. Some are entered first under subject (\$aFootball players \$zWales; \$aHousing development \$zWales)
3. Topics can be subdivided by form of information (\$v: see below).
4. Subdivision by date (\$y) is restricted to some headings and subheadings (mainly \$a headings for literary works etc.).

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5. Subdivision by place (\$z) is restricted to some headings and subheadings. It follows the sequence \$z Big place \$z Small place. Only two levels of name are allowed; if a qualifier is required to break conflict it should be added in brackets after the smaller place (\$z Wales \$z Newport (Pembrokeshire)). Places should be current forms.
6. Where the LCSH term is likely to be misunderstood by a UK user (Railroads) create a local term with subheadings, and the LCSH term with subheadings as a cross-reference.
7. Corporate personal and placenames should follow the preferred form of the relevant Authority Record.
8. Welsh and English are used to denote language; Wales and England to denote place or nationality.

### Commonly-used headings

- Form subdivisions (\$v)

A list of the commonly-found forms follows with the relevant Subject Cataloging Manual rule number governing its use. Forms can be main subjects (\$a) and topical subheadings (\$x) as well as \$v, when used to describe for example an archive containing material about early surveying techniques, rather than *comprising* maps.

Anecdotes	
Archives	H1230
Biography	H1330
Book reviews	H2021
Catalogs	H1360
Correspondence	H1480: individuals
Designs and plans	H1532
Diaries	H1538
Dictionaries	H1540
Drama	H1780
Drawings	see LCSH
Fiction	H1790 (on that subject not works by)
Genealogy	H1631
Indexes	H1670
Manuscripts	H1855 music only
Maps	H1865
Notebooks sketchbooks etc.	see LCSH
Obituaries	classes of person etc.
Pictorial works	H1935
Poetry	H1800
Portraits	H1942
Records and correspondence	LCSH: corporate bodies (not topics)
Registers	H1558
Reviews	H2021

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Sermons  
Trials litigation

on that subject not under sermoniser  
H2228

- **Topical subdivisions (\$x)**

History (works of history)  
 Social life and customs May Subdivide chronologically (under place)  
 Description and travel (under place)  
 History and criticism  
 Tours  
 Accounting  
 Valuation  
 Estimates  
 Archival resources (under place)  
 Membership  
 Politics and government (under place; may subdivide chronologically)

### Topical headings (\$a)

Account books	MSG (May Subdivide Geographically)
Accounts	MSG
Administration of estates	MSG
Adult education	MSG
Baptists	MSG
Bills legislative	
Boroughs	MSG (use named borough)
Church records and registers	MSG
Church records and registers	MSG
Clippings (Books newspapers etc.)	not sub geog
Coal mine accidents	MSG
Coal mines and mining	MSG
Collectanea files	Not sub geog
Corporate minutes	MSG
Court records	MSG (use jurisdiction)
Crown lands	MSG
Deeds	MSG
Education	MSG
Elections	MSG
Executors and administrators	MSG
Farm rents	MSG
Fisheries	MSG
Friendly societies	MSG
Genealogy	
Labor movement	MSG
Law firms	MSG
Legislators	MSG

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Manorial courts	MSGF
Music	MSG
Poor Laws	MSG
Public records	MSG
Romans	MSG
Scholars	MSG
Sermons	MS language and/or G
Silver mines and mining	MSG
Slate industry	MSG
Taxation	MSG (use jurisdiction)
Temperance	MSG
Tinplate industry	MSG
Trusts and trustees	MSG
Weights and measures	MSG
Wills	MSG
World War 1939-1945	MSG

### Example subject headings

\$a Fox hunting \$z England \$z Bedale  
 \$a Shipwrecks \$z Severn Estuary (Wales and England)  
 \$a Carmarthenshire (Wales) \$x Militia  
 \$a Carmarthenshire (Wales) \$x Description and travel  
 \$a Baptists \$z Wales \$z Carmarthenshire \$x History (for book, 'A history of B in C')  
 \$a Agriculture \$z Wales \$z Pencarreg (Carmarthenshire) (two Pencarregs)  
 \$a Temperance \$z Wales \$z Taff Valley  
 \$a Temperance \$z Wales \$v Poetry (poetry about Welsh temperance)  
 \$a Clergy \$z Wales \$z Treharris \$v Obituaries  
 \$a Rentals \$z Wales \$z Kidwelly (X-ref to Farm Rents)  
 \$a Sermons \$x English \$z Wales  
 \$a Nonconformists Religious \$z Wales \$z Barmouth  
 \$a Welsh poetry \$y 19th century  
 \$a Elementary schools \$z Wales \$z Glamorganshire (use name of school where poss)  
 \$a Quarries and quarrying \$z Wales, north  
 \$a Poetry \$x English \$z Wales  
 \$a Iron-works \$z Wales \$z Bersham (subject)  
 \$a Bersham Ironworks \$v Record and correspondence (corporate + form)  
 \$a Cemeteries \$z Wales \$z Wrexham  
 \$a India \$x Social life and customs \$y 19th century  
 \$a Railroads \$z Wales \$z Denbighshire X-ref to Railroads  
 \$a Psalms (Music) \$x Welsh  
 \$a Administration of estates \$z Wales \$z Denbighshire  
 \$a Friendly societies \$z Wales \$z Denbighshire

The AACR2 index expects councils to appear under the relevant place, hence the preferred format "Place (Country). Name of body".

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This means that in order to create a subject "Place (Country). name of body--Records and correspondence" etc there must first be created:

a "place (country)" as a placename  
using our rules to decide the 'preferred' form and creating others as variants

and

a corporate name "placename + title of body" using the preferred form of the placename

place: Llanarthne (Wales)

corporate: Llanarthne (Wales). Parish Council

subject: Llanarthne (Wales). Parish Council--Records and correspondence; etc

### Manors

\$a Manors \$z Wales \$z parish OR name of manor (manor)  
and

\$a Manorial courts \$z Wales \$z parish OR name of manor (manor)

eg

Manors--Wales--Cadoxton-juxta-Neath

Manorial courts--Wales--Cadoxton-juxta-Neath

This is to be used instead of the "corporate name" format:

XX Cadoxton-juxta-Neath (Wales)--Manorial records XX

### Corporate bodies as subjects

\$a Corporate name ---\$v Record and correspondence,  
use the form of corporate name as in the corporate index ,

so that for councils:

Somewhere (Country). County Council

For other corporate names (eg companies), there is no need to add (Wales) unless it is part of the name.

**Appendix: Summary of changes since version 2.0**

**Standards**

ISAD(G) 2nd edition is now followed throughout

ISAAR(CPF) is now followed

**Collection descriptions**

Title not used for former title (now recorded under Note)

Short title new mandatory field added

Previous title no longer used

Dates used for both dates of creation and accumulation

Date of accumulation no longer used

Archival history some data now recorded in 'Appraisal'

Scope and content should not cross-refer to detailed list in System of arrangement

Appraisal includes some data previously recorded in 'Archival history'

System of arrangement should not include detailed data (should be in Scope and content)

Language codes no longer used

Note includes mention of former title

url image new field for link to digital images (e.g. Gathering the Jewels)

**Access points**

*Personal names*

New fields: Places

Epithet use for synonym and for uniqueness only

Dates use 'alive' for fl. dates in 20th century

Note Should recorded source

*Corporate names*

New fields: Dates, Functions, Places, Legal status

Biographical note most information is now recorded elsewhere

*Place names*

Qualifier usually Country only, unless County and/or status required for uniqueness