



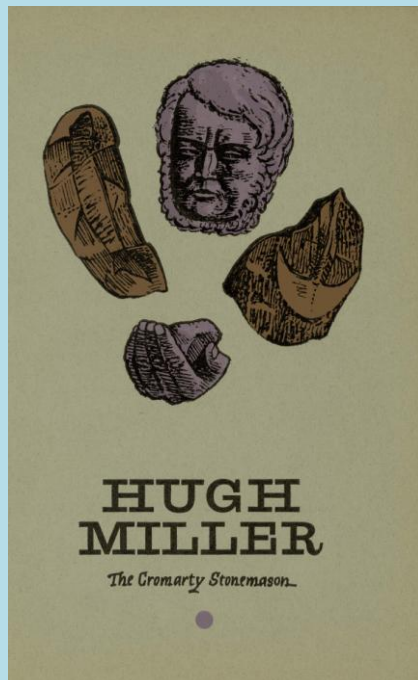
the National Trust
for Scotland
a place for everyone

Guides to the Archives of the National Trust for Scotland [NTS]

Introduction



Image of St Kildan woman c1905

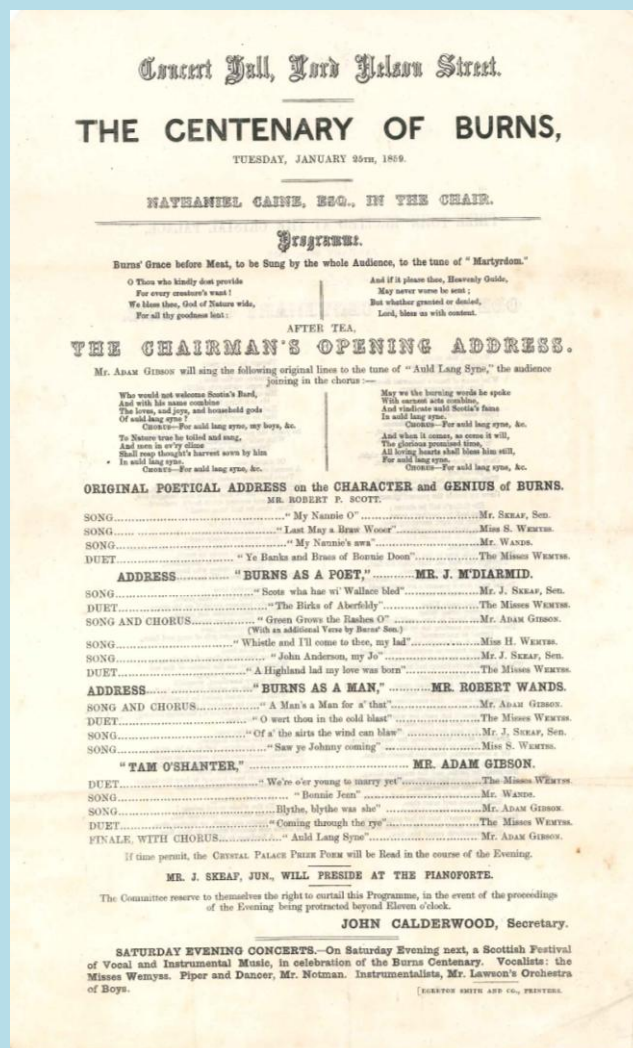


*Front cover of Hugh Miller
guidebook, early 1960s*

The National Trust for Scotland [NTS] was founded 1 May 1931 and since that time has generated and accumulated a large body of archival material. The 1935 National Trust for Scotland Provisional Order Act conferred upon the Trust not only the powers to permanently preserve, '...lands and buildings in Scotland of historic or national interest or natural beauty', but also 'objects of historic or national interest...' Included amongst these objects would be the Trust's archival collections.

Alongside the aim of trying to permanently preserve the many and varied archive collections within the Trust, is the desire to make these collections available for access, use and research. There are catalogues and finding aids for different sections of the Trust's institutional archive and these can be made available on request to the Trust Archivist.

There are publicly available surveys of some of the collections of historic papers held by the Trust, and for more information on these see the separate Guide referred to below.



Flyer for a Burns Supper held in Jan 1859

There are two main elements to the Trust's archive collections. The first of these is the **institutional or organisational** archive: this details how the Trust was founded, how it has acquired and managed its many iconic and historic properties and the various conservation projects and disciplines which have helped to preserve them; these archives outline the history of the Trust from its fledgling beginnings into Scotland's largest conservation charity.

