

SEVENTH ANNUAL REPORT
ON THE
NATIONAL ARCHIVES
1956

R
V2:882YNS6
NS6
45458

P-650

SEVENTH ANNUAL REPORT

Seventh Annual Report

on the

National Archives

1956

189
23

R

V2:882vN56 THE GOVERNMENT PRINTER, ACCRA, GOLD COAST

N56

45458

NATIONAL ARCHIVES

SEVENTH ANNUAL REPORT—1956

With the exception of finance, which runs from 1st July, 1956, to 30th June, 1957, the new financial year, the period covered by this report is the calendar year January to December, 1956.

2. STAFF

Several changes occurred in the staff position during the year.

In February, Miss Marina Ofoosu-Amaah, Craftsman Grade II, resigned her appointment and proceeded to the United Kingdom for further studies.

Vacancies in the Clerical and the Executive Officer grades were filled by the appointment of Mr. E. A. Boye and Mr. D. F. K. Afunyah, respectively. Both officers had served as Temporary Clerical Officers in the Department.

Five Clerical Assistants and two Repository Cleaners were employed in October.

Mr. J. W. D. Amoo, Craftsman Grade I, who had been in charge of the Preservation Services Branch since May, 1952, was promoted Master Craftsman with effect from 1st July.

Mr. C. O. Sowah, Assistant Archives Officer, was also promoted Archives Officer from 1st July.

The vacant posts of Assistant Archivist and Assistant Archives Officer remained unfilled to the end of the year.

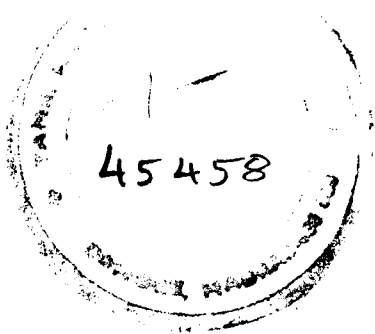
The Archivist attended the Third International Congress on Archives at Florence, Italy, from 25th to 29th September, 1956. He left the country by air on 10th September, and returned home via London on 7th October.

3. REPOSITORY

The number of documents accessioned was 3,144. This figure shows an increase of 1,958 over that of last year (*see* Appendix I for details). Of these, 98 were classified. Preparation of Room and Shelf lists was begun and a revision of ADM 5 (Sessional Papers) was also started. The total number of individual documents in this class at the end of the year stood at 640.

A total of over 3,000 individual files containing confidential material and covering the period 1881 to 1948 were transferred from the Establishment Secretary's Office, Accra. By 31st December, 1,250 pieces of these important papers covering the period 1881 to 1897 had been accessioned.

With this transfer the need to have more storage accommodation became urgent. A disused building, standing a few yards away from the main Repository, was then acquired and adapted for use; and this provided storage space of 440 square feet with 700 feet of shelving.



4. SEARCH DEPARTMENT

The number of records produced in the Search Room during the year totalled 2,051, an increase of 551 over the production for 1955.

The number of Searchers' Tickets issued totalled 102, 39 tickets more than those for 1955; but 528 visits in all were recorded as against 587 for 1955.

There was a significant increase in the number of officials using the Search Room—no less than 11 Ministries and 22 Government Departments sent officials to consult the records (*see* Appendix I).

The revenue collected during the year under review showed a substantial increase. Fees derived from the supply of authenticated copies of documents, and from the rehabilitation of documents in the Preservation Services Branch amounted to £270 7s. 11d. (Two hundred and seventy pounds, seven shillings and elevenpence); and this was made up of cash receipts, £166 13s. 2d. (One hundred and sixty-six pounds, thirteen shillings and twopence) and Inter-Departmental Debit Advices £103 14s. 9d. (One hundred and three pounds, fourteen shillings and ninepence). And the percentage of increase in revenue over that collected during the 1955-56 financial year was 6.

Although a report on the Exhibition of Documents organized as part of the Ghana Independence Celebrations in March, 1957, is reserved for the 1957 Annual Report, mention must be made here of the revenue earned from the sale of the Exhibition catalogues. Altogether an amount of £124 11s. 6d. (One hundred and twenty-four pounds, eleven shillings and sixpence) was derived from this source, thus bringing the overall revenue earned during the 1956-57 financial year to £394 19s. 5d. (Three hundred and ninety-four pounds, nineteen shillings and fivepence).

