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REPORT
ON THE
ARCHIVES
OF THE
FALKLAND ISLANDS

Maureen

*we don't
need to keep this
here, do we?*

D.

D. H. GIFFORD

January 1979

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January 1979

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TERMS OF REFERENCE

My appointment was finally made early in 1977 on secondment from the Public Record Office on loan to the Government of the Falkland Islands under the Technical Cooperation Scheme for a period of up to two years as an Archivist, 'to collate, catalogue and research the Archives of the Falkland Islands and their Dependancies /sic/' with entire responsibility for the management of the project.

I have interpreted this as requiring initial concern for the archives of government departments, but with an awareness of, and initiative in, identifying archive material of importance in private hands.

Discussion in London and with the Chief Secretary after my arrival in the Falklands indicated that my commitment was intended also to result in the establishment of an Archives where members of the public could consult the records, and eventually in the publication of an up to date history of the Falkland Islands since the Re-Occupation of the islands in 1833.

PROGRESS

I arrived in the Colony on Thursday 10 February 1977, and began work effectively on Monday 28 February. The intervening weeks were somewhat hampered for formal working purposes by the visit of the Minister of State, Mr. Ted Rowlands, and by the Jubilee Sports Week when all Government departments were closed. In other ways, however, these two weeks were most useful in that they gave me the opportunity to meet many people, and obtain some appreciation of attitudes towards my assignment.

My first months were devoted to arranging, identifying, and listing the older records in the 'Secretariat Archives'. Some very useful initial work in labelling the volumes had been carried out prior to my arrival, and this was a great help towards assembling the material.

In the course of this initial physical arrangement of the material in sequence on the shelves, I spent a great deal of time tidying the loose papers in the Guard Books from which they were protruding, and being damaged on fore-, top-, and bottom-edges.

During these stages research took the form of finding out exactly what the records are, how the series relate to each other, and noting by slips in the volumes where material is missing or incomplete. Not every volume has been explored in detail - the poor physical condition of some volumes makes this impossible at present or undesirable.

Several enquiries from people overseas have been channelled to me from Your Excellency, from the Secretariat, the Registrar, and from elsewhere, and the research involved in answering the letters has been most useful to me in determining what kind of information is available and where it can be found. It has also been extremely stimulating in introducing me to the history of the Falkland Islands since the reoccupation, both in the domestic sphere and in the wider international context.

I have embarked on a number of specific research projects of my own, one of which has resulted in a short article on the Germantown incident between the Falklands, the United States, and Britain in 1854, published in The Upland Goose (the journal of the Falkland Islands Philatelic Study Group) in December 1977. I shall hope to produce a larger work on this important affair at a future date, but it cannot be completed here without the resources of my own office.

A second article, in a more scholarly presentation, is in course of being researched and written up for publication in The Falkland Islands Journal. This is on a subject of local interest only.

I paid an early visit to the Registrar's Office, initially to discover what material had survived the Town Hall fire in 1944, and to see how it corresponded with the return of official records made to the Public Record Office in 1947 by the Falkland Islands Government. The Registrar - Harold Bennett - and his assistant have been most helpful on my many subsequent visits which have probably done more than anything to demonstrate the interdependence for research purposes of the two main repositories of official records.

The other departments have been visited in turn, and a survey of their records is included in this Report (Appendix A). Apart from one or two items these records remain in the departments since I have as yet nowhere to put them, and they run less risk of damage by remaining where they are. It should be stated, however, that very few documents of any antiquity survive outside the Secretariat Archives.

From time to time I have sent small items of a topical, and usually amusing nature to the weekly News Letter broadcast on Friday nights, and I have been most encouraged by people's interest in these.

The government office at Fox Bay has been visited, and the small collection of official records examined there. Because of transport problems in the Falklands, and particularly to the West Falkland, this proved to be a somewhat longer visit than intended, but it provided an opportunity for a rest and a change of scene.

Outside government departments I have visited also the large Archive of the Falkland Islands Company, an extremely important archive for the history of the Falkland Islands. I hope it may be possible to spend a short time there at a later date, at the request of the Stanley Manager, exploring in detail the nature and content of the records, identifying material of particular significance, and seeing to what extent it supplements the Government Archives. Some research work has been undertaken for the Company.

I have seen also the archives of the Cathedral, which include the earliest registers of births, marriages, and deaths, dating from the time when the seat of government was at Port Louis. The first register is cer-

tainly not an ecclesiastical record, and was held by government until it was handed to the first Colonial Chaplain in 1845 for the entries to be copied. I have seen also the records of the Tabernacle, and of St. Mary's Roman Catholic church.

Several people have voluntarily shown me archive material in their possession, but almost all have expressed a decided wish to retain it. One or two would consider transferring to a Falkland Islands Archives, either as a gift or as a deposit. It is most noticeable that people think more favourably in terms of 'our Archives', than of something with a strong government bias, and I have tried always to indicate my sympathy with this feeling when talking to people in possession of usefulland interesting material.

I have received, however, forma future Falkland Islands Archives some gifts of local importance and interest: notably from Major Spafford of the Philatelic Study Group, the copy (No.2) of his book on the Centenary Issue, which belonged to George Roberts, designer of the majority of the stamps, and a former Director of Public Works in the Falkland Islands; from Mr. Stanley Bennett, amongst other things, a number of photographs and pamphlets, and the Union Jack flown on Deception Island during his father's tenure of office as Customs Officer; and from my own office (the Public Record Office), and the National Archives in Washington, D.C., copies of documents of importance for the history of the Falklands. Miss Madge Biggs and Mrs. Betty Biggs have given me recently a number of copies of The Falkland Islands Magazine.

In response to a radio appeal several people have come forward with information and gifts of old news sheets and other printed material. Until proper storage facilities become available I cannot advise or urge anyone to give or deposit historical material. I am convinced, however, that when a repository is set up with satisfactory storage and research accommodation other historical material will be given.

The provision of accommodation for the Archives has been a time-wasting and frustrating experience. Shortly after my arrival the Chief Secretary told me of the possibility of using part of the former BAS office and store building as an office and repository for the Archives. There was considerable delay in gaining access to the building, and after making a preliminary visit with PWD I was only able to visit it with the Chief Secretary towards the end of May 1977. It seemed to me that the suggested first

floor might prove more of a fire risk than the unoccupied portion of the ground floor, and, moreover, that the latter would provide sufficient storage space, and with less alteration, for the Archives, while the larger first floor could be used for some other purpose. I accordingly drew plans for using the ground floor, but it then appeared that the ground floor was intended for occupation by the Customs Officer, and would not be available for the Archives. After further discussion with the Chief Secretary on the availability of the steel racking, and the financing of the alterations (a sum of \$500 had been included in the Estimates for 1977/78 compiled shortly after my arrival), I drew fresh plans for converting the first floor into a Repository for the Archives, an Office and Search Room, and a small working area for the repair of records. These went to the Chief Secretary on 5 August 1977. They included a complete scheme of racking using the available steel racking, with requirements for electrical supplies (including heating), and furniture.

Work on the conversion began in March 1978; the former wooden racking was dismantled, two lengths of steel racking were erected, a new partition with a door was built to cut off the Archives area from the rear portion of the first floor, and a sink was installed, but not connected, in the Office-Workshop. The work stopped in April, and was not resumed until the arrival of a new Director of Public Works. A further double length of racking was then erected, and with the arrival at the end of September of a repairer, the workshop area was fitted up for his use. It is expected that the remainder of the work will be completed in the near future.

The larger portion of the older records in the Secretariat Archives have been transferred to the BAS building, together with the maps, plans and drawings from PWD. One large job which can now be undertaken is the final checking and disposal of the old Secretariat files earmarked for destruction in the 1940s and 1970s, but left in sacks in the Secretariat porch, and in the Meteorological Office. With the available records housed reasonably, and provision made for their consultation, it will be easier to make plans for future arrangements for staffing and transfers, and to embark on more efficient publicity measures to make their Archives known to Falklanders. From my own standpoint it will be an enormous help to my work to have, at long last, an office to work in.

Loss of Records

I have devoted a section to this point since it is one which several people, both inside and outside government service, have mentioned to me with some anxiety.

In 1944 and in 1959 two serious fires destroyed portions of the official Archives. The fire in the Town Hall in 1944 was the more serious in respect of irreplaceable material. All the Court papers up to 1944 were destroyed, and these probably dated from 1845 when the first Chief Magistrate arrived in the settlement. The sealed Ordinances also were burned, and there is no other complete set in the Colony. The early volume of parchment Crown Grants was badly damaged, the binding being completely destroyed, and although the deeds can be consulted if great care is used they risk further damage until they can be properly repaired. The first volume of Leases on paper is also in a very fragile condition as a result of the fire and of inexperienced 'running repairs' with transparent self-adhesive tape. A typed copy has been made of this volume.

The second fire in 1959 in the Secretariat has created also large gaps particularly in the older records, although much of the lost material could be replaced, but at considerable cost, with copies from the Public Record Office in London. In some cases another copy of the lost papers is available in the Archives, since fortunately, up to about 1900, it was the normal Colonial Office practice to keep Entry Books of both In- and Out-Despatches, and other Correspondence. The nineteenth-century Despatches-In are fire and water damaged, but with some repair can be used. The corresponding Entry Books, on the other hand, only survive in two volumes from 1841 to 1849, although there is some reason for believing that later volumes were not compiled (see 'Secretariat Archives'). In the case of the Despatches-Out the situation is reversed; four volumes only of drafts and copies survive from 1842 to 1852, and the series is then non-existent until 1905. The corresponding Entry Books, on the other hand, form a continuous series from 1842 to 1905. Miscellaneous Correspondence (non-Secretary of State letters, the ancestor of the Chief Secretary's files) is in a similar condition, but, for practical purposes, little material has been lost.

There is, however, a serious gap in the records from the period when a filing system was introduced (probably in 1894). Apart from a small handful, the Colonial Secretary's files have not survived before 1919. This means the loss of material of particular local interest much of which did not reach the Secretary of State. Some idea of this correspondence can be gained

however, from the carbon copies of Out-Letters retained in the Colonial Secretary's office. In the Secretariat Archives these form an almost complete series from 1905 to 1945, and the practice of filing Secretariat Out-Letters is still in use.

It is difficult to be certain what other records were lost in the Secretariat fire, but there can be no doubt that other material, such as the Blue Books, has been lost through negligence. This invaluable reference material, which should exist in 99 volumes from 1846 to 1944 inclusive, is extremely defective, almost a third of the volumes having disappeared. It is worthy of comment that a complete set survives in the Public Record Office among the records of the Colonial Office.

There are also considerable gaps in the various printed News Sheets from 1927 onwards, and until comparatively recently (May 1978) only odd copies of the invaluable Falkland Islands Magazine, which ran from 1889 to 1934, have been found in the official Archives. There can be no doubt that, probably from the first issue, copies of this journal were sent to the Governor and to the Colonial Secretary, and each had a set. Five bound volumes, covering the issues for eleven years, and a complete year's issues of the Falkland Islands Weekly News have recently been handed to the Archives from an official source. A broadcast appeal for 'strays', which might have wandered from the official sets, has been made, but with almost no other result. A few copies of both journals have been given to the Archives by their former owners, and sets and issues elsewhere have been noted elsewhere in the lists. The Colonial Office Library contains a set of the Falkland Islands Magazine from 1900 to 1934.

It would seem that apart from the legal records for a century, a large number (32) of Blue Books, and the first twenty years or so of the Chief Secretary's files, very little material cannot be found in the Archives or in the Registrar General's Department. What, if anything, was lost of most Departmental records in the two fires is almost impossible to say. Since, until comparatively recently, almost everything of importance had to go through the Colonial Secretary, one can only hope that the majority of subjects are adequately documented in his records.

ACCESS

There is no point in keeping Archives if they are not to be used. Apart from administrative requirements, which fairly easily can be safeguarded, there is a real need for records to be available to members of the public for research purposes. These may range from major projects chiefly historical, but also, increasingly, statistical, to matters of more personal interest to individuals of which genealogy is the most popular.

The amount of paper records accumulated by departments has increased enormously in the last half century, and this poses the question of not only how these are to be kept, but which files among them should be destroyed. It has been estimated that in England the public departments of central government manufacture about a hundred miles of records during a year, and over 93% of these are destroyed annually after certain predetermined periods of use. Some records are obviously top candidates for permanent preservation, others have an obviously ephemeral importance, and can be destroyed. In between is a large area of files and other records which might be important to keep. It is the difficult task of those concerned, to see that the Archives of any country are not deprived of material which has been thrown away as of no value, and to see that Archives have not been filled with material which no one is ever going to use. The cost of maintaining Archives which, inevitably, must become more expensive the older they grow, is a consideration which a Crown Colony has to bear in mind. The problem of selecting what is to be kept and what destroyed must be carried out. Members of departments concerned with making and keeping the records while in use are not always aware of their possibilities for research purposes. Archivists are not always aware of the purposes for which departments are likely to need their archives at future dates.

Bearing these points in mind one is forced to the conclusion that those concerned with records, potential Archives, must be aware of what they need, or are likely to need for administrative purposes in the future. Archivists must be clear in their minds about future, important needs by persons other than colonial administrators. Both parties must come to a compromise about what is to be kept and what is to be destroyed, and taking into account other factors - such as the Commonwealth Office's views and directions - must determine when records should become available to those outside government circles.

It is recommended that all departments should assume that they

have files and other records which might be needed in the future. Bearing in mind that matters of major importance will appear also on a Secretariat file, the heads of departments should determine with the Secretariat the points at which their files are covered by those in the Secretariat. Having prepared lists of their various types of records, and noted when the material appears elsewhere, the heads of the various departments should then identify with the Archivist which records they are likely to need at unspecified future dates. The Archivist should then determine if anything for future use has been omitted - records which appear to have little or no administrative value, for example - and a final agreement should be made between departments and Archivist as to the records which are to be kept for future transfer, and those which can be destroyed after determined periods. It is for the Archivist to keep a watchful eye for material primarily of historical, but not administrative importance, and ensure that it is eventually transferred to the Archives.

Files permanently preserved in the Archives should normally be available for consultation by members of the public 30 years after closure. Longer or shorter periods may be determined for certain records. It is advisable that all files for future transfer to the Archives should be closed at the end of each calendar year. This will simplify procedures for the future. Not later than 25 years after closure files should be transferred to the Archives, together with lists of the files being transferred. At this stage it is possible to have second thoughts about this material, and some of it, originally earmarked for permanent preservation, may be destroyed.

A '30 Year Rule' has been in force in England for some fifteen years, and in consequence is the period followed by most countries. It is manifestly ridiculous that, in most cases, material available to the world in original or copy at the Public Record Office in England should not be available in Stanley, but in some cases the local conditions existing in a very small community may be thought to override this. Some locally sensitive material of permanent value may not even reach London, and the nature of this could be harmful or cause embarrassment to individuals in 30 years' time, but after the lapse of 75 years or a century would be acceptable as containing historical information of some interest and value.

Public records which require a period of closure longer than 30 years may be identified as those containing politically sensitive material, files on individuals which may be locally sensitive, information supplied in

confidence, and revenue records. On politically sensitive files the views of the Commonwealth Office must override other considerations.

Other files may be available at an earlier date than 30 years. All published information comes into this category, but while the end-product (printed Estimates, for example), may be made available at an early date, this is by no means necessarily the case with related papers on the file for which the normal 30 year period would be appropriate. In such instances, the file should be retained complete for opening at the approved time, and at least one reference copy of the published material should be provided for the Archives.

Once departmental records have reached the Archives, and have become 'Open', they must be treated as permanent material available on request by anyone who wishes to see them. They must not be altered in any way, nor withheld from anyone, provided certain conditions have been fulfilled. Records must only be consulted by members of the public under supervision, and are not material which they can take away to peruse at home in private. An Archives is not a lending library. It is the common practice throughout the world to make national archives available to anyone of whatever nationality, creed, sex, or status he or she may be. Most Archives require some kind of statement by a sponsor before a potential researcher can be given a ticket admitting him to consult the records. Indexes and reference material are normally accessible for inspection, but the Archives themselves are produceable only on demand, normally by a ticket system, and no one, apart from the staff of the Archives, should be allowed into the Repository. Additional precautions should be taken to avoid undue release of closed records which may be in the Archives. Care must be taken to see that records in use are checked in and out of the Repository.

Government departments can borrow their own records - 'requisition' is the appropriate word - but only under approved procedures. A simple ticket system, official carriage, and authorized departmental signatures can cope with most situations, but it is essential that departments requiring the material are aware that it must not be altered in any way, and should be returned at once when it is no longer needed. Departments should not requisition records from the Archives for private use by members of staff, nor because it is believed that some one, some day, might like to have them readily available in the Department.

These remarks on official records apply also to those in Your

Excellency's immediate care in Government House. By the Colonial Regulations Your Excellency is required to 'cause the records of the Territory to be reviewed from time to time with a view to the downgrading of correspondence for which the existing grading is no longer justifiable, and the destruction of those documents which are of no permanent value'. The downgrading of correspondence received from the Secretary of State must receive the latter's concurrence. As with Secretariat Files it is advisable that this should be done annually, and the filing system arranged to deal with this. It may well be that new measures are in force to deal with the situation as it exists in the Falkland Islands, where political matters, the concern of the Foreign Office side of the FCO, must assume a high importance, but if this is not the case - and no one I have spoken to seems to have any knowledge of the procedures, - then the advice of the FCO should be sought. I have assumed that the numbered Despatches in the Archives (up to the end of 1943) have all been cleared for access by members of the public, and I have reason to believe that since that date they have been incorporated in the Secretariat filing system. It would be advisable to determine the procedures which are to be used since there should be records at Government House which could be of a date and nature for transfer to the Archives.