The National Trust for Scotland has had a significant impact on the way of life in Scotland for over eighty years. Much of this is described within the Trust's corporate archive, most of which is housed at our Head Office at Hermiston Quay in Edinburgh.

Within this archive are series of administration, correspondence, legal and project files; there are volumes of Minutes of the governance bodies and other committees; we have Newsletters, Yearbooks, Annual Reports and the Scotland in Trust magazine.

The second element is the **Historic Archive Collections**: these are collections of personal papers, family papers, diaries, photos, estate records and other documents linked with the properties and the families connected with them. Although not every property has such a collection, those that do tend to remain at the properties, although some are also held at the Trust's Head Office including documents relating to St Kilda, Pitmedden, Castle Fraser and others.

For more information on these NTS archive collections see the separate guides available on the following PDFs:

- **The Institutional Archive**
- **The Special Archive Collections at NTS Head Office**
- **The Special Archive Collections at NTS Properties**
- **Access Procedures & Contact Details, Archive User Guidelines and Useful Websites**



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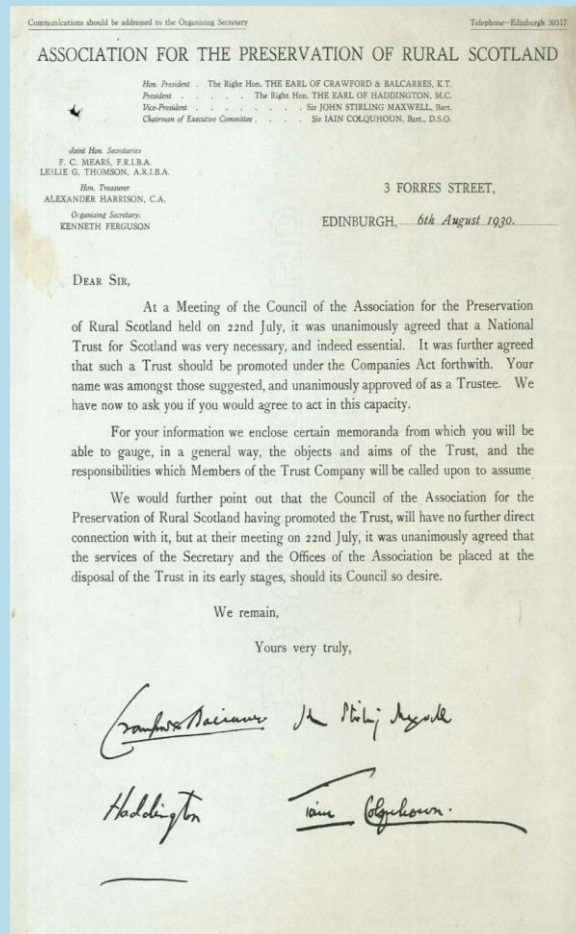
The Institutional Archive



Sir John Stirling Maxwell, NTS President 1944-1956

Institutional Archives:

