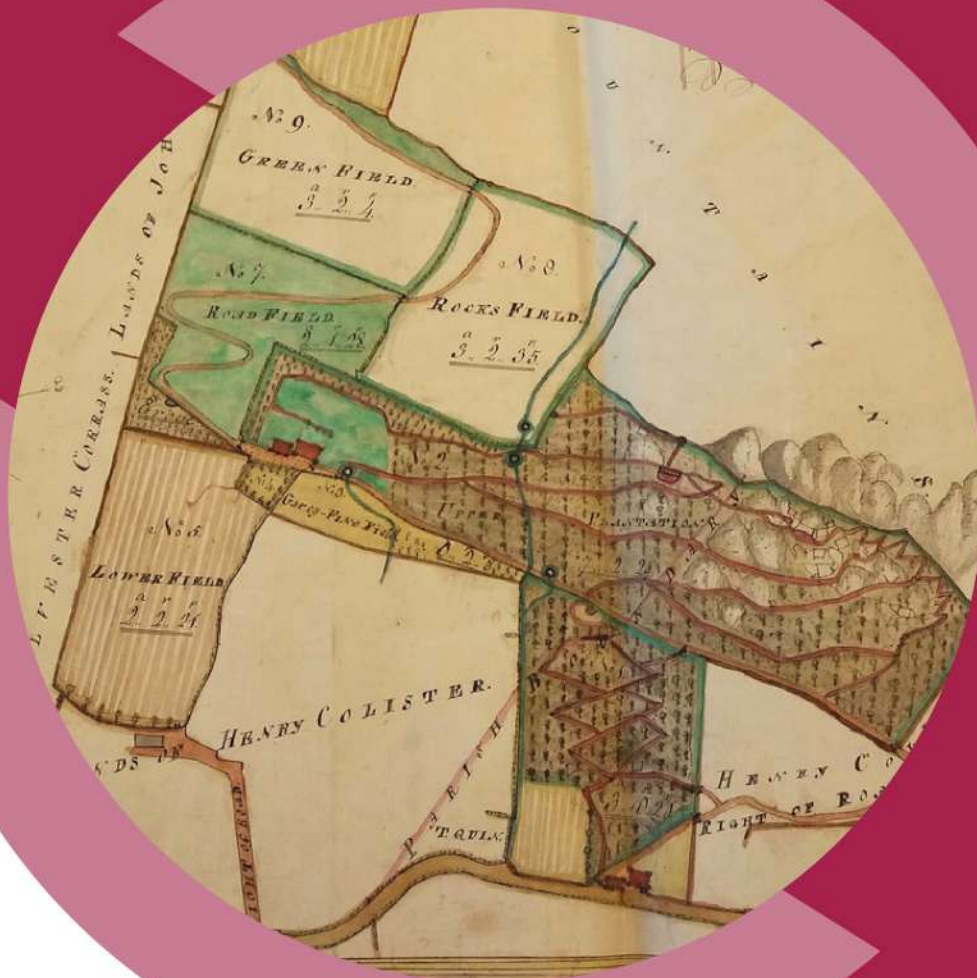


# ANNUAL REPORT

## 2022 - 2023



**PUBLIC RECORD  
OFFICE**  
ISLE OF MAN

# FOREWORD

by the Registrar General, Ed Clague

I am delighted to present this annual report highlighting the work of the Isle of Man Public Record Office for 2022-2023.

As the Island's national archives, the Public Record Office collects, preserves and provides public access to the historic records of our government, schools, courts, local authorities, and a variety of other public bodies.

Archives are for everyone, and this year our social media platforms, open days and events engaged over 2000 customers with the Island's history. Our reading room and enquiry services allowed customers to use the archive collections for research into a diverse range of subjects.

We acquired and preserved over 20 cubic metres of new archive collections, including maps, plans, minutes and photographs. Our plans for digital preservation of archive collections moved forward rapidly, and we looked to the future with the publication of our Forward Plan for the next 5 years.