KEEPERSHIP

There is no doubt in my mind but that in a Crown Colony the Keeper of the colony's Archives should be Your Excellency, but the administration of them should be delegated to a senior civil servant with the title of Deputy-Keeper.

In my opinion an Archive which contains Government records must be in the care of a public servant, and in the Falklands I think it is essential that the department should be firmly attached to one of the major public departments. For various reasons set out in this Report - cost, staffing, housing, prime reasons - I think this major department should be that of the Registrar. The tie may be close or loose, depending on the abilities and character of the person eventually appointed to run the Archives directly, but in the long run the Registrar should make himself responsible for the proper running of the department. Since the Registrar is already by ordinance a keeper of records, the information in which is available when required to members of the public, he should be particularly fitted to be the Deputy-Keeper of the Colony's Archives, and receive the addition of another body of records, the greater part of which comes from other Government departments. In the future, moreover, there would be great advantages in having the Archives and Registrar's records under one roof, since both groups of records are important to researchers. It should be noted that in England, plans are being made to transfer part of the records of the Registrar-General, which have always been in his custody, to the Public Record Office. This arrangement is being made because of the projected move of the Registrar-General to Liverpool, and the consequent inconvenience caused to researchers, particularly genealogists. There would be, therefore, nothing extraordinary in similar arrangements being made in the Falklands. It is clear to me that there is no full-time post for an Archivist in the Falklands, and whoever runs the Archives will need additional work. This proposed arrangement might well simplify also future housing arrangements.

HOUSING THE ARCHIVES

This is a peculiarly difficult problem for the Falkland Islands where there is such a shortage of buildings for all purposes. Ideally an Archives repository should occupy an island site to cut down the risks of damage or loss through fire, water and theft. Shared accommodation is rarely satisfactory for important records which are intended to be kept permanently, since few other organizations have the same essential strict security requirements. Those which come nearest are museums and libraries, both having, or likely to have, irreplaceable material.

These institutions, however, expect to have visitors who will be largely unsupervised. In Museums the objects are normally securely locked into cases, or are so large that their removal would cause some difficulty, and certainly would not pass unremarked. General libraries, having both lending and reference facilities, normally provide special conditions for readers wishing to use scarce or rare books. On the other hand, the lending material, which is open to any browser along the shelves, is virtually unguarded, since close supervision would be impossible. Lending libraries, therefore, expect to lose a certain number of books each year, and any books which go astray while on loan should be replaceable. In an Archives repository almost nothing is replaceable. Elsewhere in this Report I have qualified this statement, but for practical purposes, in the Falklands the Falkland Islands Archives available for Falklanders and others to consult are irreplaceable. Some of the material in them may be found elsewhere, but only at considerable cost, and at a distance of 8,000 miles. And some of it is unique.

One other organization in the Falklands keeps public records by Ordinance. This is the Registrar's Department, and within its empire falls a large body of records required by law to be registered publicly, including the registers of Births, Marriages and Deaths, which are not normally copied to the United Kingdom. This is an office of record, and for various reasons stated elsewhere I should like to see the Archives placed under his supervision, and housed with the records in his care. Since the registration work has now been split from the legal duties, accommodation is needed for additional staff, and it would seem an opportune time to plan for new Court and Record requirements in a new building complex.

Ideally, therefore, the Falkland Islands Archives need a building of their own, away from any other building, built of stone, made as fire-resistant as possible, and shared only with another office of equally

demanding requirements. As a second possibility, a shared building with the Museum and Library would provide a complex of three institutions with some similar requirements, and, moreover, could help to solve another problem, that of staffing.

Within the building Archives require a storage area for documents, with stringent security and fire precautions, and suitable atmospheric conditions as prime needs to be satisfied. Another area should serve as Search Room for members of the public, and as office for a member of staff who would also supervise those using the records. A third area is needed for conservation purposes. The plan I have drawn for converting the major part of the first floor over the BAS Office - work which is going ahead at the present - would provide for these various activities. This assumes, correctly, I am confident, that the number of researchers will never be large, that staff will be difficult to find, and that the same equipment can be used for different purposes. The Repository, to which only the custodian will have access, will be shut off from the public, and will require no heating. It will be racked with steel racking, so cutting down one of the risks in the present Secretariat Archives. Moreover, by placing all files and loose page papers, and, if possible, volumes, in fibre-board boxes, the risk from fire and water damage will be still further reduced. The Search Room area will have a desk for the supervisor, and a table, directly under supervision, for those using the records. Lists and other means of reference will be available in this room. A work bench for a document repairer, with other conservation equipment, will be in one part of the room. When the table is not required for the use of searchers it can be used by the repairer for restoring large maps and plans. Bearing in mind staffing difficulties, it would be possible for a repairer, at any time when one is available, to supervise researchers, thus making it possible to operate with only one member of staff.

The BAS Office building is far from being ideal, but I think with proper precautions it can provide a temporary home for the Archives. By proper precautions I mean such things as cutting down fire risks to a minimum by using steel racking, and boxing records in the Repository; by proper electrical installations, and master switches which must be turned off; by restricting access by other persons; by forbidding the storage of flammable materials in the building; by the exercise of proper care by other users of the building, whose activities and needs should be as compatible as possible with those of the Archives; and by careful nightly checking of the whole

building. Any fire officer will tell you that the most likely period for an outbreak of fire in buildings such as offices and warehouses is half an hour or an hour after work for the day has finished and the staff have gone home. Fires starting at this time are almost invariably caused by a forgotten lighted cigarette, or by a piece of electrical apparatus, such as a kettle, or a fire left burning. Carelessness in such matters seems to have been, in fact, the cause of two previous fires which destroyed official records in Stanley.

Two other institutions, the Museum and the Library, which might form a complex with the Archives, are not too badly housed at present. For various reasons, which I have stated elsewhere in this Report, I believe that the future of the Falkland Islands Archives should lie in close collaboration with the Registrar's Department, and I strongly advise that a modern stone, fire-resistant building should be erected for the Archives and the Registrar.

STAFFING

This is a problem which has much exercised my mind, and my ideas about this have changed several times since I have been working in the Falkland Islands. Archives are a specialised business, but their needs can be met by intelligence, a genuine interest in them, and care for them, all firmly based, of course, upon a proper place to keep them. Inescapably, I have to take the view that the kind of person best fitted to serve the Falkland Islands Archives is going to be extremely difficult to find.

So far as I can see there is no justification for a full-time paid Archivist, and there never will be. There will never be the need to have an Office open eight hours a day, for five days a week, nor even, in the normal course of events, for half a day during each day of a working week. But during my period of secondment here, apart from official enquiries for information, several people have wanted to look at the Archives, and their interest for research purposes has been met, albeit in a somewhat unsatisfactory way. Archives must be supervised for the security of the records, and researchers usually need to be given some help in finding the material which they wish to consult. Less assistance will be necessary when the Archives are properly housed, with guide information and lists which will provide the reader with a reference to the volume or assemblage of papers in which he hopes to find the information he is seeking.

The Falkland Islands Archives are part of the heritage of the islands, and they should be available for Falklanders to consult, as well as for others who may come some distance to see unique material which is not obtainable in the Public Record Office. Assuming that it is Government's intention to make the Archives available for consultation, someone has to be able to make this possible, and the Archives would need to be open to the public either at pre-determined times, or on demand, and probably both.

Only trial and error can establish the days and times when the local population can benefit from having the Archives open. Since labour is scarce in the Falklands, and the majority of people are in full-time employment, one would not expect normal working hours to be convenient to anyone. Some evening or Saturday opening times are likely to be essential, but obviously, if only for financial reasons, this will create an additional problem.

The needs of visitors from outside the Falklands will be more concentrated in times. Most visitors come for comparatively short periods, and, as I know from the experience of the past eighteen months, need to study

their material for several consecutive days if they are to benefit from their visit.

In addition, a certain number of official and postal enquiries are received, and will increase once the Archives are made available. Some of these enquiries are urgent, while others can be dealt with in a more leisurely way. But all have to be answered.

The effect of the three types of enquiries must be that if a service is to be given at all, someone has to be available for part of each week to deal with them. To my mind this points to the necessity of having for the Archives a part-time member of staff, whose activities will allow for emergency calls, and occasional whole days in the Archives, as well as for pre-determined periods of opening. I have suggested several ways in which the Archives might best be housed, and two of my suggestions might simplify the staffing problem.

A combined Archives, Museum and Library Department would require a paid, full-time administrator, other paid staff, and a staff of voluntary workers. It should be possible to arrange a time-table of opening times so that all three would not normally be active at once so far as the public would be concerned. In such a small community as the Falklands I can see no problem in making temporary arrangements in cases of emergency.

The second suggestion for housing the Archives is that these should be combined with the Registrar's Department, and this is the one I should favour. This might create problems of working outside government working hours, but a Government employee in this department could be expected to be someone with a concern for records, and able to handle means of reference. An additional member of staff in this department, with part-time duties in the Archives, would be welcome no doubt also to the Registrar to help in carrying out his twenty-one different offices, and particularly in his Court work for which no clerk has been appointed. Moreover, it would put the Archives for all practical purposes under someone whose training and office impose a very high degree of discretion. My views are influenced no doubt by the fact that my own office, since its creation in 1838, has been placed under one of the senior High Court judges of the country, primarily, it is true, because the Public Record Office was founded as a home for the great mass of legal records dating back to Domesday Book. But it is a fact that most countries set special store on the safe keeping of their legal records, and it is important that the existence of these as well as of other material

which appeals more to popular demand, should be in the care of members of staff to whom records are important.

I have not discussed so far fully the question of what kind of person should be actively concerned with making the Archives available to the public, and dealing with postal and other enquiries. A fully qualified Archivist to my mind is out of the question, unless such a person decides to settle in the Falklands. In the United Kingdom there is no training course leading to a diploma in Archives which does not demand that a candidate should have first at least a second class honours degree in one of certain specified subjects. A full-time Archives course for a post-graduate takes a year to complete. A few students are allowed to take a part-time course over two years. It would seem to be a waste of time and money to continue attempting to find someone in the Falklands with the necessary bent and capacity for a four-year course, with, at the end of it, one post only, which would not be full-time, with no promotion prospects, and a somewhat restricted and isolated working life. A combined Library-Archives course would be a better possibility for training, particularly since, for the Falklands, there is no need for an Archivist to be trained in the discipline of Latin medieval records, which is part of a normal Archives course. The basic requirement of an honours degree, however, remains the same.

Fortunately there is an enormous amount of goodwill in Archives, Library and Museum circles for helping colonial and former colonial territories. My own office frequently has someone from one such area whom we are helping to learn something about Archive keeping, or the repair of documents, and arrangements can be made sometimes for such people to attend formal lectures and courses on relevant subjects, lectures at the University of London being given for the most part by members of my own office. Such visitors are sponsored usually by ODM or the British Council, and although the majority return home without diplomas or certificates they have a reasonable grounding in their craft.

If we are looking for someone who would be capable of running Library, Archives and Museum we must assume for obvious reasons that the Library side of the work could well occupy most of his or her time. It might be easier, therefore, to look for a librarian, or for someone capable of being trained. It may not be easy to attract a trained librarian from the United Kingdom since many institutions have been increasing their staffs, and there is, or has been, a shortage of librarians. I am not entirely happy at the idea that a librarian should be in charge of official records,

since, although the two disciplines of archives and libraries have much in common, there are differences in the treatment of their material. Nevertheless, a competent librarian could well continue along the lines so far laid down. The technical requirements and problems for Archives and Museums are similar in many respects, and have been discussed under 'Conservation'.

To sum up: in my opinion there is no requirement for a full-time Archivist. What is needed is a mature and sensible person, with a part-time post devoted to making the records available to members of the public and government departments. The post should come under the wing of the Registrar, and a suitable person might well work part-time in his department. In the long term, the Falkland Islands Government should look out for a suitable person who could be trained, either fully over a period of four years, or for a shorter period, even as little as six months, by attachment to a suitable repository in England. Ideally, I should like to see the Archives in the hands of an educated person capable not only of their administration but also of executing the necessary repair work. In the future such a person may well appear, but at present the best solution to me would seem to find someone capable of making the Archives available to the public, and of answering queries; and to import professional repairers of documents from time to time.

As an aid to the solution of staffing problems the Falklands Government might consider the use of Record Agents to whom postal enquiries demanding some degree of research might be channelled. This has proved to be a useful practice in England where the numerous demands from members of the public cannot be dealt with by the small staff available in most departments.

Record agents in England, many of whom spend the greater part of their lives on the work, become extremely knowledgeable about the records on which they work. They are not employed by the Public Record Office, but arrange their remuneration with their clients. A list is kept of those willing to be employed on the work, and while the Public Record Office does not guarantee complete satisfaction to all those to whom a selection of names is given, provided care is taken to see that only people who are believed to have the necessary skills and knowledge are included in the list, it is noticeable that complaints (which the Public Record Office does not entertain) are extremely infrequent.

Obviously there will be problems in the Falklands, since few people

know much about the Archives, but with a little application suitable persons should become capable quite quickly of being able to cope with many enquiries. It is recommended that those who might undertake the work should themselves be treated as researchers, supplied with only the normal facilities granted to those wishing to use the records, and should not be government servants. It is desirable also that they should be able to gain access to the records of the Falkland Islands Company to carry out similar work.

ARRANGEMENT OF RECORDS

The majority of the records in the Secretariat fall naturally into different series, and were originally kept in this way, as one can see from surviving labels on the spines of some volumes, and from occasional cross-references in the volumes. In common archival terminology these series form 'Classes' of records, and each has been given a letter reference, and a 'Class' title. For example, the Class of Entry Books: Despatches; In has been given the reference 'A'; Entry Books: Despatches; Out the reference 'B'; Correspondence: Miscellaneous; In the reference 'H', and so on.

The system has been extended to all records, including those of departments outside the Secretariat, and, by duplicating letter references, can be used virtually indefinitely for future additions of different series, since it is extremely unlikely that, with the small number of records created in the Falklands outside the Secretariat, the letter references will ever become unwieldy. Classes of records are shown in Appendix B.

Within each Class each volume or collection of papers has then been given an individual number. Thus the reference B7 applies to the volume of Entry Books: Despatches; Out for the period September 1849 to September 1851, and this reference is unique to that volume, and cannot be confused with any other. The system provides a simple and quick means of finding in the Repository any document identified from a Search Room list. It also provides a unique and brief reference to material used in publications, although in a scholarly work the number and date of a Despatch, for example, would also appear. A specimen list showing the means of identifying individual volumes is shown in Appendix C.

The Class reference (in red), and number (in black) are attached to the spine of the volume, and also written inside the cover in case the labels become removed or illegible.

A collection of papers kept in a box similarly bears a Class reference and number on the outside of the box. Loose papers create a problem in that they can easily be disarranged by careless handling. They should be paginated or foliated so that if disarranged the order can be restored. Moreover, internal references are essential for accurate publication purposes, and provide some protection against pilfering. A further protection would be the stamping of each individual document with an official stamp such as 'Falkland Islands Archives', thus making it difficult for an un-

scrupulous person to dispose of a pilfered document, except, of course, by destruction.

Ideally, collections of papers which have some affinity with each other should be fastened into a binding or folder so that they cannot be detached easily. They would also run less risk of damage by careless packing. As part of future conservation work this should be given high priority.

Single documents which require individual references may be stored together in one box, provided they are in the same Class. Thus a number of items received as 'Gifts' can be stored in a box labelled 'Z', with the numbers of the individual documents indicated as 1 - 8. Each separate item will bear the Class reference and number for easy identification for withdrawal and replacement.

It is a matter of good sense and convenience to make special arrangements for the storage, and hence the referencing, of certain types of archive material. There are three obvious types of records, already in the Archives which require such treatment. The first is Maps and Plans, and pictorial material. These tend to be large, and where they exist in volumes, are better extracted and kept as an item among the Maps and Plans. A plan chest is an essential requirement for a Repository, and it must be remembered that space should be left so that the contents can easily be removed and replaced. Maps too large to be contained in a chest should be rolled on a roller, tied firmly, and kept on shelves, or, if properly secured, may be stood together, provided that care is taken to see that no pressure is put on the edges of the documents.

It is also a matter of convenience and better for the records if really large documents, at present kept many times folded in volumes, are kept separately in plan chests. They need to be removed from the volumes or collections, flattened, and given an additional reference for Repository use. For example, the petition for a Catholic church is now folded in four in a volume of Correspondence: Miscellaneous; In. When the volume is repaired that document should be extracted, a 'dummy' page giving the Repository reference put in place in the volume, and the document itself repaired, and, with its own and the new Repository reference both attached to it, put in a drawer of the plan chest. If the document is needed by a member of the public using that particular volume, it can easily be produced from the reference on the 'dummy' found in the volume. For publication purposes the

volume reference remains the correct one; the additional Repository reference is for convenience of storage, and is more or less irrelevant to the user of the document.

I have spoken of these documents being contained in 'volumes'. In fact, this recommended procedure, in the Falkland Islands Archives, applies only to maps, plans, etc., and outsize material which has been incorporated in volumes, which, in fact, are series or collections of papers stuck on to 'guards', the whole being contained in a hard cover. There should be no question of a removal if the document has been bound into the volume, unless, for some reason, a re-binding is proposed. If the document has been 'tipped in' to a bound volume there is usually no problem, and, if necessary, it is easily removable. A once folded paper is usually better left where it is.

Material of unusual shape, such as the Deception Island flag in the Archives, needs careful, special packing either on a roller or in a box. It should be the aim, if possible, to pack objects so that they can be stored alongside other material in the same Class. If this proves to be impossible, a special area of the Repository should be allocated to hold awkwardly shaped material, and a dummy put in place in the normal sequence as a guide to the location of material housed elsewhere.

Easy finding of records when required depends on good Repository management with adequate and sensible guides to location, and cross references. A habit should be formed of withdrawing from the Repository for use, only those documents required (preferably not more than three for each user, only one of which is provided for immediate consultation), and of replacing documents at once when they are no longer required. A simple duplicate ticket system should ensure the location of any record in use.

