

## **EAP596: Safeguarding Anguilla's heritage: a survey of the endangered records of Anguilla**

**Mr Jan Liebaers, Anguilla Archaeological and Historical Society**

**2012 award - Pilot project**

**£12,315 for 3 months**

A survey report was produced providing details of the methods used to locate and assess historical documents found at various organisations and governmental departments. The survey also includes the digitisation process, training and outreach opportunities as well as recommendations for the continuing preservation of the material.

### **Further Information:**

You can contact the EAP team at [endangeredarchives@bl.uk](mailto:endangeredarchives@bl.uk)

# SAFEGUARDING ANGUILLA'S HERITAGE: A SURVEY OF THE ENDANGERED RECORDS OF ANGUILLA

Endangered Archives Programme EAP 596



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# INTRODUCTION

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## SCOPE

This report describes an Endangered Archives Programme pilot project that was undertaken on the Caribbean island of Anguilla during May and June 2013. It was undertaken by Ben Jeffs BSc MA and Andrew Pearson MA PhD FSA, in liaison with Jan Liebaers MA CA LLM, Deputy Information Commissioner for the Cayman Islands, on behalf of the Anguilla Archaeological and Historical Society.

The objective of the project was to identify archival records pre-dating Anguilla's recent development, and to produce a preliminary listing of these records for further cataloguing and preservation. These records were, where possible, to be consolidated into a single collection. Trial digitization and the training of local staff were also to be undertaken.

## RECORD-KEEPING ON ANGUILLA

Although inhabited by Europeans since the early 17<sup>th</sup> century, until a few decades ago Anguilla was a poor and undeveloped sub-territory in the British West Indies, consecutively ruled from Antigua and St. Kitts. For centuries, the island relied on a subsistence economy and remittances from abroad for survival. The impoverishment of the island meant that it was largely abandoned by the colonial authorities in both Antigua (for many years the head of government of the Colony of the Leeward Islands) and London. There was little public administration until the Peacekeeping Committee assumed the island's administration at the time of the 1967 Anguillan Revolution. The first court for the trial of felonies sat in 1825 and applied St Kitts-made laws, but the first legislature to make laws for Anguilla did not sit until 1976.

This situation resulted in the majority of governmental records for Anguilla being kept (and continuing to be held) outside of the island. A significant collection of material is held in the UK National Archives, the principal pre-1900 material being within the CO239 series (Colonial Office and Predecessors, Original Correspondence: St. Christopher, Nevis and Anguilla, 1702-1872). Other material is known to exist at the National Archives of St Kitts.

Some historic documents have remained on Anguilla, alongside all governmental records that post-date the island's effective political separation from St Kitts after 1967. However, many are known to have been destroyed as a result of natural forces, particularly hurricanes: very major damage was caused to the island's fabric in 1950, with the most recent hurricanes being in 1995 and 1999. Human neglect has also contributed significantly to the destruction of Anguilla's historic resource.

No national or local cultural institution has assumed formal responsibility for archives in Anguilla, and the government has no retention and disposal policy in place to govern the systematic identification and preservation of historical records. Very little archival work has been undertaken to-date, and only on a voluntary and non-professional basis. Most notably, the Anguilla Archaeological and Historical Society has intervened on an ad hoc basis in order to prevent the destruction of historical records wherever possible.

At the outset of this study, historic documents were known to exist in a number of locations. These included a central 'archives room' (not to be confused with an actual institution) in which a number of bound manuscripts and archival documents had been amassed over the years. More unidentified and unprotected records were known to be kept by various government departments, with other material existing in private hands.

# SURVEY AND CONSOLIDATION

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The survey comprised visits to government departments that were known to keep records, alongside a number of interviews with private individuals who were known (or assumed) to hold their own personal collections. The principal objective was to identify records that were of 19<sup>th</sup>-century date or earlier, but any material (including media other than written documents) that predated 1980 was considered. The latter included material relating to the Anguilla Revolution. Initially, the project had intended to consolidate earlier records into a single collection in a secure location; however, the lack of available secure space meant that documents were surveyed and reorganised within their existing locations.

The results of the survey are summarised below, whilst the list of identified materials is contained in Appendix 2.

## SURVEY RESULTS

### COURT HOUSE

#### THE ARCHIVE ROOM

The 'archive room' for Anguilla is located in the Court House in The Valley; occupying one room of a three-room suite at the rear of the complex. Originally, all three rooms were intended to house government archives, but two of these are now taken up by the Magistrate's Chambers and its reception.

Due to its fittings and situation, this room was identified as the best candidate for the proposed archive consolidation; however, there are imminent plans to convert this room to office space, and to remove the records into a converted cargo container. This container is located in the car park adjacent to the court and is currently in the process of conversion. These potential changes mean that the future of the records currently held in the archive room must be considered as uncertain, and that it would have been an error to migrate any further records there – particularly as those that survive are, in the main, moderately safe in their current locations.

The room used for archival storage is air conditioned (temperature controlled) with three banks of shelving – two free-standing and one against the southern wall, occupying most of the floor area. The majority of the shelf space is taken up by court records (both criminal and civil proceedings) contained in standard banker boxes. Many of the later court records remain in use, organised by case and easily accessible. Alongside these records is an extensive collection of miscellaneous material. As described below, this has been deposited in the archive room from several sources; it was largely unsorted, and was stored on the shelves (both in reused cardboard boxes and loose) and in black plastic bin sacks on the aisle floors. It is this collection of material that contained the majority of the 'historic' documents that were the focus of the project (see Figure 01). The same room, after reorganisation, is shown in Figure 02.

On inspection, the bin sacks were found to contain a mixture of papers from several sources, with an unordered arrangement resulting from multiple episodes of relocation. The material seems to be derived from four main sources: (1) earlier legal material from at least one law chamber and some day-to-day material from the Court House; (2) material from the adjacent Registrar's office; (3) surplus material from the Public Library; (4) material retrieved by members of the AAHS.

(1) The legal material relates to numerous criminal and civil cases, comprising items such as witness statements, lawyers' papers, judges' findings and various transcription notebooks. The most striking class of material is trial exhibits, above all the murder cases illustrated with photography. Another surprising inclusion are nine large elephant tusks on the bottom of the rear

shelving that relate to a case of ivory smuggling. Much of this material is ordered by case, with dates ranging from the early 1960s to 2008. Due to the volume, complexity and lack of easy access to comparative sources, comment on the value of this material was not possible in the time available. It also proved difficult to separate 'current' legal material from items which might be deemed 'historic', since in reality the collection represented a seamless whole. Whilst some sorting of this material took place during the project, our opinion was that, given its recent date, this task (together with any decisions about retention, disposal and confidentiality) should primarily rest with a legal expert rather than an archivist.

(2) The Registrar's material relates to births, deaths and marriages up to the later 1990s; it also includes numerous carbon copies of requests for genealogical searches and obsolete blank forms for marriages, deaths, births and voter registration.

(3) The material from the Public Library comprises a number of collections of journals, brochures and periodicals, together with a small group of primary documents relating to the management of the library during the 1970s and 1980s (for example book inventories and membership of book clubs).

(4) The remainder of the material in the archive, derived from collections rescued from destruction, is very mixed. It was found throughout the shelving but in the main was contained in the black plastic bags and reused boxes. It represents a number of different classes of material, principally:

*Ledgers and journals* – a number of bound volumes, from the late-19<sup>th</sup> to the mid-20<sup>th</sup> century. These include court note books, postal registers, lighthouse keepers' journals and land registry books. Bound volumes were catalogued and boxed collectively.

*Wills* – a small collection of early-19<sup>th</sup> to early-20<sup>th</sup> century wills, recovered from a black plastic bag. These were sorted according to completeness and condition, the most fragmentary or fragile examples being boxed separately (Figure 05).

*Periodicals and brochures* – a number of later 20<sup>th</sup> century magazines, newspapers and tourism brochures – often with considerable duplication (for example of *Anguilla Life*). These collections were consolidated and two good examples of each issue were kept and relocated to the library for collation with their existing collection. Excess issues were offered to the public at the Library front desk, proving quite popular.

*Reports about Anguilla* – a range of reports from the mid to later 20<sup>th</sup> century. Authored by government, private consultants and academics, relating to Anguilla's society, infrastructure, governance and economy.

## COURT REGISTRAR'S OFFICE

The Court Registrar curates a small collection of documents in a fireproof ACME wheeled safe. These comprise two groups of papers.

The earlier of these two groups is a single volume, now unbound, of the papers of the Court of the Kings Bench. This mid-18<sup>th</sup> century volume represents the earliest archival material on the island and includes hand copies of various legal documents produced by the court. This volume, now almost completely disbound, is in very poor condition, the pages being fragmentary and highly fragile (Figure 04).

The second group of documents comprises of a series of 23 volumes of deeds, copied from originals into bound volumes dating from 1826 to 1965. All of these volumes have undergone some organisation and have been secured in acid-free tied document folders with external labels. Most are in moderate or good condition.

## JUDICIAL OFFICE

The Judicial Office curates a complete run of birth and marriage registers for the island starting in 1886. These remain in constant use as a source of genealogical material for proving parentage and researching ancestry. The contents have been mostly entered into Access tables and the books themselves have been photographed onto microfilm by the Church of the Latter Day Saints; however, the original manuscripts are still regularly used as the final source of definitive reference.

The registers are in deteriorating condition due to constant handling, though the information remains legible and efforts to reinforce the books with tape, staples and by copying into new volumes have been made. The volumes are stored in a series of drawers in a metal filing cabinet.

## GOVERNMENT MINISTRIES AND DEPARTMENTS

Various government ministries were visited or contacted during the course of the survey, as follow.

- Ministry of Finance, Economic Development and Tourism
- Ministry of Home Affairs, Natural Resources, Lands and Physical Planning
- Ministry of Infrastructure, Communications, Utilities and Housing
- Ministry of Social Development

Only the Department of Lands and Survey yielded any material that might be deemed historic. Others departments were contacted, but reported back after in-house enquiries that they held no documents older than 1980, with most being from the last 10 years. The Government of Anguilla does not appear to have a systematic approach to the retention and disposal of its records.

## LANDS AND SURVEY

The present survey department has a superb vault with well-organised land-parcel survey records dating back to the first major resurvey of the island in 1975. These records include all of the field note books containing the original observations and hand-drawn mapping for each parcel. There are a small number of records dating before 1975, including survey drawings from the 1960s and aerial photography dating back to the 1930s. This material is uncatalogued. The department is planning to digitise all of its records this year.

## MINISTRY OF INFRASTRUCTURE

This ministry took over from the old Public Works Department. It retains some material from the 1980s and 1990s, but all of the earlier records were lost in Hurricane Lenny in 1999 when the department building was flooded to the rafters. A thorough search by the permanent secretary Bancroft Battick and his staff only recovered a single document that dated from before 1980.

## RADIO ANGUILLA

Radio Anguilla moved to its present offices in 1989, at which point all records were divorced from the organisation. It now has an archive room with a number of files in cabinets, dating mostly to the 1990s. A small rack of cassettes and a collection of vinyl albums date to a similar period. It is presumed that the boxes of material in the archive room represent the complete surviving material from before the relocation.