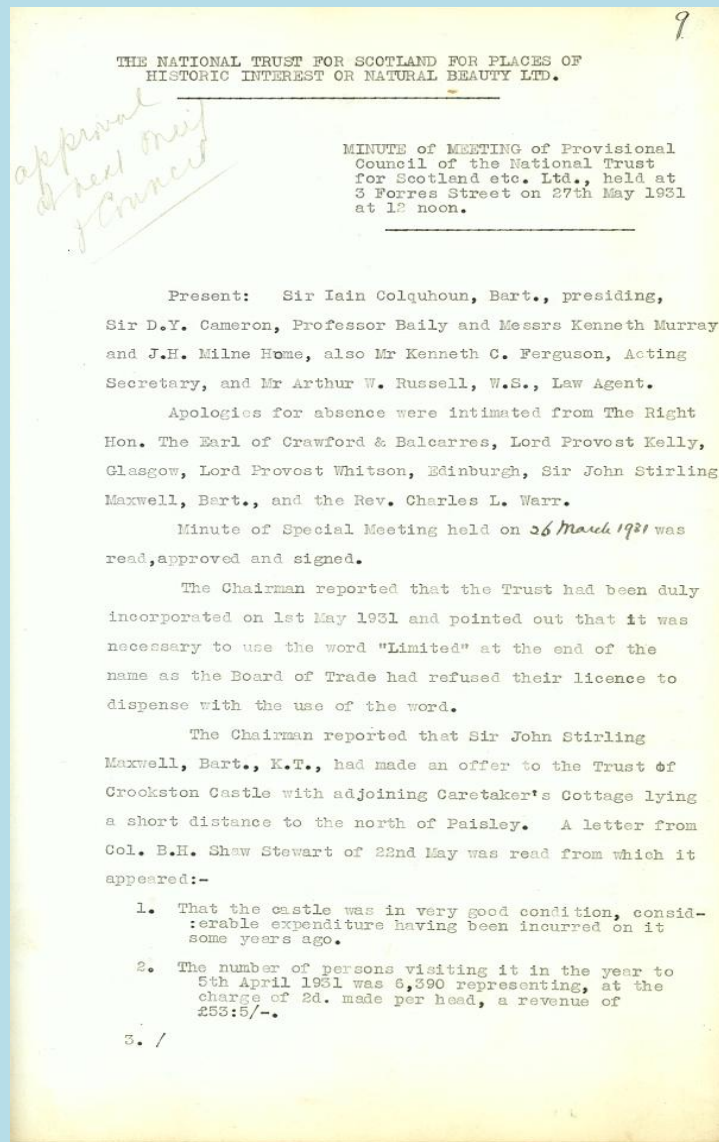
- Within this body of archival material are thousands of administration, correspondence and project files. These relate primarily to the founding and establishment of the Trust, the acquisition and management of the Trust's properties and the many events and activities the NTS has undertaken throughout its history;



Letter from the Association for the Preservation of Rural Scotland [APRS] dated 6 August 1930 about the setting up of the NTS

- There are series of legal files which again mainly relate to the Trust's properties. These have been archived by Anderson Strathern (formerly Strathern and Blair) the Trust's legal agents;
- There are series of project, property and administration archives relating to the Trust's many conservation disciplines and functions such as: Conservation, Buildings, Gardens, Curatorial, Countryside, Nature Conservation & Factorial files;

- There are over 400 volumes of Minutes, Agendas and papers relating to the meetings of the Trust's Governance bodies such as the Council, Executive Committee and Board and also Minutes of other committees relating to NTS properties and activities;

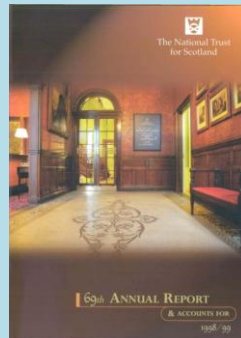
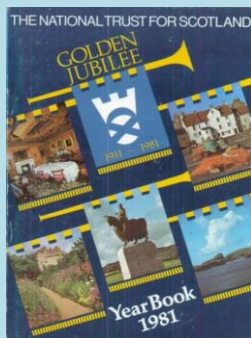
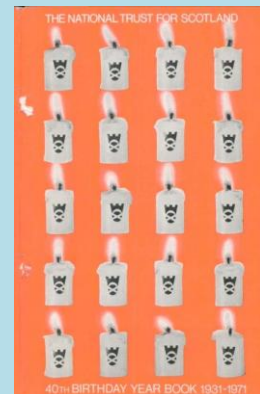
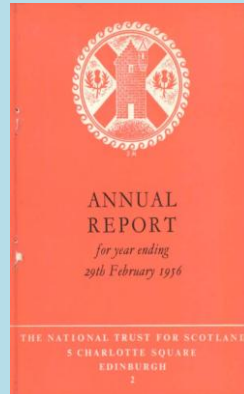
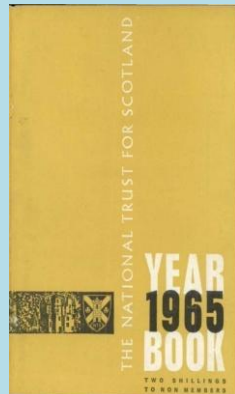
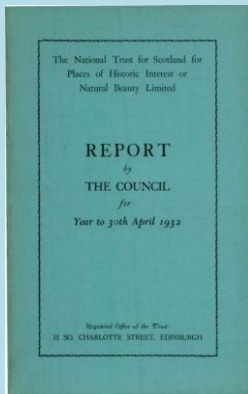


Minute of the first meeting of the Trust's Council after the foundation of the NTS in May 1931

- There is a range of publications such as Yearbooks, Annual Reports, Guides to Properties, property guidebooks and leaflets, NTS magazines, collections of newspaper cuttings and many more.



