



Policy outlining services provided by The National Archives to the people of Wales

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Policy summary

As The National Archives for Wales, we recognise our duty to provide certain additional services to the people of Wales. This includes members of the public, records and archives professionals and the Welsh administration.

We undertake to:

- ◆ answer in Welsh written enquiries received in Welsh
- ◆ provide Welsh translations of selected internally-produced documents as defined at 4.1
- ◆ invite a 'suitably qualified' person or persons to represent the people of Wales at meetings where Welsh interests are at stake

This policy will normally be reviewed every three years.

1 Purpose

1.1 This policy is a statement about the range of services we provide to the people of Wales in our capacity as The National Archives for Wales. Please note that the policy does not apply to the services provided by the Office of Public Sector Information and Her Majesty's Stationery Office.

1.2 The policy is not only for internal reference, but also a public statement outlining the services we provide to the people of Wales.

2 Background

2.1 As well as creating the National Assembly for Wales, the 2006 Government of Wales Act also designated records relating to the administration of Wales, as 'Welsh public records' (a full definition is provided at section 148 of the 2006 Government of Wales Act).

2.2 The Government of Wales Act states that while Welsh public records fall outwith the definition of a public record, as set out in schedule 1 of the 1958 Public Records Act, they should be treated as if they are public records until the Lord Chancellor issues an order to transfer responsibility for the records to the Assembly.

2.3 Note that records of reserved functions, i.e. functions that have not been devolved to the National Assembly for Wales, are not 'Welsh public records', even when they relate to or affect Wales.

2.4 Until the National Assembly for Wales establishes an official archives for Wales, equivalent to the National Archives for Scotland and the Public Record Office of Northern Ireland, The National Archives provides that function. In our role as The National Archives for Wales, we select Welsh public records for permanent preservation, safeguard those records on transfer, and make them available for inspection by the public.

2.5 This policy sets out the additional services we are committed to providing to the people of Wales in recognition of that role.

3 Written correspondence received in the Welsh language

3.1 We will answer in Welsh all written correspondence we receive in Welsh. Written correspondence includes letters, email and faxes as well as enquiries received through one of the website contact forms. We will answer this correspondence within normal deadlines.

3.2 Original records will not be translated and any citations from original records in or attached to our replies will remain in the language in which they were written. We will, however, translate research guides and Information From Archives leaflets which are relevant to the enquiry.

4 Provision of selected internally-produced documents in the Welsh language

4.1 We will provide Welsh-language versions of selected internally-produced documents and will normally make these available on the website or by post or both. These documents include leaflets, standards, consultation papers, policy statements etc. held electronically and in hardcopy. As noted above, they do not include original records. The criteria for selecting documents for translation are as follows:

- ◆ Documents sent out in response to written enquiries as a matter of course, e.g. the Putting Things Right leaflet. This is to assist primarily in meeting the commitment at section 3
- ◆ Documents concerned with Wales and the people of Wales, e.g. Operational Selection Policy 7 for the Welsh Office, 1979 to 1997.

- ◆ Documents closely related to other materials in Welsh, e.g. the Framework for Standards which is closely related to The National Archives Standard for Record Repositories.

4.2 Documents will not be translated if any of the following factors apply:

- ◆ They contain highly complex or technical language, e.g. more technical records management guidance.
- ◆ Translation is unjustified on grounds of cost or practicality, e.g. the Keeper's annual report and pages of (as opposed to documents attached to) the website.
- ◆ There is insufficient demand.

4.3 Please note that we will not provide any of our oral information and advisory services – on-site or over the telephone – in Welsh. Provision of these services cannot be justified on grounds of cost and demand.

4.4 We will maintain a list of the documents we provide in Welsh. The list will be available on the website, in our Library, and on request.

5 Welsh representation at meetings where Welsh interests are at stake

5.1 We will ensure that conveners of meetings which have a particular bearing on the people of Wales nominate or invite a 'suitably qualified' person or persons to represent the interests of the people of Wales.

5.2 TNA will reimburse the nominated person or persons any travel and subsistence expenses reasonably and necessarily incurred to get to and from the meeting or meetings.

5.3 Meetings are likely to take place at The National Archives in Kew, Surrey, or at the Family Records Centre in Islington, London, and will be conducted in English. The National Archives does not undertake to provide the nominated person or persons with an interpreter.

6 Policy review

6.1 This policy will be reviewed every three years or when the National Assembly for Wales establishes an official archives for Wales or when changes to legislation demand.

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