MEANS OF REFERENCE

Assistance in finding material in an Archives is essential, and nothing can replace the knowledge suppliable by the well-informed keeper of an Archives. Much can be done, however, by the provision of different kinds of lists and indexes to properly referenced volumes and collections of papers and other material.

Means of reference may be divided into six kinds: a Guide and summary of all records in the Archives; simple and more detailed lists giving Class letters and numbers for identifying single items; contemporary Indexes and Registers; modern Indexes of subjects, names, and places; Descriptive Lists; and full transcripts and editorial matter.

The purpose of a Guide is to help researchers to find their way about the contents of an Archives, to identify material they may wish to use, and to explain the often complicated reasons why material is not available, or why it is to be found in some unexpected place. It must, of necessity, contain some administrative history, and for this reason, although a skeleton can be prepared, I think it unlikely that it can be completed during my assignment. It ought to be printed and published, and, if this cannot be done locally, it is very possible that the publication would be undertaken by the International Council of Archives under the egis of UNESCO, which has already published two or three similar guides to records in Crown Colonies. some idea of the kind of material which needs to be included in a Guide is contained in the 'Survey of Records' (Appendix A), under the different departments.

A Summary is a simple list of Class titles and references, dates, and numbers of items, and is primarily intended for good repository management purposes. It will contain the kind of information shown in Appendix B.

Lists of records have been prepared for most Classes, and in the simplest form appear in Appendix C. A more complicated type of list (Appendix D) must of necessity be compiled for material such as Secretariat files, and should show former references.

Separate volumes of contemporary indexes and registers are few in number, and some are not a great deal of use as indexes as they show material which no longer exists. Several Classes of records include an index in each volume. These are variable in value.

Several Classes of records need indexing for research purposes, notably the printed newspapers, and the Correspondence: Miscellaneous; In, which is of great importance for local and social history. But the most useful means of reference for the latter would be a Descriptive List of each paper in each volume, leaving indexing of that list to a later date.

As mentioned under the previous paragraph, a Descriptive List is of particular use to a researcher who is prepared to study such a list in detail. A well-compiled list should note all the important points in a document, and the names of persons and places mentioned. The existence of such a list should indicate clearly whether the information sought is likely to be found in the originals, and often avoids the necessity for consulting the original documents (an advantage for their prolonged survival). A specimen of the type of entries is shown in Appendix E.

A full transcript of documents is very useful for the less accustomed researcher who visits the Archives, and the provision of this is most important for the survival of the records. The material in course of publication in The Falkland Islands Journal includes transcripts from the Falklands Archives, and copies of the Journal for the open shelves of the Archives provide ready means of reference to a number of documents. The experienced researcher will normally consult such printed material before he even visits the Archives. Transcripts of such popular and frequently consulted material as the Censuses are part of the essential working tools of an Archives.

GIFTS AND DEPOSITS

The Falkland Islands Archives has received already some gifts of historical material, and people should be encouraged to give or deposit private records in their possession to be used by those researching the Falklands. Every effort should be made to meet, with respect to open-dates and publication, the wishes of those who are willing to hand over their records. If possible, however, those who give their records to the Archives should be encouraged to present them without any ties, such as are to be found in the Copyright Laws of England, which could create great difficulty in a small, closely-knit country. The Law Adviser's opinion should be sought on this point. If possible, every gift should be the absolute possession of the Archives.

Loans of historical material should also be sought and encouraged, but those who make them should be required to give six months' notice before documents are to be withdrawn from the Archives. Care should be taken to see that money is not spent unduly in listing and repairing documents on loan to the Archives, since they could be withdrawn, but every loan should be treated as a special case, and, if the need for work on the records is believed to be essential, Your Excellency's views should be sought. It has happened elsewhere that documents on loan have received a great deal of attention at public expense, and have then been removed for sale in a splendid condition of repair, and with related lists and other editorial work accompanying them. The proper care of documents can be an expensive business, and public money should primarily be spent on public property.

Nevertheless, in spite of the warnings given above of possible selfish thinking, from what I have seen and heard while I have been in the Falklands I believe that in many quarters there is a real desire to see that the Colony's written material for its history should be carefully guarded in the Falklands as part of 'Our Archives'. There are diaries and letters in private hands which would be important to researchers on a variety of subjects, and I should hate to see these lost by removal elsewhere, or by destruction.

USE OF RECORDS

While this may be thought to be an unduly alarmist view it is a fact that every time a document is handled it suffers damage. On the other hand there is no point in keeping records if they are not to be used.

Bearing in mind these two statements, it is obvious that a compromise has to be reached so that the essential needs of researchers and administrators can be met, while at the same time the physical well-being of the records is guarded. It should be a comparatively simple matter to ensure that records transferred to an Archives for permanent preservation are treated with respect when they are consulted under supervision, but it is a common experience for archivists to find that many members of the public need educating in the proper way of handling papers and books. Marking of documents, even with ink, is by no means unknown, and at some time or another most archivists have had to deal with researchers who fold down corners of pages or turn them with a licked finger. Not infrequently loose papers are disarranged, or are put back untidily in a file or box so that papers are folded or suffer damage along the edges.

It is far more difficult, one might almost say impossible, to ensure careful handling while in active use of material destined for permanent preservation. But even here it is possible to take some steps to avoid the necessity for expensive and time-consuming repair of records when they reach the Archives. All except one of the handling abuses mentioned above are as relevant in the office as in the Archives; it is also a good idea to put identified ephemeral material in a different (thinner and cheaper) file cover from papers intended to be kept permanently; files should not be allowed to get too fat; and once files have passed out of current use (have been put away - 'PA'), or have been selected for permanent preservation and are being transferred, all metal paper clips and pins should be removed, the papers neatly assembled in the jackets, and the files stored in a way which will avoid unnecessary damage if they have to be brought again into current use. In particular, self-adhesive transparent tape should never be used for running repairs on torn documents, since it is very difficult to remove, and becomes opaque and discoloured in time.

The rules of a repository, and search department for Archives should provide warnings against mishandling of documents. As well as the abuses mentioned above which should be guarded against, an Archives would be well-advised to forbid the use of note-taking in ink or other fluids whose removal may be difficult from marked documents. Regulations against

personal habits of study which constitute a risk of permanent damage to records should be strictly enforced. So far as researchers are concerned an Archives must have absolute powers to forbid any kind of practice which might damage the records.

As part of the business of studying Archives, Government should be aware of the need for facilities for copying material. Most Archives will supply copies - at a price - of some of the material in their possession, and every Archives should have equipment for this purpose. Researchers in the major Archives of the world are used to being able to order copies - usually, in the bigger repositories, made on a flat-bed Xerox machine - and the value of this to both parties is considerable. The Falkland Islands Archives should have a copying machine, and, bearing in mind the remoteness of the islands, this should be something fairly simple to keep in running order. The machine used by the Registrar (a Sperry Remington 140) is suitable for most copying work required by the Archives, and, provided the machine is kept in good running order it should serve the Archives adequately. Costs of copies required for research purposes should be worked out when it is known what staff will be available. Copies for legal purposes with an approved certification are already issued when required by the Registrar, and a similar service if needed should be supplied by the Archives.

CONSERVATION

Many records badly need repair. The most serious damage has been caused by water at the time of the Secretariat fire. Some volumes and collections of papers cannot be used because the pages have stuck together, and some further damage has already resulted from attempts to open the volumes. In some cases, particularly with the Guard Books, where Despatches and other papers are inserted between the pages of a bound volume, the papers have slipped out of place, and now remain stuck at different angles so that they are further damaged by upright storage on shelves, and by the pressure of the straps on the fore-edge. Pins and paper clips have rusted into innumerable pages, and further damage inevitably results from their removal. Some papers are fire damaged on the edges and very brittle in consequence, and one Entry Book survives only as a collection of embrittled pages, the binding having been totally destroyed. Happily, fire damaged documents are few in number, and very little of the writing is missing on those which have survived. But they are in no condition to be consulted, and ought to be stored carefully and firmly to avoid further damage, and they should not be made available to anyone until they have been repaired. The same is true of a considerable number of the water damaged records.

Apart from these records which have suffered serious damage as the result of a fire, the modern files are not in a very good condition. Unfortunately, without taking too defeatist a view, there is very little which can be done to avoid damage to modern current or semi-current records. The paper quality is poor, and papers secured in files by single treasury tags are almost impossible to keep tidy and free from damage. Moreover, the change in paper sizes requiring papers to be kept in file covers which, at the present, can never wholly protect them, is creating an additional problem. Pins and paper clips which tear and rust add to the deterioration of modern files. I can see no prospect of any conservation work being done on the files already in the Archives. The best that can be hoped for is that they will suffer no further deterioration once the papers have been tidied into their covers, and packed into boxes. Pins and paper clips should not be left in files to rust, and only brass treasury tags should be used.

Records outside the Secretariat present additional problems. The Crown Grants in the custody of the Registrar are parchment documents, and not only have the covers of the volumes been entirely destroyed, but the pages have shrunk through exposure to heat, and are very brittle. In skilled hands it is possible to relax the pages and restore them to something like their original condition before rebinding.

In the Public Works Department the maps and plans, which were once carefully stored in plan chests, referenced and indexed, are now in the loft. All should be flattened and strengthened where necessary, and all except the largest should be kept flat in chests as they were carefully housed until a few years ago.

Soon after my arrival in the Falklands in February 1977 I discussed with the Chief Secretary the problem of the physical condition of the records, and the urgent need to identify if possible someone in the Falklands for training in conservation, and to make arrangements for such training in the UK. With the CS's agreement, preliminary arrangements were made in April/May 1977 with the Director of the India Office to take someone for training for a period of 6 months. This period would have been sufficient to provide a good grounding in the techniques of paper repair and make-up of documents, and simple book-binding.

I should explain that the UK government departments which have Conservation Departments are quite accustomed to training without charge potential repairers from County Record Offices, Commonwealth countries, and, occasionally, from elsewhere. But their resources are obviously limited, even in a big department such as the Public Record Office, and it is essential to ensure that arrangements are made well ahead of the projected training period, since they have many calls on their time spared for training staff from another office. In the normal course of events my own office would willingly have taken someone for training at much shorter notice - although preferably not in the summer, - but the move of the major portion of the PRO to a new building at Kew with the usual attendant delays and disturbances, ruled out any possibility of anyone being accepted for training during the period of my secondment to the Falklands.

The India Office agreed that the person sent for training would be able to spend some time on the repair of Falkland Islands records. It is particularly useful when this can be done since any peculiar problem which may arise with damaged documents from a remote area can be examined and discussed, and a specimen repair can be brought back for future guidance. Such a repair can be very useful also as a model to demonstrate to members of the public what can be done to save decaying and damaged public records, and to indicate in a readily appreciated way how public money is being spent. I should have liked this trainee to have taken with him also some of the fire damaged deeds since parchment repair presents some different problems from those of paper.

There proved to be apparently insuperable problems of finding someone

for training. I again took up the question of training with the Chief Secretary in June 1977, and suggested that as no one had been found, and a new singleton post would be difficult to justify, the Falklands might try a scheme which we have found successful in St. Helena, namely to provide training in document repair for a junior printer in the Printing Department who was already in post, thus obviating the need to create a fresh post, and providing training in skills which would be useful also in the Printing Department. This suggestion appears to have borne some fruit in that it was discussed by the CS with the Head Printer, but at some stage confusion seems to have arisen, and ODM were asked in December 1977 to provide training for bookbinding. It is a pity that joint discussion was not initiated. Craft binding is completely irrelevant for the Archives here, and it was not, apparently, what the Head Printer had in mind. Finally, the printer who is to go on leave during the UK summer, and to whom bookbinding training had been suggested, decided that he had no interest either in Archives or binding, and, in any case, he could not be spared for a prolonged period of training, additional to the printing training already planned, at the end of his leave.

Accordingly ODM were asked in February 1978 to try and arrange to send out as Technical Assistance for a period of three months an experienced document repairer. Hopefully, he or she should be able in that time to put into a usable condition records which cannot at present be handled. I anticipate that during these three months all the records at present unavailable for consultation, because the pages have adhered together, can be dealt with. In addition, some work on repairing and making up the loose papers can be undertaken. The Miscellaneous Correspondence ought to be removed from the Guard Books, repaired, guarded and filed in more conveniently sized units. It should be possible to make a start on this, but provision will have to be made for a working area for this specialist, and if the projected Archives Office and Repository is not to go ahead in the former BAS office block, some other room will have to be found unless another expensive project is not to be brought to a satisfactory conclusion. No reply has been received as yet from ODM. The India Office has been informed that it has not been found possible to send someone for training.

With respect to the problem of the fire damaged Crown Grants and Leases in the custody of the Registrar, I can see no other solution at present but to have them sent to the UK for repair. They are irreplaceable records of particular importance, and ought not to be handled in their present state. Their repair and binding will cost several thousand pounds, but if they are not to be allowed to disintegrate gradually, the money will have to be found. Had they not been for the greater part parchment documents, they

would have been entirely destroyed in the Town Hall fire.

I have estimated for some 350 fibreboard boxes to contain records. This is an approved method of storage introduced by the Public Record Office nearly a century ago, and has the merit of being about the cheapest and most reliable method of storage yet found. The boxes will take files and loose papers, and will provide security against further damage from bad storage conditions, and also some protection against fire and water. Moreover, in the event of an emergency evacuation of records, documents in boxes can be moved more quickly, and with far less damage than loose files and papers. On the estimates given, the larger boxes (the greater quantity) cost about 35p each, the smaller ones about 50p each, and would cost considerably less if no Crown Agents' procurement charges had to be added to the makers' price, and to the freight.

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Since the above section was prepared a free-lance Conservator/Repairer has been attached to the Archives for a period of three months. His commitments elsewhere made it essential for arrangements for his visit to be completed with a degree of swiftness probably unparalleled in an overseas assignment, and ODM made available a considerable sum of money for the purchase of essential equipment which Mr. Petherbridge brought out with him. At the time of his arrival at the end of September, the Public Works Department was acquiring a 'new look' with fresh managerial staff who made available equipment and staff to provide Mr. Petherbridge with an adequate repair workshop for essential work. During his visit he has completed the repair for future binding of one badly damaged Entry Book: Despatches; Out; the repair, guarding, and filing of three volumes of Correspondence: Miscellaneous; some maps and plans; and the freeing of adhered pages in volumes which could not earlier be examined. I had hoped that more could have been completed in the time, but several problems (apart from preparing the workshop, which took two weeks) arose, and these had to be solved before work could be finished. Mr. Petherbridge confirmed my opinion that the quality of the paper is extraordinarily good, and has not suffered from ageing, or the effects, normal in most countries, of a polluted atmosphere.

Mr. Petherbridge's work, which is of a very high standard, has meant that specimens of repaired documents are now available as a guide for

operations in the future, and damaged material can now be consulted. It has not proved possible to find anyone sufficiently interested in the work to undertake a period of training in document repair, and the assignment to the Archives of a repairer for a period of two years in the Falklands seems at present to be the only possible solution to the repair problem in the long term.

The boxes for storage failed to arrive on the charter vessel in September, and some time after the vessel reached the Falklands a letter was received from the Crown Agents saying that the order had not been confirmed. This was due to the fact that the firm concerned had taken a major change of policy, and a small order for boxes would no longer be accepted. Mr. Petherbridge obtained quotations for boxes from a supplier in the United States, but these proved to be three times the cost of the English ones, and I do not consider the cost to be justified. Enquiries are being made to other firms in England.

RECOMMENDATIONS

1. A Falkland Islands Archives should be established at public expense.

2. KEEPER

The Keeper of the Archives should be Your Excellency, and the general administration should be delegated to the Registrar acting for Your Excellency as Deputy Keeper.

3. HOUSING

The Archives should be housed either within or adjacent to the Registrar's Department in order to secure proper control, and to simplify access to the two most important bodies of official records essential for public or private information and research.

4. STAFF

One member of the Registrar's staff should be charged with the duty of making the Archives available to members of the public at determined times; to deal with correspondence and emergency visits; to arrange departmental requisitions; and to see to the general day to day running of the Archives, including transfers of records from Government departments, acceptance of gifts of private records from individuals, essential listing, and arrangements for the physical care of the Archives.

5. TRANSFERS OF OFFICIAL RECORDS

Government departments, and primarily the Secretariat, should make regular transfers to the Archives of non-current files and other records intended for permanent preservation. It is desirable that the 'weeding' and selection of files should be made only with the approval of the Registrar, or one of his staff acting for him, and that, once earmarked for transfer to the Archives, records should not be altered in any way.

6. DECLASSIFICATION

Official records, categorized as Restricted, Confidential, Secret, and Top Secret, which Your Excellency causes to be reviewed from time to time for down grading, should be transferred to the Archives as soon as possible after they both have ceased to be current, and have been downgraded, so that they may be incorporated into the appropriate lists. Any restrictions on Access beyond the approved period should be clearly stated for the observance of those to whom immediate custody has been trans-

ferred. The date of Access can most simply be expressed in such a form as 'Open in 1990'.

7. REQUISITIONING OF OFFICIAL RECORDS

Government departments should be allowed, under a procedure approved by Your Excellency in Council, to requisition files or other records for their official needs. These records should not be retained beyond the period of immediate need, and an annual visible check should be made of any records requisitioned from the Archives. Records should not be requisitioned for non-official use by or in a Government department, even by Government employees. Records on requisition to a department must not be altered in any way.

8. LOANS

Material in the Archives should never be lent to members of the public, or to those in Government service for personal use.

9. Loans of records for public exhibition outside the Archives should be permitted only with the consent of Your Excellency in Council, and for only stated periods which normally should be of short duration. Conditions for the display of any material from the Archives should be determined by the Registrar, and agreed with the borrowing institution.