Bookmark/entrance ticket from the early 1970s



NTS Annual Reports through the years



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The Special Archive Collections at NTS Head Office

were in church. Capt. W. had
dinner with Dennis & Soke's
Great Excitation today Jim all
& Sunday.
Wed. March 22nd Gledis's day
am still in bed. Think of getting
up later on in day. Just like
Summer and So waru. Two
Boats left about 10 or a little
after 9th Borreray to see about
sheep etc. Kate told me when
she came to tidy my room that
two men Donald Macdonald, John
Gillis, Neil McKinnon, John
McQuinn his brother John went
to the Din in William's boat.
Kate had gone out of the room & my
window was left wide open as the
day was so lovely. All at once I
heard the most terrible cry for
the Din & I called to Kate who ran out
& in turn gave the alarm up that some
thing had happened at the Din.
Dennis came from school in time
to help old Angus Finlay, but
Finlay returned in a very short time
they got over to the scene of whatever had
happened. The suspicion at home was
awful; the women were all down
& the anguish'd weeping and
wailing I cannot describe. When
the boat came, & our worst fears
were realized; worse than we ever
imagined Donald Macdonald,
John McQuinn & John McQuinn were
all drowned. Neil McKinnon & John
Gillis were rescued in a very
exhausted condition. Donald Macdonald's
body was found floating in
the water, but poor John McQuinn & John
had gone down gripping each other

An entry for Alice MacLachlan's St Kilda Diary, 22 March 1907

There are a number of Special Collections held at the Trust's Head Office at Hermiston Quay, Edinburgh, many of which have been deposited, discovered or donated over the years. These Special Collections consist mainly of single items, manuscripts, drawings etc, although there are some discrete series of archives which have been donated.



Sketch of Hebridean Blackhouse commonly found on St Kilda pre the 1860 storm which wiped out most of these island homes

One of the main collections relates to St Kilda and contains a variety of letters, diaries, photos, journals, books and other documents. The majority of these were passed over to the Trust by the 5th Marquis of Bute shortly after the islands were acquired by the National Trust for Scotland in 1957. Indexes and other Finding Aids to the St Kilda collections are available through the NTS Archivist.



1905 Bill for the purchase of Henri Fantin-Latour painting at Hill of Tarvit

The Trust also holds collections of archives which have been deposited by members of the public. Most of these deposits relate to Trust properties and/or the families associated with them. All offers of archives to the Trust are considered, but the Trust's Collections Policy determines our response. For information on the Trust's Collections Policy see the attached link – <http://www.nts.org.uk/Policy/Trust>



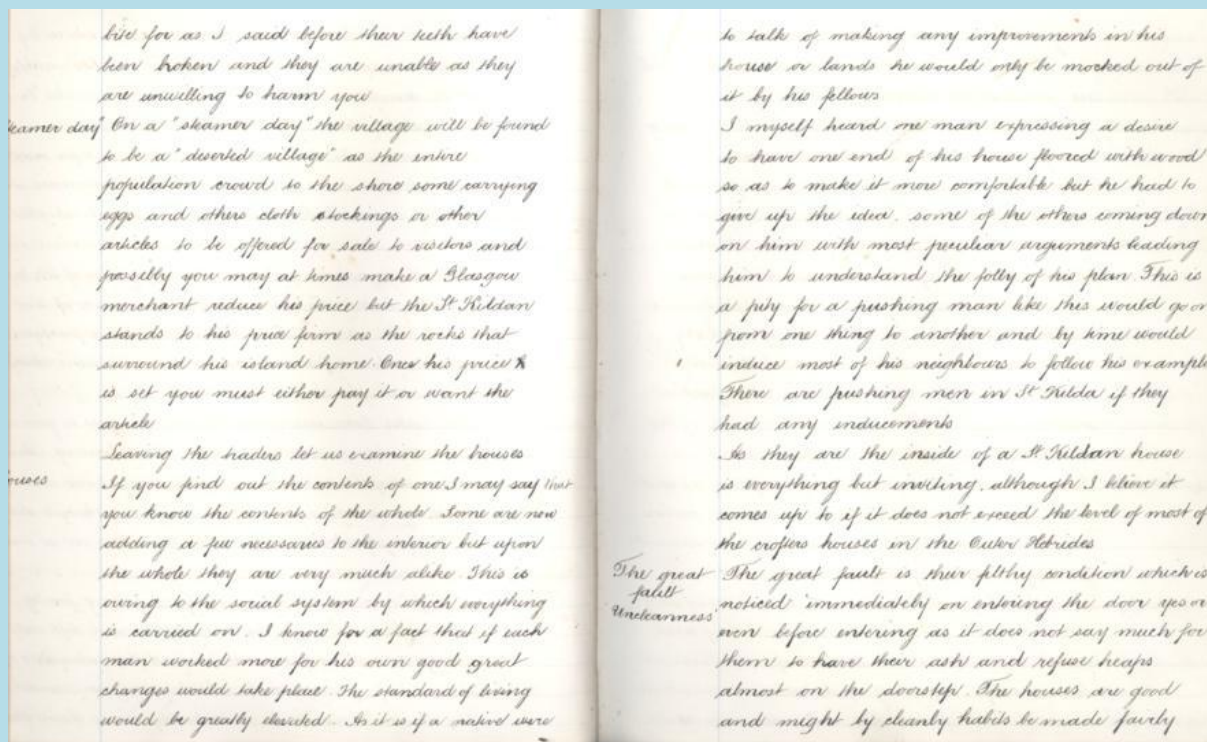
A Letter from Thomas Carlyle to his wife Jane, dated July 1864