## PUBLIC LIBRARY

The Library's Anguilla Heritage Room holds the collection of historic books, papers, maps and drawings assembled by Donald Mitchell CBE, alongside newspapers and other secondary material. Some relates specifically to Anguilla, with much else pertaining to Caribbean history generally. There is a significant quantity of secondary material copied from the Kings Bench papers, and of original material in the UK National Archives (particularly from the CO239

series). The extensive collection of published material includes a number of maps and drawings showing Anguilla (though many are small-scale plans of the entire Caribbean or the Lesser Antilles), dating from the 18<sup>th</sup> century and later. This material is stored in closed book shelves and folios.

### ANGUILLA NATIONAL TRUST

The National Trust maintains a small collection of material from the later 20<sup>th</sup> century. This is mostly reports and files relating to the Trust or the island's natural and historic environment.

### CHURCH RECORDS

The Anglican and Methodist churches have had ministries on Anguilla since at least the 19<sup>th</sup> century. Both have been active in registering births, deaths and marriages.

#### ANGLICAN CHURCH

The church archives have suffered the same losses as other material on the island, though they retain a small collection of earlier registers and meeting minutes dating from 1841 to the present day. The collection is in generally moderate condition, and is stored in the parish offices in the Valley. Storage conditions are not ideal, with most of the volumes held in two black plastic bags on a desk, though the material appears stable. One 19<sup>th</sup> century volume, now stored in a plastic container, has suffered from failed binding and is in very poor condition with extremely brittle paper.

#### METHODIST CHURCH

A fire in the Baptist Manse in 1910 resulted in the total loss of all archives relating to the church. The present records include registers of births and marriages from 1910 to the present day, though not all of the more recent records were examined during the survey. The items are stored in metal filing cabinets in the church offices in South Hill.

### PRIVATE COLLECTIONS

#### ANGUILLA HERITAGE COLLECTION MUSEUM

The principal private collection that was examined during the survey belongs to the Anguilla Heritage Collection Museum, curated by Mr Colville Petty OBE. In addition to its extensive assemblage of artefacts, the collection includes a sizeable number of documents and a still-greater number of photographs. Only a proportion of these documents were available to view at the time of the survey. These documents all date to the 20<sup>th</sup> century; original material includes records of the West End Primary School and a virtually complete series of the Beacon revolutionary newspaper.

## COLLECTION OF MR DAVID CARTY

It is understood that Mr David Carty has a collection of historic documents. However, it was not possible to gain access to this collection during this project. As a consequence its age, scope and character has not been established.

## COMMENT

### THE SCOPE OF THE ARCHIVAL RESOURCE

Surveying the archives of any moderately large and historic community is a complex and ongoing process. Anguilla has a unique combination of history, governance and environment that make the task somewhat different from many other locations.

Anguilla's long history of administration from Antigua and St Kitts has resulted in a partial archival resource on the island that was further redistributed and destroyed by hurricanes, insect and water damage, and repeated attempts to relocate material. The economy has historically been based on small scale subsistence agriculture; personal archives in such a community would have been rare. Those collections that did exist have often been dispersed abroad, or lost by a highly mobile population. Family documents and photographs have been further dispersed and fragmented by hurricanes and natural deterioration. Even modern material is relatively scarce compared to other places with populations of a similar size, in part due to the lack of a systematic approach to records retention and disposal by the government.

The survey took in all repositories of documents of which we were aware, and to which we were granted access. It was not comprehensive, however. The assessment of government collections seems reasonably complete, probably to the point that we are confident to state that all pre-1970 material has been located. Some departments may hold a small number of later 20<sup>th</sup> century documents of which both they and we are not aware. The assessment of private holdings was more problematic: in the first instance it relied on prior knowledge of their existence, and in the second the accuracy of the survey hinged upon what we were permitted to view.

That said, indications of locations holding 18<sup>th</sup> and 19<sup>th</sup> century material were accurate and it seems likely that virtually all such material has been identified during the survey. The quantity and quality of 19<sup>th</sup> century documents held in the Court House was greater than anticipated, yielding some interesting sources for Anguilla's social and economic history. The only open question is whether Mr Carty's private collection contains further documents that pre-date 1900.

It is likely that a significant quantity of 20<sup>th</sup> century material (particularly belonging to the later parts of the century, including the Anguilla Revolution) exists in private hands and was not identified. Given the sources and the mechanisms of loss, the greater volume of this material will comprise photographic collections, particularly family albums, as well as other personal collections of material including newspaper clippings, certificates or personal documents. The digitisation day held at the Library (see below) elicited a good deal of such material but a great deal more must surely exist.

## THREAT

The threat to the documentary resource, as listed in Appendix 2, can be summarised as follows:

### COURT HOUSE – ARCHIVE ROOM

Storage conditions are adequate but not ideal. Limited access; little degradation through use. In its present location this collection may therefore be considered as stable. The proposals for its relocation, however, make its future uncertain. Threat: **High**.

### COURT HOUSE – JUDICIAL OFFICE

Storage conditions are adequate but not ideal. Ongoing, regular use of the registers of births, marriages and deaths is demonstrably damaging these volumes. Threat: **Moderate**.

#### COURT HOUSE – REGISTRAR’S OFFICE

Storage conditions are adequate but not ideal. Limited access; there is only very occasional use of these volumes. The King’s Bench records have nevertheless been examined on several occasions and have been damaged as consequence. Threat: **Moderate**.

#### GOVERNMENT RECORDS

Storage conditions are variable, from excellent to adequate but in no case ideal. All government records remain in use, with constant pressure on space and lack of a retention and disposal policy, resulting in high likelihood of destruction. Treat: **High**

#### CHURCH RECORDS

Storage conditions are adequate but not ideal. Limited access; volumes in both churches are used occasionally for family research. Threat: **Moderate**

#### PRIVATE COLLECTIONS

No accurate comment is possible for these collections, since their conditions of storage are not known. It is reasonable to assume, however, that in no case are documents being kept in ideal circumstances, whilst their location in domestic homes renders them vulnerable to threats from natural disasters and human neglect.

# DIGITISATION

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## DIGITISED MATERIALS

The project's focus was on the identification of archival materials, with a secondary focus on the trial digitisation of selected materials. In total, 4 document series comprising 6 bound volumes, 1 newspaper and 1 group of unbound documents were digitised, resulting in the generation of 2491 digital images [plus 1160 of the Beacon Newspaper] in RAW format, from which a parallel set of images were exported in TIFF format. The total data generated was 108.6GB.

The following series/volumes were digitised:

- Records of the Court of the King's Bench (18<sup>th</sup> century)
- Records of Sombrero Lighthouse; four volumes of keeper's journals and one provisions log book (late 19<sup>th</sup> and early 20<sup>th</sup> century)
- A selection of wills (late 19<sup>th</sup> and early 20<sup>th</sup> century)
- The Beacon revolutionary newspaper (1967-71)

The King's Bench records had been identified at the project proposal stage as being the oldest known documents on Anguilla. The other materials selected for digitisation were chosen because of their intrinsic interest, as a means of trialling the photography process on a variety of document-types, and to give a broad-based training for those who will continue the digitisation after the end of this project.

## DEPOSITION OF DATA

The data generated by this project have been deposited at the following locations:

- Endangered Archives Programme, British Library, 96 Euston Road, London NW1 2DB
- Anguilla Archaeological and Historical Society, P.O. Box 252, The Valley, Anguilla AI2640, B.W.I.
- Anguilla Public Library, Edison L. Hughes Education & Library Complex, The Valley, Anguilla AI2640, B.W.I.

## EQUIPMENT SPECIFICATION

### PHOTOGRAPHY

Photography was undertaken with a Canon EOS 60D camera (18 megapixel sensor) in combination with an 18-55 IS II lens. Canon EOS Utility camera control software was used for all photography. The camera was mounted on a Kaiser RS2 copy stand with a column height of 75cm. A ball and socket tripod head was used to rotate the camera 90°, so as to align it in portrait format with the books below. The documents were placed on a custom-built table with a sliding top. This enabled photography of facing pages of a book to be undertaken without moving either the camera or the actual book (see Figure 03).

Lighting was provided by two lamps with daylight fluorescent bulbs.

The camera was tethered to the computer via a micro-USB2 cable. Images were transferred directly to the PC's hard drive (as opposed to being placed on the camera's memory card).

### COMPUTER

The computer used for the project was an HP 650 laptop with the following specifications:

- Processor – 2.2 GHz
- RAM – 4gb

- Operating system - Windows 8 Pro 64-bit

## SOFTWARE

The following software was used:

- Adobe Lightroom 4 (64 bit)
- IrfanView v4.35 ([irfanview.com](http://irfanview.com))
- Checksum for Windows v1.2.3.9 ([corz.org](http://corz.org))

## IMAGE FORMATS

Photographs were taken in CR2 (RAW) format and exported via Lightroom as uncompressed TIFFs. Each RAW file was of the order of 16MB. The TIFFs were exported at 30Mb total file size, and at 300dpi resolution.

# TRAINING AND OUTREACH

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## TRAINING

Two full weeks were allowed for within the project time line for the training of local staff. The principal trainee was a member of the Library staff, Miss Anthea Roach, who worked alongside us for much of the second half of the project. Her training included digitisation, data management and document listing; by the latter stages she also undertook training of other volunteers – a role she is expected to continue to fulfil after the completion of the project.

## PUBLICITY

### RADIO AXA

A short radio article was broadcast on Anguillan radio following an interview given on 8 May 2013.

### NEWSPAPER

An article publicising the project was published in *The Anguillian* (Vol. 15 No. 1, 31 May 2013).

### DIGITISATION DAY

On the 3 June a digitisation open day was held at the Public Library in the Valley. Adverts were placed in *The Anguillian* newspaper and broadcast on Radio Anguilla offering to digitise people's old documents and photographs. This elicited a positive response, with a number of individuals bringing in a variety of material. Much of this comprised photographs, ranging from pictures of old buildings, family and social scenes from Anguilla's past, and an album showing the hurricane damage of 1999. The project's camera equipment was not ideally suited to digitising photographs: a scanner would have produced better results. Some images were nevertheless photographed, whilst all other material was catalogued with a view to it being scanned in the future by Library staff. Of the other material brought in, the most unusual and interesting belonged to Trevor 'Ras Bucket' Davis, the island's first international sprinter, who competed at numerous world and regional championships. His collection of photographs, athlete passes and other memorabilia holds considerable cultural interest.

### AAHS AGM

On 19 June a 30-minute talk about the project was given to members of the society and interested public.

A meeting with Alastair Harrison, Governor of Anguilla, was held on 10 May 2013. At the close of the project, on 26 June 2013, a presentation was given to Anguilla's Executive Council. Both meetings offered the opportunity to explain our work, raise the problems of the existing situation viz. Anguilla's historic documentary resource, and to discuss options for its future curation.