10. PRIVATE DOCUMENTS

The Archives should be in a position to accept suitable gifts and/or deposits of archive material of importance to the Falkland Islands. The Archives should be empowered to make copies and supply information from gifts and deposits on the same conditions as for official records.

11. GIFTS

Members of the public making gifts to the Archives should be required to renounce any rights of publication which they may hold in them, and to transfer such rights to the Archives. The wishes of owners with respect to access should be agreed and rigorously enforced and respected so that a valuable non-official archive may not run the risk of dismemberment by the withdrawal of material of personal sensitivity.

12. DEPOSITS

Deposits of archive material should not be accepted unless an undertaking for at least six months' notice be given by the depositor of a

withdrawal. Conditions of access should be treated as for gifts. Public money should not be expended for intensive work (either conservation or editorial) on deposited documents, without reference to Your Excellency.

13. ACCESS

Suitable accommodation should be provided for members of the public to consult the Archives under supervision at determined times. It is advisable to arrange that the Archives should be available for this purpose for at least one period during the week outside general working hours. Rules for consultation should be drawn up by the Registrar, and approved by Your Excellency in Council.

14. It is recommended that the Falkland Islands should adopt the period of access to official records in force in the United Kingdom and in the majority of other countries, by which members of the public may consult public records when they have been in existence for 30 years. Shorter or longer periods should be determined and approved by Your Excellency for records of local sensitivity, or concerned with public security. Similar material in gifts or deposits should be treated in the same way. Special attention should be paid to the wishes of owners of private papers in order that interesting and valuable material, particularly for social history, should not be lost by removal or destruction.

15. COPIES

Provision should be made for appropriate charges for the supply of photocopies of documents in the Archives. These charges should not be related necessarily to those in force for copies of official records already in the Registrar's Department unless the material required is readily identifiable.

16. CERTIFICATION

Where copies are required for legal purposes the Registrar should be in a position to certify (under a suitable formula) the authenticity of the document, and to make appropriate charges.

17. CONSERVATION

Provision should be made in the Colony's Estimates from time to time for documents in need of repair to be sent to the United Kingdom for conservation treatment, and/or for an experienced repairer to be seconded to the Falkland Islands to undertake conservation work on the Archives.

18. RECORD AGENTS

Postal enquiries from members of the public either in the Falkland Islands, or overseas, which require some considerable degree of research, might be channelled through the Registrar to an approved person or persons, not in Government employment, who should make his or her financial terms with the client. Government should satisfy itself that the person is capable of undertaking the work, and is not making an exorbitant charge. It is desirable that such a person, who would have access to the Archives on the same basis as an ordinary member of the public, should have access also to the Archives of the Falkland Islands Company.

19. UNOFFICIAL GUIDES, LISTS, ETC..

The Archives should be a position, as the occasion may arise, to reward with a fee a researcher who undertakes work on indexing or listing the Archives. Such work will be the property of the Archives if commissioned. The Archives should ensure the free use, for the benefit of the public, of any guide material, or of any work arising from an individual's research of which a copy is deposited in the Archives.

20. REFERENCE MATERIAL

It is desirable that, in addition to lists and indexes directly referring to the official and private records in the custody of the Archives, the department should be able to acquire related literature, and copies of publications for reference, and money should be made available for this purpose.

ACKNOWLEDGEMENTS

A great many people, from Your Excellency through your staff to those not in Government service, have helped me while I have been in the Falkland Islands, and I am most grateful for all the kindnesses I have received. I shall not name personally all those in Government departments who have answered my no doubt often boring and confusing questions, but I record here my thanks to them.

Outside Government I want to give my thanks to Mrs. Dorothy Barton for allowing me to see and transcribe the very interesting logbook of the Hebe which is in her possession. To Mrs. Connie Luxton I am extremely grateful also for being allowed to use her invaluable set of Falkland Islands Magazines from which I have learned so much about the islands. Mrs. Eileen Jaffray, at Goose Green, and Mrs. Mary Hirtle, have lent me their copies of Falkland Islands publications; and Miss Madge Biggs, and Mrs. Betty Biggs, not only showed me similar material in their possession, but have given me duplicate copies for the Archives. Mr. Stan Bennett has not only given me material, but has answered all my questions on the most obscure points from a truly phenomenal memory. In addition, a number of other people, too numerous to mention, have sent or brought things to me, and given me information about all kinds of matters. To all these people I am very grateful, and I hope very much that their example will inspire others in the future to help the Archives in any way they are able.

APPENDICES

Note on review of records

A Review of official records

Other organizations

B Classes of records

C Simple list

D More detailed list

E Descriptive list

NOTE ON REVIEW OF RECORDS

In this Survey of official records I have usually treated the records under the heading of their present custodian's office as it appears in the Staff List. Thus the records of Customs and of the Registrar of Shipping appear under the heading 'Customs' since the head of this department has both offices in his charge. 'Agriculture' has been treated separately since it is government's intention, when a suitable person appears, to create again a separate department. The Grasslands Trials Unit, largely sponsored from the UK, has been treated under 'Agriculture' since the matters which concern it were at one time in the charge of the Agricultural Department.

Where a significant body of records is concerned I have normally supplied cross references as, for example, in the case of the Registrar of Shipping, but I have not attempted to do this in the case of all the offices appearing under 'Supreme Court and Legal Department'. This section was completed before a division was made in the duties of this abnormally large department, but it has now been divided under two officers into legal affairs and registration duties. Nor have I even mentioned some of the specific duties which are the concern of the Secretariat since recourse to the Secretariat files should produce detailed information about most government activities.

The only government department outside Stanley, at Fox Bay East, has been treated separately under 'Fox Bay' with some internal references in other sections, since the officer in charge there has more than one master in Stanley.

A note on some other sources of material has been added to show what other material on the history of the Falklands can be found elsewhere.

REVIEW OF GOVERNMENT RECORDS

Apart from the Secretariat Archives, which include records originating in other Departments, very few official records earlier than 1945 are to be found in the present Government Departments. Three notable exceptions are the office of the Registrar General and Registrar of the Supreme Court, which is a statutory Office of Record and keeps its records by Ordinance; the office of the Registrar of Shipping, and Customs Officer; and the Public Works Department. Such records as are to be found in other departments are almost all of very modern date, and will not qualify for possible transfer as permanent archives for some years.

1. Governor

Records of Governors are kept in two places; in the Secretariat Archives, and, current records, at Government House.

A. Secretariat Archives

A small assemblage of records which can be identified as Governors' records transferred from Government House at some unknown date is in the Secretariat Archives. The records comprise: three volumes of correspondence (1909 - 1916); an Entry Book, including some original correspondence, from 1881 to 1908; two volumes of sealed Ordinances (1900 - 1919); a volume of Estimates from 1883 to 1916; a small body of Files mainly for 1915 and 1916; a Register of correspondence from 1915 to 1920; and a volume called 'Governor's Notes'.

Strictly speaking Despatches are Governors' records, but I have treated these under the main body of records in the Secretariat Archives in order to demonstrate more clearly the relations between the various Classes of records. Also the early volumes of Miscellaneous Correspondence, and their corresponding Entry Books, undoubtedly began as Governors' correspondence, but for the above reason have been dealt with also under the Secretariat Archives.

The sealed Ordinances are the only ones surviving in the Colony since the official set in the custody of the Court was destroyed in the Town Hall fire in 1944. One volume (1900 - 1913) is finely bound and embossed in gold on the spine 'Governor's Office'. The volume of Estimates is similarly stamped 'Governor'.

The volumes of correspondence from 1909 to 1916 include both In- and Out-Letters, and telegrams from the Secretary of State. For reasons set out

below under Governors' Files it is unlikely that the series ever continued beyond 1916.

The Entry Book (1881 - 1908) appears to be the predecessor of these three volumes of correspondence since the material of its later years is of precisely the same kind. Further examination shows that this volume marks a change in office practice as between Governor and Colonial Secretary. The early part of the volume is an Entry Book, very similar to those in the Class of Entry Books: Miscellaneous; Out (see Secretariat Archives), which contain copies of letters to Government Departments (but not to the Secretary of State) and to individuals, and are signed by Governor, Private Secretary, or Colonial Secretary. In this volume the early copies are signed only by the Governor or his private secretary, and all emanated from Government House. After Governor Goldsworthy (1891 - 1897), who used the volume extensively (he and his first Colonial Secretary were on very bad terms with each other), the number of entries diminishes sharply, Grey-Wilson ceased using it in 1901, and after a brief period of use by the Administrator (who was the Colonial Secretary), all the copies were entered by Governor Allardyce personally, or consist of carbon copies signed by the Governor, together with In- and Out-Telegrams, and letters from naval officers, British missions and consulates, and a few other Government Departments.

There can be little doubt that the reason for this new Governors' Entry Book lies in the confusion in record keeping created by John Wright Collins, who held the new post of Colonial Treasurer from 1878 to 1881, combining with it the offices of Acting Colonial Secretary, Postmaster, Shipping Master, Collector of Customs, Clerk to Leg. Co., and Registrar of the Supreme and Vice-Admiralty Courts. The volume of work, together with the opportunities for embezzling public funds, proved too much for Collins, who was suspended from his duties on 31 December 1881, and later tried and sentenced to seven years' penal servitude, which he served in Malta (arrangements for the transfer of long-term prisoners conveniently having been concluded about this time). After his suspension several bags of unopened Despatches were found in his office, the public accounts were in confusion, and Collins was found to have been pursuing a profitable side-line in selling postage stamps to London dealers for cash which could not be traced. His defence at his trial was 'carelessness'. His incompetence as an administrator left its mark also on the Shipping Lists.

Governor Kerr took over the duties of Colonial Treasurer, and, with the agreement of Ex. Co., appointed his son Alan temporarily as Acting Colonial Secretary, Postmaster, Collector of Customs, Harbour Master, Shipping Master, Clerk to Leg. Co., and Registrar of the Supreme Court. A few weeks'

later Alan Kerr was confirmed by the Secretary of State as Acting Colonial Secretary and Postmaster, also being appointed Private Secretary to his father. The Governors' Entry Book really begins in 1882 (the entries for 1881 are few and obviously entered later in an attempt to make up missing letters), and the Entry Books: Miscellaneous; Out similarly begin again in 1882 after a gap of two years. Both series were kept initially by Alan Kerr, and it is clear that from this date a division was made in the Governor's correspondence between that dealt with personally by the Governor (and the Private Secretary), and that which fell to the Colonial Secretary, the former dated from Government House, the latter from the Government Office. It is probable that the activities of John Wright Collins were responsible also for the obvious suspicions of incompetence nurtured against Governor Kerr both in the Secretary of State's office, and locally in the Falkland Islands.

The Governors' Files, in covers, the majority with printed heading 'Governor', form part of apparently continuous yearly series beginning with No. 75 of 1915, and ending with No. 563 of 1916, with two odd files - No. 238 of 1920, and No. 45 of 1923 which includes a Secret Circular of 1934. As it happens, the reason for the beginning of this file series can be gathered from a numbered Despatch (No. 42 of 29 March 1917). The Despatch forwards to the Secretary of State a complaint by the Colonial Secretary, C.F. Condell, that the Governor had been keeping from him the numbered Despatches which, according to Colonial Regulations, should have been registered in the Colonial Secretary's Office. The argument between the Governor and the Colonial Secretary was made more piquant by the fact that, early in Governor Young's tenure of office (1915 - 1919), the same Colonial Secretary enthusiastically endorsed the Governor's request for a clerk for Government House since Governor Young had no Private Secretary, and objected to filing the Despatches personally (Despatch No. 86 of 14 August 1915). At that time the Colonial Secretary was complaining that the burden of registering and filing Despatches had been thrown upon his office.

It is not appropriate here to enlarge on this point, but it is clear that from Governor Moody's time it had been the practice to file all Despatches in the Governor's Office, until at some date between 1842 and 1915, and probably in the mid-1890s, the numbered Despatches had been registered by the Colonial Secretary, who raised a file where necessary, and were then returned to the Governor. Despatch and file, therefore, were kept separately, and neither officer had a copy of the other's papers. Secret Despatches were always a matter for the Governor alone. Confidential Despatches, on the other hand,

were sometimes sent or copied to the Colonial Secretary.

The Governors' Files include all kinds of communications from the Secretary of State - numbered and Miscellaneous Despatches, Circulars (ordinary, Confidential and Library), Accounts, Telegrams, and some Confidential Despatches of 1915. There appears to be only one file headed 'Secret' (also of 1915). From external appearances the surviving files cover the period from the beginning of Governor Young's administration to the end of 1916, with the two later files already noted. Some idea of how the system developed can be seen from these early years, but its final flowering can only be guessed at. It appears, however, that Governors after Young's day had the habit (strongly condemned by those responsible for arranging public access to records) of putting current papers on old files. Thus the file of 1923 noted above includes a Secret Circular of 1934; and file No. 484 of 1916 contains no material for 1916 other than a minute on the cover, but includes papers of 1928, a Secretary of State's typed Circular of May 1939, and a Colonial Secretary's Minute Paper of the same date referenced as G/484/16. Governor Allardyce (1904 - 1915) was responsible for introducing into the Falklands the Minute Paper system which he had used in Fiji, to which colony it had been brought from Ceylon by Governor Sir George O'Brien. Under Governor Young there were nominally two Minute Paper series, the Governor's (the numbers being those of the Files), and the Colonial Secretary's, references to which are sometimes noted on the covers of the Governors's Files. It is suggestive that Governor Young was not familiar with Minute Papers since, although he refers to his own and the Colonial Secretary's 'MPs', the Governors' Files do not contain actual Minute Papers such as are found in the few surviving Colonial Secretary's files of this date.

Governor Young maintained his filing system throughout his period of administration. The Register of Correspondence (1915 - 1920) contains a record in numerical order of all his numbered Despatches to the Secretary of State. The information is arranged in columns, the first headed 'Desp. No.', the second 'No. in Record Book', with other columns for subject and date. The references under 'Record Book' are to the Governors' Files, but the first 45 despatches are said to be in the 'Guard Book'. These are all despatches sent by Governor Allardyce, or by the Administrator during the brief interregnum between the two Governors in 1915. Governor's Despatch No. 46 of 15 May 1915 is said to be No. 190 in the 'Record Book', and a signed copy of this Despatch is in File No. 190, along with a similarly worded telegram sent at the same time announcing Governor Young's assumption of office. A cross reference on the file to 209/15 is to a further file containing the Secretary of State's

original reply to the telegram in S/S No. 64 of 21 May 1915. The Register, therefore, is an index to copies of Governors' Despatches in the Governors' Files, and is particularly useful as a quick means of reference to subjects for the whole of Governor Young's administration and beyond, although the Files themselves only survive for 1915 and 1916. It contains an index to page numbers of entries.

Some further points about this filing system are of interest and importance. In spite of the fact that the Register notes none of Governor Young's despatches as being in the 'Guard Book', nevertheless signed copies are also to be found in the Class of Correspondence: Despatches; Out (the 'Guard Book') up to No. 132 of 27 September 1919, after which there is a gap in the Class (possibly due to the Secretariat fire) until 1924, except for some Circulars of 1921 and 1923. It is hardly surprising that Governor Young and his Colonial Secretary found their filing duties somewhat onerous when two series of Governor's copies as well as a Secretary's series were being maintained.

The Governors' Files also contain Confidential Despatches and Telegrams included in the numbered file series, but there is no reference in the Register to these unless a numbered Governor's Despatch is also in the file. Until at least the end of 1915 some copies of the Governor's Confidential Despatches are to be found also in the appropriate 'Guard Book' (Correspondence: Despatches; Out). Some of the Telegrams similarly appear to be duplicated in two special volumes of wartime Telegrams, In and Out (1915 - 1920), which have been included in the Class of Correspondence: Despatches; In. But, although from a prefaced note by Governor Allardyce's Private Secretary, who started the volumes, they are said to include all Telegrams, I have noted one or two in the Governors' Files which appear not to be in the volumes.

Incoming Despatches (except Secret Despatches) from the Secretary of State were incorporated into the Governors' Files, presumably since each normally required an answer of some kind, or were themselves answers to Governor's Despatches. This means that Despatches from the Secretary of State for 1915 and 1916 (after which Governors' Files no longer survive) can be found, but only with some effort. The last S/S Despatch filed in the 'Guard Book' is No. 24 of 18 February 1915. The next Despatch (S/S No. 25 of 24 February 1915) is in Governors' Files No. 75, and has been removed from the 'Guard Book', where its original presence was noted according to Governor Allardyce's careful practice. Governors' Files Nos. 75 to 103 contain all the numbered and miscellaneous despatches which were originally in the 'Guard Book', and were the latest

despatches received by Governor Allardyce. This may suggest that Governors' Files, for some reason, always began with No. 75, but another possibility, apart from loss, might be that Nos. 1 - 74 included Secret or Confidential Despatches, afterwards moved elsewhere as the Governor's system developed, or destroyed officially by order of the Secretary of State. File No. 75 contains also HE No. 113 of 14 September 1915 (answering S/S N. 25), and the file reference is to be found only from the Register under 113 of 1915. If the surviving Register was the only means of reference it would seem that Governor Young must have had some problems in identifying quickly a Secretary of State's Despatch, but it is most probable that an actual 'Record Book' noting all files, originally existed. Moreover, one would have expected the Governor to have kept a register of Secret and Confidential communications.

Governor Young continued to keep Secret Despatches in a 'Guard Book' (the volume, included in Correspondence: Despatches; In, runs from April 1915 to May 1921), sometimes inserting these in file covers which included also copies of the Governor's Secret Despatches.

