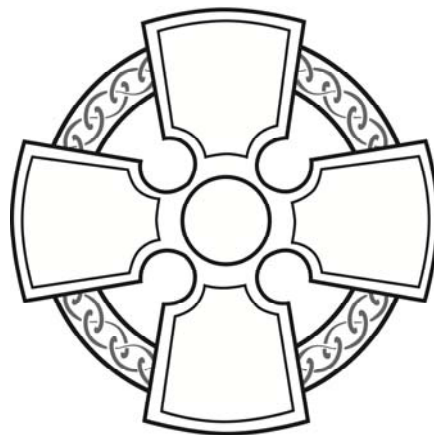


KEEP *or* BIN?

The Care of your Parish and Area Deanery Records



**The Church in Wales
2013
(Updated 2017)**

Introduction

There are many reasons why your parish records are important. Some are open to inspection from outside bodies - for example child protection records and financial records – and have to be maintained properly. Many documents are important as historical records.

Especially in larger parishes the sheer volume of records (whether stored in paper or electronic format) can become overwhelming. If you have too many records then important information can get buried, but if you can't find the information when you need it there is little point in keeping it in the first place. There is also the danger that if records are destroyed before they need to be, then the parish might not have the information which is required to deal with problems which arise.

If most of the older parish registers and records have been deposited in an approved repository, most parishes will be responsible only for records in current use. Many of these will be of little or no historical value, but some will be. **The purpose of this booklet is to give guidance to parish officers on which records ought to be kept (and for how long) and which may safely be thrown away when they are no longer required for administrative purposes.**

In 1995 the Advisory Group of the Church of England Records Centre produced a leaflet on the care and deposit of parish records. A revised edition was published in 2009, and this booklet, adapted to the position in the Church in Wales, is based on that revision, with the enthusiastic approval of the Church of England.

Parish records in Wales should be deposited, where appropriate, in the local County Record Office (see page 15). All records above parochial level (area deanery, archdeaconry, cathedral, diocese, and province) should be deposited in the National Library of Wales in Aberystwyth. A short section in this booklet (see page 9) gives guidance to area deans on records in their care.

Each diocese has an Adviser on Archives (see page 15), who can give advice and guidance on the care of record material, ancient and modern. Matters relating to records in the Church in Wales in general are dealt with by the Provincial Archivist (see page 15).

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What to Keep (or Not)

CHURCH SERVICES

All registers of baptisms, marriages, and burials need to be kept permanently. This is also true for **registers of banns, confirmations, and services**. It is strongly recommended that parishes keep one copy of any orders for **special services** (e.g. inductions, centenary, or similar, commemorations, dedications of gifts, etc.) and any surveys of church attendance. There is **no** need to keep **baptism certificate counterfoils**, or **banns or burial certificates (green forms)** for more than one year. Registers that have been in use for more than 100 years should be deposited at the Record Office, even if not full; then start a new register.

CHURCH BUILDINGS AND PROPERTY

The Constitution of the Church in Wales (Chapter IVC, section 15) requires the incumbent and churchwardens of every parish to complete a **log book** and **terrier** relating to each church and every other building in the parish used for public worship and belonging to the Church in Wales, and also an **inventory** of the contents of each church and every other building in the parish used for public worship, as defined above. Alterations, additions, and repairs to the building(s), and other events affecting the church or the articles or land belonging to it should be noted in the inventory.

Previous **log books, terriers, and inventories** should be retained, as should **faculties, archdeacon's certificates**, and accompanying **papers, photographs, plans** and **drawings**. **Plans, correspondence, accounts** and **photographs** relating to major repairs or alterations should also be retained. Many parishes keep, or have kept in the past, a **log book or scrapbook** recording parish events over the years, and these should be retained as very valuable records for historians. (It is strongly recommended that all parishes maintain some similar type of document.)

PARISH ADMINISTRATION

The core documents are the **minutes** of the Parochial Church Council and its committees, if any. If these are no longer written by hand in bound volumes, it is important that the **signed copies of minutes** are properly kept. Pasting or sticking typed copies in bound volumes is not recommended because of the generally unsafe archival quality of glues and adhesives. Care must be taken too with ring binders because of the metal parts, which may rust. Loose minutes should either be properly bound into volumes or kept in an archival box, in which the pages should be consecutively numbered.