## THE BEACON ONLINE

The Beacon was a newspaper published on Anguilla during the island's revolution. Its first issue – a single sheet of paper – was issued on 27<sup>th</sup> September 1967; it evolved, within a year, into an eight-page weekly newspaper, complete with information about local events and advertising. Its final issue is believed to be Vol. 5 No.1, an eight-page volume published on 9<sup>th</sup> October 1971. On one level The Beacon might be considered as simply a local newsletter of crude standard. Its editor, Atlin Harrigan had no prior experience of news work. On another level, however, this newspaper is an important historical resource for the island. It provides a time-line for events for which the detail is otherwise difficult to reconstruct and, crucially, it gives the Anguillan

perspective – providing a counterpoint to the better-documented views found in London and St Kitts. It is also a physical artefact of the Revolution in its own right.

The digitisation of records relating to the 1967 revolution was identified in the project proposal, and, although marginal to the EAP's remit, Anguilla's revolution carries a huge amount of local popular resonance: it is the episode that defines the island's post-colonial history and is the single historical event with which all Anguillans identify. The inclusion of The Beacon as a part of the project was justified on this basis; as a means of raising awareness of our work it has also been invaluable. Its release was timed to coincide with Anguilla Day on 28 May.

No single collection was found that contained every issue. However, it proved possible to assemble a complete set from a variety of sources. These were digitised and then returned to their owners. The photographs have been supplied to the British Library alongside the other document images, but searchable pdfs of each issue have also been placed on line (<http://www.blackfreighter.net/the-anguilla-beacon>). Several hundred unique visitors have viewed the pages in the first month of availability.

# DISCUSSION AND RECOMMENDATIONS

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## **SURVEY**

The survey yielded somewhat more pre-1900 material than was expected. Although only a small proportion of Anguilla's originally documentary record, it nevertheless represents a valuable resource for research into the island's history. As expected, there is virtually nothing that deals with issues of politics or governance. Rather, the material offers a portrait of social and economic conditions; this can potentially be distilled from the King's Bench records of the 18<sup>th</sup> century, as well as from the Deed series that begins in 1824 and continues unbroken through into the later 20<sup>th</sup> century.

There is abundant documentary material that relates to the Revolutionary period and after. That is not to say the record is complete. Far from it: the majority has been destroyed by natural disaster and human neglect. The Revolutionary documents have stimulated the most local interest, but the surviving material also details the extraordinary transformation of Anguilla – from an island in 1970 without electricity or telephones, to the complex tourist-based economy and society of the present day.

The later 20<sup>th</sup>-century documentary resource combines with a far greater volume of personal material (primarily photographs and family 'archival' collections). These fall outside the scope of this project, but will nevertheless be of significant value to the social historian of the future.

## **PRESERVING THE PHYSICAL RESOURCE**

An original objective of this project was the collation of all identified historic documents within the existing 'archive room' in the Court House. However, given the imminent take-over of this room for office space, which involves the relocation of all material held there to a cargo container, this was neither viable nor appropriate. The documents identified by the survey therefore remain scattered across a number of locations, both in governmental and private hands. Those in the archive room, currently safe and reasonably stable, have an uncertain future. They should be considered as threatened: there is a realistic possibility that they could be destroyed after their next move – either as the result of a single catastrophic event, or over the mid-term due to poor conditions of storage.

### *Recommendations*

- An archive should be created where all historic documents can be safely stored in appropriate environmental conditions, and where they can be accessed by researchers
- The current material in the archive room, currently basically sorted and stored in banker boxes, requires more detailed sorting. Individual volumes and groups of papers should be transferred to standard archival boxes, where possible on the basis of one volume per box.

## **DIGITISATION**

Much – though not all – of the material identified by the survey merits digitisation. The organisation best-placed to carry out this process is the Public Library. The equipment bought for this project should be donated to the Library, either as a formal transfer by AAHS or as a long-term loan.

### *Recommendations*

- All pre-1900 material should be digitised
- Most material dating before 1970 should be digitised
- The Revolutionary-period material should be digitised

- On the basis of a combination of intrinsic historical interest and threat, priority should be given to the following:
  - all 18<sup>th</sup>, 19<sup>th</sup> and early 20<sup>th</sup>-century records
  - documents in the Archive Room, Judicial Office and Court Registrar's Office
  - registers of births, deaths and marriages, as held by government and by the Anglican and Methodist churches

## **EXTENSION TO THE EAP PROJECT**

A small extension of this EAP project would be adequate to digitise all pre-1900 documents identified by the survey. This would be justified by their intrinsic value, and by the fact that they probably represent the bulk of Anguilla's surviving documentary heritage. The same threats that have destroyed historic material in the past still continue to operate in the present, particularly in the absence of a national archival institution. Extension funding would primarily be required to pay for staff time, as the equipment is already available. A small fund for capital purchase would be needed for additional data storage and consumable items.

# IMAGES

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**FIGURE 1 THE ARCHIVE ROOM BEFORE THE PROJECT**



**FIGURE 2 THE ARCHIVE ROOM AFTER THE PROJECT**



FIGURE 3 EQUIPMENT SETUP

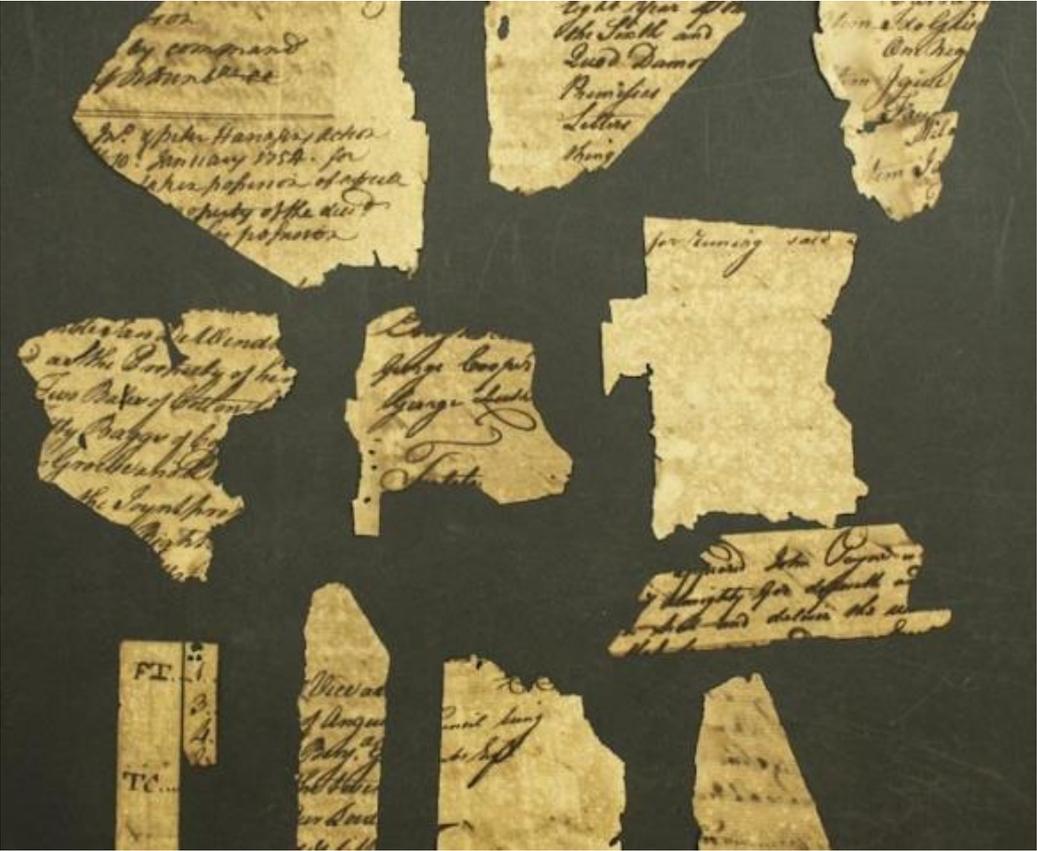


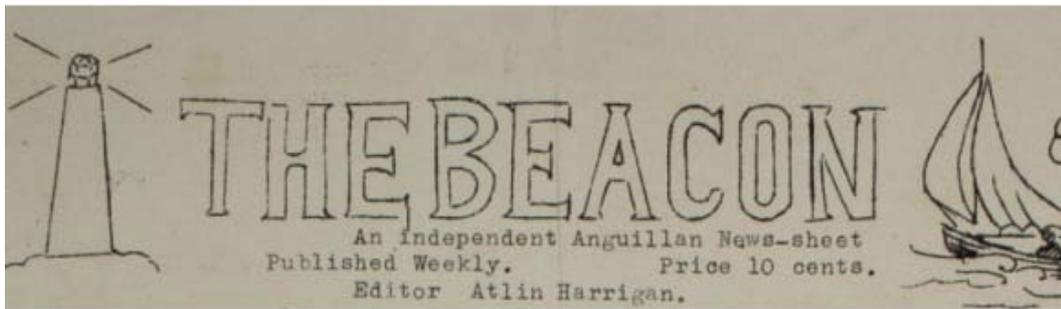
FIGURE 4 KINGS BENCH FRAGMENTS



FIGURE 5 19TH CENTURY WILLS



FIGURE 6 MODERN CULTURAL MATERIAL



published from 1967 as the newspaper of Anguilla's revolution and its early self governance. It was hand-drawn by Atlin Harrigan and distributed locally and abroad at a price of 10 cents. This page provides access to all five volumes of the newspaper.



VOLUME ONE



VOLUME TWO



VOLUME THREE



VOLUME FOUR



VOLUME FIVE

**FIGURE 7 THE BEACON ONLINE**

# APPENDIX 1 – DIGITISATION WORK-FLOW

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The generation of digital copies is a three stage process:

- 1) The gathering of the digital images
- 2) Renaming and organizing the files
- 3) Exporting the images to the correct locations and file sizes

The workflow uses three pieces of software:

**IrfanView** – a small and lightweight image viewer and batch renaming tool. Available as Freeware. Simple to use and fast.

**Canon EOS Utility or Camera Center** – software distributed free with Canon SLR cameras. Used to provide a live view from the camera to the laptop, control camera settings remotely and trigger and receive the final photograph in RAW format.

**Adobe Lightroom** – an industry standard photograph management tool used for handling large numbers of photographs and exporting batches from RAW format generated by the camera to TIFF format while managing the file sizes and colour space.

## STAGE 1 – GATHERING THE DATA

### EQUIPMENT SETUP

All directions at the table are given from the users position, with the camera support column to the rear of the table. All directions for the camera are given looking at the rear of the camera is if about to take a photograph.

- 1) Place the sliding table on a secure surface at a comfortable height at which to work. Make sure the column support is away from you on the table. In ideal circumstance the table should be leveled using a spirit level to make camera adjustments easier.
- 2) Slide the support column onto the pegs at the rear of its mount, ensuring that the spacer washers are on the lower peg and remain in place. The white painted ruler should be facing the front of the table.
- 3) Screw the large securing bolt into the hole at the back of the upright, tightening until the column no longer moves on the pegs.
- 4) Screw the ball mount onto the loose bolt on the front of the moving carriage and ensure it is tight. This mount may already be in place. The orientation of this mount can be adjusted once in place.