Other highlights of the Special Collections held at the NTS Headquarters Quay include:

- four volumes of letters from the Marquis of Ailsa around the time that the NTS acquired Culzean Castle
- a collection of archives relating to the McDiarmid family from Auchenvin House at Rockcliffe
- a collection of 19th century documents relating to Pitmedden
- photo albums containing photos relating to Percy Unna
- two 16th century Charters relating to Barry Mill [below].



For details on how to request access to the Special Collections held at the Trust's Headquarters, please see our separate guide **Access Procedures, Contact Details, Archive User Guidelines and Useful Websites.**



Extract from the Journal written by John Ross during his stay on St Kilda, 1887



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The Special Archive Collections at NTS Properties

*Note of Purchase and sale of two Pictures by Vandijk
and Velasquez viz. Cost*

Cost of the Vandijk	220
Do of the Velasquez	100
Carriage &c	2
	<u>322</u>

Price of both in England £250
which at the Exchange of 42 p/100
when it was drawn for 12th June
1802. make 105

Deduct 7 th Commission to the Banker	10.50
and expenses of sending over and returning about	40
Price clear of expenses	<u>54.50</u>
Deduct original cost	322
Clear Profit	677.50
Each share of P ^r	<u>338.75</u>

M^r C^o have paid for the original
Cost 322

and his share of Profit	338.75
Total to Credit of M ^r C ^o in full	<u>660.75</u>

An 1802 account for the purchase of two paintings, taken from the Irvine papers at Drum Castle

The National Trust for Scotland cares for a number of historic archive collections of family and personal papers and estate records that are still held at some of the properties. Some collections have been surveyed by the National Register of Archives for Scotland [NRAS] and these surveys are publicly available either in the search rooms of the National Records of Scotland [NRS] or via the online catalogue at the NRAS website. For the NRAS survey reference numbers see individual properties below.

Property Archive Collections

Angus Folk Museum: This group of six 18th century cottages houses a collection of objects relating to 200 years or so of rural life in Angus. The collection of papers, books and other items was surveyed by the NRAS in 1975, reference number NRAS1262. Since then a re-audit of the papers has been completed and a re-packaging programme carried out using preservation materials.

Brodie Castle: This is an exceptional collection of family and estate papers given to the government *in lieu* of tax by the family and dates from the early 14th century. The ownership of these archives was passed to the NTS in 2004. The collection was initially surveyed by the NRAS in June 1971 although there have been some additions since that time. The reference number is NRAS770 and requests to view items from this collection, which is currently held in an archives store within the Castle, can be made via the Trust Archivist. Highlights of the collection include letters from the late 18th century from James Brodie, relating to his life in India and many other estate and family documents.

Broughton House: This is a collection of papers that came with the house and contents in the mid-1990s. The collection was surveyed by the NRAS in 1953 with a reference number of NRAS0118. Highlights of the collection include letters and bills relating to the collection of books by Edward Atkinson Hornel.