One archive set, preferably bound, of all **parish magazines** should be kept with the other parish records. An archive set of the **weekly notice sheets** should also be kept.

Correspondence relating to routine parish administration need **not** be kept, but **letters** or **reports** relating to major developments in a parish should be retained if they contain important information. Parishes should retain an archive copy of important **circulars** or **questionnaire forms**, and should also retain any **statement** ('parish profile') as to the

condition, needs and traditions of the parish produced when a parish is vacant, together with any other documents relating to the vacancy and the appointment of a new parish priest. Other important documents which should be kept are **maps** of the parish specially prepared for church purposes, **church electoral rolls**, and **parish audits**. All documents should be dated. A copy should also be kept of all **printed items**, such as **booklets** and **guidebooks** to the church(es).

PARISH FINANCE

Most parishes produce a considerable quantity of financial records, but **not** all of these need be kept permanently. The **annual accounts** of all Parochial Church Council funds should be kept in perpetuity. Other supporting documents, including **cash books, bank statements, wages records, vouchers**, and **routine correspondence** should be kept for at least seven years. **Planned giving** and **covenant records** should be retained for at least seven years after the end of the covenant. **Gift Aid records** should be kept for at least seven years.

PARISH ORGANISATIONS

Where separate organisations in a parish maintain their own records, the general guidance in the above sections should be applied.

PASTORAL CARE AND HEALTH AND SAFETY

In most parishes the clergy have **records dealing with pastoral matters**, many of which are likely to be highly confidential. Most of these should be destroyed when they are no longer relevant. Any such records which are deposited in an approved repository should not be made accessible for at least 85 years. The same applies to **confidential papers** relating to the appointment of a new priest for the parish.

A dated register of those who have been **CRB** (Criminal Records Bureau)[now **DBS** (Disclosure and Barring Service)] cleared should be kept permanently.

OTHER RECORDS

There are some records of limited historical value, but of considerable bulk. Examples are **public notices, rota duty lists, offertory accounts** and **preliminary drafts of minutes or accounts**. Samples might be kept, e. g. one month's records in every year or one year's records in every ten years. The Archives Adviser will give guidance.

It is important to keep a copy of all **printed service books, hymn books, Psalters Bibles**, etc., when they are replaced by new versions. One copy of each should be kept in the vestry.

If there is a **parish devotional library**, advice should be taken from the Archives Adviser & the RB if it is decided to dispose of the books. A list of the books should be made, and kept with the parish papers.

Records will last better if looked after properly. Avoid steel pins for fastening papers together, and cheap brown paper, envelopes or newspapers for wrapping up records. Coloured or recycled paper is not suitable for records which are likely to be retained as permanent archives. Good quality ink should be used in preference to pencil or ballpoint pen. It is especially important to avoid damp storage conditions. Try to avoid the use of post-it notes wherever possible, particularly on material which might eventually be archived, as the adhesive can remain on the paper and cause long-term degradation.

REDUNDANT CHURCHES

If a church building is to be made redundant or closed, the Archives Adviser should be consulted for guidance on the preservation of records. Remember that churches and their contents belong to the Representative Body, which should always be consulted before any disposals take place.

ACTION

We suggest that all records should be examined, and the appropriate action be taken in accordance with the Tables below, as soon as possible after the receipt of this Guide. Thereafter it would be useful to repeat the exercise annually on the anniversary of the date of first action.

The essential responsibility is to ensure the permanent safety of all records. It is important to have one person in charge of the records of the parish. The records need to be kept in one place, not in that person's house, but best in a parish office if there is one.

YOUR PARISH RECORDS: A GUIDE TO WHAT YOU SHOULD KEEP

The following table gives suggested minimum periods for keeping each type of parish record less than 100 years old. Consult your Archives Adviser if you are in any doubt.

KEY:

PRESERVE Important material which needs to be kept permanently. It is acceptable to deposit originals in the County Record Office and keep photocopies for parish use.