## *Our mission*

The Isle of Man Public Record Office preserves the national archives of Isle of Man public bodies. Our role and activities are defined by statute - the Public Records Act 1999 and the Public Records Order 2015.

Records of Isle of Man public bodies that have historic significance are identified, preserved and made accessible for all who wish to use them, whilst complying with legislation relating to privacy and sensitive data.

Our work includes the selection and transfer of records to the archives, conservation and collections care, cataloguing, access and outreach.



Image @Crown Copyright Isle of Man Treasury

## Visit Us

Our reading room at Unit 40A Spring Valley, Braddan, IM2 2QS is open:  
Thursdays 9.30-1pm, 2pm-5pm  
Fridays 9.30-1pm, 2pm-4.30pm

Visits at other times can be arranged by appointment.

## Find out more

Visit our website:  
[www.gov.im/pro](http://www.gov.im/pro)

Follow us on Facebook and X  
[@IsleOfManPRO](https://www.facebook.com/IsleOfManPRO)







Image @Crown Copyright Isle of Man Treasury

# COLLECTION *highlights*

## Isle of Man Tourist Board (A268)

In December 2022, we received 17 albums of photographs containing images from the Isle of Man Tourist Board dating from 1936-1964.

The photographs contain images submitted as entries for annual photography competitions, advertising, and visits of travel agents to the Isle of Man.

The albums are available to view in our reading room and provide a wonderful insight into the marketing of the Isle of Man as a holiday destination.

Annual photography competition entries provide a unique record of the Isle of Man as seen through the eyes of holiday visitors, rather than professional photographers.

## Architect's maps and plans (A243 and A255)

A new collection of 2135 drawings, maps and plans from the Isle of Man Government's Department of Infrastructure and its predecessors. Dating from 1904 onwards, the records include plans of heritage buildings, public buildings, Ronaldsway airport and HM Prison on Victoria Road, Douglas.

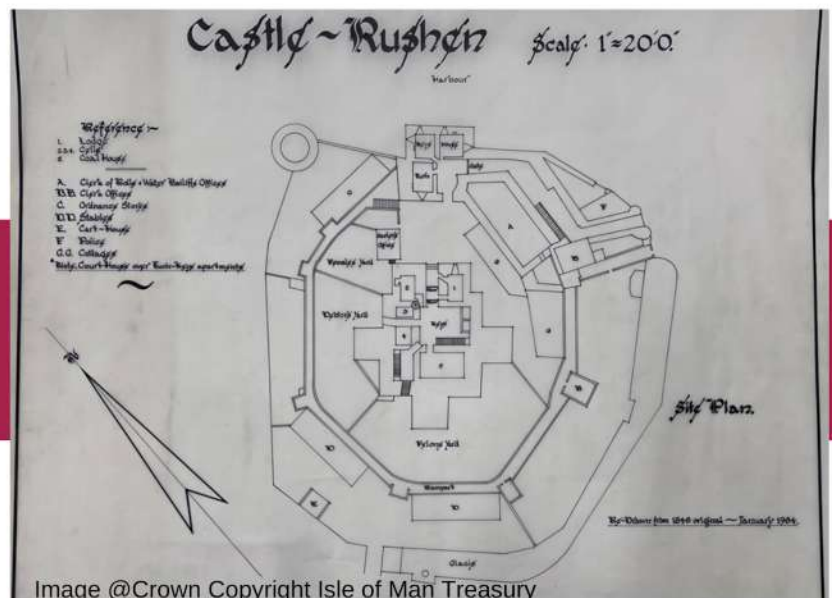


Image @Crown Copyright Isle of Man Treasury

## *New accessions*

The Public Record Office regularly receives new transfers of records from Isle of Man Government and local authorities.

Records that are suitable for preservation as part of the national archives collections are typically transferred to us when they reach 25 years old. These new collections are known as 'accessions'.

During 2022-23, we received 33 new accessions of archive records, totalling 22.64 cubic metres (the equivalent of approximately 453 large boxes).