- 5) Remove the quick release plate from the mount, if it is present (it may be fixed to the base of the camera). This can be done by pushing the button on the mount and sliding the plate in the direction indicated.
- 6) Fix the quick release plate to the base of the camera. This is best done using a coin. Care should be taken to fix the plate with the small spirit level facing the rear of the camera and parallel to its rear screen. Tighten the bolt just enough that the plate will not move when twisted by hand, but do not over tighten.
- 7) Slide the quick release plate into the mount on the column until it clicks into place.
- 8) Adjust the camera mount by releasing the rubber coated grey knob until the mount loosens (while holding the camera steady) and rotating the camera into position. Generally the camera should be positioned to the left of the column with the back screen facing up and the longest edge of the screen running back to front. The small spirit level can be used to make sure the camera is parallel to the sliding table, providing the table itself is level.
- 9) Secure clean black card to the top of the sliding table with a small amount of bluetac in each corner. This can be adjusted later, however two A2 sheets will usually be needed.

## LIGHTS

- 1) Extend the legs of the lights by releasing the plastic screw and pulling each leg away from the central column enough to allow the central collar to slide along the column. Continue to extend the legs until they reach their maximum spread, sliding the central collar along the column as they extend.
- 2) Extend the central column by releasing the quick release clamp (this small plastic lever releases by lifting it away from the column) and sliding the lamp head upwards. Re-secure the clamp by closing it against the column.
- 3) Lights should usually be placed to the rear of the column, one on each side, approximately 12" from the column to the center of each light.
- 4) Adjust the lamp heads by releasing the clamping screws and rotating into position. The lower of the screws on the head both adjusts horizontal rotation and allows the heads to be removed. The upper screw adjusts vertical rotation on click stops.
- 5) Plug the multiway extension lead into a suitable power outlet.
- 6) Plug each lamp into the extension.
- 7) Ensure the lamps are switched off at the rocker switches on the lead close to the lamp head.

## LAPTOP

- 1) Place the laptop on a secure surface close to the sliding table.

- 2) Plug the power supply into the wall outlet.
- 3) Plug the power lead into the laptop.

## CONNECTING CABLES

- 1) Loosen the rubber cover to the left hand side of the camera; this should be facing you if you have the camera set to the left of the support column.
- 2) Connect the small end of the mini USB lead to the socket beneath the cover. There are multiple sockets but only one will fit the USB lead.
- 3) Run the lead over through the cable hook on the support column and down the rear of the column.
- 4) Connect the USB extension lead to the end of the micro USB cable and run the extension along the back of the sliding table (out of the way of the mechanism) and to the laptop location
- 5) Connect the USB extension to the laptop USB port. Any port will work.

## TURNING ON

- 1) Turn on the laptop and log in to the user account EAP password EAP (all capital letters).
- 2) Turn on the camera by rotating the switch around the mode dial. This is on the top of the camera on the left, with the switch facing the rear, and is marked on / off
- 3) Turn on the lights using the rocker switches on the cables close to the lamp heads.

## FOLDER SETUP

- 1) Open windows explorer, shown as a yellow folder icon on the task bar at the bottom left of the laptop screen.
- 2) Select the Local Disk C on the left hand side and then select EAP/Generated Data/Images/RAW in sequence on the right.
- 3) Now select the home option at the top of the explorer window and on the ribbon menu click New Folder. This will give you a new folder within C:/EAP/Generated Data/Images/RAW
- 4) Rename the folder to the document being photographed, as PROJECTCODE\_Item\_Name, for example: EAP596\_Lighthouse\_Journal\_1895\_1898

## CAMERA SETTINGS

- 1) The camera should be set to Av using the mode dial. All other settings can be adjusted from the laptop. The mode dial is on the top of the camera to the left.

## STARTING THE SOFTWARE

- 2) A shortcut to Canon Camera Control (a camera icon) is on the desktop of the laptop. Should this not be present it can be found in windows 8 by pushing the windows button (bottom left of the keyboard with the windows symbol on it) and typing canon. It will appear in a list of software on the left of the screen.
- 3) Double click the shortcut or software title.
- 4) If the camera is turned on and connected the software should start into camera control mode. If it does not, turn the camera off and on again at its power switch.

## CANON CAMERA CONTROL SETTINGS

- 1) **Set the output folder** – click the folder symbol on the right of the camera control window. In the popup browser window select the folder you created within C:/EAP/Generated\_Data/Images/RAW
- 2) Other settings can be changed by double clicking or right clicking on the point in the window displaying that setting and should be:

## SETTING UP THE DOCUMENT

**Camera mode** – Av (this is set on the camera)

**Aperture** – F8.0

**White balance** – AWB

**ISO** – 100

**Output** – M-RAW

**Output mode** – Computer (should be a small computer symbol)

**Exposure correction** – Set to the center zero position

**Focus** – AF

Documents should be handled using proper care and support at all times. Hands should be clean and gloved and all equipment coming into contact with the document should be clean and free from sharp edges.

- 1) Ensure the black card on the table is clean. If it is not clean with a cloth or replace it.
- 2) Center the sliding table under the camera by moving it left or right until the black center mark on the rear is aligned with the column.
- 3) Place the document on the table with its longest side running back to front. If the table is not large enough the camera will have to be rotated to shoot in landscape, ie rotated 90 degrees so the top is facing the operator.

- 4) The documents center line should line up with the center of the table. In bound volumes this is the center of the spine when open. In unbound documents this is simply the center line of the document. This alignment does not have to be exact.
- 5) Ensure the document is square to the table; this will be finally adjusted when viewed through the camera.
- 6) **Start Live View** - click on the Live View Shoot button at the bottom of the CCC window. This will open a larger preview window showing what the camera is seeing.
- 7) In this window select the Live View focus option under Focus and click ON. This will focus the camera and the smaller central grey box on the preview window will turn green indicating the camera has focused. The camera will focus on whatever is within this box.
- 8) Using live view, slide the sliding table left or right until the center of the document is centered in the view (for bound volumes this will be one page or the cover).
- 9) Again, using Live View on the laptop, adjust the zoom on the camera lens (rotate the rubber ring around the lens, this is marked 18mm to 55mm) and the front - back position of the document on the table until the whole of the document or individual page is within the field of view.
- 10) Place a colour checker card into the field of view, on the black card, ensuring it is square with the document. For two page documents it is fastest to place two colour checker cards, one for each page and bluetac them in place.
- 11) Refocus the camera using the ON button in the focus section of the CCC liveview window.
- 12) Slide the table to the next page if photographing a bound volume and repeat the setup steps 5-11

#### Checks:

- Document is square in the image
- Document has the minimum of clean black space around the edges.
- Colour checker card/s are included and square and have clear black space between the card and the document

#### ADJUSTING LIGHTING

Check the lights are securely positioned and turned on (see setting up equipment)

Where a document is completely matt, with little or no reflective surfaces, it is usually possible and desirable to provide direct lighting. For this, the lights should be turned downwards to face the document with the vertical extension raised as high as possible.

Remember that using live view uses battery. Whenever you are not using the camera close live view of CCC to shut down the camera and preserve battery

Where there are reflective elements, particularly repair tapes, tooled leather or laminated or glossed surfaces, it will be necessary to provide indirect diffuse lighting. To do this, white card should be suspended from the camera support column and angled in and down towards the document. The lights should then be pointed upwards bouncing the light off the card and back down onto the document.

## CHECKS

- In either case, the lighting should be carefully adjusted to avoid shadows or bright spots on either the document or the colour checker card.

## SHOOTING IMAGES

- 1) Images can be captured either by clicking on the large round black button at the top right of the CCC setting window or by pressing the laptop space bar when this window is active (this is achieved by clicking anywhere in that window)
- 2) Once photographed, the document is either swapped out and the process begins again or the sliding tale is used to change pages and another image is taken. For bound volumes each page is taken in sequence until the volume is complete. (Remember to take the front and back covers and all inside surfaces)
- 3) If the plane of focus (the height of the document) changes significantly between shots (more than 5mm) then the image should be refocused by clicking on the ON button in the Live View windows focus section.
- 4) After the first two or three photographs run checks
- 4) When all images are shot close CCC which will shut off the camera
- 5) Unplug lights
- 6) Turn off camera to preserve battery life

## CHECKS

Open the folder in windows explorer using the folder icon on the task bar at the bottom left of the screen. Set the view to extra-large icons by right clicking in white space in the folder and selecting View > Extra Large Icons. Use this view to check:

- Are the photographs being saved in the correct folder
- Are the photographs in RAW CR2 format

- Is lighting even and free from shadows
- Are the colour checker cards included and square
- Is the document square to the shot and included with a small border
- Have all pages of the volume been captured (check the page count and that facing pages are in sequence ie left right left right)

Open the images in IrfanView (the default for double clicking a picture to open it) and check:

- Is the image focused and sharp throughout?
- Is anything in the picture that shouldn't be? Pens, fingers, lamp feet, uncovered tabletop or the support column.

If any images are found to contain errors then they should be reshot following steps 1-4 above and rechecked.

## **STAGE 2 - RENAMING AND ORGANIZING THE FILES**

Once a batch of photographs is captured they need to be renamed to comply with the correct naming convention.

Open the folder in windows explorer by double clicking on the folder icon on the task bar at the bottom left of the screen and navigating through to C:/EAP/Generated Data/Images/RAW and double clicking on the folder

Open an image in IrfanView by double clicking on any image in the folder

Open the batch conversion/rename panel by clicking **File** (top left) then selecting **Batch Conversion/Rename**

Select **Work as: Batch rename** in the checkbox at the top left

Under **Batch name setting:** select the **Options** button

In the **Name pattern:** box enter **EAP596\_Item\_Name\_###** where **Item\_Name** is the unique name of the document being copied. The **###** will be replaced by a sequence of number incrementing upwards from the number selected below

Make sure **Starting counter** and **Increment** and both set to **1**

In the lower two boxes check **Rename original/input** and **Overwrite existing files**

Click **OK** at the bottom of the window

Add all of the photographs in the folder to be renamed by clicking **Add all**

Click **Sort files**

If the photographs were all shot in sequence then select sort by **Date** if some were shot out of sequence you can then move these up or down in the sequence using the **Move Up** and **Move down** buttons having selected the photograph

Once the photographs are all in the correct sequence click **Run test rename**. This will produce a log file which should not display any errors. If errors are present examine the report and check selected options.

Once the test produces no errors click **Start Batch** on the lower left of the window. This will rename the files

## CHECKS

Open windows explorer (folder icon on task bar at the bottom left of the screen) and navigate to C:/EAP/Generated Data/Images/RAW and select the folder you are working in.

Click the **View** menu at the top of the window and select **Sort by** and then **Name**

- Are the photographs named correctly?
- Are the photographs in the correct order and all present?