Canna House: The world class collections of archival material gathered by John Lorne Campbell and Margaret Fay Shaw relating to Gaelic culture are held at Canna House on the island of Canna. There are sound archives, photographs, manuscripts, papers, books, published items and films which detail the Campbells' lifelong fascination with Gaelic culture and the Western Isles. Some of the collections, such as the film, photos and sound recordings have been digitised and these digital versions can be found in various places. One such is the Tobar an Dualchais project website [<http://www.tobarandualchais.co.uk/>]. This project ensured that thousands of archive sound recordings of Gaelic and Scots were digitised under the auspices of the School of Scottish Studies and the BBC. There are also sound recordings available through the website of the British Library [<http://www.bl.uk/>].



Canna House

The collections are looked after by the Archivist at Canna House, who has compiled many catalogues of the various collections. For information about how to access these catalogues please contact the Trust Archivist.



Trunk of archives at Canna House

Drum Castle: This collection of family and estate papers came to the NTS upon the Trust's acquisition of the property in 1976. This is a fantastic collection of papers whose highlights include; the Drum Charter of 1329 (see below), papers relating to the Drum estate and correspondence and other documents pertaining to the early 19th century art dealer and collector, James Irvine. The NRAS survey of this collection can be located at the online catalogue at their website reference number NRAS1500.



Drum Charter 1329

House of Dun: A small collection of papers was discovered a few years ago in the Charter Room at the House of Dun. These papers have been catalogued by the NTS Archivist and the catalogue is available at the NRAS online catalogue, reference number NRAS4346.



Gardeners in front of the glasshouse at House of Dun in the late 19th century

Inverewe House: Photos, letters, books and other items relating to Inverewe House and Garden and the Mackenzie and Sawyer families, are held at Inverewe House. These were initially catalogued by the Trust Archivist but have been catalogued in more detail and cared for by the volunteer Archivist at Inverewe. For information about how to access these archives please contact the Trust Archivist.



Queen Elizabeth, the Queen Mother at Inverewe Viewpoint, May 1968

Robert Smail's Printing Works: A large number of letters, ledger books, account books and Guard Books, etc, relating to the printing works are housed at this wonderful property in Innerleithen. Nothing was ever thrown away at this printing workshop and you can still see the original office and the records which document over 120 years of the business. The collections are currently being catalogued and packaged by volunteers under the supervision of the property manager.

Other NTS Property Archives: Other Trust properties which house archive collections include: **Culzean Castle, Leith Hall, Tenement House** and **Kellie Castle**.

There are also a number of archive collections connected with Trust properties and their families which are held elsewhere. These include the **Castle Fraser** archives held at the University of Aberdeen; the **Craigievar, Leith Hall** and **Crathes** collection of papers housed at the National Records of Scotland; and letters and papers relating to **Hugh Miller** and **Thomas Carlyle** can be found at the National Library of Scotland.



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Access Procedures, Contact Details, Archive User Guidelines and Useful Websites

Access Procedures & Contact Details

For access to the Trust archives or files relating to a particular property held at the Trust's Head Office, please email or phone the Archivist in the first instance. A mutually convenient appointment will be made for you to have access to the requested files. You will be required to complete both the Access to Archives Request Form [page 2] and the Archives Agreement Form [page 3].

At your visit a suitable area will be found for you to conduct your research and if any photocopying or photographing of the documents is required, please let the Archivist know. A scale of charges for photocopying/photographing may apply.

All requests for access to archives will be considered, however there may be occasions when access may be denied due to the fragility of a document.

For research enquiries or requests for access to any of the Trust's archives contact the NTS Archivist, Ian Riches on 0844 493 2474 or at iriches@nts.org.uk.

Opening Hours: Monday-Friday, 9am-5pm

Address: National Trust for Scotland, Hermiston Quay, 5 Cultins Road, Edinburgh, EH11 4DF

Name	
Dept	
Tel No	
Email	

Archives use only	
Ref No:	_____
Date of Enquiry	_____ - _____ - _____

Please specify below the archive files or document(s) that you would like to see:

Please specify below your reasons for access:

Declaration

I certify that the information given on this application form to The National Trust for Scotland is true. I understand that it is necessary for the Trust to confirm my identity and it may be necessary to obtain more detailed information in order to locate the correct information. It is the responsibility of the person receiving these documents from the archives to ensure that the security of the files is maintained. Files should be locked away at the end of every working day. Failure to comply with this may result in the archives being retrieved and returned to the archives store and could prejudice any future requests for access.