The remaining volume of Governor's records in the Secretariat Archives, 'Governor's Notes', was started by Governor Grey Wilson on 1 May 1899 (the book cost 17/6), and is a scrapbook, or precedent book, of notes and inserted documents, with additions by later Governors up to 1925. The latest entry is a note about the gift in November 1925 of a document by Dean Stanley Smith. The document is itself in the volume, and, if it is genuine, is the oldest document in official custody in the Colony. It is the appointment in 1831 by Lewis Vernet, 'Governor of the Falkland Islands', of Wm. H. Smyley to act as Branch Pilot for Port Louis, Port William and Choiseul Bay and 'all other ports Bays and waters under my Jurisdiction'. 'Governor's Notes' also include a copy of the 'Stanley Gazette' No. 5 of 28 June 1870. No other copy has been noted.

As a footnote it may be of interest to know that in St. Helena Governor Grey-Wilson started a similar volume called 'Plantation House Notes', which has been retained and added to by subsequent Governors, and their wives. The book is kept at Plantation House. 'Governor's Notes' might also be kept at Government House, but the two documents mentioned above should be replaced by copies, and the originals kept in the Archives.

B. Government House

The Government House Library contains some manuscript material for the history of the Falklands. A small Entry Book of naval correspondence relating to the first British Occupation of the Falkland Islands in the 1760s, was bought for Government House in 1936. The originals of the letters in the book are among the Admiralty records (ADM 1) in the Public Record Office. The Entry Book is said to be an 'Admiralty copy' of the correspondence. Certainly one would have expected the copy to have been written in the Admiralty where the records are kept, but it looks to me much more like a transcript made for the Foreign Office, presumably to use in the Sovereignty Issue. It is probably a public record strayed from the Foreign Office, which was not always very careful in keeping its records at early dates.

A second document - Thomas Helsby's 'Rough Notes relating to the murders at Port Lewis' - has probably escaped from the Secretariat Archives, which include some early papers, probably some of the documents handed over by Lieutenant Tyssen in 1842 to his successor Governor Moody. The document, or a similar version, was published in the Nautical Magazine in 1834, but the text from which the publication came has not so far been identified in the Public Record Office. Unless it has returned to the Falkland Islands by gift or purchase (which is not known to be the case), the document at Government House is likely to be one of two (probably) signed originals, of which the other was taken away.

Government House Library also contains the record of a Census made in 1851 which is of considerable interest for family history. It is contained in a file cover from the Secretariat, formerly that for the Census taken in 1901, but no record appears to survive of the latter Census. The 1851 Census also appears to be a 'stray' from the Secretariat records. Earlier censuses are contained in Entry Books: Despatches; Out in the Archives.

Your Excellency has told me that two boxes of records have been discovered at Government House, one of which is locked and the key not to be found. The unlocked box contains papers of comparatively recent date, some of which might be declassified, while others could be destroyed. If any of these records are to be preserved permanently, and could be transferred to the Archives in the near future, this would be a very useful move to establish the kind of material which can be expected from the Governor's Office in future years.

Until the locked box has been opened one can only guess at its

contents, but a few documents which were formerly at Government House, and which have not been seen recently may be in it. The most important records are the Colony's Charters or Letters Patent, the first accompanying Despatch No. 1 of 28 November 1843, the second dated 25 February 1892. When a search was made for these in 1953 neither could be found.

The box should contain also some material on Argentine claims, which was transferred to Government House by the Colonial Secretary from a 'Secret' cupboard in the Secretary's Office, after the Secretariat had organized its first real security system for sensitive material. There is another copy of the papers in the first volume of Correspondence: Miscellaneous; In in the Secretariat Archives.

2. Secretariat

The Chief (formerly Colonial) Secretary's Department registers numbered Despatches, and, under the Governor's authority, deals with them and other routine correspondence with public departments and others in the United Kingdom and elsewhere. The Chief Secretary is at the hub of local administration in a Crown Colony. Depending on the degree of autonomy allowed to public departments it can be said that almost all matters of prime importance go through his department, and, in the case of the Falkland Islands where departmental records are virtually non-existent, the records in the Secretariat supply information on almost every aspect of the Colony's life. The loss of almost all the Secretariat files between about 1900 and 1919 creates, therefore, a serious gap in local history since a great deal of this lost material cannot be supplied from other sources.

The administration of the Falkland Islands was extremely fortunate in finding in its first Colonial Secretary a person who was an unusually able, conscientious and hard working officer, and a meticulous keeper of records. Moody's original staffing complement made provision for only one Clerk, but on 1 April 1845 James Robert Longden was appointed Acting Colonial Secretary, and was still in this post when he went on his first leave in 1856. On his return in 1857 he was at last designated Colonial Secretary, and remained in the Falklands until early in 1862, when he was promoted as President of the Virgin Islands. During this period he served three Governors - Moody, Rennie, and Moore - and the only people whom he seems seriously to have upset were Moody's first Private Secretary, Murrell Robinson Robinson, who referred to him in a derogatory way as a 'mere Boy', and the regrettable Commander Lynch of the US corvette Germantown, to whom Longden was the Governor's 'underling'. Murrell Robinson Robinson's remark had some justification, for the staggering thing about Longden is that his age in the Census of 1851 is returned as 23, which means that in 1845 he could not have been more than 17. He appears to have been the brother-in-law of the first Colonial Surgeon, Henry Joseph Hamblin, and the good sense of these two long serving officers (Dr. Hamblin was Colonial Surgeon from 1843 to 1864), undoubtedly provided the stability in administration so essential in surmounting the problems of an infant settlement far removed from the Mother Country.

Longden arrived in the Falklands on the Colombian Packet on 23 November 1843, and entered government service as junior clerk on 2 January 1844. By November of that year his capabilities were being eulogized by Governor Moody, and in 1845 he became not only Acting Colonial Secretary, but also Private Secretary to the Governor, and effective Storekeeper, duties which he

took over from Murrell Robinson Robinson when that officer was dismissed. By the following year he was Clerk to Ex. Co. and Leg. Co., and before he left the Colony served also as a member of Ex. Co., Chairman of the Court, and as a JP. For the whole period of his service in Government he maintained the Shipping List as Shipping Master, and seems also to have been the first Registrar of Shipping. His career left an indelible mark on the records of government which he kept or supervised, so that a pattern of regular entries and filing was firmly set for his successors.

A complete history of the Colonial Secretary's Department cannot be given here, but some of the events and changes which affected its records have been noted below.

The greatest body of public records in the Falkland Islands is kept in the Secretariat Archives, and, as current working files, in the Secretariat. For practical, descriptive purposes here I have divided them into 'Secretariat Archives', and 'Secretariat Files'. As mentioned above under 'Governor', the Despatches have been dealt with in this section.

A. Secretariat Archives

These date from 1833, and I have divided them into Classes of records. So far as I can see, in spite of some losses, most Classes appear to be complete.

Some explanation of Colonial Office practice is necessary to make clear why different series of records exist, and, as a guide to the user, where lost material can be supplied from another source. Up to about 1900 it was normal Colonial Office practice to keep Entry Books of both In- and Out-Correspondence. In the Secretariat Archives we can therefore expect to find series which duplicate each other. A list of the different Classes is given in Appendix B. From this it will be seen that Despatches; In (from the Secretary of State) run in an almost complete series from 1841 to 1947. In this Class I have included not only the numbered Despatches, but also Secret, Confidential, Circular, and Library Despatches, and two volumes of Telegrams. The apparent gap in numbered Despatches from 1915 to 1920 has been partially accounted for under 'Governor'. Two volumes only of Entry Books: Despatches; In exist for 1841 to 1849, but I suspect that this Class may well have ended at this point, since the last entries correspond in date with the Trevelyan-Northcote Committee the implementation of whose recommendations resulted in reforms in registration procedures in the Colonial Office, and hence in the colonies. Despatches; Out (drafts and copies), on the other hand, were victims of the Secretariat fire,

and the series runs only from 1841 to 1852 (last volume numbered '4'), and then resumes from 1905 (volume '27') to 1947 (with a few gaps), with a volume of Enclosures from 1890 to 1903. The Entry Books: Despatches; Out fortunately run in a complete continuous series from 1841 to 1905, with separate volumes for Military and Confidential Despatches (to 1907). It is doubtful, therefore, if much Despatch material cannot be found in the Falkland Islands Archives.

Similarly, Entry Books were kept also of the Miscellaneous Correspondence, which consists of letters from individuals, and from other Government Departments (but not the Secretary of State). The Class of Correspondence: Miscellaneous; In runs from 1835 to 1900. This is particularly valuable for local history, notably social, since it includes many papers which did not become the subject of Despatches. There is no 'Out' series of Miscellaneous Correspondence, but there are two Classes of Entry Books. Entry Books: Miscellaneous; In run from 1841 to 1851, when they probably fell to the Trevelyan-Northcote axe, and Entry Books: Miscellaneous; Out form a complete series from 1841 to the end of 1893, with one small gap from 1880 to 1882, explained above under 'Governor'. Later material has been treated under 'Secretariat Files'.

Other Correspondence, in series no longer kept as bound volumes, relates to Crown Agents and South Georgia, and there are a few single volumes which appear to have been kept by individuals filling another office as well as that of Colonial Secretary, such as Storekeeper, or Stipendiary Magistrate. The latter volumes have been included in Correspondence: Miscellaneous; In, since they are of early date.

Three volumes of Registers (Correspondence; In from 1900 to 1906, and Correspondence; Out from 1900 to 1903) are particularly useful in providing a quick means of reference to numbered and routine Despatches, and a resume of other correspondence which passed through the Colonial Secretary's Office. The Registers were started in 1900 by an Acting Colonial Secretary, evidently trained in Whitehall, since they follow precisely the form of registers in use in the Colonial Office. Each Register is divided into sections beginning with Despatches, and continuing through sections devoted to home departments such as Admiralty, Board of Trade and Crown Agents, sections for other bodies and officers such as the Falkland Islands Company and the West Falkland Magistrate, to a final section of correspondence with individuals. References to Colonial Secretary's file numbers are given (MPs), and although the files for this date were destroyed in the Secretariat fire, the references provide a kind of index to the earlier volumes in the Class Correspondence: Colonial Secretary; Out described below under 'Secretariat Files'.

No Archive would be complete without a Class of Entry Books: Various, and in this I have included a Survey of government buildings, volumes of manuscript entries of Memoranda, Gazettes and Ordinances, a Vice-Admiralty Cause Book, and the Oath Books which comprise not only the official oaths taken by government officials, JPs and Councillors, but also marriage oaths from 1858 to 1915.

An interesting series of bound volumes of applications for passports with photographs runs from 1919. These are of considerable value for social and local history. The Blue Books have been mentioned under 'Loss of Records', and it is regrettable that this valuable series, essential for reference purposes, no longer survives intact. I should certainly recommend that this Class should be a priority for any future copying project.

The Class of Sessional Papers: Executive and Legislative Council runs from 1846 to 1972. Its position as archive material available to the public has been discussed under 'Access'. The Clerk of Councils is supplied by the Secretariat, and current records are in his custody. He also keeps the current Oath Book.

Printed or duplicated news-sheets - The Falkland Islands Magazine, Penguin, News Weekly, and Weekly News - exist in varying states of completeness. The Falkland Islands Magazine, which was started in 1889 by Dean Brandon and ran up to 1934 under a succession of deans and chaplains of the cathedral, survives in only a few copies at various dates from 1900 to 1929. Five bound volumes have recently been discovered, and are particularly valuable since four of them, covering the years 1916 to 1924, supplement a continuous series from 1889 to 1915 in private ownership in Stanley. A few copies have been noted in Despatches; Out. Penguin, a government publication started by Governor Hodson in 1927, and which ran to the end of June 1938, is more complete. This daily journal carried local and world news. Unfortunately the official set begins only in 1931, and from the water damaged condition of the issues of this year, it seems clear that the missing, earlier years were casualties of the Secretariat fire. From 1931 until it ceased publication Penguin is complete except for a few days in some years.

The Falkland Islands News Weekly and Church Bulletin, again apart from a few issues, is complete for 1938 to 1940, and for 1942 and 1943 when it ceased publication. No copies survive for 1941, but an almost complete set for that year is in private hands at Goose Green. Its successor, The Falkland Islands Weekly News, which ran from January 1944 until the end of September

1949, is almost complete for 1944 and 1945, the first half of 1946 has several gaps, but most issues for 1947 to 1949 have survived.

The Secretariat Archives include three issues of The Falklands Listener, which was started at the end of October 1949 to fill the gap created by what was then regarded as the 'temporary' lapse of The Weekly News. Copies of Falkland Islands Monthly Review (started at the end of 1958), and its successor The Falkland Islands Times, are filed by the Secretariat in registered files, and additional copies of the latter are sent to the Archives.

Another publication, an unofficial one started by the Colonial Secretary, is The Falkland Islands Journal. This began in 1967, and thanks to the Public Library, two well-wishers of the Archives, and the present editors, the series is now complete to the present issue (1977). It is hoped that copies will continue to come to the Archives since the Journal contains, among other valuable historical material, transcripts of records in the Archives which ought to be available to avoid over-handling of original material, and for reference purposes.

These publications are all extremely important sources for local history. A number of other local publications, such as The St. Mary's Herald, Horizon, The Parish Gazette of Christ Church Cathedral, and a much earlier publication, The Comet, would be welcome additions to the Archives if copies could be found.

B. Secretariat Files

I have not, as yet, been able to determine exactly when the Colonial Secretary began a filing system, but various pointers suggest that this may have been in 1894, when a new Colonial Secretary took office.

As mentioned under 'Loss of Records', there is only a small handful of C.S. Files before 1919, the majority of which are, or were, of a nature regarded as Confidential. From No.1 of 1919 the series, to which I have allocated a Class title Correspondence: Colonial Secretary; Files (Old Series), is, or was, more or less intact up to 1946. At present it stands, as it was weeded in 1943, occupying some 80' run of shelving. The weeded files were not destroyed, but have been stored, part in a porch of the Secretariat building, and part in the loft of the Meteorological Station. The weedings, in sacks, include files intended for destruction from a second series of files which I have called Correspondence: Colonial Secretary; Files (New Series). This was

begun by a new Colonial Secretary in 1946, and occupies some 100' run of shelving excluding some Confidential files, some of which, such as Personal Files, would not be selected for permanent preservation.

Both Classes of files need reweeding, and this has been started. The material in sacks includes some files which I think should be retained, and conversely there is material on the shelves which has no permanent value. Both Classes of Files will then be allotted numerical references, and listed. Some of the material originally destined for destruction is of historical, but not obviously of administrative importance. In general, so far as I have been able to judge, the earlier weedings removed a great deal of unwanted material, and have been of considerable help to me. Both Classes of files should then be removed to the Archives, and with the destruction of the material in sacks, the Secretariat will then be provided with some badly needed space for the current series of files and other records. Official requirements for files will be catered for by requisition procedures in the Archives.

The current file series which, looking ahead, might be called Correspondence: Chief Secretary; Files (Modern Series), again owes its initiation to a new Chief Secretary. It begins in 1972, and obviously will not be a candidate for transfer to the Archives for some time.

Besides the files there is another series of records, kept in the Secretariat Archives, which consists of volumes of carbon copies of Colonial Secretary's Out-Letters. These run in an almost complete continuous series from 1905 to 1945, and are indexed. A similar volume exists for 1902-1903. The volumes from 1905 onwards probably originated with Governor Allardyce and his Minute Paper system. Although these Out-Letters cannot entirely replace the destroyed files they go some way towards providing information about local activities with which the files were primarily concerned. From 1919 to the end of 1945, for which years the files still survive, I can see no reason to retain the Out-Letters, and I should recommend destruction of these, leaving the survivors to be known as Correspondence: Colonial Secretary; Out. Registers, which can be used as an index to this class for the earlier years, are described above under 'Secretariat Archives'.

Colonial, and later Chief, Secretaries have maintained a series of Confidential Files (C Series) since 1915. The system probably owes its genesis to Governor Young, who also kept a Governor's C Series. Before this date the Colonial Secretaries evidently kept files regarded as Confidential in covers, sometimes so marked, and sometimes included in the numerical series. These

files were kept in a special cupboard. C.F. Condell, who has been mentioned earlier, certainly was the first Colonial Secretary to mark files with 'C' numbers in red ink, and it can be seen that he went back to 1904 and marked the files from that date into annual series. The Confidential files are kept in two places; in the Secretariat Archives, and, under special restriction, in the Secretariat with the Deputy Chief Secretary. The Chief Secretary retains no files which are not immediately current.

files

The Colonial Secretary's include a large body of Personal Files relating to government employees. Such files are not normally kept beyond a certain retention period for purposes such as pensions and future employment, and an annual destruction of those no longer required should be maintained in order to keep down the number, and thereby save space. It is recommended, however, that a few files should be earmarked for permanent preservation to illustrate the careers of particular importance or interest in government service, and when no longer required for official purposes, should be transferred to the Archives.

Comparatively recently a complete bound set of Government Gazettes has been found in the custody of the Deputy Chief Secretary, together with many duplicate volumes. A complete set will be transferred to the Archives which should have a set. It is recommended that the finances of the Colony should allow for a bound set of Gazettes to be transferred annually to the Archives for reference purposes, together with other official pronouncements. These are essential tools for a Repository.

3. Agriculture

This Department is under the control of the Customs Officer and Harbour Master, and its only functions at present are the collection and editing of the Annual Stock Returns; the registration of ear marks and brands; the administration of staff concerned with government stock and Stanley Common; and the dosing of dogs against Hydatid. Arrangements for quarantining animals are in the hands of this department, which also maintains the fencing of the quarantine station. Repairs to buildings there, however, are matter for the Public Works Department, and the care of the animals is in the hands of the Veterinary Officer who comes under the Grasslands Trials Unit.

The Agricultural Department has had no continuous, autonomous history for more than comparatively short periods, but it may be said to date from 1895, when the first Stock Inspector with two assistants, all from New Zealand, was appointed. His primary function was with the sheep industry, and especially with the eradication of scab under the Scab Ordinance of 1895, but he concerned himself also with cattle and horses, and later with poultry, grass sowing experiments, and orders relating to the destruction of upland geese and birds of prey. One of his first acts was the introduction of a register of ear marks. He reported to the Colonial Secretary.