## STAGE 3 - EXPORTING PHOTOGRAPHS

Once the photographs are renamed they need to be converted from the RAW image format to TIFF and exported at the correct resolution and with the colour corrected.

### IMPORT THE PHOTOGRAPHS INTO LIGHTROOM

Start lightroom by clicking on the grey **Lr** icon on the task bar at the bottom left of the screen

Select the **Library** option at the top right of the screen

Click the **Import** button on the bottom left of the screen

Navigate to the correct folder on the left hand side C:/EAP/Generated Data/Images/RAW and select the folder you are working on

Select **Add** in the center top of the window

Scroll through the images to make sure all of them are included (images already imported will be greyed out)

Click **Import** on the bottom right of the window

## DEVELOP THE IMAGES

- 1) The images you just imported will now be displayed. If you want to work on more images than you just imported then these need to be selected in the **Library**.
- 2) To select more images to view select **Grid View** which is a small icon showing a grid of white squares below the image window towards the bottom left of the screen
- 3) Now, using the **Folders** pane (on the left under Folders) navigate to the folder where all the images are stored: C:/EAP/Generated Data/Images/RAW and then the current folder name.

There should be a set of export setting already saved however if this is missing follow these steps to recreate it. If it is present skip this section.

- A. Double click on one photograph, this will open up the photo in a large window
- B. Select the **Develop** pane at the top right of the screen
- C. Start at the top of the right hand column of the screen, you may need to scroll to the top of this section using the scroll bar to the right.
- D. Select the **Eyedropper** icon to the left of the top section under **Basic**:
- E. Click on a neutral grey square in the colour chart on the image (the neutral grey is the bottom left square of the chart). This will set a custom white balance. This balance is correct as long as the lighting setup remains unchanged.
- F. The rest of **Basic** should remain unchanged, which should be set to 0
- G. Select the **Lens Corrections** tab
- H. At the top of this section select **Profile**
- I. Check the box **Enable Profile Correction**
- J. Select **Lens Profile > Make > Canon**. This will automatically select the correct lens and correct for lens distortion and peripheral illumination errors
- K. Select the **Camera Calibration** section
- L. Select **Camera Neutral** under **Profile**
- M. In the window to the far left expand the **Presets** section
- N. Click the **Plus** sign at the top right of the Presets section
- O. Make sure all the check boxes are full with the exception of **Auto Tone** at the top
- P. Type **EAP Develop** into the **Preset Name:** box at the top
- Q. Click **Create** at the bottom right of the window

- 4) Select the **Library** pane at the top right
- 5) Select the **Grid View** at the bottom left of the image window
- 6) Double click on the first image
- 7) Select the **Develop** pane at the top right
- 8) At the bottom of the **Presets** section of the left pane click on **EAP Develop** under the **User Presets** group

- 9) On the top of the right pane, under **Basic**, click on the **Eyedropper** Icon at the top left and select a neutral grey on the colour card in the image (this is the bottom left of the colour card). This will set a white balance that is correct for any images that use this lighting setup. If there is more than one lighting setup in a group of image they will have to be developed and exported separately.
- 10) Go back to the left column and find the **EAP Develop** setting under **Presets**, right click on this setting and select **Update with current settings**
- 11) Check that the setting correspond with those listed in the box above
- 12) Select the Library pane at the top right
- 13) Select the Grid View from the icons at the bottom left of the image window
- 14) Click on the first image and hold **Ctrl and press A** to select all the images in the folder
- 15) If all the images need rotating click the small **rotate arrow** that appears at the bottom of any of the images when the mouse pointer hovers over the image
- 16) Select **EAP develop** from the dropdown list under **Saved Preset** within **Quick Develop** in the right column. This will apply the correct white balance and setting to all of the images in the folder.

## SAVING EXPORT SETTINGS

Within lightroom it is possible to save export setting to allow them to be reused. This is a good way to ensure consistent results. The EAP export setting are saved within the EAP laptop, however they can be replicated as follows:

- 1) **Open lightroom** from the **Lr** icon on the task bar at the bottom left of the screen
- 2) Open the **Library** pane at the top right of the screen
- 3) Select any image in the folder and click the **Export** button at the bottom left of the screen
- 4) In the window that opens select **Hard Drive** in the **Export To** dropdown at the top
- 5) Under **Export location** select **Choose folder later**
- 6) Under **File Naming**, make sure **Rename to** is **Unchecked**
- 7) Under **File Settings** select **TIFF** from the **Format** dropdown, **None** from **Compression**, **sRGB** from **Color Space** and **16 bits/component** from **Bit Depth**
- 8) Under **Image sizing** check **Resize to Fit** and select **Long Edge** from the dropdown menu. If you select **2800 pixels** as the long edge this will give you a 30MB TIFF file, which is the minimum. Enter **300** into the **pixels per inch** box.
- 9) Under **Output Sharpening** uncheck **Sharpen for**
- 10) All other setting remain unchanged
- 11) Now click **Add** on the bottom left of the window
- 12) Name the Export **EAP Export** and click **Create**

## EXPORTING PHOTOS

- 1) **Open lightroom** from the **Lr** icon on the task bar at the bottom left of the screen
- 2) Open the **Library** pane at the top right of the screen
- 3) Click on any photo in the folder
- 4) Hold **Ctrl and press A** on the keyboard
- 5) Click **Export** on the bottom left of the window
- 6) Double click **EAP Export** under **User Presets** on the left column of the window
- 7) Click **Export** on the bottom right of the window
- 8) Browse in the new window to the folder **C:/EAP/Generated Data/Images/TIFF** and click **Create New Folder**
- 9) Name the folder to match the working folder in C:/EAP/Generated Data/Images/RAW
- 10) Click **OK**