5. SELECTION AND DESTRUCTION BRANCH

Considerable progress was made in the work of sorting and listing Old Minute Papers. In the course of this work every effort was made to use all available storage space in the Repositories, and this fact more than anything else emphasized the need for suitable accommodation. In addition, the Archives Officer visited the Registries of the District Magistrate and the Divisional Courts, Cape Coast, and examined files and other documents earmarked for destruction. Papers which were considered unworthy of permanent preservation were recommended for destruction under the provision of the relevant General Orders.

6. PRESERVATION SERVICES BRANCH

The general output of work by the Preservation Services Branch continued to be heavy. A total of 12,196 leaves were repaired. Out of this number 5,224 were silk-gauzed, 2,128 more than those silk-gauzed for the preceding year.

At the same time the number of volumes re-bound or guarded and filed totalled 190, an increase of 51 over those of the previous year. A total of 99 cases and covers were made for the better protection of weak documents, some 14 cases fewer than those for 1955. The work of guarding and providing cases for local newspapers, viz. *Daily Graphic*, *Ghana Evening News*, *Daily Mail*, *Ashanti Pioneer*, *Ashanti Times*, *Liberator*, *Daily Express*, *Daily Echo*, *Gold Coast Independent*, *African Morning Post*, *Spectator Daily*, and *Ashanti Sentinel* covering varying dates between 1950-1956, was continued, and by the close of the year 102 volumes had been made. This total exceeds that of the preceding year by 85 volumes.

For the second year running the Preservation Services Branch carried out extra-Departmental work—for the Supreme Court, the Legislature, the Ministry of Labour, the Department of Agriculture, the Government Statistician's Office, the Registrar-General's Department, the Government of Sierra Leone and other private bodies. The publications and pamphlets sewn and bound totalled 1,534, 1,505 more than those for 1955. This work was paid for partly by cash and partly by Inter-Departmental Debit Advices, i.e., £63 1s. 5d. and £95 3s. 9d. respectively. In other words, the Preservation Services Branch earned a total revenue of £158 5s. 2d. from the extra-Departmental work undertaken.

7. PHOTOGRAPHIC SECTION

There was considerable activity in this section during the year under review. A total of 3,536 Photostat Prints (negative and positive) were made, an increase of 989 prints over those of the preceding year. Once again the revenue earned from this source was substantial.

8. PRIVATE ARCHIVES

The Archivist again devoted some considerable time to locating private archives. Although this aspect of archival work here is fraught with many practical difficulties and suspicion it could be said now that the future shows promise. There is definitely some awakening to the importance of the proper preservation of archives and there is no doubt that the time will soon come when owners of private archives will voluntarily come forward and offer their archives for preservation in the National Archives. In this connection the Archivist ensured that all likely owners of private archives he met had the importance of the aims and objects of archival work made clear to them.

With the kind assistance of the Honourable Archie Casely Hayford, a former Minister of the Interior, the papers of his late father, J. E. Casely Hayford (1866-1930), founder of the National Congress of West Africa, were brought from Sekondi to the Minister's villa at Achimota, some six miles away from Accra. These will be examined later after the custodian has had time to look through them. The importance of the papers of Casely Hayford is obvious, especially as he was a celebrated lawyer, a politician of wide experience, and a legislator, not to mention his private interests, such as farming.

Another set of papers acquired for examination and rehabilitation was that belonging to the late W. N. Ocansey of Ada, one of the commercial giants of the country in the 19th century. The usefulness of these papers for economic purposes cannot be over-emphasized. The acquisition of these papers was made possible through the kindness of Mr. D. W. Ocansey and Mr. Winfried Ocansey, both of Akuse, and Mr. James N. Avanor and Mr. E. J. Doku, of Ada.

Other acquisitions included :

- (a) Three pieces of original documents in Dutch (together with translations in English) dated 1st February, 1812, 23rd February, 1861 and 21st January, 1862. These documents, which relate to the Dutch Government's recognition of the donor's predecessors as chiefs of "Lower Town Axim Province", were offered by Nana Kwabena Nkansah, Omanhene of Nsein in the Axim District.
- (b) The Diary and other papers of late Christian Jacobson of Keta; and
- (c) a gift of a copy of Bowdich's Mission to Ashanti, 1819, by Mr. F. W. Ocran of Cape Coast.