The 'Stock Department', as it was known in the 1920s, and then consisting of an Inspector, Assistant Inspector, and Stock Attendant, was closed down in 1927, being considered 'redundant' by 'leading farmers' who, according to Governor Hodson, 'have nothing to learn from the type of man who would in the ordinary course be engaged by the Government as the head of the Stock Department'. In the following year, the Government Experimental Farm, established at Anson in 1926 to carry out experiments in stock breeding and recommended re-grassing, was also closed. A quarantine station continued to be maintained by a Veterinary Officer, who made annual Stock Returns. Local Stock Inspectors were appointed again in the 1930s, and in 1937, as the culmination to a number of visits at various periods by specialists in grass growing, sheep breeding and rearing, and general farm matters, a new Agricultural Department was set up.

The Agricultural Department of 1937 was charged with co-ordinating under one head experimental work on soils, plants and stock; administering the Ordinances and Orders relating to agricultural matters; stock inspection, including the inspection of meat, slaughter houses and town dairies; registration of stock; administration of the Livestock Quarantine Station; and the

collection and distribution of all matters relating to agriculture in the widest sense. During the war the Department embarked on an extensive scheme for improving Stanley Common. A Meteorological Station was set up also, but after working for a time with the Naval Met. Office established at Stanley during the war, was taken over by the latter. The first two Directors of the Department were appointed from overseas, and when the second left the Falkland Islands in 1946 the Department's activities were drastically curtailed, and its administration transferred to the Collector of Customs. A greatly abbreviated report by the second Director was published in 1947.

The records of the Department are kept in four places. Current files and other records, including annual Stock Returns, payments for goose beaks, and a register of brands and ear marks, are kept by the Agricultural Officer (ie. the Collector of Customs); the Grasslands Trials Unit holds a few files, including the Survey of Camp Stations by the T.H. Davies team in 1969/70; original Stock Returns from 1933 to 1955, and a few of later date are in the loft over the Met. Office and G.T.U.; and a few files and other records from the old Department, such as copies of Gazettes, are in the old stables behind Sullivan House. There is a portion of the Department's library in each place.

The Secretariat Archives include a great deal of material relating to agricultural matters in the nineteenth century and later, including many letters from Camp managers about sheep farming, reports on grass cultivation, the goose problem, and brand registrations. The reports of the early Stock Inspectors are printed in the Annual Reports of the Colony. The annual Stock Returns are also printed in The Falkland Islands Magazine.

No records, apart from the Secretariat Files, appear to have survived from the Experimental Farm at Anson.

A Grasslands Trials Unit, staffed from the United Kingdom, was set up in 1975, and is gradually extending its activities to all matters relating to the sheep industry, grasslands, and the goose problem. The staff of the Unit, which has no connection with the Agricultural Department, includes a Veterinary Officer. Apart from the records mentioned above the G.T.U. records date only from the arrival of the first officer in 1975. Care should be taken to see that on the demise of the Unit its archives are transferred to the Agricultural Department for use, and later onward transmission to the Archives. The G.T.U. also has in its possession the aerial survey photographs formerly in the Secretariat, and made in 1956/57 by Hunting Aero Surveys Ltd..

4. Aviation

A Government Air Service, as a means of transporting mails and medical cases, was inaugurated by the Governor Sir Miles Clifford in 1948. This became very rapidly a vital part of the communications system of the islands, particularly since the sea service ended. Initially the aircraft used were an Auster landplane, and a Norseman seaplane, but the service has used two De Havilland Beaver seaplanes since the early 1950s. Two or three ^{daily} flights are normally made during the working week from Mondays to Fridays covering all settlements as required.

The only records made and kept relate to passenger and freight carriage. They are kept in the office on the Government Jetty, and at the Hangar (older records).

Bookings are entered in a daily book from which the flight-schedules are made up each evening. The daily Aircraft Load Sheet shows the names of passengers, and the amount of freight carried. Weekly typings are made from the Load Sheets, and these give names, ticket numbers, medical flights, and weight of freight carried. Passenger tickets are made out when the flights have been completed, and the blue duplicate is retained in the office. Receipts for passengers' fares and for carriage of freight are in triplicate, one given on payment, one retained in the office, and the third going to the Treasury for audit, after which it will be destroyed at some future date. A further record, including names, location of flights, ticket numbers, and medical flights, is made in the Passenger Ledgers. These form a continuous series from the inauguration of the Air Service in 1948. An annual statistical return month by month of numbers of passengers and weight of freight carried is kept in one notebook beginning in 1960.

The passenger Ledgers, which are interesting and valuable documents for social history and the history of the Air Service, should be retained permanently, and transferred to the Archives annually. I see no reason why these should not be open to the public without restriction, the Air Service office retaining only the current and preceding year. The statistical return, which is a ready means of reference, should be transferred to the Archives. In the future this might be kept more usefully in loose-leaf form rather than in a notebook, thus allowing for regular transfers.

The Aircraft Load Sheets are required to be kept before destruction for a specified number of years by the Department of Trade and Industry. These, the duplicates of tickets and receipts, should be destroyed at regular intervals which the Air Service should determine.

5. Customs

The head of this department is responsible not only for the marine affairs of the Colony, but also for the almost defunct Agricultural Department. It is government's intention to create a new head for the latter department when a suitable person can be found, and the department has been considered as a separate body for that reason.

Matters relating to ships and the sea have always been of importance to the Colony for obvious reasons. The head of the Customs Department, which is primarily a Marine Department though not known at present by this title, is Harbour Master, Registrar of Shipping, Receiver of Wreck, and Collector of Customs. The duties covered by these titles have been attached at various dates to other offices. At the end of the nineteenth century in 1897, for example, the Colonial Treasurer was also Harbour Master, and the Shipping Master was one of his clerks. In 1901 the Colonial Treasurer became also the Collector of Customs. In the early years of the Re-Settlement, from Governor Moody's time, various other combinations, usually of fairly brief duration, were in force, but the first effective Harbour Master, and first Registrar of Shipping was the Acting- and later Colonial Secretary, James Longden.

Stanley was established as a port of registry for ships in 1859 under the name 'Stanley'. At some time an error arose in the name of the port, since this became 'Port Stanley', and ships were so marked, but this was corrected in 1970, and the Shipping Register altered to conform to the ruling of the Board of Trade's General Register and Record Office.

The Department's records include material of some antiquity, some of which has been transferred to the Archives. A Shipping List, recording all ships entering and leaving ports of the Falklands, has been kept almost continuously since 1842. There is a gap covering 1879 to 1882, the period when J.W. Collins was in charge of the register, and the entries for 1878 appear to have been made at one time, possibly in an effort to make up part of the lost years. Apart from the information relating to each ship - name, tonnage, master, nationality, and so on, - a column of 'Remarks' provides useful additional information about arrivals and departures of Governors and others, and a note is made when a ship was wrecked, or came in in bad condition, and was sold as a storage hulk. The Shipping List was begun and maintained for the first 14 years or so by the ever busy James Longden, who found time from his numerous duties to make up the year 1842 when he was not in the Falklands.

The series of registers continues today, but a separate register is now kept for South Georgia entries. The first list (1842 - 1878) contains separate sections for coastal shipping to the various Falkland ports outside Stanley, but while a separate coastal Shipping List was being maintained (1902 - 1927), the entries appear in the main register in red ink when the ship called also at Stanley. These registers must be easily the most popular records in the Falkland Islands, and are showing damaging signs of over-interest by researchers. They ought to be copied while they are still in a condition to be read. The 'Remarks' column is of great value, and includes among other statements, information about when the capital of the Falklands was moved from Port Louis to Stanley in Jackson's Harbour.

The Register of Shipping has never been large, and in recent years contains little more than the F.I.C. vessels, the government owned Forrest, and the RRS John Biscoe and Bransfield. The first Register of Shipping begins in 1864, and some material from 1860 is on loose, unbound sheets.

Correspondence held by the Department in files is all of recent years, and mostly of routine nature. Separate series of files for the different duties performed by the Customs Officer are maintained. Specimen files might be transferred to the Archives to provide illustration of the duties undertaken.

6. Education

The present Department is headed by a Superintendent who occupies office accommodation with his staff in the Secretariat building in Stanley. He is responsible for the education of all children in the Colony from the age of 5 years.

There are two schools in Stanley, a Senior School, and a Junior and Infants School, each with its own headmaster. A boarding and day school is maintained by Government in Lafonia between Goose Green and Darwin. At present there is no other boarding school in the Colony, although one or two other school buildings in Camp are in use from time to time according to the number of children requiring their use. Teaching in Camp, outside Stanley and Goose Green/Darwin, is undertaken chiefly by itinerant Camp teachers paid by Government (all except two at present unqualified), and by teachers paid by the farm settlement.

Plans are afoot, in order to encourage good teaching, and reward effort, to reorganise the system of teaching in Camp, and for Government to pay all teachers with even only one child of school age. At present work has begun on building a new School Hostel for senior children in Stanley. This will replace the boarding school at Goose Green/Darwin, which was built by the Falkland Islands Company.

The Department may be said to date from 1908 as a result of an extremely adverse report by one of HM Inspectors, sent out from England at Governor Allardyce's request to report on the state of education in the Falkland Islands. The headmaster of the Government Schools, and his wife in charge of the younger children - teachers in the Stanley schools since 1882 - were pensioned off, and a new, and more up-to-date Headmaster of Government Schools was appointed. The outbreak of war in 1914 delayed further action for some years, but by the 1920s a Superintendent of Education was appointed, and a department was in being.

The first permanent school was started in Stanley in 1846 by the Colonial Chaplain, the Rev. J. Leith Moody (governor Moody's brother), and classes were held in the Long Room of the Barracks in the Dockyard, which was used also as a church and as a court room. The school moved in 1847 to a building on the corner of John Street and Villiers Street, where it continued to share quarters with the service room. The other end of the building was a dispensary. In 1856 Governor Moore moved the school to the west end of the Exchange building (the church occupied the east end), and classes continued to

be held there until the peat slip of 1886, when the school moved first, for a short time, to the Government Store, and then to the old theatre and former immigration reception centre on the site of the present Gilbert House. The first modern school, a purpose built building for educational uses only, on the site of the present Senior School, was opened in 1906. From 1872 the infants were taught in the former Mortuary Chapel, moved from the cemetery, and, for a time, in the Pensioners' Barracks. The Roman Catholics opened a school in 1888, and for a few years in the 1890s one was run also by the Baptist church. Both denominational schools received a government grant, and a Roman Catholic school, run by nuns for the Salesian fathers, remained in Stanley until the second World War.

Few of the earlier schoolmasters had any kind of formal teaching qualifications. The first two, Williams and Brown, former merchant seamen, proved to be unsatisfactory, although the former was said to have had some teaching experience at Dover. The third, Robert Hardy, also a merchant seaman, was more competent, and by 1858 some 62 children were being taught. Governor Moore brought out the first qualified teacher, G. Clarke (1859-1874), and the latter's wife taught the younger children. The next qualified teacher, J.W. Collins, who arrived in 1875, taught for only three years before being moved to the Treasury. His activities in the latter post have been described under 'Governor'. Temporary vacancies in the post of schoolmaster were filled by one of the Chelsea Pensioners, James Hocking, who acted as schoolmaster on at least three occasions over a period of nearly thirty years, varying his teaching duties with those of gaoler. In 1882 Frederick Durose and his wife arrived in the Falklands, and remained for over twenty five years in charge of the two government schools. Educational methods changed considerably during this period, and as a result of an adverse report by one of HM Inspectors the Duroses were pensioned off in 1908.

Education in Stanley was made compulsory by Ordinance in 1895 for children from 5 to 13 inclusive, but Camp education remained, and, to a great extent, still remains a problem. In 1872 the Scots shepherds and others at Darwin subscribed for the erection of a building to be used as school and church, and the Falkland Islands Company paid for a schoolmaster to be brought out from home. In 1891 a number of shepherds on West Falkland petitioned Government to provide travelling schoolteachers. Two were appointed by Government, and a further two were employed by the Falkland Islands Company. Supervision of their work - their timetables, and the examination of the children - was undertaken by Dean Brandon as Inspector of Schools. In later years schools have been set up in a number of settlements, including a boarding and day

school at Darwin maintained by Government, and another one (now closed) at Port Howard for West Falkland. A government school at Fox Bay East is now maintained by the settlement, who pay the teacher, and provide some funds for her to paint the building.

The Education Department holds no records of any age, only current files. The earliest record now in the Archives is an Attendance Register dating from the early years of the school opened in 1906, and recovered from the Senior School. Some half dozen Record Books, Savings Books, Log Books - mainly of the 1960s, but including a file of Camp Reports from 1948 - have been added to the Archives as specimens of records kept in the schools. The Secretariat Files from 1919 contain a good deal of material on education in the Colony, and at least one file has been noted and withdrawn from the files in sacks over the Meteorological Station, and will be saved from destruction. For the nineteenth century there is a considerable amount of information about educational matters in the volumes in the Secretariat Archives. The most trivial affairs, such as the need to have a broken window repaired, fuel required for heating, and new pencils needed, as well as disciplinary measures, school attendances, pence collected from parents for the education of their children, and the giving of half holidays, all had to go through Dean Brandon as Inspector of Schools to the Governor for his sanction or disapproval. Dean Brandon instituted an annual examination of the children in the Stanley schools (Government and denominational), and these were conducted by the Chaplain and Education Officer of one of HM ships when these were visiting the Falklands, or by Alexander Moir, the teacher employed by the Falkland Islands Company at Darwin. Full results of the examinations and the attached Reports are printed in The Falkland Islands Magazine. Examinations of Camp children were conducted by the Dean in person.

The small government archive at Fox Bay includes correspondence showing that the Stipendiary Magistrate there had some responsibility, at least in the initial stages, for arranging matters between Camp parents on the West Falklands and the itinerant teachers.

7. Fox Bay

The Government Office at Fox Bay East is maintained by one Radio and Telecommunications Senior Operator/Technician. He is responsible for one of the Colony's and Dependencies' Post Offices, and for customs duties in connection with ships visiting the ports of the West Falklands. As Deputy Registrar he keeps Registers of Births, Marriages and Deaths for West Falkland. The officer also maintains the film services on the Fox Bay East settlement. The school maintained in the Government owned schoolhouse is financed by the farm, since insufficient children of school age attend for a Government payment to be made to the teacher. The house, formerly occupied by the West Falkland doctor, has been unoccupied for some years since a doctor no longer resides outside Stanley. A member of the police force is no longer stationed at Fox Bay.

The officer's major Government duties are the maintenance of communications, including the daily collection of weather reports for Stanley, and the considerable philatelic and other postal work of the only other post office in the Colony. Telegrams are transmitted twice daily to Cable and Wireless by teleprinter. As the only person in the West Falklands able to hear and transmit by radio and other means all messages, including urgent demands for medical services, to the East Falklands, his post is of considerable importance to the people of the Colony. The service is effectively a 24 hours per day, 7 days per week, service, and could not be maintained by the officer without considerable help from his wife. The present officer has held the post for more than 23 years, during which he has spent two long leaves in England, almost the only time he has left the Settlement. Postal revenues total some £10,000 per annum, and are increasing with demands for the Fox Bay cancellation by philatelists.

A government post on the West Falklands was created in 1895. The first appointee, G. Hurst, took office as Stipendiary Magistrate and Deputy Collector of Customs. A post office in his charge was opened at Fox Bay on 1 July 1899, and he ran this also, in addition to his duties as Deputy Registrar. Hurst maintained these activities until 1905 when he moved to Stanley as Post Master and Registrar General. The post of Magistrate at Fox Bay was abolished, and the other duties were committed to the Assistant Colonial Surgeon stationed there, thus reverting with additional duties to the position which existed before 1895. Records, apart from the registration of material for vital statistics, appear to have been removed by the series of doctors who now maintained the post. A Radio and Telecommunications officer has been stationed at Fox Bay since the first World War to use and maintain the equipment.

Records held at the post are few in number but of some antiquity. The earliest is a cash book of customs from 1884 to 1891, which includes also the earliest registration of births, and deaths, and marriage registrations. Marriage notices and licences for West Falkland, together with certificates for Fox Bay, are kept as loose items in this volume. Registrations of births and deaths (including the earlier ones above) are entered in special registers; the former covers the period 1897 to 1968, the latter 1897 to 1978. Returns of the information in all three registers are made to the Registrar General in Stanley.

A volume of Court Cases from 1896 with some material up to 1920 is kept among the records. Two volumes of a Money Order Journal from 1899 until the cessation of the issue of Money Orders have also been preserved. Most volumes contain loose papers which include some original and copy correspondence relating to Camp teachers, as well as printed forms for official purposes. Current correspondence relates almost exclusively to Post Office matters, which has greatly increased since the second World War, and is of an ephemeral nature not warranting permanent preservation.

A small cash book - 'Fox Bay Cash Journal' - from 1926, records payments of sums for customs, gun licences, penguin eggs, and registration.

The small library includes a number of old standard legal reference works sent out for the Stipendiary Magistrate in the 1890s; these are no longer required, but some are likely to be of value elsewhere, and might well be sold. One volume - Compendium of Mercantile Law by J.W.Smith (London, 1848) - was at one time the property of the first British born murderer in the Colony, a merchant and public house keeper in Stanley. An inscription inside notes that the owner, Christopher Murry, bought the book from Algernon Montague (an early Stipendiary Magistrate). The works of reference also include a good, but incomplete, run of bound volumes of Gazettes from 1891 to 1923. It is a pity that the bound series could not have been maintained.