## APPENDIX 2 – INVENTORY

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Anguilla Government Gazette	1970	2010	Incomplete set of gazettes.	Good to Poor	Archive	Shelf	Archive	Archive Box	Gazettes dated 2000 onward transferred to Public Library, 14/6/2013. Older issues remain in Archive.
Anguilla Life	2000s		Multiple copies of Vols 1 - 7. Most issues present, but series not quite complete.	Good	Archive	Bin Bag	Library	Banker Box	Transferred to Public Library, 17/5/2013.
Anguilla Valuation List	17/05/1976		Typescript into proforma pages. In plastic binder. 30 x 25cm.	Good - Moderate	Archive	Shelf	Archive	Banker Box	
Atlin Harrigan papers	1960s	1980s	Collection of papers labelled as belonging, or pertaining to, Atlin Harrigan.	Good	Archive	Box	Archive	Banker Box	
Court Records	25/6/1900	29/1/1906	Ledger. Cover - paper on board; spine - lost; all pages bound in; insect damage to front and back cover, and to pages at the front and back of the volume. 33 x 22 x 5cm.	Moderate	Archive	Box	Archive	Banker Box	
Court Records	22/12/1919	?	Ledger. Cover - originally cloth on board, cloth lost; spine - cloth, intact; all pages bound in. Some water damage. 33 x 23 x 4cm.	Good-Moderate	Archive	Box	Archive	Banker Box	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Court Records	27/7/1944	22/11/1945	Ledger. Cover - paper on board; spine - cloth; all pages bound in; minor insect damage to covers. 32 x 20 x 3cm.	Good-Moderate	Archive	Box	Archive	Banker Box	
Court Records - Deeds: labelled as "Fragments from Volume 2 288-399"	?	?	A small number of disbound pages, damaged by burning. Contained in an envelope.	Very poor	Archive	Packet	Court House Safe	Packet	Assumed to belong to the deeds. Reunited with that collection in the Court House Safe.
Court Records (?riminal; ?judge's notes)	1933	11/1937	Ledger. Cover - paper on board; spine - cloth, some damage; all pages bound in; some insect damage. 32 x 20 x 3cm.	Moderate	Archive	Box	Archive	Banker Box	
Court Records (?judge's notes)	09/01/1913	4/12/1916	Ledger. Cover - cloth on board; spine - leather, some damage; all pages bound in; some insect damage to cover, spine and pages. 33 x 22 x 3cm.	Moderate	Archive	Box	Archive	Banker Box	
Court Records: Book of Transfers (by deed/power of attorney)	1918	1923	Ledger. Cover - paper on board; spine - cloth; all pages bound in; minor water damage. 33 x 21 x 1cm.	Moderate	Archive	Box	Archive	Banker Box	
Court Records: Cash Book	1967		Ledger. Cover - paper on board; spine - cloth. 32 x 20 x 1cm.	Moderate	Archive	Shelf	Archive	Banker Box	
Court Records: Civil Magistrate Court Cost Book and Stamp Book	09/06/1963	12/1970	Ledger. Cover - paper on board; spine - cloth. 32 x 20 x 1cm.	Moderate	Archive	Shelf	Archive	Banker Box	
Court Records: Court of Summary Jurisdiction, Cause Book (Civil Register)	22/2/1960	31/12/2003	Ledger. Cover - cloth on board; spine - leather, some damage; all pages bound in. 33 x 23 x 7cm.	Moderate	Archive	Box	Archive	Banker Box	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Court Records: Criminal Court	11/12/1900	5/7/1902	Ledger. Cover - paper on board; spine - leather, damaged; all pages bound in; insect damage to cover and pages. 33 x 23 x 3cm.	Moderate	Archive	Box	Archive	Banker Box	
Court Records: Jurors List and Register	1968	1977	In card folder. Typescript pages, secured with treasury tags. 30 x 22cm.	Moderate	Archive	Shelf	Archive	Banker Box	
Court Records: Juvenile Court Diary	1965	1968	Ledger. Cover - paper on board; spine - cloth. 32 x 20 x 1cm.	Moderate	Archive	Shelf	Archive	Banker Box	
Court Records: Magistrates Court	1906	1916	Ledger. Cover - paper on board, badly damaged; spine - leather, intact; some pages loose, the majority bound in; insect damage to the cover but none to the pages. 33 x 22 x 6cm.	Poor	Archive	Shelf	Archive	Banker Box	
Court Records: Magistrates Court, miscellaneous documents	1964		Mixture of pro-formas, type-written and hand-written sheets. 36 x 23 x 1cm.	Moderate	Archive	Envelope	Archive	Banker Box	
Court Records: Magistrates Court, notebook	28/1/1917	1924	Ledger. Cover - paper on board; spine - leather, damaged; all pages bound in; insect damage to cover and spine. 32 x 20 x 2cm.	Moderate	Archive	Box	Archive	Banker Box	
Court Records: Magistrates Court, register of suits under \$200	05/01/1947	30/12/1968	Ledger. Cover - paper on board, damaged; spine - cloth; some pages loose. 32 x 20 x 3cm.	Poor	Archive	Shelf	Archive	Banker Box	
Court Records: Magistrate's Diary (Criminal)	06/12/1949	23/11/1950	Ledger. Cover - paper on board; spine - cloth; all pages bound in; minor insect damage to covers. 32 x 21 x 1cm.	Moderate	Archive	Box	Archive	Banker Box	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Court Records: Magistrate's Diary (Criminal)	02/01/1962	1964	Ledger. Cover - paper on board; spine - cloth, intact; all pages bound in. 32 x 20 x 3cm.	Good	Archive	Box	Archive	Banker Box	
Court Records: Magistrate's Diary (Liquor Licences)	1967		Ledger. Cover - paper on board; spine - cloth. 32 x 20 x 1cm.	Poor	Archive	Shelf	Archive	Banker Box	
Court Records: Magistrate's Note Book	10/8/1891	18/12/1893	Ledger. Cover - paper on board; spine - leather, intact; all pages bound in; some insect damage to cover and some page margins. 33 x 22 x 4cm.	Moderate	Archive	Box	Archive	Banker Box	
Court Records: Magistrate's Notes	8/1/1894	24/7/1895	Ledger. Cover - cloth on board; spine - leather, some damage; all pages bound in; some insect damage to cover, spine and pages. 33 x 22 x 3cm.	Moderate	Archive	Box	Archive	Banker Box	
Court Records: Magistrate's Records (Criminal)	17/10/1890	5/11/1900	Ledger. Cover - paper on board; spine - leather, intact; all pages bound in; some insect damage to cover, none to pages. 33 x 23 x 4cm.	Moderate	Archive	Box	Archive	Banker Box	
Court Records: Oaths etc	19th century		Ledger. Cover - paper on board; spine - leather, missing; totally unbound. 32 x 20cm	Poor	Archive	Box	Archive	Banker Box	
Court Records: Summary of Cases (civil)	1911	1946	Ledger. Cover - cloth on board; leather spine; all pages bound in; considerable insect damage to cover and pages - particularly to middle pages. 33 x 22 x 4 cm.	Moderate	Archive	Box	Archive	Banker Box	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Court Records: summary of cases (criminal)	29/12/1911	9/5/1918	Cover - paper on board; spine - leather, lost; insect damage to cover and to first pages. 42 x 27 x 4cm.	Moderate - Poor	Archive	Shelf	Archive	Banker Box	
Court Records: summary of cases (criminal)	13/10/1938	30/06/1945	Cover - paper on board; spine - cloth. Some water damage. 42 x 30 x 4cm.	Moderate	Archive	Shelf	Archive	Banker Box	
Court Records: summary of cases (criminal)	26/04/1950	29/3/1955	Cover - paper on board; spine - cloth. 42 x 27 x 4cm.	Moderate	Archive	Shelf	Archive	Banker Box	
Court Records: summary of cases (criminal)	29/03/1955	11/8/1960	Ledger. Cover - cloth on board; spine - cloth; pages all bound in. 43 x 28 x 3cm.	Moderate	Archive	Box	Archive	Banker Box	
Court Records: summary of cases (criminal)	13/08/1960	29/9/1964	Cover - paper on board; spine - cloth. Some water damage. 42 x 30 x 4cm.	Moderate	Archive	Shelf	Archive	Banker Box	
Court Records: summary of cases (criminal)	21/10/1964	30/01/1969	Cover - paper on board; spine - cloth. 42 x 30 x 4cm.	Moderate	Archive	Shelf	Archive	Banker Box	
Court Records: summary of cases (criminal)	09/06/1969	28/12/1979	Ledger. Cover - cloth on board; spine - cloth; pages all bound in. 38 x 27 x 4cm.	Moderate	Archive	Box	Archive	Banker Box	
Court Records: summary of cases (criminal)	27/08/1971	14/12/1972	Ledger. Cover - cloth on board; spine - cloth; pages all bound in. Some water damage. 43 x 28 x 4cm.	Moderate	Archive	Box	Archive	Banker Box	
Court Records: summary of cases (criminal)	01/01/1973	2/4/1975	Ledger. Cover - cloth on board; spine - cloth; pages all bound in. 43 x 28 x 4cm.	Good	Archive	Box	Archive	Banker Box	
Court Records: summary of cases (criminal)	21/09/1992	12/5/1997	Ledger. Cover - cloth on board; spine - leather; pages all bound in. 38 x 27 x 5cm.	Good	Archive	Box	Archive	Banker Box	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Court Records: Summons Cases	01/09/1967	12/1968	In card folder. Printed pro-formas, completed in ink, secured with treasury tags. 28 x 19cm.	Moderate	Archive	Shelf	Archive	Banker Box	
Court Records: Summons Register	1960	1967	Ledger. Cover - paper on board, partially detached; spine - cloth; all pages bound in. 32 x 20 x 1cm.	Poor	Archive	Shelf	Archive	Banker Box	
Court Records: Wills and Probate	19th century	19 <sup>th</sup> century	Folder wills. Paper, some comprise of one sheet of paper, others collections of several pages. Format of unfolded sheet 33x20cm; size after folding 9x20cm. Hand-written.	Poor	Archive	Packet	Archive	Banker Box	Conditions vary from moderate to poor. Some water damage, insect damage and fire damage.
Court Records; details of ordinances	20th century		Ledger. Cover - cloth on board; spine - cloth; all pages bound in; hand-cut alphabetical index. 32 x 20 x 1cm.	Moderate	Archive	Shelf	Archive	Banker Box	
General Index of Deeds	1962	1967	Ledger. Cover - cloth on board; spine - leather; all pages bound in; some insect damage to cover. 47 x 38 x 5cm.	Moderate	Archive	Shelf	Archive	Banker Box	
Hurricane Relief Advisory Committee: Minutes	16/9/1950	3/1951	Ledger. Cover - paper on board; spine - cloth; all pages bound in. 32 x 20 x 1cm.	Moderate	Archive	Box	Archive	Banker Box	
Inventory and Stock, Government House, Anguilla	1958	1967	Ledger. Cover - paper on board; spine - cloth; all pages bound in. 32 x 20 x 1cm.	Moderate	Archive	Shelf	Archive	Banker Box	
Land and House Tax Register	1952	1956	Ledger. Cover - cloth on board; steel clamp binding. 41 x 36 x 4cm.	Moderate	Archive	Shelf	Archive	Banker Box	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Land and House Taxes for Anguilla	1925	1931	Cover - leather on board; spine - leather; all pages bound in; major insect damage to pages. 38 x 28 x 5cm.	Moderate	Archive	Shelf	Archive	Banker Box	
Minutes of the Anguilla Legislative Council	1970s		Incomplete collection of minutes.	Good	Archive	Bin bag	Archive	Banker Box	
Miscellaneous Government Records	1970s		Collection of folders from a variety of government departments: Medical Department; Civil Service Organisation; Commissioners Office; GPO.	Good - Moderate	Archive	Bin bag	Archive	Banker Box	
Newspapers (Anguilla)	1970s	2000s	What We Do on Anguilla; The Light; Vantage.	Good to Moderate	Archive	Shelf	Archive	Shelf	
Newspapers (various Caribbean)	1990s	2000s	Daily Herald; Caribbean Week; Herald; Today; Chronicle; Democrat.	Good to Moderate	Archive	Shelf	Archive	Shelf	
Non-Anguillan Government Gazettes and other official publications	1970s	1980s	Official gazettes, principally relating to Montserrat and Antigua.	Moderate	Archive	Shelf	Archive	Banker Box	
Police Charge Register, The Valley	08/06/1952	6/4/1958	Ledger. Cover - cloth on board, partially torn away; spine - cloth; all pages bound in. Minor water damage. 33 x 21 x 3cm.	Moderate	Archive	Box	Archive	Banker Box	
Public Library Records	1970s	1980s	Miscellaneous records relating to the Public Library (e.g. stock lists, book clubs).	Good	Archive	Bin bag	Archive	Banker Box	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Radio Anguilla	1970	1985	Original correspondence, publicity material, education packs. Mostly bound or stapled. Two receipt books for "Alberts", apparently unrelated to the Radio AXA material.	Moderate	Archive	Four boxes	Archive	Banker Box	Labelled as having been treated with DDT. cursory inspection of contents undertaken, then re-sealed.
Reports on Anguilla	1970s	1990s	Numerous reports about Anguilla. Miscellaneous subjects, ranging from government-produced documents (e.g. census returns) to consultant reports on a multitude of subjects (e.g. tourism, environment and industry).	Various	Archive	Shelf	Archive	Banker Box	
Sombrero Lighthouse Journal	1926		Remnants of a very badly damaged volume. Covers lost, pages totally disbound. Pages highly fragile.	Poor	Archive	Shelf	Archive	Banker Box	
Sombrero Lighthouse Journal	01/10/1908	21/4/1912	Cover - paper on board; spine - damaged; all pages bound in. 33 x 22 x 4cm.	Good - Moderate	Archive	Shelf	Archive	Banker Box	
Sombrero Lighthouse Journal	21/04/1912	28/2/1914	Cover - cloth on board, damaged; spine - leather, damaged; pages all bound in, some torn. Water damage. 33 x 22 x 3cm.	Poor	Archive	Shelf	Archive	Banker Box	
Sombrero Lighthouse Journal	01/03/1914	31/12/1916	Cover - paper on board, partially detached; spine - lost; all pages bound in. 33 x 22 x 4cm.	Moderate - Poor	Archive	Shelf	Archive	Banker Box	
Sombrero Lighthouse Journal	29/12/1924	27/6/1926	Cover - cloth on board, detached; spine lost; pages all bound in. 25 x 20 x 3cm.	Poor	Archive	Shelf	Archive	Banker Box	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Sombrero Lighthouse Journal	16/07/1929	28/10/1931	Cover - paper on board; spine - cloth, lost; pages all bound in; some water damage. 32 x 20 x 1cm.	Poor	Archive	Shelf	Archive	Banker Box	
Sombrero Lighthouse Journal	08/05/1934	9/8/1935	Cover - cloth on board; spine - cloth; pages all bound in. 34 x 22 x 3cm.	Moderate	Archive	Shelf	Archive	Banker Box	
Sombrero Lighthouse Journal 1895-1898	1895	1898	Cover - paper on board, yellow/ blue marbled, leather corners. Pasted label on front cover. Leather binding, maroon, damaged. Blue lined pages, hand written entries; pages all bound in. . 33 x 21 x 2.5 cm.	Moderate	Archive	Shelf	Archive	Banker Box	
Sombrero Lighthouse Journal 1898-1900	1898	1900	Ledger. Cover - paper on board, yellow/ blue marbled, leather corners. Pasted label on front cover. Leather binding, maroon, damaged. Blue lined pages, hand written entries; pages all bound in. 33 x 21 x 2.5 cm.	Moderate	Archive	Shelf	Archive	Banker Box	
Sombrero Lighthouse Journal 1900-1903	1900	1903	Cover - paper on board, yellow/ blue marbled, leather corners. Pasted label on front cover. Leather binding, maroon, missing. Blue lined pages, hand written entries; pages all bound in. 33 x 21 x 2.5 cm.	Moderate	Archive	Shelf	Archive	Banker Box	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Sombrero Lighthouse Journal 1906-1908	1906	1908	Cover- paper on board, marbled, torn leather corners. Binding- leather, damaged. Pages separated, majority still bound, some loose. Some water damage, pages torn. 33 x 21 x 2.5 cm.	Moderate	Archive	Shelf	Archive	Banker Box	
Sombrero Lighthouse Provision Ledger	1897	1916	Ledger. Cover - paper on board, yellow/blue marbled, torn, badly discoloured; leather corners, lost. Binding - leather, maroon, lost; partially detached. Blue lined pages. Hand written entries, tabulated. Some entries are written upside down. Most pages bound in, some detached. Pages stained, discoloured, water damage throughout. Minor insect damage. 33 x 21 x 2.5 cm.	Moderate	Archive	Shelf	Archive	Banker Box	
St Christopher, Nevis and Anguilla Government Gazette (ordinary and extraordinary); statutory rules and orders	1959	1976	Incomplete set of gazettes and other government circulars.	Good to Poor	Archive	Shelf		Banker Box	
The Beacon	1967	1971	Original and photocopied editions. Incomplete set.	Good to Moderate	Archive	Shelf	Archive	Banker Box	Some copies transferred to Public Library, in order to create a near-complete set. The duplicates and photocopies remain in the Archive.