Among the pictorial acquisitions made during the year were :

- (a) a set of photographs (of the donor's family and of the delegation of the National Congress of British West Africa to London in 1920) presented by Honourable A. Casely Hayford, when Minister of Communications, and
- (b) a gift, from Chief Amegashie Aweku II of Keta, of some interesting photographs.

My thanks are due to the donors and all those who had helped me in many divers ways in my search for this group of archives.

9. ECCLESIASTICAL COLLECTIONS

It is a pleasure to report that Rev. (now Dr.) H. Debrunner of the Presbyterian Teachers' Training College, Akropong, Akwapim, was able to prepare an extensive digest of manuscripts and printed material on the activities of the Basel Mission in Ghana from 1828-1851, which are preserved in the Mission's Archives at Basel, of the records of the Moravian Missionary Society on their missionary work in Ghana in the 18th century and of other documents concerning one Christian Protten, which are all available at the Archiv der Bruder-Unitat, in Herrnhut, Oberlaus, Eastern Germany. To enable him to do this work he was granted a month's extension of his earned leave at the expense of the National Archives. This expenditure has been fully justified by the results of his researches, which are now available for use in the Search Department. Besides, he caused to be microfilmed a "general declaration" dated 1st June, 1748, made by Frederik Pederson Svane, a Christiansborg Mulatto, who graduated in the University of Copenhagen and was for ten years a Missionary at Christiansborg (1736-1746). My thanks are accordingly due to Rev. Debrunner for the excellent discharge of the work entrusted to him. And it is hoped he would be able to continue during his next furlough in Europe from where he left off.

10. TREKKING.

During the year under review the Archivist visited Ada, Akuse, Anomabu, Atuabo, Axim, Cape Coast, Half Assine, Keta and Sekondi in connection with the search for private archives.

The Archives Officer, too, visited Cape Coast, Dodowa, Kumasi, and Sekondi and examined and accessioned public and semi-public archives stored in the record rooms of the Joint Provincial Council of Chiefs, Dodowa, and of the Divisional and Magistrate's Courts.

11. LEGISLATION

Owing to pre-occupation of the Law Officers with other more pressing legal matters connected with the grant of Independence to Ghana, the draft regulations were not approved for issue during the year as was expected.

12. ARCHIVE BUILDING

There is still no definite news as to when the permanent archives building will be put up; the National Archives acquired additional storage accommodation (which is referred to in paragraph 3 above) and adapted it for use.

13. OTHER ACTIVITIES—EXTRA-DEPARTMENTAL WORK

The Archives of the Joint Provincial Council.

On the invitation of the Joint Provincial Council of Chiefs the Department undertook the examination and accessioning of the old records of the former Eastern Provincial Council of Chiefs stored at Dodowa and offered advice for their better preservation, as they could not, for lack of accommodation, be transferred to Accra.

14. VISITS

The National Archives continued to attract visitors to Accra. Prominent among local visitors were Nana Kwabena Nkansah, Omanhene of Nsein, Nana Kofi Amoo, Regent of Jura Bamiankor, and Hon. Ako Adjei, M.P., who paid his first official visit on his assumption of office as Minister of the Interior in February, 1956. He was accompanied by his Ministerial Secretary, Mr. C. T. Nylander, and his Permanent Secretary, Mr. W. A. S. Cole. Distinguished visitors from abroad included Dr. C. F. Easmon, O.B.E., Chairman of the Monuments and Relics Commission, Freetown, Sierra Leone, Mr. P. R. Glavin, the University College, Ibadan, Nigeria; Mr. Emmanuelle, Archiviste de la Mauritanie a St. Louis, French West Africa; Professor H. Hale Bellot of the University of London; Mr. David Jolly, of St. Evanston, Illinois, U.S.A., and Mr. William O. Brown, of the Ford Foundation, U.S.A.

15. CONCLUSION

This was another busy and successful year and once again it is my pleasurable duty to express to the staff my thanks for, and appreciation of, their devotion to duty.

October, 1957.

J. M. AKITA
Archivist.

45458

APPENDIX I

Sources and Analysis of Documents accessioned during the year.