A full list of the accessions received by the Public Record Office in 2022-23 can be found at the end of this report.

## Customs and Excise: register of brewing (A264)

Dating from 1874-1910, this register records occupiers and locations of buildings on the Isle of Man used for brewing or storing malt and sugar for brewing in the late 19th and early 20th century.

The register records premises to be inspected under the Brewers Act 1874, which aimed to ensure the purity of beer brewed on the Isle of Man.



# NEW CATALOGUES

KIRK MICHAEL  
VILLAGE DISTRICT

BYE-LAWS  
WITH RESPECT TO  
NEW STREETS  
AND  
BUILDINGS

Quine & Cubbon, Printers, Port Erin.

## Michael Commissioners 1800-2000 (S133)

Containing records from Michael Parish Commissioners 1896-1992, Michael Village Commissioners 1905-1989, and Michael District Commissioners from 1989 onwards.

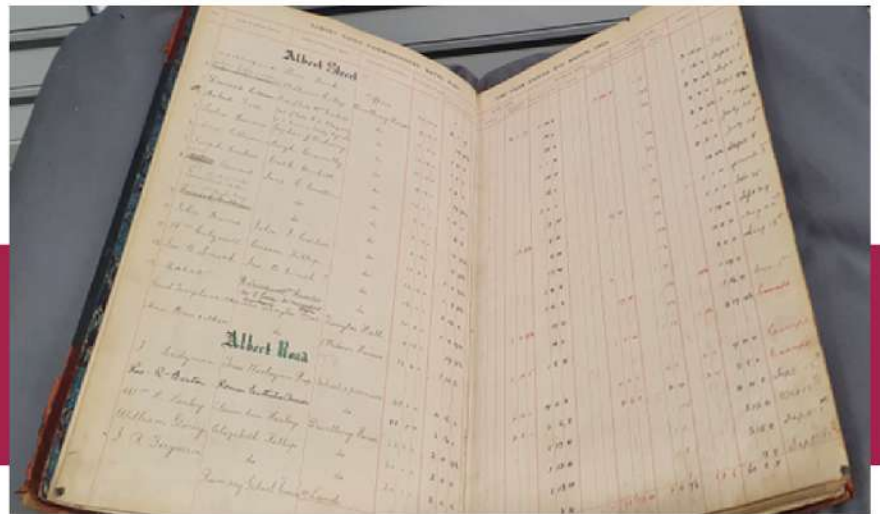
The collection provides a unique record of the history of Michael parish and the village of Kirk Michael from the late 19th century through to the end of the 20th century.

Available records include minute books, property valuation lists, reports, and records of events, including royal visits.

A licence register dated 1939-1942 gives a snapshot of the organisation of food rationing in the village of Kirk Michael during the Second World War.

## Ramsey Town Commissioners 1865-1966 (S136-138)

Ramsey Town Commissioners records held at the Record Office date back to the establishment of the Commissioners in 1865.



### Records of Ramsey Commissioners include:

- Board minutes from 1865-1946;
- Property rate books for 1865-1956;
- An original tender and specification for the Ramsey swing bridge, dated 1888;
- Committee minutes from 1882-1966, relating to lighting, sewers, parks, the fire brigade, health and many other matters.

We expect to receive more records from Ramsey Commissioners during 2023-2024, so please ask a member of staff if the records you wish to see are not listed in the catalogue.

## Consignments

Some records within the Public Record Office stores are held as consignments under section 3(8) of the Public Records Act 1999.

These records remain in formal ownership of the creating public body and are not yet part of the national archives collections.

During 2022-23, we continued our work to undertake assessment of these consignments. 22 consignments, totaling 6.4 cubic metres (128 large boxes) were assessed by the Public Record Office team.

The selected records (those to be kept permanently) were fully transferred to the Public Record Office to improve preservation and public access.

Details of these records can be found in Appendix A.

# COLLECTIONS *care*

## Douglas Borough Council: maps and plans

This year, our Records Assistants have been working hard to list, label and package a collection of 200 rolls of maps and plans we received from Douglas Borough Council in 2017 (A99). So far, they have examined and listed over 2000 individual plans.