8. Medical

The Department has been centred in Stanley since 1974, and doctors no longer live at Fox Bay and Darwin. A staff of three doctors, headed by a Senior Medical Officer, is maintained with an office in the hospital, and visits are made weekly, and when occasion demands, to Camp. The SMO, apart from medical duties, is the Registrar of Medical Practitioners, Midwives and Dentists for the Colony and Dependencies. He is also ex officio chairman of the Medical Health Council, which has met once only in the last six years.

The staff of the department includes a matron for the KEM Hospital, nursing sisters from overseas and in the colony, nurses and hospital staff. A dentist operates in Stanley during the summer months, and spends winter in the Camp.

The first Colonial Surgeon, Dr. Henry Joseph Hamblin, was appointed on 20 July 1843, and arrived in the Colony on the Colombian Packet on 23 November in the same year. He remained in the Falklands, with one visit to England of eighteen months for health reasons, until his health became a serious problem. He died at sea on the voyage home on 23 June 1864. In Stanley, to which place he moved his house in 1844 from Port Louis, he bought and occupied the first allotment sold in Stanley where his house, Stanley Cottage, stands. Its original address was 1, Villiers Street, in the road built after Ross Road, and named by the first surveyor, Murrell Robinson Robinson. The house seems to have accommodated a great many persons. His brother-in-law, the first Colonial Secretary James Longden lived there with his widowed mother Louisa; Hamblin's wife (Longden's sister), and their children; and also, in addition to domestic staff, for a time the first Stipendiary Magistrate, W. H. Moore.

By the end of the century a second government doctor lived on West Falkland, and a third was employed by the Falkland Islands Company on their station at Darwin. No hospital was built, however, until Governor Allardyce's time, although for a short period one of the Jubilee Villas in Stanley was run by a nurse from England as a hospital in collaboration with the Colonial Surgeon. The King Edward VII Memorial Hospital was opened as a civilian hospital in 1915, after a brief earlier service as a naval hospital for the wounded from the Battle of the Falklands in December 1914. The hospital incorporated the Victoria Cottage Home opened in 1908 for the indigent poor. A new wing to the hospital, the Churchill Wing, was opened in 1953.

The Department has very few records earlier than 1973 when the last SMO was appointed, and the present filing system was devised by him to meet his considered requirements. While it may have suited him the survival of material of permanent value could be endangered if future SMOs adopt each his own system, and regard their predecessors' papers as being of no value. This must have happened in the past, since the first Colonial Surgeon came to the Falklands in 1843, and the only surviving records, some correspondence, reports on subjects such as vaccination, and Annual Medical Reports, are to be found in the Secretariat records. For some years there is a copy of the Medical Report in the Colony's Annual Report, usually a most detailed one.

The oldest record, now in the Archives, is the Visitors Book which begins in 1908, and records Governors' inspections of the Victoria Cottage Home, and the King Edward VII Memorial Hospital, records admissions of patients from the Battle of the Falklands (1914), and the River Plate engagement (1939), and continues as a general visitors' book.

A fair-copy book listing the names of all those who contributed to the King Edward Memorial Hospital has also been received from the hospital.

A Register of Medical Practitioners, Midwives and Dentists is kept by the SMO. This dates from 1917 (registration of a midwife), and is required under Ordinance No.3 of 1914. It includes registration for the Dependencies.

Photographs of the hospital staff exist from 1931. These are of considerable interest to the staff, and it is intended that they should be framed and hung in the hospital corridors. It is recommended that these be copied, and the originals and negatives transferred to the Archives.

Certificates of deaths in hospital have been kept since 1944. Since the information on these is copied to the Registrar, it is recommended that the hospital certificates be stored in annual bundles, and destroyed after two years.

Case Files: these begin in 1974. Such records come into a special category. They are not, and never should be, available to any but the most highly accredited medical researcher. The information in them can only be reproduced as part of a statistic, or under a strict rule of anonymity. Certain files ought to be selected as of particular interest, and transferred in due course to the Archives, for consultation only by persons approved by the Medical Department. The remainder should be retained like government

Personal Files for 85 years from the birth of the person concerned, or for 5 years after death, whichever is the later date. To relieve pressure on storage space in the Medical Department, these might be transferred to the Archives 25 years after closure, but kept there under strict regulation. The Medical Department should be responsible for their destruction after the appropriate period.

A curious omission seems to be the fact that no record appears to survive of disease patterns in the Falkland Islands, and no records are kept of notifiable diseases. Returns of the latter are made to the World Health Organization, and since it is assumed that these exist in Geneva and anything of importance should figure at least as a statistic, there is no need to retain this information.

In recent weeks a few files of the 1940s have been discovered at the hospital, and it is desirable that any material in them of permanent value should be transferred to the Archives.

9. Meteorological

A Meteorological Office in the Falkland Islands was set up first as part of the Agricultural Department established in 1937. During the war the Admiralty also established in Stanley a Naval Met. Station, which at first worked with the civilian station. Operation 'Tabarin', which was concerned with establishing bases in the Antarctic Dependencies, led on to the setting up of the Falkland Islands Dependencies Survey, and in 1950 a Falkland Islands and Dependencies Meteorological Service was established. The head quarters were in Stanley, and its operation, which covered also South Georgia, was financed by the British Antarctic Territory with a small contribution from the Colony. In the late 1960s a Falkland Islands Government Meteorological Service was constituted, and assumed a greater responsibility with respect to the operations of the department in the Falkland Islands. After the withdrawal of the British Antarctic Services HQ from Stanley in 1974, the operation of the Met. Service became the sole responsibility of the Falkland Islands government.

Records in the Met. Office consist primarily of copies of the figures returned to HM Meteorological Office at Bracknell, and a small collection of files, chiefly concerned with supplies. The statistical material is used by the Met. Officer from time to time. The files have little permanent value, and are destroyed at intervals. Any material relating to the working of the Office, which might be of value historically, and which is not to be found in the Secretariat records, should be kept permanently, and transferred to the Archives.

The Met. Office also has copies of readings from other sources, such as the figures produced from the lighthouse at Cape Pembroke. The Falkland Islands Magazine, in the late nineteenth and early twentieth centuries, published readings taken by Father Migone of St. Mary's. The document at Government House - Thomas Helsby's 'Rough Notes', - contains temperature readings taken at Port Louis in 1833, and at various dates statistical material of this kind can be found in the Secretariat Archives.

10. Police and Prisons

This department has a variety of duties. At present the police, in addition to their peace-keeping duties, are responsible also for immigration, for vehicle and driving tests, for the issue of licences for driving, guns, dogs and trout, and for the inspection of dogs for hydatid disease. Until comparatively recently the police were also in charge of fire precautions and treatment. The Chief of Police is the gaoler.

From the early days of the Re-Occupation civilians were sworn in as constables from time to time when the need arose, but the first truly civilian force was created in 1846 when Governor Moody withdrew the detachment of Sappers and Miners from civilian police duties. The first Stipendiary Magistrate, W.H. Moore, proposed in the same year the establishment of a permanent civilian police force of 12 constables on the same lines as the London Police Force, but Governor Moody thought this unnecessary and too expensive, and refused to pursue the scheme. The first Chief Constable in 1846 was Francis Henry Parry, who had arrived in the Falklands in 1835, and his was the only permanent post. Night duties continued to be performed by the Sappers and Miners until they left the colony with Governor Moody in 1848. A permanent post of Night Constable was then created, and lasted until 1855. In that year, with the threat of possible attack from ships licensed by Russia as privateers during the Crimean War, a Military Guard was set up under Sergeant-Major Henry Felton in charge of the Chelsea Pensioners. The duties were taken over by the Royal Marines when they arrived. Special constables were sworn in for duties such as chasing deserters.

In 1867 the Admiralty suggested the formation of a Civil Police Force, and the withdrawal of the Marines, but Governor Robinson reported that it would be impossible to find enough suitable men in the colony, and the suggestion went no further at that time. An additional constable, to be called upon at need, was appointed in 1874, but it was only in 1877, when Governor Callaghan repeated the Admiralty's earlier suggestion of exchanging the Marines for a Police Force, and advised the Secretary of State that this would be an annual saving of over £1,000, that the Marines were withdrawn on 1 January 1879. A police force of four men, headed by a Chief Constable, had arrived in the colony on 20 December 1878, and from that date a civilian force has been responsible for maintaining law and order in the colony.

A gaol of sorts existed in the Dockyard from the time when Stanley became the capital, but it was far from secure, and in Governor Moore's time a notorious and violent murderer was able, while the gaoler was away

doing his weekly shopping, to walk out unimpeded by the Marines on guard. A new gaol was built by Governor D'Arcy between 1868 and 1873, and is still in use today. An agreement was made in 1882 for long term prisoners to serve their sentence in Malta, and this continued until the independence of Malta was established.

No records are held by the Police Department of a date earlier than the mid-1940s, and most records are much later in date. A filing system is operated by the department, and most of its records are maintained in files. There are no records of legal cases since no Summary Courts are held outside Stanley, those charged being brought in from Camp, and their cases held before the Senior Magistrate and the Stanley JPs. A register of sudden and accidental deaths has been kept since 1961.

The Chief of Police as Immigration Officer is responsible for seeing that prospective immigrants are financially self-supporting, and have sufficient money to enable them to leave the Falkland Islands so that they will not become a charge on the Colony. From 1964 files of arrivals and departures have been kept (the passenger lists being supplied by LADE and by visiting ships), and a register is maintained. A Minute Book of the Immigration Board, which meets infrequently, is kept.

Registers of licences for driving, guns, dogs, and trout fishing are maintained, but all are of recent date.

The prison records also are comparatively recent. As well as some 700 Personal Files the following records are kept: a Charge Book from 1945; a Prison Register from 1948 - this includes sentences of the Court as well as dates of committal and release; a Prison Day Diary from 1967; and files relating to prison matters. All the early Gaol Books, which are known to have been in existence at one time, have disappeared.

11. Posts and Telecommunications

The officer in charge is responsible for all postal work in the Colony, and in the British Antarctic Territory; for the greater part of the telecommunication services; and for the local radio service.

The postal service in the Falklands came, at first, under the Colonial Secretary, was transferred to the Colonial Treasury in 1878, transferred back to the Colonial Secretary four years' later, and finally was set up as a separate department in 1905 under the former officer at Fox Bay. A sub-post office was set up at Fox Bay in 1899, and still operates there. In addition there is a sub-office in South Georgia, and others for the British Antarctic Territory, all of which come under the Postmaster in Stanley.

The Falkland Islands joined the Universal Postal Union in 1878, and the postage stamps have proved to be very popular. Their sale forms a significant part of the Colony's revenues, and special cancellations, such as the Fox Bay frank, are in demand by stamp collectors. An officer specifically for philatelic duties has been appointed recently to run the philatelic bureau.

A telephone exchange was established in Stanley in September 1906, and a line between Stanley and Darwin, for the convenience of the Falkland Islands Company, was started and progressed rapidly during the same year, the work being a collaboration between Government and F.I.C. Settlements on the islands are now linked to Stanley and to each other, partly by direct telephone, partly by radio links, the Government Office at Fox Bay on West Falkland supplying the main connections between the islands on the west and East Falkland.

Overseas telecommunications since 1974 have been operated by Cable and Wireless, and telegrams from Fox Bay to Stanley are sent also through the same authority on a teleprinter link. Government House has operated its own teleprinter service through Cable and Wireless since 1975.

The Falklands broadcasting system operates from a studio (at one time the gymnasium of the Salesian school) in Stanley, and, started in 1929 as a rediffusion service, was the first broadcasting service to be established in a Crown Colony. The present broadcasting Officer is the effective head of the sub-department, and he is assisted by technical and broadcasting staff, and by a Secretary. No Committee to advise and assist on the services has been appointed for the last three or four years.

The Postal Department has no records earlier than the Town Hall fire. Its current records are concerned mainly with philatelic work, day to day postal business, and policy files are duplicated in the Secretariat. Dealings with the Crown Agents on philatelic matters are dealt with by the latter department. Specimens of postage stamps date only from 1952/53, but it is now policy to make a collection of these. Earlier sets of stamps, such as the valuable Centenary Issue, are in the possession of the Deputy Chief Secretary.

The records in sacks in the back part of the R/T Office are intended for future destruction, and appear all to be routine records of ephemeral value. Efforts should be made to ensure that records such as these, intended for disposal after 7 years, should be cleared out annually. A sack, with contents dated 1964, was noted among them.

The Postmaster is convinced that none of his records are of any permanent value, since policy matters are to be found in the appropriate Secretariat files. It may well be, however, that some departmental matters in his wide empire might be of permanent importance, and are not copied to the Secretariat. It would be advisable to ensure that any material which appears to fall into this category should not be destroyed without further thought. Specimen records of current practices ought to be kept.

In the broadcasting field a great deal of interesting and useful material has been kept, and is being arranged and catalogued by the Broadcasting Officer. Paper copies, dating from 1955, are kept of the Friday night News Letter, and paper copies of the Tuesday bulletins since 1977 are also kept. Since its inauguration in 1965 some 243 Visitors Books have been recorded, and all but the first 8, which are missing, are being catalogued and labelled. Other series, Children's Stories, Short Stories, History and Music programmes, are being referenced and made up into lengths of tape suitable for economic storage.

It is recommended that material of special local value should be kept, and classification of tapes and paper copies for permanent preservation listed as is now being done. Special conditions are required for tapes which, in modern practice, require re-winding every six months, and re-recording ~~from~~ from time to time to preserve good copies. I am no expert on tapes, and the latest requirements for them demand a great deal of sound library attention, but it would be a good idea if an area with a constant temperature and humidity could be set aside for their housing. Unlike paper documents, tapes deteriorate fairly quickly, and must be listened to and rewound at intervals.

12. Public Works Department

A department under one head charged with responsibility for buildings, roads, water and drainage services, transport, electricity, and supplies was of comparatively late growth in the Falkland Islands, and only began to resemble its present day counterpart after the second Charter in 1892. This late growth was due probably to the unusual circumstances of the Falkland Islands where so much of the land is in private hands, where the first Governor was an officer in the Sappers and Miners, and where so many of the houses are of wooden construction, and came out pre-cut for erection by their owners. Effectively, the PWD and its predecessors have been concerned with little outside Stanley.

Governor Moody's staff complement was tiny, and the only officer, apart from the Governor, who could be said to be primarily concerned with matters which concern PWD, was the Surveyor. Moody's first Private Secretary, Murrell Robinson Robinson, was appointed Surveyor, and also Storekeeper, but his period of office was brief. As Surveyor he acted under Moody, who considered himself quite capable of undertaking personally the layout of the new capital, at first at Anson, and eventually at Stanley. Similarly, as Storekeeper, Robinson's activities were most restricted, and the second Governor, George Rennie, told his effective Storekeeper, James Longden, that he only acted for the Governor who was his own Storekeeper. The Surveyor appointed in 1848, Arthur Bailey, remained in office until 1873, but seems to have achieved little in that time. The survey of the islands was initiated by HM surveying ships in the 1830s and 1840s, and this nautical survey was used, with somewhat unfortunate results, in determining allotments of land in the islands. Governor Goldsworthy's attempt to have a new land survey made in 1893 came to an abrupt halt when the surveyor brought out from England with his instruments was accidentally shot and killed at Teal Inlet soon after he arrived, and his instruments were shipped back to England with what the Governor considered an inordinate amount of haste.

A Colonial Engineer seems to have been appointed only in the last few years of the nineteenth century when the administration of the colony began to take on a modern look. During Governor Allardyce's period of office (1904 - 1915) a large amount of public building was undertaken - Government House, the Victoria Cottage Home, a telephone exchange, a lighthouse, a school, a hospital, and the Town Hall. Drains were laid in Stanley, and before the outbreak of war Stanley was becoming a modern town. After the war the Stanley Improvement Scheme was undertaken by George Roberts, a former

Inspector of Works at Chatham Dockyard, who remained in the Falklands until he retired in 1938, becoming in his later years Colonial Engineer (1928-1938), and Director of Public Works (1930 - 1938). He also has a significant place in the Colony's history as the designer of the majority of the stamps in the Centenary stamp issue. The PWD has recently undergone a shake-up, and is now headed by a Director, supported by three divisions dealing respectively with buildings, roads, and engineering.

A collection of maps, plans and drawings, stored until recently in piles in the PWD loft, has been taken over by the Archives. The earlier material was listed and referenced at one time, and the catalogue also has been recovered. A portion, material relating to Camp stations, was transferred to the Registrar, and was later lost in the Town Hall fire in 1944. The present collection is being sorted and listed, and, hopefully, will be stored again in a plan chest, and on rollers.

Apart from these drawings, the Public Works Department has few other records, all files being of very modern date, and other material having only ephemeral importance.

The Secretariat Archives, fortunately, have a great deal of information about building and maintenance in Stanley, particularly during the nineteenth century, and the annual reports sent by the Governor to the Secretary of State contain much detail. A complete specification of each item sent out to put up as the barracks and thirty cottages for the Chelsea Pensioners is in existence. The Blue Books include a section on Government House, which often contains a fair degree of detailed information.

The drawings and plans at Government House, which I have not seen, probably form part of the PWD's once large collection of drawings.

13. Registrar General

- see Supreme Court

14. Registrar of Shipping

- see Customs

15. Supreme Court and Legal Department

The head of this Department combines in his person more than twenty different offices. As Senior Magistrate he is also Clerk of his own Court, and as Registrar of the Supreme Court he records his own judgements as Acting Judge. (A Governor's Commission commonly includes authority to act as Judge, but this duty is seldom exercised and normally delegated, although the power to act remains). In addition, the Senior Magistrate is also Registrar of the Court of Appeal; on the spot Legal Adviser; Notary Public; Official Administrator; and Coroner. As Registrar he maintains a Central Registry of all matters which the Governor in Council may require, and of all matters required by law, to be registered in the Central Registry. These include registration of Patents; Trade Marks; Companies; Trade Unions; Aircraft; and Workmen's Compensation. And, as Registrar General, he registers and keeps the records of Births, Marriages and Deaths; and the Registers of Crown Grants and Leases. He also maintains a Registry and a deposit for Wills, neither duty being required by Ordinance. He is also Registrar of the Supreme Court and of the Court of Appeal, Registrar General, and Coroner for South Georgia. His is, therefore, an Office of Record, and he is a statutory keeper of official records.