Signed: _____ Date: _____

Approved:

YES	NO
-----	----

 Date: _____

Approved By: _____

ARM 5 Signature: _____

NTS Archives Agreement

The National Trust for Scotland [NTS] hereby agrees to allow access to the archives which are in its possession.

All rights, including copyright, of the National Trust for Scotland [NTS] are owned or controlled by the NTS.

In viewing these archives you agree to abide by the conditions set out in the Archive User Guidelines below.

Except where expressly stated otherwise, you are not permitted to photograph or copy, license to third parties, reproduce for commercial purposes, adapt or change in any way the content of these archives for any other purpose whatsoever without the prior permission of the National Trust for Scotland [see attached Permission Form].

You agree that you may only reproduce the images when given permission from the National Trust for Scotland.

Signed.....

Name.....

Date.....

Archive User Guidelines

The National Trust for Scotland aims to encourage and promote access to its archive collections. However, regular use of documents and files will pose threats to the preservation of documents. These Guidelines, therefore, have been devised in order to assure the correct procedures are maintained in the use of the Trust archives. They are for the use of property staff where archives are held and researchers who request access to archive documents. The main purpose of the Guidelines is to ensure the long-term preservation of the archival material in order that they are not damaged, marked, misplaced or stolen. The Guidelines are here to protect those who handle the documents as well as the documents themselves.

A suitable area will be found to view the requested documents and supervision will be provided.

When viewing requested documents or files please handle with the utmost care. If you are in any doubt as to the condition of the document please consult with a member of staff

- **Please ensure hands are clean & dry prior to handling any documents**
- **Gloves must be worn if nails are varnished or painted**
- **No large bags to be taken into the research area**
- **Please do not fold, rest on or lean anything on the documents**
- **Pencils only to be used when writing / taking notes**
- **Do not mark the documents in any way**
- **Food and drink are not allowed in the research area**
- **Mobile phones are to be turned off**
- **Smoking is strictly prohibited**

Please consult with the Archivist or Property staff when requesting copies of documents as some items will be subject to copyright regulations. This provision also includes photographing the documents. Any copying of documents is at the discretion of the Archivist and may be subject to a charge

If in doubt, please seek help and advice as staff will be happy to assist.

Reproduction Charges

<u>Type</u>	<u>Charge</u>	<u>Notes</u>
A3 or A4 paper copies from original documents	50p per page + postage + vat at 20% of total cost.	£2.50 minimum charge
Copy of digital images on CD or Memory Stick from original documents and Virtual Volumes. The NTS will use its discretion when deciding upon the best method to supply digital images	£3 for the CD plus 50p per image + postage + VAT at 20% of total cost	
Postal Charges to be applied to all orders; per 50 pages (or multiples thereof) NTS Archivist will determine best form of packaging to use	£2 to UK addresses £3 to European addresses [air mail] £5 to worldwide addresses [air mail]	

Payment should be received before copies are sent out, i.e. with the enquiry.

Either cash or cheque payments [made out to the National Trust for Scotland] are acceptable

For further information on obtaining copies of archives please contact the NTS Archivist, Ian Riches on 0844 493 2474 or at iriches@nts.org.uk

Useful Websites of Other Organisations

Heritage Organisations

National Trust for Scotland - <http://www.nts.org.uk/Home/>

National Trust - <http://www.nationaltrust.org.uk/>

Scottish Archives

National Records of Scotland – <http://www.nas.gov.uk>

National Register of Archives for Scotland - <http://www.nas.gov.uk/nras/>

Scotland's People Centre - <http://www.scotlandspeoplehub.gov.uk/>

Scotland's Places - <http://scotlandsplaces.gov.uk/>

British Archives

The National Archives - <http://www.nationalarchives.gov.uk/>

The Archives Hub [Gateway to archives in Higher Education Repositories] - <http://archiveshub.ac.uk/>

Built Heritage of Scotland

Royal Commission on the Ancient and Historical Monuments of Scotland – <http://www.rcahms.gov.uk/>

Historic Scotland - <http://www.historic-scotland.gov.uk/>

Other Useful Websites

Tobar An Dualchais Project - <http://www.tobarandualchais.co.uk/>

National Library of Scotland – <http://www.nls.uk>