The plans include this beautiful plan of Douglas from July 1930 showing places of worship, places of entertainment, bus routes, sports grounds and principal roads.



## Preservation

The Public Record Office operates a continuous programme of measures to improve care of our collections.

Our archive stores are kept between 13-18 C and between 45-55% humidity to avoid extremes of temperature or moisture damaging the collections.

Records are examined, cleaned where possible and necessary, and repackaged into specialist boxes or other packaging to best ensure their preservation.

Metalwork such as rusty paperclips, staples and fastenings are removed, as corrosion of the metal causes holes and discolouration in paper records.

## Microfilm preservation

Our Record Assistant Robyn has established a monitoring programme for our microfilm holdings to assess deterioration of the film. Test strips are used to measure levels of acid vapour being released as the film's degrade. The strips change colour as acid vapour is detected allowing monitoring of the condition of the microfilms over time.

We are pleased to report that at this time very few films are showing significant deterioration.

Many of our microfilm and fiche resources have also been reboxed this year into acid free packaging to help protect them from degradation.



# GOING DIGITAL

## Preserving our 'born digital' heritage

In April 2022, we began a procurement exercise to select a supplier for the provision of digital preservation software and storage. After a full evaluation exercise, we awarded the contract to Preservica, a market leader in the supply of archival digital preservation solutions.

We are in the final stages of implementing the software and cloud storage, which will form the core of the Public Record Office 'digital archive'.



Image @Crown Copyright Isle of Man Treasury

Above: Steve Hislop wins a ZX Spectrum at the 1987 Isle of Man TT Races (A170 Box 6)

## Digital Preservation

One of the greatest challenges facing modern archive services is the preservation of 'born digital' archive material.

From the mid-1980s, government began producing records digitally. These digital records are vulnerable - to the rapid pace of technology change, to 'bit rot', obsolescence of formats, software and storage media, and to accidental or deliberate alteration or deletion.

How do we preserve these records as archives for future generations?

Since 2020, the Public Record Office has been undertaking a major project to establish a digital preservation solution.



Image @Crown Copyright Isle of Man Treasury

Above: Going digital in the Isle of Man TT Press Office 1986 (from A172 Box 5)

Our new 'digital archive' will allow us to begin accepting new deposits of digital records from Isle of Man public bodies, and to carry out preservation actions to ensure these records survive as part of the national archive collections.

Access to our 'born digital' archives will be provided through an online service, which will allow keyword and advanced searching across our catalogues for both paper and digital records. It will then be possible to view selected digital records online. We hope to launch this service in early 2024.

# OUTREACH

## Heritage Open Days

In September 2022, we opened our store doors again for the annual heritage open days, conducting 5 behind the scenes tours for members of the public.

Our drop-in exhibition, held over 3 days, celebrated community spirit and community events in the Isle of Man. Items on display showcased enjoyment and entertainment in many forms — from carnivals to sporting events, village fairs to royal visits.



Image @Crown Copyright Isle of Man Treasury

Above: Heritage Open Day at the Public Record Office, September 2022.

## Talks and group visits

This year our Outreach and Archives Officer was delighted to be invited to deliver talks to Laxey and Lonan Heritage Trust, the 'Breathe Easy' group and Rushen Heritage Trust.

We also welcomed a number of community groups to Unit 40A Spring Valley for behind the scenes tours of the national archives.

Groups visiting us included Port St Mary Women's Institute, the 'Bumblebees', Rushen Rotary Club, students from the University College history and heritage course, Southern Befrienders and volunteers from the Isle of Man Family History Society library.

The Record Office also took part in the Isle of Man Government Conference and the University College Isle of Man Research festival.



## Social media

Social media continues to be a key part of our outreach strategy.

Facebook and Twitter help us to connect with customers online, and share stories and content from the national archives collections with a global audience.

