

GLAMORGAN RECORD OFFICE/ARCHIFDY MORGANNWG

Reference code: GB 0214 D540

Title: Records of Shorthand Writers' Association of Cardiff Technical School

Dates : 1909-1971

Level of description: Fonds

Extent and medium: 0.002 cubic metres (3 vols and 1 file):

Name of creator(s): Shorthand Writers' Association of Cardiff Technical School

Administrative/biographical history

The Association was established in 1909 by teachers and students of Cardiff Technical School to encourage the development of shorthand skills among students. The latter had role of management, arranged social activities and awarded prizes and medals for those who met the highest standards. The Association was wound up in 1987.

Archival history

The records were held by the former treasurer before donation.

Immediate source of acquisition

Donation by former treasurer

Scope and content

Minutes books 1909-1929, loose minutes, and cash-book 1939-1971

Appraisal, destruction and scheduling information

All records which meet the collection policy of the Glamorgan Record Office have been retained.

Accruals

Accruals are not expected.

System of arrangement

Arranged by description and dates

Conditions governing access

No restrictions.

Conditions governing reproduction

Normal Glamorgan Record Office conditions apply.

Language/scripts of material

English

Physical characteristics and technical requirements

Fair condition

Finding aids

Detailed list available.

Existence and location of originals

Not applicable

Existence and location of copies

Not applicable

Related units of description

Not applicable

Publication note

Not applicable

Note

Not applicable

Archivist's note

Compiled by Richard Morgan] for the Glamorgan Record Office

Rules or conventions

This description follows Glamorgan Record Office guidelines based on ISAD(G) compatible cataloguing guidelines for fonds level descriptions used by the Archives Network Wales.

Date of description

11 April 2008

**SHORTHAND WRITERS' ASSOCIATION OF CARDIFF
TECHNICAL SCHOOL**

D540

D540/1	Minutes book [1 vol.]	1909-1913
D540/2	Minutes book [1 vol.]	1913-1929
D540/3	Cash-book [1 vol.]	1939-1971
D540/4	Loose papers including containing draft proposals and proposals toward a constitution September 1981; joint secretaries report 1945; honorary secretary's report 5 May 1948; minutes 9 June 1975, 15 March 1977, 9 May 1979, and 17 June 1980; letter 7 June 1978 relating to two Association medals; two notices from secretary to members of meeting on 17 June 1987 to consider winding-up of the Association and disposal of funds; and notice of meeting to South Wales Echo. [1 file]	1945, 1975-1980, and 1987