



Energy for
generations

ESB Archives

Developing ESB Archives Historical Collection

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Our Archive Collection

ESB Archives are a rich resource providing information on many aspects of ESB history including the Shannon Scheme, Rural Electrification in Ireland, development of power and turf stations, overseas development, advertising marketing and promotional material and historical collections of photographs, film and video.

Building our archival collections and relationships with key stakeholders across the business is an essential on-going function for ESB Archives. Our Archive staff not only preserve the historical records of our company, we also need to ensure we collect new records to reflect all of the functions and activities of our business units across ESB Group to continue the process of building an Archive for future generations to access and use.

The purpose of this document is to both inform and seek the assistance of both managers and staff in ESB to ensure:

- That proper records are preserved in the Archive which accurately reflect the history and development of ESB as an industry leading energy business from 1927 to today.
- The establishment of international archival standards of service when dealing with internal and external depositors and researchers.
- The effective and efficient management of the archive collection to ensure that the range, quality and authenticity of our archive collections meet both internal and external user requirements.

Records required by ESB Archives

We need your help in ensuring that we continue to preserve the corporate memory of our company. If you have records that you no longer require for business retention purposes and think they are worthy of permanent preservation please contact us by email: esbarchives@esb.ie where our team, which includes two professionally trained archivists who are members of the Archives and Records association of Ireland (ARA), will appraise the records based on our criteria of archival and evidential value.

Archives are records made or received and accumulated by a person or organisation in the course of the conduct of their affairs and preserved because of their evidential value. Such items can be in any medium, paper, electronic, microfilm, film, magnetic tape or disk, optical disk, video or audiotapes. The following are examples of records and the information they hold that we require:



Communications

- Corporate communications – press releases, internet and intranet data, films messages to market, investors, customers and employees
- Management correspondence (internal) communications to employees on strategic issues and core company activity
- Media relations files information on key issues or events in public domain requiring media management
- Press cuttings and articles evidence of media interest in the company

Human Resources

- Human Resources manuals and employee handbooks and circulars record of terms and conditions and employee benefits – e.g. holidays, pensions, insurance and other benefits and company employee rules and procedures
- Minute books from company clubs – sports and social record of employee participation and engagement in company-sponsored activity outside work-time (particularly prevalent in older, 'paternalistic' firms)
- Organisational charts pictorial representations of company structure at all levels (directors, functional managers, regions/districts/departments etc)
- Photographs of key staff visual record of directors and other key players
- Photographs of sports, social, events, awards etc visual records of employee sports and social events
- Staff magazines communications to employees, record of achievements, sports and social activity, key business actions and initiatives
- Training manuals and literature (including best practice and Standard Operating Procedures) indication of the company's commitment to employee development, and standards of conduct at work
- Health & Safety Records & Procedures.

Sales and Marketing.

- Advertising material – film, artwork, copy
communication to customers: product representation and strap lines
- Direct marketing campaign literature
communications about company products and services
- Market research & plans (internal or company-commissioned)
information about trading environment and customer base
- Point of sale material
product illustrations, specifications
- Price lists
communication to customers: product lines and prices
- Product and service catalogues, stock books, and packaging samples
communication to customers: product illustrations, specifications, prices
- Sales figures (ledgers or summary figures)
record of sales volume and profit generation showing areas of success and failure

Property and Estates Management

- Asset registers
evidence of property and other assets on the balance sheet
- Architect's drawings and files, building layout and design
- Photographs of premises (e.g. offices, stores outlets, manufacturing facilities)
visual record of company property
- Project files
working files behind major projects or developments
- Title deeds
evidence of property ownership, lease etc

Finance

- Annual accounts
consolidated financial results
- Policy Guidelines
- Commercial Contracts

- Procedure Manuals & Work Flow - Internal Control systems.

Corporate / Governance

- AGM minute books and supporting papers
notices and information about annual general meetings
- Annual reports
key report of annual trading activity; often with extra information on annual high-profile initiatives including major projects, new product or market developments
- Business continuity plans
records of critical business operations, staffing and systems
- CR reports and project files
information on the corporate responsibility initiatives of the business
- Major contracts and agreements (under seal)
evidence of commercial deals, joint ventures, partnerships and associations, procurement etc
- Memorandum and articles of association
papers showing when the company was set up and constitutional changes
- Major project files (including mergers and acquisitions)
project brief, cost, implementation planning
- Operating plans – group or business or functional level
planning documentation showing commercial activity
- Register of directors
information on composition of the board of directors
- Risk registers
perception and management of strategic and operational risk
- Strategic planning documentation
business strategy including mergers and acquisitions
- Trade mark and patents files
key product registration and country of sale



Research and Development

- Formulation committee minute books
evidence of research and development of products
- Laboratory books
technical evidence of product creation/production
- Product packaging samples, artwork, pattern books
evidence of product look and feel
- Product files
technical information about product development and marketing
- Research and development reports, committee minutes and papers
evidence of innovation and technology investment and outcomes

Technical

Plans, drawings and photographs

evidence of creation and development of product (complements administrative records for full understanding of business operation)



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