DESTROY Ephemeral material which can be discarded once its purpose has been served. Do not destroy if there is any possibility that the document might be required as evidence.

REVIEW/SAMPLE Material where a proportion needs to be kept, either by reviewing its value after an agreed period, or by taking a sample.

TYPE OF RECORD	KEEP IN PARISH (Number of years after completion)	FINAL DECISION
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Completion is defined as the time when the whole document ceases to be current (e.g. when work is finished and paid for, when the register/terrier, etc. has been replaced.)

CHURCH SERVICES

1.	Baptism, banns, marriage, burial, and confirmation registers	1	Preserve
2.	Service registers	5	Preserve
3.	Orders of Service	5	Preserve
4.	Baptism certificate counterfoils; banns and burial certificates, applications for baptisms and banns	1	Destroy
5.	Intercession lists	5	Review/sample

CHURCH BUILDINGS AND PROPERTY (see also Legal Documents, p. 9)

Church, furnishing and contents:

6.	Faculties, citations, archdeacon's certificates and accompanying material	5	Preserve
7.	Terrier and inventory, logbook	1	Preserve
8.	Architect's quinquennial reports	5	Preserve
9.	Minutes, accounts, specifications, tenders, contracts, plans, photographs, drawings and other papers relating to major works to the church (especially if a liturgical re-ordering is involved)	5	Preserve
10.	Contracts, tenders, specifications for minor works	6	Destroy
11.	Organ specifications, contracts, papers (visitors may appreciate having details of the specifications on view in the church porch)	5	Preserve

Parsonage house:

12.	Plans, photographs, drawings	5	Preserve
13.	Papers re major works (as in 9)	5	Preserve
14.	Papers re minor works (as in 10)	6	Destroy
15.	Quinquennial reports	5	Preserve

Churchyard:

16.	Plans, registers of graves, faculties, citations, etc.(as in 6)	5	Preserve
17.	Agreements concerning maintenance of churchyard graves and memorials	5	Preserve
18.	Papers re major works (as in 9)	5	Preserve
19.	Papers re minor works (as in 10)	6	Destroy

Church hall:

20.	Plans, architect's reports	5	Preserve
21.	Music, dancing, and PRS licenses	5	Review/sample
22.	Agreements for use of hall	7	Review/sample
23.	Papers re major works (as in 9)	5	Preserve
24.	Papers re minor works (as in 10)	6	Destroy

PARISH ADMINISTRATION*Incumbent and other clergy:*

25.	Institutions, admissions, licenses	6	Destroy
26.	Correspondence concerning appointments	6 after end of appointment	Destroy
27.	Grouping and uniting of parishes; creation of Rectorial benefices; joint PCCs or Church Meetings, and relevant papers and correspondence	5	Preserve
28.	Clergy papers relating to major parish developments; parish audits	5	Preserve
29.	Clergy correspondence and other papers on routine administration	6	Destroy
30.	Maps of parish boundaries, street lists	5	Preserve
31.	Copies of replies to questionnaires or important Circulars	5	Preserve

Parochial Church Councils, Congregational Meetings, etc.; Churchwardens and other parish officers:

32.	Minutes of Councils and Committees, Parochial Church Council Meetings, Annual and other Vestry Meetings, Congregational Meetings and Church Committees in parishes with more than one church.	5	Preserve
33.	Electoral Rolls	5	Preserve
34.	'Parish Profiles' on vacancy in benefice	5	Preserve

35.	Visitation papers	5	Destroy
36.	Copies of replies to Articles of Enquiry	5	Preserve
37.	Parish Magazines	5	Preserve
38.	Parish histories, scrapbooks, newspaper cuttings, brochures, record of gifts, photographs	5	Preserve
39.	Sequestration records	7	Destroy
40.	Visitors' books	6	Destroy
41.	Routine correspondence	6	Destroy
42.	Copies of circulars sent by other organisations, non-local material	1	Destroy