Our Twitter posts achieved an average of 6717 impressions per month, and an average of 338 engagements per month. Our tweets were 'liked' 1209 times over the course of the year.

On Facebook, we saw our 'total reach' increase substantially during 2022-23, with our posts entering the screens of an average of 9403 unique users per month.

We received an average of 516 Facebook engagements (user clicks) on our posts per month, and an average of 180 reactions (likes or other reactions) to our posts per month.



# OUR FORWARD PLAN

## 2022-2027

### *Future focused*

Our 5- year vision for the Isle of Man Public Record Office is:

- To be a centre for excellence, benchmarking our service against professional standards.
- To develop comprehensive searchable and accessible physical and digital archives that meet the needs of customers.
- To have robust, fit-for-purpose public records legislation, which is harmonised with other information legislation.
- For Digital Preservation to be embedded in the Isle of Man Public Record Office day-to-day business activities.
- To have firm plans in place and funding committed by Isle of Man Treasury for new purpose-built archive accommodation.
- To form partnerships and collaborations with public bodies, local heritage groups and professional bodies that help us achieve our mission and serve the Manx public efficiently and effectively.
- To encourage use of the archive collections and reach wider audiences through a dynamic and exciting range of outreach activities.
- To minimise our impact on climate and the environment, and manage the risks to the national archive collections associated with climate change.

In 2022, we set out a new vision for the Public Record Office and an ambitious 5-year plan to take us forward.

Our plan includes 17 key initiatives that will form the focus of our work from 2022-2027, including improvements to our legislation, Record Office buildings, care and management of our collections, and our online catalogues.



Image © Crown Copyright Isle of Man Treasury

Above: Detail of the 'Record Office' from an 1833 plan of Douglas (ref. A43 Plan 2)

Our Forward Plan is published in full on our website:  
[www.gov.im/pro](http://www.gov.im/pro)



# ARCHIVE ACCESSIONS

## 2022-2023

This list includes all archive collections transferred to the Isle of Man Public Record Office under section 3(4) or section 6(1) of the Public Records Act 1999 between 1st April 2022-31st March 2023.

Please contact the Isle of Man Public Record Office on 01624 693569 or e-mail [public.records@gov.im](mailto:public.records@gov.im) to enquire about access to any of these records.

Accession number	Quantity	Title	Date range	Access status
A225	6 archive boxes (0.12 cubic metres)	Records of the Clerk of Tynwald's Office: subject files, reports and Tynwald standing and select committee papers	1977-2014	Partially Closed
A226	8 archive boxes (0.24 cubic metres)	Records of Ramsey Town Commissioners: minute books and swing bridge tender documents	1865-1966	Open
A227	2 archive boxes (approx. 0.12 cubic metres)	Department of Health and Social Security: Papers Regarding Dalmeny Children's Home, Ramsey	1873-1994	Partially Closed
A228	17 archive boxes (approx. 0.51 cubic metres)	Department of Health and Social Security: Noble's Hospital: Hospital Administration Records	1886-1992	Partially Closed
A229	1 archive box (approx. 0.03 cubic metres)	Department of Health and Social Care and its predecessors: Plans of White Hoe Hospital	1921-1938	Open
A230	4 archive boxes (approx. 0.12 cubic metres)	Department of Health and Social Security: Noble's Hospital: Dispensary: Working Drawings	1951-1952	Open
A231	1 archive box (approx. 0.03 cubic metres)	Department of Health: Health Services Directorate: Health Service Records	1923-1987	Partially Closed
A232	1 archive box (0.024 cubic metres)	Records of Douglas Borough Council: Councillor Ritchie McNicholl's papers	1998-2001	Partially Closed
A233	3 volumes (0.06 cubic metres)	Manx National Heritage: Valuation and Rate Books	1926-1935	Open
A234	2 archive boxes containing 8 volumes (0.06 cubic metres)	Minutes of the Development Board and other agencies	1934-1944	Open