• *Departmental Annual Reports* :—

Agriculture	1954-55
Archives	1953-54
Education	1954-55
Forestry	1954-55
Geological Survey	1954-55
Income Tax	1953-54
Labour	1953-54
Lands	1954-55
Meteorological Services	1952-53
Social Welfare and Community Development	1954-55
Tsetse Control	1954-55

Eastern Province and Joint Provincial Council of Chiefs :—

Minutes and Miscellaneous papers, Office Files and Record Books	1926-55
---	---------

Ecclesiastical Papers :—

History of the Church of Christ—Accra, 1917
History of Abokobi and the Basel Mission.

Establishment Secretary's Office :—

Confidential Minute Papers, Cases and Book Files 1881-1897 (1,250 pieces).
Staff List of Junior Appointments 1956-57 (2 copies).
Staff List of Senior Appointments 1956-57 (2 copies)
The Gold Coast Public Servant Issue No. 4, 1955.
The Gold Coast Public Servant Issue No. 5, 1956.

Legislature :—

Government's Revised Constitutional Proposals, 1956.
Group Photograph of members of Legislative Assembly, 1951.
Group Photograph of members of Legislative Assembly, 1954.
Laws of the Gold Coast—Subsidiary Legislation, 1955.
Legislative Assembly Debates Issue No. 3, 1950.
Legislative Assembly Debates Issue No. 3, 1955.
Legislative Assembly Debates Issue No. 1, 1956.
Legislative Assembly Debates Issue No. 4, 1956.
Report of the Constitutional Adviser (Sir Frederick Bourne, K.C.S.I., C.I.E.) 1955.
Report of the Achimota Conference 1956.

Ministry of Finance :—

Accra Town Council Estimates of Revenue and Expenditure 1936-37.
 Draft Estimates: Development 1956-57.
 Financial Statement of Revenue and Expenditure 1955-56.
 Public Accounts Committee's second Report 1954-55.
 Revision of Salaries and Conditions of Service in Nigeria 1955.
 Standing Finance Committee's Report 1st Aug.-31st Oct., 1955.
 Standing Finance Committee's Report 1st Nov., 1955-31st March, 1956.

Reports of Commissions, Committees, Corporations, etc. :—

Report and Accounts: Tema Development Corporation 1954.
 Report and Accounts: Cocoa Marketing Board 1955.
 Report of the Gold Coast Mines Board of Inquiry 1956.
 Reports of the Jibowu Commission Vols. I and II, 1956.
 Reports of the Volta River Project Commission Vols. I-III, 1956.

Statistician's Office :—

Statistics of External Trade 1935-53.
 Economic Survey—Ministry of Finance 1954.
 Monthly Accounts relating to External Trade Vol. 1-12, 1955.
 Digest of Statistics Nos. 1 and 2, 1956.

Supreme Court :—

District Magistrate's Court, Cape Coast:—
 Civil and Criminal Record Books, Letter Books
 Office and Personal Files (52 pieces)
 Divisional Court, Cape Coast:—
 Office and Personal Files (55 pieces)
 District Magistrate's Court, Kumasi:—
 Civil and Criminal Record Books, and
 Letter Books: 15th February, 1897-7th November, 1956
 (392 volumes).
 Divisional Court, Kumasi:—
 Civil and Criminal Record Books and
 Letter Books: 25th October, 1897-29th November, 1956 (204
 volumes).
 District Magistrate's Court, Sekondi:—
 Civil and Criminal Record Books and
 Letter Books: 1st April, 1897-5th January, 1956 (283 volumes).
 Divisional Court, Sekondi:—
 Civil and Criminal Record Books and
 Letter Books: 20th August, 1894-24th May, 1955 (200 volumes).

APPENDIX II

Ministries :—

Agriculture
 Communications
 Defence
 Education
 External Affairs
 Health
 Housing
 Local Government
 Trade and Labour
 Works

Departments :—

Accountant-General's
 Agriculture
 Audit
 Broadcasting
 Education
 Establishment Secretary's Office
 Forestry
 H.M. Customs and Excise
 Information Services
 Land Boundary Settlement Commission
 Lands
 Legislature
 Office of the Secretary to the Governor
 Posts and Telecommunications
 Public Works
 Regional Organisation
 Registrar-General
 Social Welfare and Community Development
 Soil and Land-Use Survey
 Supreme Court
 Town and Country Planning.