PARISH FINANCE

43.	Annual audited accounts	7	Preserve
44.	Ledgers	7	Preserve
45.	Cash books, bills, vouchers, bank statements, other subsidiary financial records, cheque book stubs	7	Destroy
46.	Planned giving schemes	7	Review/sample
47.	Insurance policies	2 or whilst current (40 years, in case of policies in respect of employers' liability)	Destroy

PARISH ORGANISATIONS

48.	Parish organisations: Mothers' Union, youth clubs, choir, bellringers, etc.		
	Minutes, reports, accounts	5	Preserve
	Membership lists	5	Review/sample
	Correspondence and contracts	6	Review/sample
49.	Choir register	3	Destroy
50.	Music lists	5	Review/sample

PASTORAL CARE AND HEALTH AND SAFETY

51.	Accident book relating to adults	20 years after incident	Destroy
52.	Accident book relating to children	20 years after child became adult	Destroy
53.	Risk assessment recommendations and management plan following an unclear or blemished CRB disclosure	Retained by Province until subject deceased	
54.	Any sex offender risk assessments and monitoring agreements	Retained by Province until subject deceased	
55.	Records of any children's activities	50 years after activity ceases	Destroy

56.	Personnel records relating to lay employees not working with children or vulnerable adults	6 years after employment ceases	Destroy
57.	Personnel records relating to lay employees having contact with children or vulnerable adults including all documentation concerning any allegations and findings	Records retained by the Diocesan Safeguarding Officer	
58.	Records relating to radiation	50 years	Destroy
59.	Records relating to asbestos	40 years	Destroy

LEGAL DOCUMENTS

60.	Deeds, statutory documents, etc.; title deeds, other documents relating to title, acquisition disposal, or rights over a property; statutory notices, orders, etc., including Orders in Council for closure of churchyard; and relevant correspondence	For all documents in this category, consult your Diocesan Registrar	Preserve
61.	Charities: deeds, schemes, orders, minutes, accounts, distribution lists, benefactions	Consult Trustees' solicitor	Preserve

BOOKS

62.	Bibles, hymn books, Psalters, Prayer Books, service books	Replace with new versions	Keep one sample copy
63.	Altar and desk editions of the Bible and Book of Common Prayer	Replace with new versions	Keep in parish permanently

AREA DEANERY RECORDS

(Closed Area Deanery records should be deposited in the National Library of Wales and not in the County Record Office)

1.	Area Deanery Conference minutes and reports	Preserve
2.	Area Deanery annual accounts	Preserve
3.	Area Deanery commissions, minutes and reports	Preserve
4.	Area Deanery Chapter minutes	Preserve

ELECTRONIC RECORDS

General Advice

Whilst information technology has made parish administration much easier, electronic records need to be subject to the same rules of management as traditional paper records, particularly in regard to retention and destruction.

If your parish is moving to electronic record keeping, please consult the local record office as well as the diocesan adviser to be sure that parish systems are consistent.

It is recommended that parishes routinely tackle the preservation of electronic records which are of permanent historical value. In the absence of a supported electronic archive or document management system it is not recommended to store such records on magnetic media but only in hard copy format. Magnetic media can be corrupted - even records stored on CD-R or DVD media can be subject to corruption - and it is better to capture the permanent copy early on in the life of the document (it is recommended that this is done as soon as the final document has been completed).

It is recommended that all IT systems which are used to create and maintain electronic documents in the course of parish administration are backed up on a regular basis. The back ups should be stored securely away from the location of the machine or system on which they were created, ideally in another building or at the least, in a different room in the same building.

All applications should have appropriate virus checking software, especially if documents are transferred between a number of computers.

It is also advisable for parishes to ensure that compatibility of existing data is addressed when buying and installing new computer systems, otherwise significant re-entering or loss of data may occur.

Many parishes now maintain web sites. If the technical expertise is available it is of value to take a snapshot of the parish web site twice or three times a year (depending on how frequently the web site is updated). All master documents made available via the web site should be captured in hard copy format in the same way as other records stored on magnetic media.