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Tourism literature. Official Anguilla tourism brochures and leaflets relating to individual hotels, resorts etc.	?1990	?2013	Pamphlets and leaflets.	Good	Archive	Shelf	Archive	Archive Box	Undated, but appear to be early 1990s onwards.
Unpublished bulletins and newsletters	1980s	2000s	Unity; Rotary Beacon; Anguillan High.	Good	Archive	Shelf	Archive	Archive Box	
Records of the Kings Bench	1740	1790	Ledger. Cover - leather on board, separated, badly damaged. Spine - lost. Binding destroyed; some pages remain in small groups, retained by the original string; many others are completely disbound and exist as individual sheets. All are damaged to some extent, being stained, with tattered page-edges, and extremely fragile; many pages are torn; insect damage occurs throughout the volume. The box containing the document includes many small fragments of pages, whose place within the volume cannot now be established.	Poor	Court House Safe	Card folder	Court House Safe	Card Folder	
Deeds Volume 1	2/12/1826	1/1844	Deed Nos. 1-287. Ledger. Cover - cloth on board; spine - cloth; pages all bound in. 540 pages. 43 x 27 x 6cm.	Good	Court House safe	Card folder	Court House Safe	Card folder	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Deeds Volume 2	25/3/1844	6/1854	Deed Nos. 288-398. Ledger. Cover - cloth on board, back cover lost; spine - leather; pages all bound in. 338 pages. 32 x 20 x 4cm.	Poor	Court House safe	Card folder	Court House Safe	Card folder	
Deeds Volume 3	31/8/1854	22/10/1862	Deed Nos. 400-542. Ledger. Cover, spine and binding intact; all pages bound in. 530 pages. 32 x 20 x 6cm.	Moderate - Poor	Court House safe	Card folder	Court House Safe	Card folder	
Deeds Volume 4	2/1863	2/1870	Deeds Nos. 543-680. Ledger. Cover, spine and binding intact; all pages bound in; some insect damage. 362 pages. 32 x 20 x 4cm.	Moderate - Poor	Court House safe	Card folder	Court House Safe	Card folder	
Deeds Volume 5	17/3/1868	4/7/1872	Deed Nos. 681-755. Ledger. Cover - cloth on board; spine - leather; most pages bound in - last ten unbound. 183 pages. 32 x 20 x 3cm.	Moderate - Poor	Court House safe	Card folder	Court House Safe	Card folder	
Deeds Volume 6	6/7/1872	27/7/1893	Deed Nos. 756-979. Ledger. Cover - leather on board; spine - leather; majority of pages bound in. Slight insect and water damage. c.530 pages. 32 x 22 x 4cm.	Moderate	Court House safe	Card folder	Court House Safe	Card folder	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Deeds	3/1893	2/1905	Un-numbered volume. Ledger. Deed Nos. 980-1129. Cover - leather on board; spine - damaged; first third of the pages have become unbound. The volume has been burned - the cover is badly blackened and the top left hand corner lost; the first inner pages are also partially burnt. Very brittle. 36 x 20 x 6cm.	Poor	Court House safe	Copy paper box	Court House Safe	Archive Box	
Deeds Volume 7	06/12/1905	13/8/1909	Deed Nos. 1131-1184. Ledger. Cover - cloth on board, front and back detached; spine - leather, badly damaged; pages unbound. 240 pages. 34 x 20 x 4cm.	Poor	Court House safe	Card folder	Court House Safe	Card folder	
Deeds Volume 8	23/08/1909	5/1/1912	Deed Nos. 1185-1246. Ledger. Cover - paper on board, damaged; spine - leather, damaged; many pages unbound. 212 pages. 34 x 22 x 3cm.	Poor	Court House safe	Card folder	Court House Safe	Card folder	
Deeds Volume 9	1/1912	8/1915	Deed Nos. 1247-1288. Ledger. Cover - paper on board; pages unbound. Minor insect damage. 166 pages. 34 x 22 x 3cm.	Moderate	Court House safe	Card folder	Court House Safe	Card folder	
Deeds Volume 10	01/08/1913	30/8/1915	Deed Nos. 1289-1340. Ledger. Cover - paper on board; spine - leather, lost, repaired with adhesive tape; pages all unbound. 207 pages. 34 x 20 x 3cm.	Poor	Court House safe	Card folder	Court House Safe	Card folder	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Deeds Volume 11	9/1915	8/1916	Deed Nos. 1341-1385. Ledger. Cover - paper on board; many pages unbound. Insect damage. 170 pages. 34 x 22 x 3cm.	Poor	Court House safe	Card folder	Court House Safe	Card folder	
Deeds Volume 12	8/1916	2/1917	Deed Nos. 1384-1416. Ledger. Cover - paper on board; many pages unbound; pages torn. Minor insect damage. 146 pages. 34 x 22 x 3cm.	Poor	Court House safe	Card folder	Court House Safe	Card folder	
Deeds Volume 13	01/04/1917	2/10/1917	Deed Nos. 1417-1493. Ledger. Cover - paper on board, detached; spine - leather, repaired; first page loose, remainder bound in. 324 pages. 34 x 20 x 5cm.	Poor	Court House safe	Card folder	Court House Safe	Card folder	
Deeds Volume 14	21/07/1919	16/8/1920	Deed Nos. 1494-1545. Ledger. Cover - cloth on board, damaged and detached from main body of volume; spine - leather, lost; pages unbound. 34 x 20 x 4cm.	Poor	Court House safe	Card folder	Court House Safe	Card folder	
Deeds Volume 15	30/09/1920	23/11/1921	Deed Nos. 1546-1598. Ledger. Cover - paper on board, detached; spine - leather, repaired; first page loose, remainder bound in. 217 pages. 34 x 20 x 4cm.	Poor	Court House safe	Card folder	Court House Safe	Card folder	
Deeds Volume 16	19/10/1921	21/12/1922	Deed Nos. 1599-1643. Ledger. Cover - cloth on board; leather binding, damaged, repaired with adhesive tape; pages all bound in. 184 pages. 34 x 22 x 3cm.	Moderate	Court House safe	Card folder	Court House Safe	Card folder	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Deeds Volume 17	12/12/1922	24/12/1923	Deed Nos. 1644-1692. Ledger. Cover - cloth on board; spine - leather; all pages bound in. 207 pages. 34 x 20 x 3cm.	Moderate	Court House safe	Card folder	Court House Safe	Card folder	
Deeds Volume 18	03/01/1924	25/2/1925	Deed Nos. 1693-1749. Ledger. Cover - cloth on board; spine - leather, damaged, partially detached; pages all bound in. 221 pages. 34 x 22 x 3cm.	Moderate	Court House safe	Card folder	Court House Safe	Card folder	
Deeds Volume 19	18/05/1925	5/12/1927	Deed Nos. 1750-1820. Ledger. Cover - cloth on board; spine - leather, badly damaged; pages all bound in. 294 pages. 34 x 20 x 4cm.	Moderate	Court House safe	Card folder	Court House Safe	Card folder	
Deeds Volume 20	20/07/1928	27/5/1929	Deed Nos. 1821-1883. Ledger. Cover - cloth on board; spine leather, damaged; pages all bound in. 260 pages. 34 x 22 x 3cm.	Moderate	Court House safe	Card folder	Court House Safe	Card folder	
Deeds Volume 21	10/06/1929	10/7/1930	Deed Nos. 1884-1934. Ledger. Cover - cloth on board; spine - leather, damaged; pages all bound in. 288 pages. 34 x 22 x 5cm.	Moderate	Court House safe	Card folder	Court House Safe	Card folder	
Deeds Volume 22	14/07/1930	26/11/1934	Deed Nos. 1936-1993. Ledger. Cover - cloth on board; spine - leather; pages all bound in; minor insect damage. 241 pages. 34 x 22 x 3cm.	Moderate	Court House safe	Card folder	Court House Safe	Card folder	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Deeds Volume 23	11/07/1936	11/12/1945	Ledger. Cover - cloth on board; leather spine, badly damaged; pages all bound in. 425 pages. 34 x 22 x 5cm.	Moderate	Court House safe	Card folder	Court House Safe	Card folder	
Anguilla Book of Deeds, Liber 'A' Volume 1	29/12/1945	16/10/1959	Ledger. Cover - cloth on board; all pages bound in; typescript. 450 pages. 35 x 22 x 5cm.	Good	Court House safe	Card folder	Court House Safe	Card folder	
Anguilla Book of Deeds, Liber 'B' Volume 2	17/12/1959	13/12/1965	Ledger. Cover - leather on board; all pages bound in; typescript. 754 pages. 35 x 22 x 5cm.	Good	Court House safe	Card folder	Court House Safe	Card folder	
Wills Register	1871		Ledger. Leather cover and spine. Pages all bound in; some torn. Fragile. 32 x 19 x 3.	Poor	Court House safe	Card folder	Court House Safe	Card folder	
Register of Marriages	27/10/1886	11/7/1899	Cover - leather on board; spine, leather; some pages unbound. Insect damage throughout the volume. Fragile. 38 x 25 x 2cm.	Poor	Judicial Office	File cabinet	Judicial Office	File cabinet	
Register of Marriages	7/1899	7/1910	Cover - leather; spine, leatherette repair; first pages unbound; edges of all pages damaged. 41 x 25 x 3cm.	Poor	Judicial Office	File cabinet	Judicial Office	File cabinet	
Register of Marriages	10/08/1910	26/07/1928	Cover - cloth on board; spine repaired in leatherette; some pages loose. 41 x 25 x 5cm	Poor	Judicial Office	Shelf	Judicial Office	Shelf	
Register of Marriages	05/06/1928	20/11/1930	Cover - leather on board; spine, leather; pages all bound in. 38 x 25 x 3cm.	Good	Judicial Office	File cabinet	Judicial Office	File cabinet	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Register of Marriages	27/11/1930	25/8/1943	Cover - leather on board; spine, leather; pages all bound in. Envelope of loose pages at the back of the volume. 38 x 25 x 3cm.	Good	Judicial Office	File cabinet	Judicial Office	File cabinet	
Register of Marriages	18/10/1944	11/8/1960	Cover - cloth on board; spine - leather; pages all bound in. 38 x 25 x 3cm.	Good	Judicial Office	File cabinet	Judicial Office	File cabinet	
Register of Marriages	17/08/1960	24/8/1973	Cover - cloth on board; spine - cloth; pages all bound in. 41 x 25 x 5cm.	Good	Judicial Office	Shelf	Judicial Office	Shelf	
Register of Marriages	25/08/1973	9/6/1982	Cover - cloth on board; spine - cloth, damaged. 41 x 25 x 4cm.	Moderate	Judicial Office	Shelf	Judicial Office	Shelf	
Register of Marriages	25/08/1973	9/6/1982	Cover - cloth on board; spine - leather, damaged; pages all bound in. 38 x 25 x 3cm.	Moderate	Judicial Office	File cabinet	Judicial Office	File cabinet	
Register of Marriages	12/06/1982	26/6/1987	Cover - cloth on board; spine - leather, repaired with adhesive tape; pages all bound in. 41 x 25 x 6cm.	Moderate	Judicial Office	File cabinet	Judicial Office	File cabinet	
Register of Marriages	21/05/1987	27/2/1991	Cover - cloth on board; spine - cloth; pages all bound in. 41 x 25 x 5cm.	Good	Judicial Office	Shelf	Judicial Office	Shelf	
Register of Marriages	01/03/1991	15/11/1993	Cover - cloth on board; spine - cloth; pages all bound in. 41 x 25 x 5cm.	Good	Judicial Office	Shelf	Judicial Office	Shelf	
Register of Marriages	08/11/1993	30/12/1995	Cover - cloth on board; spine - cloth; pages all bound in. 41 x 25 x 5cm.	Good	Judicial Office	Shelf	Judicial Office	Shelf	
Register of Marriages	05/01/1996	30/8/1997	Cover - cloth on board; spine - cloth; pages all bound in. 41 x 25 x 5cm.	Good	Judicial Office	Shelf	Judicial Office	Shelf	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Register of Marriages	06/06/1998	9/11/2000	Cover - cloth on board; spine - cloth; pages all bound in. 41 x 25 x 5cm.	Good	Judicial Office	Shelf	Judicial Office	Shelf	
Register of Marriages	10/11/2000	6/2/2003	Cover - cloth on board; spine - cloth; pages all bound in. 41 x 25 x 5cm.	Good	Judicial Office	Shelf	Judicial Office	Shelf	
Register of Marriages	08/02/2003	8/12/2004	Cover - cloth on board; spine - cloth; pages all bound in. 41 x 25 x 5cm.	Good	Judicial Office	Shelf	Judicial Office	Shelf	
Register of Marriages	10/12/2004	3/8/2006	Cover - cloth on board; spine - cloth; pages all bound in. 41 x 25 x 5cm.	Good	Judicial Office	Shelf	Judicial Office	Shelf	
Register of Marriages	29/12/2006	16/3/2012	17 volumes; stapled. 36 x 20 x 2cm.	Good	Judicial Office	Shelf	Judicial Office	Shelf	
Register of Deaths	13/7/1883	28/7/1907	Cover - cloth on board; spine - leather; first pages unbound. 265 pages. 38 x 28 x 6cm.	Moderate	Judicial Office	File cabinet	Judicial Office	File cabinet	
Register of Deaths	08/10/1907	29/1/1946	Cover - leather on board; spine lost, replaced with leatherette; pages all bound in. 500 pages. 38 x 28 x 6cm.	Poor	Judicial Office	File cabinet	Judicial Office	File cabinet	
Register of Deaths	30/01/1946	20/3/1991	Cover - leather; spine lost; pages all bound in. 493 pages. 38 x 28 x 8cm.	Moderate - Poor	Judicial Office	File cabinet	Judicial Office	File cabinet	
Register of Births	14/09/1883	22/03/1896	Cover - paper on board; spine - leather fixed with staples; pages loose. 36 x 27 x 2cm.	Moderate	Judicial Office	File cabinet	Judicial Office	File cabinet	
Register of Births	14/09/1883	22/03/1886	Cover - cloth on board; spine - cloth; pages all bound in. 43 x 28 x 5cm.	Good	Judicial Office	File cabinet	Judicial Office	File cabinet	Duplicate book, hand copied.
Register of Births	10/03/1886	20/05/1904	Cover - leather on board; spine - leather; pages loose. 38 x 28 x 8cm	Moderate - Poor	Judicial Office	File cabinet	Judicial Office	File cabinet	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Register of Births	06/11/1904	24/3/1920	Cover - cloth on board; Spine - cloth with some damage; pages loose. 43 x 28 x 5cm.	Moderate	Judicial Office	File cabinet	Judicial Office	File cabinet	
Register of Births	19/03/1920	27/09/1938	Cover - cloth on board; spine - missing and replaced with masking tape; pages loose. 38 x 28 x 8cm.	Moderate	Judicial Office	File cabinet	Judicial Office	File cabinet	
Register of Births	27/9/1938	04/04/1955	Cover - leatherette on board; spine - leatherette; pages loose. 38 x 28 x 8cm.	Poor	Judicial Office	File cabinet	Judicial Office	File cabinet	
Register of Births	04/07/1955	04/12/1968	Cover - cloth on board; spine - cloth with some damage; pages loose. 28 x 28 x 6cm	Poor	Judicial Office	File cabinet	Judicial Office	File cabinet	
Register of Births	04/07/1968	18/1/1974	Cover - cloth on board; spine - cloth; pages all bound in. 43 x 28 x 5cm.	Good	Judicial Office	File cabinet	Judicial Office	File cabinet	
Register of Births	20/01/1974	01/05/1990	Cover - cloth on board; spine - lost and replaced with masking tape; pages loose. 38 x 28 x 10cm.	Poor	Judicial Office	File cabinet	Judicial Office	File cabinet	
Register of Births	01/05/1990	17/09/2006	Cover - cloth on board; spine - lost; pages loose. 43 x 28 x 5cm.	Poor	Judicial Office	File cabinet	Judicial Office	File cabinet	
Register of Births	22/09/2006	Still active	Cover - cloth on board; spine - cloth; pages all bound in. 43 x 28 x 5cm.	Good	Judicial Office	File cabinet	Judicial Office	File cabinet	
Map showing Anguilla, St Maarten and St. Barts, surveyor Samuel Fahlberg	1792		Map.	Good	Heritage Collection, Library	Folder	Heritage Collection, Library	Folder	
West Indies: Antilles, Plans of Ports	1882		Map, includes survey of northwestern Anguilla coast (Crocus Bay, Road Bay)	Good	Heritage Collection, Library	Folder	Heritage Collection, Library	Folder	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Island of Sombrero, surveyor Capt John Hayes RN	1815		Map.	Good	Heritage Collection, Library	Folder	Heritage Collection, Library	Folder	
Parish Records	20th century	?	Unbound. 33 x 23cm	Moderate	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	
Register of Confirmation Candidates	20th century		Cover and spine - cloth on board. 32 x 20 x 1cm	Poor	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	
Register of Marriages	1848	1890	Cover - front missing, back cover paper on board; most pages bound, some loose. Proforma marriage certificates. 33 x 22 x 1cm	Poor	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	
Register of Baptisms	1883	1886	Cover - cloth on board; spine - leather, badly damaged; pages unbound. Stored in tupperware box; extremely fragile. 33 x 20 x 5cm.	Poor	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	
Register of Baptisms	1914	1925	Cover - paper on board; spine - cloth, damaged; all pages bound in, some loose. Fragile. 33 x 22 x 3cm	Moderate	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	
Register of Marriages	1921	1951	Cover - cloth on board; spine - leather; pages all bound in. 41 x 25 x 5cm	Good	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	
Register of Burials	1925	1947	Cover - cloth on board; spine missing; pages all bound in. 38 x 25 x 1cm	Moderate	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Register of Baptisms	1925	1935	Cover - cloth on board; spine - tape repair; page all bound in. 37x 25 x 1cm	Moderate	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	
Register of Baptisms	1935	1936	Cover - cloth on board; spine - tape repair; page all bound in. 37x 25 x 1cm	Moderate	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	
Register of Marriages	1941	1993	Cover - cloth on board; spine - cloth, with some damage; pages all bound in. 41 x 25 x 5cm	Moderate	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	
Register of Burials	1947	1950	Cover - cloth on board; spine -cloth; pages all bound in. Unused pages. Some insect damage. 32 x 20 x 2cm	Moderate	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	
Register of Burials	1950	1974	Cover - cloth on board; spine - cloth, partially missing, some water damage; pages all bound in. 38 x 25 x 2cm	Good	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	
Vestry Minute Book	1952	1986	Cover and spine - cloth, damaged; pages all bound in; handwritten and typed entries. 33 x 20 x 3cm	Moderate	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	
Register of Services	1956	1968	Cover - cloth on board; spine - cloth; most pages bound in, some detached. 33 x 22 x 3cm.	Moderate	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	
Register of services	1968	1989	Cover - cloth on board; spine - missing; pages all bound in.22 x 30 x 1cm	Moderate	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	
Register of Services	1968	1975	Cover - cloth on board, some water damage; spine - cloth; pages all bound in. 25 x 20 x 1cm	Moderate	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	