Apart from the Secretariat, this Department is the only one which holds any quantity of official records of any age, and it appears to be the only one, except for the Governor's Office, with any degree of continuous history of autonomous administration resulting in records of importance. The administration of law and justice in the Settlement was a matter to which Governor Moody was urged to devote his attention in the letter of 23 August 1841 accompanying his first Commission as Lieutenant-Governor. In particular, he was told to 'ascertain whether there are any persons in the islands fit to be entrusted with the functions of judges or magistrates'. The Act establishing a government in the Falkland Islands made provision for a Magistrate, the only senior government official apart from the Governor himself. It seems, however, that not only was Moody unable to find anyone suitable in the Falklands, but that no fitting Magistrate could be found for some time in England.

The first Stipendiary Magistrate, William Henry Moore, was appointed on 20 November 1844, and he arrived in the Settlement on 3 March 1845 on the Hebe, together with his portable house. His Commission under the Public Seal of the Colony is dated 7 March 1845, and is still in existence in private hands in England. It is intended that it will come in due course to the Falkland Islands Archives. From a report in the Secretariat Archives it is known exactly what the Stipendiary Magistrate did from 4 March 1845 to 20 July 1846, what

cases he heard, and what documents he drew up. These duties he performed initially in one room in the Colonial Surgeon's house, Stanley Cottage, which was also his private sitting room, and his bedroom. Later in 1845 the cook-house of the detachment of Royal Sappers and Miners was turned over to him as Courthouse and office.

Due to the exigencies of a service which allowed only a very small staff of officials to a small colony, the office of Magistrate from time to time has been held by officials with other unrelated duties. At various dates the Colonial Secretary, and even the Colonial Surgeon, among others, have combined this office with their own, and it has also been held by persons outside government (although these were Justices of the Peace appointed by the Governor). Robert M. Routledge, Colonial Secretary and Judge Magistrate under Governor Goldsworthy from 1891 to 1893, was appointed because the Secretary of State did not consider Governor Goldsworthy capable of exercising the office of Judge. Because of his legal experience, it was intended that Routledge should revise the Laws of the colony, but the Secretary decided that the cost of revision would be too high, and the project was dropped. Since the duties of Colonial Secretary and Judge Magistrate proved to be incompatible, and the personal relations between Governor and Magistrate impossible, it was no doubt a relief to both when Routledge left the Falklands to become Stipendiary Magistrate of Trinidad. The next Judge Magistrate was not also Colonial Secretary.

At the present, legislation provides for a Court of Summary Jurisdiction, a Magistrate's Court, a Supreme Court, and a Court of Appeal from the Supreme Court. Proceedings in all except the last are held before the Senior Magistrate in Stanley. The law in force is that of the English statutes in force on 22 May 1900 and subsequent United Kingdom legislation applied to the Colony, the Common Law and Rules of Equity of England, and the local Ordinances of the Falkland Islands. The practice is that of similar courts in England. There are no qualified lawyers in the Colony, but a Legal Adviser, normally resident in England, visits the Falklands from time to time. Justices of the Peace have been appointed from Governor Moody's time, but in recent years no JP has exercised his powers of summary jurisdiction, and even those charged in Camp with minor offences are brought to Stanley, and their cases heard before the Senior Magistrate and the Stanley JPs. Similarly, in cases of sudden death, the duties of Coroner are exercised only by the Senior Magistrate. A travelling judge, normally resident in England, who performs similar functions in St. Helena, has been appointed since 1975, and visits the Falkland Islands when required to hear cases of special difficulty or importance before the Supreme Court. A Court of Appeal sits in England when necessary. In cer-

tain circumstances there is a right of further appeal from the Court of Appeal to the Privy Council.

It is idle to speculate about the older Courts records, formerly kept in the Department, since nothing survived the fire in the Town Hall in 1944. Fortunately, among the Secretariat Archives there is one accumulation of legal records which seems to be the records of a Stipendiary Magistrate. There may well be others of importance in private hands. Also to be found in the Secretariat Archives are many transcripts of evidence and proceedings in cases held during the nineteenth century. In important cases, such as murder trials, a copy of the record of proceedings in court and the judgement was sent to the Secretary of State, and much of this material can be found in the Entry Books: Despatches; Out. Some cases, including minor infringements of the law, and penalties imposed under the Scab Ordinance, are reported in The Falkland Islands Magazine, Penguin, and the Weekly.

The records of all Courts in civil and criminal cases since 1944 are kept by the Registrar of the Supreme Court. They include Registers of Judgements, Action Books, Petitions, Taxing Records, Maintenance Orders, records in Probate, Divorce and Matrimonial causes, Attorneys' Licences, Commissions for Oaths, and Case Files. Some of this material could well be transferred to the Archives.

A few Magistrate's Court and Coroner's records of very recent date have been transferred to Stanley from South Georgia.

The first Registrar of Births, Marriages and Deaths was appointed in 1846, but consistent registration begins only with the Registration Ordinance, No. 12 of 1853. The records held by the Registrar General fortunately survived the Town Hall fire, although not without some damage (described under 'Loss of Records', and 'Conservation'). They comprise Registers of Births from 1846, of Deaths from 1849 (incomplete), and of Marriages from 1854. Separate Registers exist for Darwin, and have been transferred to the Registrar; those for Births run from 1872 to 1888; for Marriages from 1872 to 1895; and for Deaths from 1873 to 1896. Two Registers still remain at Darwin Boarding School, where the headmaster is now normally appointed Registrar, but have been little used in recent years. The Registers of Births run from 1907; those of Deaths from 1908. There is no Marriage Register at the school. It is unlikely, however, that the information which appeared in the missing registers has been lost, since births, marriages and deaths occurring in Camp (including those registered at Darwin and Fox Bay) are entered in red ink in the Registers maintained in the Central Registry in Stanley, and there appears to be no gap.

Two registers of Births and Deaths, and a volume containing marriage documents - notices, licences, and certificates for Fox Bay - are kept by the Government officer at Fox Bay East, who is the permanent Deputy Registrar on West Falkland. These date from 1897 to the present day. The information in these registers is returned to the Registrar in Stanley, and there is a good case for retaining the Registers at Fox Bay.

Two Registers of Births, Baptisms, Marriages, Deaths and Burials, dating from the period when the seat of government was still at Port Louis, were transferred for some reason in 1845 to the first Colonial Chaplain by the Acting Colonial Secretary. Although at least the earlier register is not an ecclesiastical record, both registers have remained with the church, and are kept at Christ Church Cathedral. The earlier covers a period from 1837 to 1845, the second, repeating some entries in the first, runs from 1837 to 1847. Registers of Baptisms, Marriages, and Burials for the periods before the civil records begin are also kept by the cathedral.

The Registers from South Georgia have been transferred to the Registrar General, and comprise: Births (1913 - 1941); Marriages (1932 - 1943); and Deaths (1910 - 1962).

The Registrar General maintains also Registers of Crown Grants, Leases, and Conveyances, which have been kept continuously since their requirement under Ordinance No. 3 of 1855, and earlier non-permanent Ordinances. Their condition has been noted under 'Loss of Records' and 'Conservation'. These Registers date from 1847, and at certain dates and for certain periods, the volumes include not only land grants but also other matters for registration such as Trade Marks, Companies, and Patents.

16. Treasury

The first Colonial Treasurer was appointed only in 1878. J.W. Collins, the first holder of the post, has been mentioned earlier under 'Governor' and 'Education' as a former schoolmaster, and as a careless and criminal Treasurer who was sent to penal servitude in Malta in 1882 for the maladministration of colonial funds. Not surprisingly, after this, the Governor resumed complete responsibility for the financial affairs of the Colony, and the next Colonial Treasurer was appointed only in 1897. The Department continues to be closely linked with the Secretariat. It is responsible for the financial affairs of the Colony including the government Savings Bank (which it has taken over), Income Tax and Rates. The public Cashier's Office, which is open for a large part of each government working day, supplies funds for wages to Government Departments, and takes in official revenues. Visitors and others can change travellers' cheques there, and receive such foreign currency as may be available from time to time.

Colonial financial records are subject to rules for preservation and destruction, and these are carried out at regular intervals in the Falkland Islands where the Treasury has little room for storage. All major policy matters appear on Secretariat files, and the Financial Secretary is of the opinion (which I believe to be justified), that he has no files which require permanent preservation in the Archives. Records now kept in register form, such as licences for public houses, would be a useful record for future transfer. As with other departments, because of the Secretariat fire, the Treasury has few records earlier than that event.

OTHER ORGANIZATIONS

A detailed survey of these bodies will not be attempted here, but a brief mention of some of them is given to show other sources, or potential sources, of information.

(a) Stanley Town Council

This had a comparatively brief life from 1947 to 1973. Records, which have been taken into the Archives, include the Minute Books of the main body and of some Committees, a list of donors to the Mary Eleanor Watson Fund, and some registers of electors and Rate Books, all recovered from the Secretariat loft; a collection of files has also been brought in from the Public Works Department. The Treasury has a few financial records for its work.

(b) Ecclesiastical authorities

The records of all three churches, the Cathedral, the Roman Catholic church, and the Tabernacle, have been examined. All three have registers of baptisms, marriages, and burials, but only those held by the Cathedral cover the first forty years since the Re-Occupation. The registers for St. Mary's begin in 1875, and are continuous since that date. Those of the Tabernacle are far less complete. All three churches have other material of some interest. The Tabernacle has correspondence from the 1890s, including letters about its school, and St. Mary's has a long series of Attendance Registers for the school run by its clergy and nuns, dating almost continuously from 1898 to 1935.

(c) The Falkland Islands Company

The firm has a considerable body of Archives kept in the loft over its offices in Crozier Place. The records have been arranged in three areas of the loft, and consist of Correspondence, Accounts, and Shipping records. They date from the early years of the Company to the present, and are a valuable source for the history of the Falklands. Because of the various duties undertaken by managers and other members of staff, the records include material not relating strictly to Company affairs, such as consular correspondence. As Lloyd's agent the F.I.C. was concerned with surveys on disabled ships,

and enquiries into loss and damage, but it is understood that these records were weeded some years ago for destruction, although some of the papers are believed to be in private hands.

(d) Museum

After the Town Hall fire resulting in very serious loss of major exhibits in the Museum, the Falklands were without a museum for over twenty years, until a small collection of material was put on display in the Secretariat. These, and other exhibits can now be seen in the rooms at the west end of the F.I.C.'s block in Crozier Place. Included among the exhibits held by the Museum is some material from the Secretariat Archives - notably Despatch No. 12 of 1870 - but there appears to be no complete list of government property there. The exhibits should be checked by the Museum and listed, and a list supplied to the Archives. Any government document would be very much better kept away from the daylight in the Archives. Other government material housed in the Museum includes the Vice-Admiralty seal, and the standard weights and measures.

Classes of Records

A	Entry Books: Despatches; In	1841 - 1849
B	Entry Books: Despatches; Out	1842 - 1907
C	Entry Books: Miscellaneous; In	1841 - 1851
D	Entry Books: Miscellaneous; Out	1841 - 1893
E	Entry Books; Various	1846 - 1958
F	Correspondence: Despatches; In	1841 - 1947
G	Correspondence: Despatches; Out	(1842 - 1852 (1890 - 1947
H	Correspondence; Miscellaneous	/18327- 1900
J	Correspondence: Colonial Secretary; Files (Old Series)	1904 - 1943
K	Correspondence: Colonial Secretary; Out	1905 - 1945
L	Correspondence: Colonial Secretary; Files (New Series)	1945 - 1972
M	Correspondence; Crown Agents	1883 - 1947
N	Correspondence; South Georgia	1923 - 1941
O	Governor; Miscellaneous	1831 - 1939
P	Sessional Papers; Ex. Co. and Leg. Co.	1846 - 1972
Q	Ordinances	1891 - 1977
R	Gazettes	1854 - 1944
S	Blue Books	1919 -
T	Passports	

Reference

ENTRY BOOKS: DESPATCHES: OUT

B

1*	1842 Jan. 16	-	1844 Apr. 1	{ 1842 1 - 51 1843 1 - 40 1844 1 - 16
2	1844 Apr. 2	-	1845 Apr. 16	{ 1844 17 - 51 1845 1 - 36
3	1845 Apr. 23	-	1846 July 27	{ 1845 37 - 74 1846 1 - 56
4	1846 Aug. 17	-	1848 Feb. 26	{ 1846 57 - 76 1847 1 - 59 1848 1 - 9
5	1848 Mar. 3	-	1848 June 29	10 - 24
6†	1848 July 6	-	1849 Sep. 1	{ 1848 1 - 43 1849 1 - 42
7	1849 Sep. 3	-	1851 Sep. 27	{ 1849 43 - 63 1850 1 - 55 1851 1 - 39
8	1851 Oct. 20	-	1854 June 12	{ 1851 40 - 47 1852 1 - 50 1853 1 - 57 1854 1 - 31
9	1854 July 6	-	1855 Nov. 2	{ 1854 32 - 45 1855 1 - 33
10	1855 Nov. 10	-	1858 Dec. 13	{ 1855 1 - 8 1856 1 - 56 1857 1 - 53 1858 1 - 55
11	1859 Jan. 1	-	1861 July 30	{ 1859 1 - 63 1860 1 - 63 1861 1 - 40
12	1861 Sep. 7	-	1862 Nov. 5	{ 1861 41 - 60 1862 1 - 74
13	1862 Sep. 27	-	1866 July 3	{ 1862 1 - 7 ⁶ 1863 8 - 76 1864 1 - 71 1865 1 - 42 1866 1 - 36
14	1866 July 4	-	1870 Mar. 31	{ 1866 1 - 36 1867 37 - 81 1868 82 - 131 1869 132 - 219 1870 1 - 22

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- * Includes correspondence from 24 July 1841 relating to Governor Moody's appointment
- † Includes correspondence from 21 February 1848 relating to Governor Rennie's appointment
- ∅ Despatches Nos. 1-2 dated at Clifton

Reference

FILES (OLD SERIES)

in

J

1919

Former Ref.

1	Particulars of office of Colonial Dental Surgeon	1
2	Payment of rent for land in S.Georgia by Compania Argentina de Pesca	2
3	Condition of Rock Cottage, Colonial Treasurer's quarters	4
4	Annual return for 1918 of medical officers	6
5	Application by HMS <u>Bristol</u> for use of Town Hall for dance and concert	7
6	Cables received by Postmaster of orders for war stamps	8
7	List of cinematograph films for exhibition by Roman Catholic priest (Rev. Fr. Migone) submitted for Governor's approval	11
8	Government Schoolmaster's indent for school prizes	12
9	Indent for spare parts for Fox Bay W/T Station	18
10	Notification by Stock Inspector of importations of animals	19
11	Insurance Companies' payments to Stanley Fire Brigade	22
12	Request by F.I.V.F. to kill cattle on Sea Lion Islands	24
13	Return of F.I.C. tenant of Government boat sent to Sea Lion Islands for use in erecting a light	27
14	Purchase of sheep casings from enemy alien	29
15	Inventory of property of Stanley Fire Brigade	35
16	Estate of late Joseph Robson, Fitzroy North	36
17	Application for 12 months' leave by W.A.Thompson, Colonial Treasurer, Collector of Customs, and Registrar of Shipping	37
18	Vital Statistics 1918	38
19	Permission refused to E. Schroder to kill 200 fur seal on Bird Island	39
20	Applications for Governor's Marriage Licences	42
21	Time-table of Pupil Teachers' classes	43
22	Application to extend telephone from Stanley Bakery to Primrose Villa	44

Reference

CORRESPONDENCE: MISCELLANEOUS

H	<u>Date</u>	<u>Description</u>
1		
1	1832 July 10	Copy of letter (unsigned) from the U.S. Charge' d'Affaires at the U.S. Legation, Buenos Aires, to the Minister of Grace and Justice enquiring if the Argentine Government lays any claim to the prevention of fishing by U.S. ships on the shores of the Falkland Islands or other places included in the Decree of 10 June 1829. Rehearses the history of discovery, exploration and colonization in the regions around Cape Horn, including the settlement on the Falkland Islands and concludes with a copy of the Protest, dated at Buenos Aires 19 November 1829, sent by Woodbine Parish, British Minister Plenipotentiary and Envoy Extraordinary, to the Minister of Foreign Affairs of the Argentine Republic.
2*	1832 January	Extract from the Remark Book of Capt. Charles Hope (HMS <u>Tyne</u>) while among the Falkland Islands
3*	1833 March 31	Extract from the Report of Capt. Robert Fitzroy (HMS <u>Beagle</u>) on the state of the Falkland Islands.
4*	1834 Nov. 10 - 1835 Jan. 17	"Snakes" remarks on the Falkland Islands'. Copy of Remarks, chiefly giving navigational advice, by Capt. W. Robertson (HMS <u>Snake</u>).
5	1835 Feb. 13	Copy of a letter from Vice-Admiral Graham E. Hamond (HMS <u>Spartiate</u> at Rio de Janeiro) to Lieut. Smith asking for reports and vouchers for food and goods bought and sold. Refers to fishing rights on North and South Rocks. Second letter (11 May 1835) from same to same ordering deliver of hides, skins and money to Lewis Vernet or his agent. Third letter (undated) reciting order of C. in C. South America Station against taking any wild cattle or horses, the property of His Majesty, without permission from the Resident at Port Louis.
* These copies appear to have been made for Vice-Admiral Graham Hamond.		