Document management advice

1. Naming files and folders

All documents (e.g. a report, spreadsheet or PowerPoint presentation) in Microsoft Office are called files and are stored in folders. You should have a well-organised file plan - a documented arrangement of all your folders. You can give names to files and folders and the combination of file and folder name should clearly indicate the subject content. For example:

Minutes - name of the group or committee and meeting date in a recommended format (yyyymm or yyyymmdd), e.g. PCC Minutes 200705.doc or Fabric Committee minutes 20080512.doc, rather than simply May.doc. Having year then month in number format in the file title means any file list on screen will be in a helpful and logical order. Store files in appropriately named folders, e.g. PCC Minutes 2007 or Fabric Committee Minutes 2008.

Reports – name of the report, date and version number if applicable e.g. Fabric Committee Minutes 2007 v1.doc

Filenames – add the filename and filepath to the footer of every document you create once it has been saved, to enable anyone with a paper copy to identify what it is and where the electronic copy can be found.

Folders should carry a readily identifiable name that indicates their purpose. Always try to put documents into global or shared folders and have a clear policy on folder names.

Consider:

Is there a recognised term for the subject? Use this for preference.

Is the term likely to be recognised in the future? Try not to use current buzz words which may have passed out of use in the future when the folders have not.

Try not to use abbreviations unless they are very obvious.

Can a complete newcomer understand the subject from the folder name and find the information quickly using the folder name?

2. Storing files and folders

Within shared drives create individual folders for each activity or function. If there are lots of files in a folder it can be hard to find specific information. Use additional folders to structure this as a hierarchy – general activities first, then more specific folders and files as you move down the hierarchy. If you already have a paper filing structure that people are familiar with then look at replicating that for your shared folders rather than trying to create something new. Put yourself in the shoes of someone trying to find a document in the future who is not familiar with the files: what folder and file titles will make it easiest for them to find the right document or file?

3. Version control

Where a document goes through a number of changes and earlier copies are kept, it is essential that version control be applied. This can be of two types.

Version 0.1, Version 0.2, etc. – where small changes are being made to an existing document.

Version 2, Version 3 Final – where a major revision is made and a new revised version will replace an earlier version.

Doing this will make it easier to track changes as a document develops. The version information should appear in the file name and on the front page of the document (e.g., Mission Policy Version 3 Final 2006). Consider whether you want to retain or delete earlier versions. If a version represents a significant change in policy, thought or expression from its predecessor, and vice versa, it should be retained.

4. Templates and styles

If you often have to produce the same type of documents it makes sense to have standard templates that new versions can be copied from - this saves time formatting documents and helps consistency. Structuring documents using Word styles also makes it easy to format documents and maintain consistency throughout them, particularly standard ones such as letters, reports, minutes etc.

5. Security and access

The greatest risk to your records is misplacement, loss and unauthorised access. Consequently it is vital that you properly control access to and use of your records. In an office or on shared computers, store documents on shared drives so that they can be readily accessed by colleagues – better one copy in a shared drive than several all in personal drives or folders. Where necessary, access to shared folders can be limited to those who have a need to access the contents. This can be done on a folder by folder basis. Alternatively an individual document can be password protected. However, if you forget the password recovering the contents may be extremely difficult.

6. Retention and deletion

Shared folders are like filing cabinets – they take up space and cost money. The difference is that you cannot see the space, but you still need to clear them out and weed them in exactly the same way you would a filing cabinet. You need to have a clear policy on what you keep and for how long. For specific guidance about the retention or disposal of records not included in this guide, and in the absence of a diocesan policy, please contact your Diocesan Advisor on Archives (contact details are given on page 15 of this document).

7. Back ups

It is essential to make regular back ups of files on your computer. One way of doing this is to buy an external hard drive - these are now cheap (well under £100), reliable and easy to use. Many broadband and email providers now also offer free or cheap online storage of documents, including back ups. Avoid saving only onto memory sticks or flash drives – it isn't safe or secure! Obviously this will sometimes be unavoidable, so do transfer files to a computer as soon as possible.

8. Emails

When naming an email, always use the subject box to give a proper title to the email that describes what it is about. Limit each email exchange to one clear subject wherever possible – do not reply to a previous email to start a new topic, instead start a new email with its own clear subject heading - it makes it easier to find them later.