Item	Date start	Date end	Description	Condition	Original location	Original storage	Present location	Present storage	Comments
Communion Register	1976	1991	Cover - cloth on board; spine - cloth; pages all bound in. 36 x 23 x 4cm	Moderate	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	
Communion Register	1976	1988	Cover - cloth on board; spine - cloth; pages all bound in. 36 x 23 x 4cm	Moderate	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	
Register of Services	1976	1993	Vinyl on board; pages all bound in. 30 x 22 x 3cm	Moderate	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	
Saint Marys Subscription Register	1987	1995	Cover - cloth on board; spine - cloth, some damage; pages all bound in. 30 x 22 x 2cm.	Moderate	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	
Register of Communion	1992	1994	Staple bound, card cover. 28 x 20 x 1cm	Good	Anglican Church Parish office	Shelf	Anglican Church Parish office	Shelf	
Weslyan Methodist Register of Baptisms	1910	1915	Cover - paper on board, spine missing, some insect damage to cover. Most pages bound in, some loose. 29 x 22 x 1cm	Moderate	Methodist Church office, South Hill	File cabinet	Methodist Church office, South Hill	File cabinet	
Original Register of Marriages	1942	1973	Cover - cloth on board; spine - cloth; pages all bound in. 41 x 26 x 5cm	Moderate	Methodist Church office, South Hill	File cabinet	Methodist Church office, South Hill	File cabinet	
Original Register of Marriages	1910	1942	Cover - cloth on board; spine - leather, detached; pages mostly bound in. 39 x 29 x 5cm	Poor	Methodist Church office, South Hill	File cabinet	Methodist Church office, South Hill	File cabinet	