# ARCHIVE ACCESSIONS

## 2022-2023

Accession number	Quantity	Title	Date range	Access status
A235	1 archival box containing 2 volumes (0.06 cubic metres).	Records of Maughold Parish Commissioners: Minute Books	1894-1970	Closed
A236	11 boxes (0.24 cubic metres)	Records of Lonan Parish Commissioners	1894-1987	Partially Closed
A237	11 boxes, 1 outsize volume; 1 map sleeve (0.5 cubic metres)	Records of Laxey Village Commissioners	1896-1988	Partially Closed
A238	14 archival boxes containing 34 volumes (0.36 cubic metres)	Records of the Isle of Man Committee of Highways, Highway Board and Highway and Transport Board: Minutes of meetings	1836-1964	Partially Closed
A239	1 archive box (0.03 cubic metres)	Public Health Directorate and its predecessors: records relating to infectious diseases	1929-2000	Closed
A240	1 archive box (approx. 0.03 cubic metres)	Treasury: Financial Governance Division: Policy and Legislation: Policy Formulation	1993-1999	Closed
A241	5 plans (0.015 cubic metres)	Papers of Thomas Quilliam: Rolls Office and Assessment Board Plans	1862-1916	Open
A242	1 archive box (0.026 cubic metres)	Records of Department of Local Government and Environment: Environmental Protection Unit: IRIS Pump Plant at White Hoe, Braddan	2005-2007	Closed
A243	1,391 drawings (0.4 cubic metres)	Records of the Department of Local Government and the Environment: Architects Department and predecessors: Drawings	1904-1990s	Partially Closed
A244	1 plan (0.06 cubic metres)	Records of the Isle of Man Steam Packet Company: Plan of Parade Street and Bath Street properties	1965	Open
A245	1 archive box (approx. 0.03 cubic metres)	Treasury: Customs and Excise: Ships Entry and Report Book	1938-1972	Open
A246	1 archive box (approx. 0.03 cubic metres)	Treasury: H M Customs and Excise Division: Records of Premises in the Occupation of the Crown	1840-1952	Open



# ARCHIVE ACCESSIONS

## 2022-2023

Accession number	Quantity	Title	Date range	Access status
A247	10 archive boxes (0.24 cubic metres)	Department of Health: Chief Executive Office: Chief Executive's Records	1985-2005	Partially Closed
A248	21 archive boxes (0.42 cubic metres)	Department of Health and Social Security: Noble's Hospital: Hospital Administration Records	1946-1990	Partially Closed
A249	27 archive boxes (0.56 cubic metres)	Department of Health and Social Security: Health Services: Health Services Board Records	1927-1990	Partially Closed
A250	20 archive boxes (0.4 cubic metres)	Department of Health and Social Security: Noble's Hospital: Medical Records: Various Records	1971-1990	Closed
A251	91 archive boxes (1.82 cubic metres)	Department of Health and Social Security: Noble's Hospital: Medical Records	1893-1980	Partially Closed
A252	3 archive boxes (0.05 cubic metres)	Department of Environment, Food and Agriculture: Environment Directorate: Fisheries division: Herring Fishery records and Poole Review records	1978-1988	Closed
A253	21 archive boxes (0.52 cubic metres)	Records of Braddan Parish Commissioners: Minute books	1991-2000	Partially Closed
A254	27 archives boxes and 17 volumes (1.32 cubic metres)	Records of Ramsey Town Commissioners: Rates books	1865-1958	Open
A255	774 items (0.35 cubic metres)	Records of the Department of Local Government and the Environment: Architects Department and predecessors: Drawings	1930s - early 2000s	Partially Closed
A256	12 archive boxes (0.24 cubic metres)	Treasury: Administration Division: Board Minutes	1962-1996	Closed
A257	1 archive box (approx. 0.03 cubic metres)	Treasury: Finance Division: Mortgages, Bonds, Contracts and Similar Legal Documents	1877-1954	Open
A258	25 items (0.24 cubic metres)	Records of the Isle of Man War Pensions Committee: fund accounts, identity certificate book, and minutes	1916-1995	Partially Closed
A259	5 volumes (0.12 cubic metres)	Records of the High Court of the Isle of Man: Chancery division and its antecedents: Libri Cancellarii	1824-1890	Open