Parish related e-mails that you need to keep as part of the corporate information of the parish should be treated in the same way as any other electronic or paper record and stored in a way that provides security and access to those who need it.

When saving emails, create a hierarchical structure of folders (as you would with Word and Excel files, etc.) in which to save those messages that need to be retained. The same retention and deletion principles apply to emails as apply to normal electronic records. Regularly delete unwanted messages (such as confirmations of attending a meeting, travel arrangements, etc.) as these can soon clog up your email inbox and make it harder to manage important information.

9. Dates

Always date documents. Do not use the “date” field option as it enters the current date and automatically updates every time the document is opened.

10. Master Copies

The master copy of any document or file should be kept by the creator or the main contributor to its creation. If several people hold copies of documents then decide who is the master copy owner – they are responsible for ensuring a complete set of records, e.g., of a series of meetings, so that the parish has a full set and everyone else can dispose of theirs and not have to keep their own duplicate copies. This applies to paper as well as electronic records. For example, the master copy of the PCC Minutes would usually be held by the PCC Secretary.

The Data Protection Act 1998

The purpose of data protection legislation is to prevent the unauthorised use of personal information and for wrong decisions to be made about people based on inaccurate data. The Data Protection Act 1998 ('the Act') give individuals the right to know what information is held about them and provides a framework to ensure that personal information is handled properly.

All parishes collect personal information and are subject to the 1998 Act. A statutory requirement is that every organization that processes personal information must notify the Information Commissioner's Office (ICO), unless it is exempt. Failure to notify is a criminal offence. Notifications have to be renewed annually and this can be done online on payment of a fee of £35. Most PCCs will be able to claim the exemption from notification for small not for profit organisations. Further details are available on the Information Commissioner's website, <http://www.ico.gov.uk/>.

The Act is based around the eight Data Protection Principles, and all personal data must be managed according to these principles:

1. Personal data shall be obtained and processed fairly and lawfully.
2. Personal data shall be obtained only for specified and lawful purposes and shall not be used for any other purpose.
3. Personal data should be adequate, relevant and not excessive in relation to the purpose or purposes for which it was collected..
4. Personal data shall be accurate and, where necessary, kept up-to-date.
5. Personal data should not be kept for longer than is necessary for completion of the task for which it was collected.
6. Personal data shall be processed in accordance with the rights of data subjects under the Act.
7. Personal data should be kept securely and safely with appropriate technical and organisational measures being taken against unauthorised or illegal processing, accidental loss or destruction of personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country ensures an adequate level of protection of the rights of data subjects.

The implication of these principles is that organisations should have procedures in place to cover the review of personal information held on files and databases. This means organisations must assess how long they need to keep information for, the purpose for which they are holding it and when it will be destroyed. Keeping records for historical and research purposes is a legitimate reason for retaining personal data. You should contact your Diocesan Advisor on Archives if you require any advice on this.

The Act also provides individuals with the right to find out what personal information is held on computer and in most paper records. To do this a person must make what is known as a subject access request in writing, and the organisation holding data has the right to charge a fee of up to £10 for this. Should an individual or organisation feel they are being denied access to personal information to which they are entitled, or feel their information has not been handled according to the eight principles, they can contact the Information Commissioner's Office for help. Complaints are usually dealt with informally, but if this isn't possible, enforcement action can be taken. Further information can be found on the Information Commissioners web site: <http://www.ico.gov.uk/>

DIOCESAN ADVISERS ON ARCHIVES

- St. Asaph** The Revd. Clive Hughes, The Vicarage, Hanmer, Whitchurch SY13 3DE.
Phone: 01948 830468. Email: clive@hughes2003.fsnet.co.uk
- Bangor** Professor Antony D. Carr, 10 Min Menai, Bangor LL57 2LB.
Phone: 01248 364684. Email: carrantony@hotmail.com
- St. Davids** The Revd. Canon Philip Wyn Davies, The Vicarage, Tregaron, Ceredigion SY25 6HL. Phone: 01974 299010. E-mail: philipwyn@btinternet.com
- Llandaff** Sarah Perons, Llandaff Diocesan Office, The Court, Coychurch, Bridgend CF35 5HF. Phone: 01656 868863.
Email: sarahperons@churcheinwales.org.uk
- Monmouth** The Revd. Canon Andrew Willie, 6 Cordell Close, Llanfoist, Abergavenny NP7 9FE. Phone: 01873 852063. Email: andrewwillie@btinternet.com
- Swansea & Brecon** Andrew Dulley, West Glamorgan Archives, Civic Centre, Oystermouth Road, Swansea SA1 3SN.
Phone: 01792 636589. Email: andrew.dulley@swansea.gov.uk

THE PROVINCIAL ADVISER ON ARCHIVES

The Revd. Canon D. T. W. Price, 57 Kynaston Drive, Wem, Shrewsbury SY4 5DE
01939 234777; williamprice@talktalk.net

The Provincial Office contact for Archives is John Richfield, Governing Body Administrator, 39 Cathedral Road, Cardiff, CF11 9XF 029 20 348200 johnrichfield@churcheinwales.org.uk

THE COUNTY RECORD OFFICES

(Parish records are kept in Record Offices according to the Area Deanery in which the parish is situated. In certain cases this is not the Record Office of the county in which the parish is situated. The staff of the County Record Office or the Diocesan Adviser will provide details. It is stressed that records deposited in a County Record Office remain the property of the parish.)

Anglesey Archives, Industrial Estate Road, Bryn Cefni Industrial Estate, Llangefni, Anglesey LL77 7JA. Phone: 01248 751930. Email: archives@anglesey.gov.uk

Carmarthenshire Archive Service, Parc Myrddin, Richmond Terrace, Carmarthen SA31 1HQ. Phone: 01267 228232. Email: archives@carmarthenshire.gov.uk

Ceredigion Archives, Old Town Hall, Queen's Square, Aberystwyth, Ceredigion SY23 2EB. Phone: 01970 633697/633698. Email: archives@ceredigion.gov.uk

Conwy Archive Service, The Old Board School, Lloyd Street, Llandudno, Conwy LL30 2YG. Phone: 01492 577550. Email: archifau.archives@conwy.gov.uk

Denbighshire Record Office, 46 Clwyd Street, Ruthin, Denbighshire LL15 1HP. Phone: 01824 708250. Email: archives@denbighshire.gov.uk

Flintshire Record Office, The Old Rectory, Rectory Lane, Hawarden, Flintshire CH5 3NR. Phone: 01244 532364. Email: archives@flintshire.gov.uk

Gwynedd Archives Service Caernarfon Record Office, Victoria Dock, Caernarfon, Gwynedd. (Correspondence to County Record Office, County Offices, Shirehall Street, Caernarfon, Gwynedd LL55 1SH) Phone: 01286 679095.
Email: archives-caernarfon@gwynedd.gov.uk

Gwynedd Meirionnydd Archives, Ffordd y Bala, Dolgellau, Gwynedd LL40 2YF. Phone: 01341 424682. Email: archives.dolgellau@gwynedd.gov.uk

Glamorgan Archives, Clos Parc Morgannwg, Leckwith, Cardiff CF11 8AW. Phone: 029 2087 2200. Email: GlamRO@cardiff.gov.uk

Gwent Archives, Steelworks Road, Ebbw Vale, Blaenau Gwent NP23 6DN. Phone: 01495 353363. Email: enquiries@gwentarchives.gov.uk

Powys Archives, County Hall, Llandrindod Wells, Powys LD1 5LG. Phone: 01597 826088. Email: archives@powys.gov.uk

Pembrokeshire Record Office, Prendergast, Haverfordwest, Pembrokeshire SA61 2PE. Phone: 01437 775456. Email: record.office@pembrokeshire.gov.uk

Wrexham Archives, Wrexham County Borough Museum and Archives, Regent Street, Wrexham LL11 1RB. Phone: 01978 297480. Email: archives@wrexham.gov.uk

West Glamorgan Archive Service, Civic Centre, Oystermouth Road, Swansea SA1 3SN. Phone: 01792 636589. Email: westglam.archives@swansea.gov.uk

THE NATIONAL LIBRARY OF WALES

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