# ARCHIVE ACCESSIONS

## 2022-2023

Accession number	Quantity	Title	Date range	Access status
A260	1 volume (0.06 cubic metres)	Isle of Man Courts of Justice: Lower Courts/Clerk of the Justices: Magistrates Court Order Book	1942-1960	Closed
A261	11 archive boxes (0.18 cubic metres)	Records of the Isle of Man High Court: Various Courts and Rolls Office records	1687-1984	Partially Closed
A262	3 archive boxes (0.06 cubic metres)	Records of the Board of Agriculture and Fisheries: Fisheries Section: committee minutes and reports	1968-1986	Closed
A263	7 archive boxes (0.12 cubic metres)	Treasury: Financial Governance Division: records relating to government borrowing and the issuing of Manx currency and Manx coins	1968-2014	Partially Closed
A264	1 archive box (approx. 0.03 cubic metres)	Treasury: Customs & Excise: Register of Premises used for brewing and of every place used for the keeping or storing of Malt or Sugar	1874-1910	Open
A265	1 archive box (approx. 0.03 cubic metres)	Department of Health and Social Care and its predecessor bodies: White Hoe Hospital: nursing procedures	[Undated, circa. 1955]	Open
A266	5 archive boxes (0.06 cubic metres)	Department of Health & Social Care and its predecessors bodies: Records relating to nursing on the Isle of Man	1887-2011	Partially Closed
A267	28 archives boxes (0.5 cubic metres)	Department of Health & Social Care and its predecessors bodies: Ramsey District Cottage Hospital: Hospital Records	1907-1999	Partially Closed
A268	5 boxes (0.12 cubic metres)	Isle of Man Tourist Board: Photograph Albums	1936-1964	Open
A269	21 boxes (0.36 cubic metres)	Records of the Isle of Man Government Employment and National Service division	1939-1983	Partially Closed
A270	43 archive boxes (0.7 cubic metres)	Department of Health and Social Security: Noble's Hospital: Finance and Administration	1888-1975	Partially Closed
A271	1 archive box (0.03 cubic metres)	Records of the Douglas Waterworks' Company: Receipt of Compensatory Payment	1861	Open
A272	1 banker's box (0.04 cubic metres)	Department for Enterprise and its predecessor bodies: Visit Agency: Video tapes, DVDs and CDs of Isle of Man scenery and events	1994-2014	Closed



# ARCHIVE ACCESSIONS

## 2022-2023

Accession number	Quantity	Title	Date range	Access status
A273	1 file; 74mb	Isle of Man Government COVID-19 Website	20 July 2023	Open
A274	204 banker's boxes (4,455 applications in total; 10.2 cubic metres)	Isle of Man Planning and Building Control: records of planning applications	2005-2010	Open
A275	141 archive boxes, 35 loose poll books (4.5 cubic metres)	Manx National Heritage: Electoral records for the Isle of Man	1867-1984; 2004-2017	Open
A276	28 boxes (1.4 cubic metres)	Manx National Heritage: film and video resources	[1950s-2010s]	Closed
A277	4 items (0.06 cubic metres)	Isle of Man Constabulary: photographs	1953-1972	Open
A278	34 items (0.06 cubic metres)	Photographs, guides and other papers relating to Isle of Man railways	Early 20th century-2018	Open
A279	17 archive boxes (0.36 cubic metres)	Isle of Man census returns and supervising officer's summaries	1821-1911	Open
A280	16 banker's boxes (0.8 cubic metres)	Records of the Isle of Man Government Laboratory relating to Sellafield Local Liaison Committee and British Nuclear Fuels Limited	1958-2009	Partially Closed
A281	3 archive boxes (0.06 cubic metres)	Department for Enterprise and its predecessor bodies: Visit Agency; Tourist leaflets	1992-2022	Open